

7001.04

After Action Review (AAR) Standard Operating Procedure



This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Chief's Memo 2017-021, After Action Review.

Applicable HI Statutes:

Other Statutes:

I. PURPOSE

- A. This policy is to provide a means of objectively analyzing Hawai'i Fire Departments operations in a post emergency environment.
- B. To provide an organizational learning tool to improve the Safety and well-being of all members.
- C. The information gathered shall reinforce actions that are effective, and to give insight into how the department's operations could be improved in the areas of Planning, Goals and Objectives, Response, and Actions taken.
- D. To give insight into how the department's operations could be improved in the areas of procedures, training and equipment.

II. APPLICABILITY

This policy shall apply to all Hawai'i Fire Department uniformed and Ocean Safety personnel.

III. POLICY

- A. The AAR is intended to bring together participants involved in all aspects of the incident, although this may be limited by staffing. When possible, each member should be given the opportunity to discuss the incident from their perspective. The meeting will be facilitated by the Incident Commander. The Incident Commander should insure that the AAR is conducted in a constructive manner, controlling individual criticism or inappropriate comments.
- B. The Incident Commander is responsible for initiation of the formal AAR following every major incident or whenever directed to do so by the Fire Chief
- C. The Company Officer is responsible for initiating informal or formal AAR following any incident, which may prompt numerous questions from personnel that may provide a valuable training opportunity.
- D. All personnel involved with the event or incident should participate in the AAR.
- E. Personnel who are unable to attend are to provide their officer with input.

IV. PROCEDURES

- A. The Incident Commander is responsible for serving as chairperson at all formal AAR.
- B. The Incident Commander shall assure that the AAR is kept professional and on topic.

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- C. AAR should be performed on every significant emergency call. The depth and nature of the AAR should be based on the circumstances. The AAR may be either formal or informal.
- D. Informal AAR involves a discussion of the events, which transpired during an emergency incident and:
 - 1. Held as soon as practical after the emergency call.
 - 2. May be as simple as a tabletop discussion at the station.
 - 3. May be utilized at the company level after any type of alarm to which the involved unit(s) may have responded.
 - 4. The Company Officer should serve as the chairperson of the informal AAR.
 - 5. Training tips should be brought up during the discussion.
 - 6. The AAR must be on overall improvement and should not be designed to embarrass anyone.
- E. Formal AAR is designed to improve all personnel of the Hawai'i Fire Department. It is intended to be utilized as a method of detailed analysis of major emergency operations.
- F. Formal AAR is mandatory under the following circumstances:
 - 1. Serious injury or death of a Hawai'i Department Employee.
 - 2. Multiple civilian fire casualties.
 - 3. Any incident that an unusual event occurs such as an explosion, collapse, etc.
 - 4. Extraordinary fire loss (i.e. total loss of a commercial structure)
 - 5. Incidents that require long term commitment of resources
 - 6. Any MCI involving four or more seriously injured patients.
 - 7. Any close call incident where personnel could have been injured.
 - 8. Any significant hazardous materials incident.
 - 9. Large scale wildland fires.
 - 10. Specialty Rescue operations (i.e. confined space, etc.)
 - 11. Events that tax the department ability such as weather incidents.
- G. Formal AAR is suggested for the following:
 - 1. Injury of a Hawai'i Fire Department Employee.
 - 2. Single civilian fire casualty.
 - 3. Incidents involving in a significant fire loss (i.e. 50% of a commercial structure).
 - 4. MCI's involving up to 3 seriously injured patients.
 - 5. Special events that require department involvement such as festivals, Ho'olaule'a, Ironman, etc.
 - 6. At the Incident Commanders discretion, or at the direction of a Chief Officer.
- H. The Incident Commander may make arrangements for the date, time and location at which the AAR shall be conducted.

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- I. The Incident Commander shall notify all personnel of the scheduled AAR. The Incident Commander shall also notify all outside agencies and departments, which may have participated in the incident.

- J. To prepare for the formal AAR, the following items should be obtained:
 - 1. CAD Incident history
 - 2. RMS
 - 3. Tape recording of 911 call and pertinent radio transmissions
 - 4. Applicable Policies and Procedures
 - 5. Scene sketch
 - 6. Photographs

- K. Personnel to be considered for inclusion in the AAR:
 - 1. Companies and command staff assigned to the incident
 - 2. Training Bureau
 - 3. Safety
 - 4. Assistant Fire Chief of Operations
 - 5. Other affected agencies

- L. A suggested agenda for AAR:
 - 1. Introductions of participants
 - 2. Reinforce the reason for the AAR
 - 3. Brief description of the incident
 - 4. Chronological review of observations and actions taken, (i.e. first arriving unit, second arriving unit, etc.)
 - 5. Strategic goals and objectives - as defined by the Incident Commander
 - 6. Specific identification of problems (i.e. safety, policies/procedures, training, equipment, etc.)
 - 7. Discussion open for questions and answers (i.e. what went well, what did not go well, what can be improved on, etc.)
 - 8. Summarization by the Incident Commander. Summarize the key points involved and provide additional comments as necessary.

- M. All personnel involved with the incident are encouraged to participate or at minimum, provide input via their officer.

- N. Emphasis must be on overall operational improvements and should not focus on blaming or embarrassing any individual or group.

- O. Any key training opportunities identified, procedural change recommendations or findings of important information should be forwarded to the Deputy Fire Chief via the Chain of Command.

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