

Lesson 12

Reports

After completing this lesson, participants will be able to:

Use a template to correctly fill out a 24-Hour Preliminary Report and list all the steps necessary to coordinate the release of the report.

Use a template to correctly fill out a 72-Hour Expanded Report and list all the steps necessary to coordinate the release of the report.

Identify the key elements of the Final Report which contains the Factual Report and the Management Evaluation Report. Understand their purposes, distribution, disposition, and release.

