

## Handout 11 - 1

### INVESTIGATION TEAM CLOSEOUT BRIEFING

Purpose of closeout is to tie up loose ends and critique the team's performance. Typically the following things are covered:

- Determine remaining tasks to be accomplished.
- Assign follow-up task assignments to team members.
- Determine who will maintain evidence (until final report is completed).
- Cleaning and turning in equipment.
- Collection and destruction of all working papers and draft copies of reports.
- Use a computer Flash Drive for all Accident Investigation documentation.
- Critique accident investigation process used.
- Critique team performance.
- Send suggestions for process improvement to the respective Agency's National Safety Office and/or the Fire & Aviation Offices.
- Evaluate and make recommendations for team members to receive critical incident stress debriefing (CISD) for team members.
- You may need to schedule another close out with the investigation team after the final report is finalized and accepted.