



Northeast Fire Department Association

Operations

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NEFDA Post Incident Analysis

Approved by: *C. Russell Shelley*
NEFDA President

Approved by: _____
Fire Chief

I. Purpose

The purpose of this document is to provide guidelines for performing a post incident analysis for qualifying incidents within NEFDA.

II. Definitions

- A. PIA: Post-Incident Analysis.
- B. Host Agency: The agency which has jurisdiction in the area that the incident occurred.
- C. Close-call: An unintentional, unsafe occurrence that could have produced an injury, fatality, or property damage; only a fortunate break in the chain of events prevented an undesirable outcome.

III. PIA Sub-Committee

The PIA sub-committee will be comprised of at least 3 members from the NEFDA Operations Chiefs Committee. Membership will be rotated annually with new members being chosen at the first meeting in January. A chairperson may be selected by the other sub-committee members or appointed by the Operations Chiefs Committee chairperson.

IV. Qualifying Incidents

A post-incident analysis will be conducted under the following circumstances:

- A. At the request of the host agency.
- B. Third alarm or greater incident
- C. Any incident involving a Line of Duty Death
- D. Any fire involving a civilian death
- E. Any fire involving an injury of a firefighter or civilian requiring hospitalization

Post-incident analysis

F. Any fire or incident that is considered to have had a “close-call”

V. Procedure

- A. Once one or more of the above criteria have been met, the host city contacts the PIA sub-committee chair, their designee, or a member of the NEFDA Executive Board to request action.
- B. The sub-committee chair or their designee will then coordinate with the hosting agency to gather pertinent information from the incident and to request an invitation to the hosting agencies post incident analysis meeting. Sub-committee member attendance to the hosting agencies post-incident analysis will be instrumental in producing a complete document.
- C. The PIA sub-committee will then schedule a meeting to discuss the PIA process, to examine the gathered materials, and to affirm the scope of that particular PIA.
- D. The PIA sub-committee chair will then designate one member to organize the material and format it into the NEFDA PIA format.
- E. The draft document will then be sent to the sub-committee members for comments and refinement.
- F. The draft documents will then be sent to the hosting agency’s Chief for approval or changes.
- G. Once the draft is approved by the agency Chief, it will then be finalized and posted on the NEFDA website.