

	Queen Anne's County Fire & EMS Commission Operations Manual	No. 02.04
		Effective Date: December 1, 2001
	Post Incident Analysis	Revised Date: July 6, 2023

I. SCOPE

- A. This policy applies to all Queen Anne's County Emergency service personnel.

II. PURPOSE

- A. To establish criteria for Emergency Incidents that may warrant a Post Incident Analysis. The Post Incident Analysis is to reinforce actions that are effective and to give insight into how the operations county wide could be improved in the areas of procedures, training and equipment.

III. RESPONSIBILITY

- A. All personnel affiliated with Queen Anne's County Fire/Emergency Services will be responsible for ensuring strict adherence to this policy.

IV. POLICY

- A. A formal Post Incident Analysis shall be completed for the following:
 1. Fire/EMS incidents that reach a 3rd alarm or greater or incidents requiring a large scale of resources.
 2. A fire resulting in a fatality.
 3. Any incident resulting in injury to responders serious enough to necessitate admission to a medical facility.
 4. Mass casualty incidents.
 5. At the discretion of the Incident Commander.
 6. At the discretion of any DES/Fire Chief whose company responded on the incident.

V. **PROCEDURE**

- A. When an incident is identified, the Incident Commander or DES/Fire Chief shall notify the FEC Chairman or Vice Chairman.
- B. The FEC Chairman or Vice Chairman will notify the DES/Fire Chiefs of the responding companies that a PIA has been requested and who requested it. The attached format should be included in this email.
- C. Each DES/Fire Chief will have two weeks to respond via email to the PIA using the format given. If more time is needed a request may be made and should be granted. Once the FEC Chairman or Vice Chairman receives all the PIA's, he or she will email all DES/Fire Chiefs in the county with all the PIA's.
- D. Any discussion regarding the PIA's should be conducted at an official FEC Meeting. The DES/Fire Chief should receive the PIA's one week before a meeting to give them time to read and digest the material for discussion. If they receive them less than one week before the FEC meeting, then the discussion should be pushed back to the next FEC Meeting.
- E. The PIA's and minutes from the Discussion should be turned into a file and kept for future reference if needed.
- F. If the Incident is large enough and requires a special meeting, the incident Commander shall establish an appropriate date, time and location for the analysis but shall not exceed one month from the completion of the incident.
- G. If the incident requires a special meeting, the Incident Commander and the FEC Chairman or Vice Chairman shall obtain the following if applicable.
 - 1. CAD incident history.
 - 2. Audio recording of 911 call and radio transmissions.
 - 3. Applicable SOG's.
 - 4. Any videos or photographs of the incident.
- H. The FEC Chairman or Vice Chairman should be present to facilitate the analysis, ensuring the Post Incident Analysis is conducted in a constructive manner, controlling individual criticism or inappropriate comments.



William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission