	Fire Chiefs' Association of Broward County
	Standard Operating Guidelines

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Subject: Post Incident Analysis (PIA)

Issued by: FCABC Board: Stravino, DiBernardo, Turpel

I. Purpose:

A. To provide mechanisms for objectively analyzing multi-company, complex, unusual, multi-jurisdictional, or large scale fire rescue operations in a post emergency environment. To additionally provide a review and development process through which improved methods and operations may be realized, as well as, to identify ways to improve effectiveness, training, and standard operating procedures.

B. A PIA is an opportunity to become more effective rather than an opportunity to be punitive in nature. However, in the quest to learn, we should not shy away from discussing concerns that make us uncomfortable. The PIA can provide valuable insight to personnel by giving them an opportunity to evaluate scene response in the calm of the classroom and with the benefit of hindsight.

II. Definition(s):

A. The post-incident analysis (PIA) is a review of a given operation to determine the events that occurred, the strategy and tactics employed, the tasks chosen, and their results.

B. PIA Types

1. **Hot Wash –** A hot wash is typically performed as quickly as possible after the incident or event. It is the most informal post incident review process and involves a quick discussion with participants to identify strengths and weaknesses of the response. It should be performed by the Incident Commander at each significant event that does not require a PIA. A Fire Rescue Post Incident Analysis Outcome Report should be completed within seven (7) days of the hot wash, and distributed to the training division and other appropriate staff.

2. **Formal PIA –** This type of PIA is usually structured as a formal meeting. It is most often for large, more complex incidents. A time and place is scheduled for the PIA and all response personnel related to the incident are expected to attend. In events that are very large in size and scope, it may not be practical to have all participants attend due to the logistics of such. In these cases, smaller segmented PIA's may take place both before and after the formal way in an effort to share information, with officers in charge of incident portions attending the more formal PIA. A Fire Rescue Post Incident Analysis Outcome Report, should be completed within a reasonable time form the date of incident.

a. In some cases with large events involving a number of agencies, separate PIA's will be held by each discipline, with an interdisciplinary PIA held where representatives would gather to discuss their findings. The overall Incident Commander would then distribute the findings and reports to the various entities for handling as they see fit.

b. Triggering Events

Incident/Event Type	Most Applicable Instrument	Typically Conducted By
• Structure fires (single alarm) • MCI's • HazMat Team Operations beyond normal gas leak and fuel spill operations • TRT team operations • Complicated extrications	HOT WASH	Incident Commander / Battalion Chief
• Major incident (noteworthy, unusual, large dollar loss, etc.) • Serious injury or death of a Fire Rescue employee • Multiple civilian fire casualties • Second alarm or greater response • Extraordinary fire loss (e.g. total loss of the commercial structure) • Incidents that require long-term commitment of resources • Level II MCI or greater • Incidents of an unusual nature as determined by the Deputy Chief of Operations, or designee • Incidents requiring EOC activation • Response to natural disasters • Long-term incidents • Other events and incidents as directed by the Fire Chief or Deputy Chief of Operations	FORMAL PIA	Staff Officer or Training Division Officer as designated by Deputy Chief of Operations

III. **Procedure:**

A. Conducting the PIA

1. Unless otherwise directed by the Chief or Assistant Chief, the Incident Commander/Battalion Chief will determine if the process should be formal or informal. The primary incident commander shall initiate the discussion, but may opt to let various members of the incident command team lead their portion. While it may be beneficial that a chronology of events be discussed, the development of such is not a core outcome. In some events, it is not essential that every member chronicle every individual action taken.

2. Command Staff members may attend a PIA even though they may have not been directly involved in the incident.

3. Careful attention should be provided in an effort to identify and remedy ineffective standard operating procedures, near miss episodes related to safety, equipment gaps, equipment failures, problems with EMS protocols, and lessons learned, as well as looking for effective actions and behaviors that contributed to a successful outcome.

4. When possible, the use of current technological resources (i.e. dispatch audio tape recordings, photos, video tapes, etc.) is recommended in order to enhance the quality of the PIA.

5. Completed post incident analysis documents/reports shall be submitted through the chain of command to the Chief of Operations for review prior to the final dissemination.

B. **Hot Wash** – A quick, informal debriefing and review of on-scene actions and operations.
   1. Should be conducted by the Incident Commander / Battalion Chief.

   2. Should be conducted when possible immediately after the incident.

   3. Should be relatively informal and should allow for participation of all involved.

   4. Facilitator should take notes and later transfer them to post incident form.

   5. Hot wash form, when completed, should be forwarded to the Operations Chief(s), Training Division, and other appropriate staff members.

C. **Formal PIA** – A more detailed and in depth analysis an on-scene actions and operations. Facilitated by staff officer or training division officer as designated by Chief of Operations.

   1. Under normal circumstances should be completed within a reasonable time from date of incident.

   2. A review of the general details and description of the operations involved are presented first. Discussion should then be opened for questions and answers and expression of opinions from all those present at the post incident analysis. Emphasis must be on overall operational improvement and viewed as a learning experience.

   3. Fire rescue operations should be discussed in chronological order by allowing the involved personnel to recount and discuss their observations and actions in the order of their arrival on scene.

   4. Discussions of fire ground activity should focus on functional units (company level). Individual performance should be reviewed by company officers as appropriate.

   5. Staff officers of any department that have a relationship to the incident or their designs should be notified, attend, and participate in the post incident analysis.

6. The following areas of operation should be addressed to ensure they were implemented and effectively utilized as identified by department, and/or regional SOG's and policies:
   a. Standardized accountability
   b. Communications procedures
   c. Incident command procedures
   d. Mutual aid procedures
   e. Mayday procedures
   f. Mass casualty incident procedures
   g. Special operations team guidelines and procedures
   h. Rapid intervention team procedures
   i. Safety procedures

7. A copy of the audiotape may be requested from Communications to assist with the post incident analysis.

8. Non-fire rescue agencies who were involved with the incident should be allowed to participate and describe their involvement when appropriate.

D. The Post Incident Analysis Outcome Report

   1. The Post Incident Analysis Outcome Report is available as a read only template within this document. To complete it, open the template and save it under a new name. The file name should start with PIA and then include the number and the incident address. The content is

Fire Chiefs' Association of Broward County

Post Incident Analysis Outcome Report

(Please provide comments in all areas of the form. If not applicable, mark N/A.)

Section I – Incident Data		
Incident Date:	Alarm Number:	Alarm Time:

Incident Location:

Units Responding/Staffing:

Construction Type (Circle One)

Fire-Resistive	Non-Combustible	Ordinary	Heavy Timber	Wood-Framed

Weather (List any unusual conditions):

Pre-Plan Information Available? (Circle One) Yes No	Was the Pre-Plan Information Used? (Circle One) Yes No

If Pre-Plan information wasn't available or used, list why:

Response Delays? Yes No	If yes, list why:

Transfer of Command? Yes No	If yes, list "From/To":

Initial Strategy (Circle One)

Investigation Mode	Fast Attack	Offensive	Defensive	Traditional

Section II – Benchmarks

Section II.A – People

Use of accountability system? Yes No	If no, list why:

Readiness level of RIT:	
Sufficient staffing in reserve or staging? Yes No	If no, list why:
Safety Officer effectiveness: Yes No	If no, list why:
Rehab established? Yes No	If no, list why:

Section II.B – Tactics/Strategy
Size up:
Risk Assessment:
Identification of Hazards:
Water supply:
Forcible Entry:

	If yes, list Primary:
Search/Rescue completed: Yes No	If yes, list Secondary:
	If no, list why:

Line Placement:	

Staging? Yes No	If yes, list location and separate channel:
Use of Thermal Imager (TIC)? Yes No	If no, list why:

Ventilation:	

Exposures:	

Securing of Utilities? Yes No	If no, list why:

Occupant Services:	