

INCIDENT REVIEW TEMPLATE

Purpose

This is an outline or template to help you organize your lesson or discussion from the review of any incident you may wish to use. It can be from an official report, investigation, or a local fire review. The idea is to stimulate conversation by reviewing past incidents. You will want to start this process by giving some reasons for doing the review (some are listed in the outline). In the objectives section present some examples of what you want to identify with this review. Then give a quick summary of what happened during the incident. Make this a short briefing; you will have time to get into details later. Now you want to set the stage. What was the management level, what personnel were involved, what were the conditions in the area before and during the incident, etc. From here move into the time line. This is the nuts and bolts of the discussion. Here is the chance to solicit comments from the group. Walk the group through the decision making process during the incident. Wrap up the discussion up by going over the lessons learned and the ways that the situation may be improved.

Incident Review

(Title of Incident)

Introduction

Give some reasons for doing a review.

- Direct Cause and Effect
- Actual Life Experience
- Learn from Others

Objective

What do you hope to learn from this review?

- Risk Assessment
- 10 and 18
- Haz. Mat
- Entrapment Avoidance

Summary

Give a short briefing of the event.

- Date
- Who was Involved
- What Happened
- Where did it happen
- How things turned out

(If this incident is an investigation it is good to list who did the investigation and who asked them to do it.)

Incident Management

- Type 5
- Type 4
- Type 3
- Type 2
- Type 1
- Complex

The Crew

What type of crews were involved and what was their experience level.

The Fire and Weather

- Red Flag
- RH
- Wind
- Burning conditions

Time Line of Events

Run through the events with slides or maps of the area. Give a break down of the events with attention to the key decision points. (Both good and bad) Tie these events in with the Risk Management Process. This is a chance to get feedback and interaction with the class and to show how LCES can work.

Lessons Learned

High light answers from the class and what recommendations came from the investigation. Give reference to full report and where it can be found. If the report has a list of discussion points here is place for them.