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|  | BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE Standard Operating Guideline | |
| | Discipline: Operations | DATE: June 1, 2022 |
| | Reference Number: F/R-06 | |
| | APPROVED BY: Chief Janet Blankenship | |
| | SUBJECT: After Action Review Guideline | |

Purpose:

The purpose of this document is to define the after action review process for the Bedford County Department of Fire & Rescue.

Scope:

This guideline has been established to provide guidance for system-wide use in conducting an after action review in a consistent manner.

Procedure/Requirements:

It is the intent of Bedford County Department of Fire & Rescue to provide guidance when conducting an after action review (AAR) for significant incidents. As stated in the U.S. Fire Administration/Technical Report Series on Special Report: “Lessons also are learned from each response to an emergency incident. Unfortunately, many of those experiences and lessons are limited to those who were involved directly in responding. Unless feedback on incident response and command is shared with other personnel in the fire department, a valuable learning opportunity can be lost. The fire service has a duty to its members and the community it serves to evaluate problematic incidents, as well as those that go extremely well, and communicate the findings (including the lessons learned), to all relevant emergency personnel.”

1. Selection

Incidents with significant impact on personnel and resources should be evaluated for lessons learned; however, small incidents can also be reviewed at the direction of the Incident Commander. Incidents involving the following will automatically trigger an incident evaluate:

- Activation of special resources: Major Wildland Incidents, SOC Operation, Extended Haz-Mat Operation
- Multiple alarm fires
- Incidents involving ‘close calls’
- Incidents involving mayday
- Incidents involving Mass Casualty Incidents
- Incidents involving personnel illness, injury or fatality
- Incidents with unusual/unique/unexpected circumstances
- Incidents involving property damage and/or to any Fire/Medic apparatus greater than \$500.00
- Any incident at the request of the District Fire Chief or Rescue Captain

2. Types of Evaluates

Informal Group Evaluate

The informal evaluate is conducted by the company or companies involved in the incident. This is a review of objectives, tactics, and identified challenges of the incident. The incident should be reviewed from dispatch through demobilization. This is also a way to identify alternative tactics, additional resources, and corrective action that can be deployed system-wide to increase performance at future incidents.

The informal evaluate begins with a lead moderator and scribe being identified. Typically, the moderator is a company officer of the primary responding agency. The moderator will then review dispatch information, incident objectives, and allow an opportunity for personnel to review and explain their role in the incident, to identify challenges in their role or problems encountered. The scribe should take notes of any exceptional performances by personnel, operational errors, equipment failures, tactical problems or general mistakes that adversely impacted the operations should be noted in a report. No reprimands or corrective action should be taken this session, since the session is designed to evaluate the incident and is designed for the overall good of improved operations system-wide. However, if a policy violation occurred or personnel reprimand needed, this should be done by the appropriate authority in the agency at a later time during a closed door meeting with the person/persons involved.

Upon completion of the AAR report, the document should be forwarded to Bedford County Fire & Rescue Deputy Chief for review. It is the Deputy Chief's responsibility to review AAR report and determine if any adjustments need to be made to system-wide policy, training, or standardized practices and to determine if lessons learned need to be shared with others.

Formal Group Evaluate

The formal evaluate is a detailed review of incidents of significant nature that could impact the operations of the organization system-wide. This type of evaluate involves the company or companies involved in the incident along with the Senior Staff representative from Bedford County Fire & Rescue. The formal evaluate is used to reconstruct the incident and to determine if planning, incident objectives, tactical deployment, operations and procedures were adequate to control the incident in the most safe, effective and efficient means. This type of evaluate should be performed in a timely manner, typically within one week of this the incident and should be scheduled to allow sufficient time to review the incident.

Like the informal evaluate, the session should begin with a lead moderator being appointed, this will be a member of the Bedford County Fire & Rescue Senior Staff personnel, and a scribe with experience taking minutes. The moderator will be responsible for coordination of the evaluate and should maintain control over the evaluate and lead the evaluate through the following processes:

- Introduction
- Establishing ground rules for the evaluate
- Providing an overview of the incident
- Providing an Incident Review
- Allowing for discussion
- Recognizing performance
- Finalizing final AAR

No reprimands or corrective action should be taken during this session since the session is designed to evaluate the incident and is designed for the overall good of improved operations system-wide. However, if a policy violation occurred or personnel reprimand needed, this should be done by the appropriate authority at a later time during a closed door meeting with the person/persons involved.

The formal AAR report should be complete and should be forwarded to Bedford County Fire & Rescue Deputy Chief for review. It is the Deputy Chief's responsibility to review AAR report with the Safety Officer and determine if any adjustments need to be made to system-wide policy, training, or standardized practices and to determine if lessons learned need to be shared with others.

ICS Chart from Incident:

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| Identified Concerns: | | |
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| Suggested Action: | Corrected | |
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Signature of Moderator: _____

Signatures of Scribe: _____

Forwarded to Deputy Chief: _____ (Date)

Forwarded to Safety Officer: _____ (Date)

Suggestions made by Deputy Chief: _____

Suggestions made by Safety Officer: _____

After Action Plan: _____
