

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATION OPERATIONS

Part 2: Administrative Policies

Subject: Post Incident Debriefing

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Effective Date: 12-22-03

Section: 1-2-21

Revised Date:

- 21.01 PURPOSE. To provide guidelines in conducting a post incident debriefing for emergency responses that TFD was involved in.
- 21.02 GOAL. Develop a mechanism in which emergency responders from TFD can utilize to exchange information relevant to a recent emergency response.
- 21.03 POST INCIDENT DEBRIEFING (PID) .
- A. The Battalion Chief from the station that the area of primary response was in shall work with the Chief of Operations to determine if a PID should be conducted.
 - B. The Chief of Operations or his/her designate will have the primary responsibility for scheduling the PID.
 - C. The PID should be conducted no later than 10 days of the incident.
 - D. Every attempt shall be made to conduct the PID at Station #2 within the 10-day time frame.
 - E. The Chief of Operations or his/her designate will facilitate the PID.
 - F. Emergency responders from those agencies outside of TFD that were involved in the response should be invited to the PID in as much that it is practical to do so.
 - G. Minutes of the PID shall be kept as well as an attendance roster and turned into the Chief of Training and Safety.
- 21.04 STIPEND.
- A. Since the PID is an extension of the actual emergency response, TFD members in attendance at the PID will be compensated at their current approved rate of pay.

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- B. The PID hours will not apply towards training hours nor against the current training hour limit.

21.05 GUIDELINES.

- A. Every effort should be made to get as much information about the incident, including pictures, reports etc. and have available at the PID.
- B. The PID should be a positive learning experience.
- C. The facilitator shall attempt to have responders discuss what part they played in the response, what they did and what they saw, what they would do different next time, and any suggestions they might have for others.
- D. As a result of the PID, any deficiencies that are noted in equipment, resources or procedures shall be addressed in a timely manner by the appropriate person(s) or authorities.