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## 206 SOG: Post-Incident Analysis (PIA)

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### 206.1 PURPOSE AND SCOPE

The purpose of this SOG is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the District. This SOG describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 206.2 GUIDELINES

The PIA is a valuable tool to improve the overall operations of the fire service. It is the intent of this district to use PIA as a tool for Incident Commanders, Fire Marshals, Battalion Chiefs, Shift Commanders and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district wide training to communicate continuous improvement of emergency scene operations.

If an incident involves a situation where members may become involved in or be exposed to an experience that has the potential to cause various forms of short- or long-term emotional trauma, then the addition of a CISD should be scheduled. See POLICY 322.

#### 206.2.1 Responsibilities

Incident Commanders, Fire Marshals, Battalion Chiefs, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a particular incident have a PIA. Any PIA requests must be made through the chain of command.

### 206.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices, EMS services, and anything else that assisted in mitigating the incident.

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A PIA may include the following:

- a. Evaluation of the overall operational effectiveness
- b. Evaluation of safety procedures
- c. Evaluation of the success or failure of tactical objectives
- d. Evaluation of the application and effectiveness of policies and/or procedures
- e. Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- a. Reinforce the incident management system.
- b. Evaluate current training programs and/or identify training needs.
- c. Evaluate current policies and procedures.
- d. Identify and prioritize planning needs for the future.
- e. Identify equipment problems/concerns.
- f. Evaluate fire prevention inspection and public education effectiveness.

**206.4 TYPES OF POST-INCIDENT ANALYSIS**

**206.4.1 Hot Wash**

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- a. Meet in a safe area, even if it requires relocating to another area.
- b. Consider the impact of company downtime.
- c. Consider public perception.

**206.4.2 Informal PIA**

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

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**SOG: Post-Incident Analysis (PIA)****206.4.3 Company Level PIA**

Company level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple company stations where more than one company participated in the incident.

Company level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents.

**206.4.4 Formal PIA**

A formal PIA should be conducted following all:

- a. Multiple alarm structure fires
- b. Multiple alarm brush fires
- c. Multiple alarm Emergency Medical Service (EMS) incidents
- d. Multiple alarm special operations incidents
- e. Major disaster drills
- f. Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- a. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- b. Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- c. Any fire resulting in a fatality.
- d. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- e. Any "close call" incident where firefighters could have been injured.
- f. Any hazardous materials incident with multi-company involvement.
- g. Specialty rescue operations with multi-company involvement.
- h. Any incident, at the Incident Commander's discretion or at the direction of a senior officer.

The Battalion Chief who was on-duty during the incident or a designee is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- a. Setting a presentation date and location within three days (whenever possible) of the incident.
- b. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- c. Coordinating/ scheduling with other departments or outside agencies that worked the incident.

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The Battalion Chief or designee is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged, to allow them to prepare or gather any necessary documentation.

A copy of the formal PIA should be posted at the fire station for all personnel to review.

A copy of all PIAs shall be forwarded to the Fire Chief, in addition to any determinations or conclusions reached through the PIA presentations.