



**GALENA FIRE DEPARTMENT  
Policy and Procedure Manual**

**#30**

Effective: 01Jan14

Revised:

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\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date

**POST INCIDENT REVIEW (PIR)**

**Definition**

Post Incident Review (PIR) is the reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome.

**Purpose**

The main purpose of the PIA is to reinforce personnel actions and departmental procedures that are efficient and to encourage insight into how department effectiveness can be improved. To provide a means of objectively analyzing fire department operations in a post emergency environment via a continuing review and development process to identify other needs such as equipment needs, staffing deficiencies and areas of training. The information collected may be useful for justifying funding in future budgeting processes.

**Benefits**

- Provides a comprehensive analytical record of an incident from which to evaluate departmental procedures
- Assessment of response times and company response areas under actual conditions
- Assessment of the effects of additional equipment/manpower request and MABAS effectiveness
- Assessment of tools and equipment
- Assessment of safety practices and related procedures
- Assessment of training needs for department personnel
- Assessment of the department's working relationship with outside agencies and other Community departments

**Responsibility**

**Line Officers** are responsible for initiating routine or semi-formal reviews following any incident, which prompts questions from personnel and/or situations that may provide a valuable training opportunity.

**The Incident Commander** is responsible for initiation of the formal review process following every major incident or when directed to do so by the Fire Chief.

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**The Fire Chief** is responsible for either serving as review chairperson, or delegating another officer or qualified members to serve in that capacity at all formal reviews.

### Process

**Informal Reviews** – Involves a discussion of the events that transpired during an emergency incident.

- This review can be utilized at the company level after any type of an alarm to which the involved companies may have responded
- Personnel of the involved companies may simply meet together in quarters and informally discuss the various aspects of the incident
- A Line Officer should serve as the leader of the informal review
- Training suggestions relating to the incident should be brought up during the discussion
- The review emphasis must be on overall operational improvement and should not be designed to embarrass anyone
- All fire incidents should have the Incident Review Form completed prior to the review process

**Formal Review** – Designed to impact all GFD personnel, and intended to be utilized as a method of detailed analysis of major emergency operations. The Incident Review form shall be completed and utilized for this purpose. The type of incidents which require completion of the Incident Review Form and a formal review include but are not limited to:

- Any incident that an unusual event occurs such as an explosion, collapse, etc.
- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishing problems existed
- Any fire resulting in a fatality
- Any fire resulting in injury to firefighters serious enough to necessitate treatment at a medical facility
- A unique rescue or fire situation that necessitated the use of tactics not normally applied
- At the discretion of the Fire Chief or the Training Officer

The primary purpose of the post-incident review process is to identify deficiencies in the incident action plan and to determine necessary actions to correct the deficiencies. The post incident review is also intended to identify which response procedures, equipment, and techniques were effective and which were not effective and a determination of the reason(s) why the situation occurred.



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The Post Incident Review checklist should include:

- Name and typical duties of personnel being debriefed
- Date, time and location of members during the incident
- Actions taken during incident
- Extenuating circumstances
- Positive aspects the response
- Aspects identified for improvement
- Specific recommendations for improvement

**NOTE:** The following form can be used as a template for a formal Post Incident Review at the discretion of the Fire Chief. All of this information may not relate to all incidents, and additional data can be added based on the circumstances of the response situation.

**Post Incident Review Form**

Date: \_\_\_\_\_ Time of Alarm: \_\_\_\_\_ Call # \_\_\_\_\_

Address: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Incident Commander: \_\_\_\_\_ Title \_\_\_\_\_

Responding

GFD Units/Personnel: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>Mutual Aid Units/Type</b>	<u>Fire Departments</u>	Type of Unit(s) (Pumper, Tankers, Aerial etc.)
	Menominee	_____
	Scales Mound	_____
	Galena Territory	_____
	East Dubuque	_____
	Elizabeth	_____
	Hazel Green	_____
	Hanover	_____

**Weather Conditions** Temp \_\_\_\_\_ Wind Speed \_\_\_\_\_ Wind Direction \_\_\_\_\_ Precipitation \_\_\_\_\_

**Reason for any delay in responding** (if applicable) \_\_\_\_\_



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**Situation found upon arrival of first due units:** Include a brief description of the situation encountered by the first unit(s) arriving on the scene. The type of units and staffing on units should be listed.

**Strategy:** List the Incident Command strategies chosen. Incident Commanders should describe his/her basic plan to address the priorities of the incident at the time he/she became the Incident Commander.

**Strategy Deployed:** Offensive \_\_\_\_ Defensive \_\_\_\_ Combination \_\_\_\_

**Tactical Considerations:**

**Obstacles Presented** (Real or Potential):

**Recommendations:** List any recommendations for correction or reduction of these obstacles.

**Critical Times**

'Primary Search Completed' Time \_\_\_\_\_

'Secondary Search' Completed Time \_\_\_\_\_

'Fire Under Control' Time \_\_\_\_\_

'Fire Extinguished' Time \_\_\_\_\_

Overhaul Completed Time \_\_\_\_\_

**Water Used:** \_\_\_\_\_ Gallons

**Evaluate tactics versus results,** not only at the IC level but also at the Company level. This helps reinforce procedures and tactics that were successful so they may be applied to similar situations in the future.

**Which operation(s) worked well? Why?      Which operation(s) did not work well? Why?**

**Incident Command Organization** (CREATE CHART): Draw lines of authority and responsibility.

**Identify the Span of Control.** This allows for a more formal review of the IC process in order to identify the positive aspects and correct deficiencies at the company level.

**Final Outcome of the Incident:** List the extent of damage and casualties. Also, include damage to fire equipment and emergency personnel casualties, injuries, etc.

**Summary of issues that require attention:** This summary should be written by the highest ranking Officer at the Incident and should address issues that need attention via training, SOG review, or administrative directive.