
	STANDARD OPERATING GUIDELINE				
	ADMINISTRATION				
	INCIDENT ANALYSIS				
	Effective: 21/Dec/05	Revised: 26/Oct/2020	S.O.G. #: A-113	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this guideline is to provide a formal review process for the analysis of Department incidents. As incidents become more complex and diversified, it is important to review operations and overall effectiveness.

2.0 Responsibility

- 1.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 Guideline

- 3.1 An incident analysis program affords an opportunity to review the effectiveness of actions and procedures at actual incidents. This is achieved by:
- 3.1.1 Evaluating overall operational effectiveness.
 - 3.1.2 Evaluating safety procedures.
 - 3.1.3 Determining the success or failure of tactical objectives and/or operational guidelines.
 - 3.1.4 Sharing knowledge that might be beneficial to all Department personnel.
- 3.2 The information obtained from an Incident Analysis will be used by Company Officers and Staff to:
- 3.2.1 Reinforce the Incident Management System.
 - 3.2.2 Evaluate current training programs and/or needs.
 - 3.2.3 Evaluate current operational guidelines.
 - 3.2.4 Identify safety issues.
 - 3.2.5 Identify equipment problems/concerns.
 - 3.2.6 Exchange information with other agencies.
 - 3.2.7 Maintain flexibility and an open mind to new or proven methods.
- 3.3 An Incident Analysis shall be conducted following all incidents listed in this procedure.
- 3.4 Incident Analysis will be conducted in a positive, constructive, and professional manner.
- 3.5 An Incident Analysis will be conducted in two ways:
- 3.5.1 Company Level – Informal: Should be conducted by the Company Officer after any incident that the Officer feels an analysis is warranted and/or beneficial.
 - 3.5.2 Formal: A formal incident analysis will be completed following all:
 - 3.5.2.1 Working Code 4 or Multiple Alarm incidents in Highland Park.
 - 3.5.2.2 Major EMS incidents in Highland Park.
 - 3.5.2.3 Major Technical Incident alarms (dive, haz-mat, TRT) incidents in Highland Park.
 - 3.5.2.4 Any incident identified by the Incident Commander or other Officer.
 - 3.5.3 A formal incident analysis will require the documentation of the event on the Incident Analysis form (example attached).
 - 3.5.4 Any additional information such as Tactical Worksheets, digital photographs, scene drawings, dispatch times, etc., should be attached to the document (electronically, if possible).
 - 3.5.5 After the document is completed and checked for accuracy, a copy should be made for each station.
 - 3.5.6 The document will be stored in the HPFD Incident Analysis Folder on the “W” drive.

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4.0 Reference

4.1 Highland Park Fire Department

Approved:  Fire Chief