



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 100.13

**Title: Post Incident Evaluations**

**Original Date of Issue: December 6<sup>th</sup>, 2005**

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**Purpose:** To establish a guideline for Post Incident Evaluations of major incidents. This system will better assist Department personnel in analyzing emergency responses to ensure the mission is met by delivering effective and efficient emergency services.

**Scope:** This procedure is to be followed by all members of the Winter Park Fire Department. It will be at the discretion of the Incident Commander or Chief Officer as to which incidents are evaluated. This guideline may be used on any incident where evaluation is pertinent.

**General:** Because of the dynamic nature of the emergency responses, there may come a point where a specific incident will need to be evaluated and discussed. The nature of the Post Incident Evaluation is not to find fault, but rather, to gather information in order to maintain a level of service commensurate with the Department's mission and standards.

Any Incident Commander of an incident can implement a Post Incident Evaluation on an incident under his/her command. Notification of the implementation should be made to the Incident Commander's immediate supervisor as soon as the implementation decision is made.

The Incident Commander will secure a date, time, and location for the evaluation. Any other location other than a fire station must be secured prior to announcement of the evaluation. It is recommended that the evaluation take place no longer than two weeks after the incident.

Once the date, time and location are established, the Incident Commander should notify all pertinent personnel, including outside agencies, so that they may attend and give/receive input.

Data should be gathered prior to the evaluation. Data may be gathered from the fire reporting system and from the Communications Center. A sketch or drawing should be made of the incident to help with the visualization during the evaluation.

The Incident Commander will be in charge of conducting the evaluation session. It is recommended that all input and questions be noted for future evaluation. Every person present for the evaluation should have an opportunity to share his or her input into the incident.

Any procedural change recommendations or findings of important information should be forwarded to the Deputy Fire Chief through the Chain of Command.



A handwritten signature in black ink, appearing to read 'James E. White', is positioned above a horizontal line.

James E. White  
Chief of Department