

## Handout 11 - 2

### On Site Closeout Briefing with Management

- Keep in mind as you prepare your briefing that you may not have complete information as the investigation and evidence analysis is in progress and could significantly change. Only provide the facts known at the time of the briefing.
- You should reemphasize that the purpose of the investigation, the report, and the supporting material is for accident prevention purposes only.
- Disciplinary actions should **not** be discussed. Questions and solicitations for your opinion in this matter should be handled very carefully. A separate investigation may be initiated by the Agency Administrator to determine if any disciplinary actions are appropriate.
- The out brief should cover the timeline of the accident that you discovered during the investigation, any significant findings, all causes identified, and any recommendations that have been identified.
- You should describe the process and timeline that you will follow to get the report to the appropriate agencies for approval/signature, and when they should see a signed report. You should also add that there is no need for the unit to wait until the report is signed to take appropriate action on identified recommendations.
- Any evidence in local storage.
- Release of the accident site back to the local unit.
- It would be appropriate to address any outstanding support that you received from the unit during the out brief. Be careful about addressing any negative issues with this subject - it may not be productive.
- You have developed some opinions, thoughts, or ideas about the incident by this time. Use your judgment in what to include and not include. Your opinions and insights may have a significant impact on the unit's ability to ensure that this type of accident never occurs again.
- You may want to offer to schedule another out-brief with the agency administrator after the final report is published.