

	 ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	After Action Review Procedures
	Reference Number:	SAP-OPS-014
	Effective Date:	28-July-2010
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: After Action Reviews of major and significant incidents provides an opportunity to review the effectiveness of actions and procedures in their application during actual incidents. In addition, it also provides an opportunity to review the overall quality of the services provided to the customers at the incident. This review is extremely valuable in improving procedures and incident operations.

Scope: This policy applies to all Albemarle County personnel, fire companies, departments, rescue squads, and other organizations/agencies operating in Albemarle County.

Background: At the November 2009 meeting, ACFRAB requested the training committee to suggest policy recommendations for after-action reviews (AAR). This document provides a framework for a system-wide quality assurance / quality improvement process.

Definitions:

1. Significant Incident: Incidents that have an outcome in the terms of incident priorities (i.e. life safety, incident stabilization, property conservation) that provides an opportunity for continuous improvement. As a general rule, these incidents may involve working structure fires, prolonged extrications, unusual technical rescues, or incidents extending through multiple operational periods.

Policy:

1. Requests for review should be directed towards a member of the incident management team; determination of need and level for review shall be at the discretion of the incident management team and / or agency Chief.
 - a. If a request for review is denied, the member initiating the request can utilize his / her chain of command for resolution.
 - b. If a consensus on the need for a review cannot be achieved, a chief officer can escalate to the Advisory Board for final determination of need for review.
2. Incidents shall be reviewed in accordance with the following matrix:
 - a. Levels of review
 - i. **Unit** → conducted within the individual company by the officer. Informal review format.
 - ii. **Agency** → initiated and organized by the agency Chief or designee. Formal review format.
 - iii. **System** → initiated and organized by the training committee. Formal review format.
 1. System reviews shall be scheduled on the first Monday of the month as a standing rule; exceptions can be made based on availability of facilitators.
3. AAR format
 - a. Introduction
 - b. Establishment of ground rules
 - c. Overview of incident
 - d. Discussion points
 - i. Review of command functions
 1. Size-up
 2. Strategy

- 3. Accountability
 - 4. Safety
 - ii. Review of tactical functions
 - 1. Fire
 - 2. Rescue
 - 3. HAZMAT
 - 4. Technical Rescue
 - iii. Review of support functions
 - 1. Communications / Dispatch
 - 2. Logistics
 - e. Performance recognition
 - i. RED – performance was unsafe or unskilled.
 - ii. YELLOW – performance needed improvement
 - iii. GREEN – performance was within expectations
 - f. Report
 - i. Lessons learned
 - ii. Message out
4. Documentation
- a. No documentation necessary for informal reviews
 - b. Formal reviews shall complete AAR analysis forms
 - c. All forms shall be forwarded to the training committee for tabulation
 - d. Quarterly reports shall be forwarded to ACFRAB of pertinent findings from data collected