



**COMMUNICATIONS OPERATIONS
MISCELLANEOUS POLICY/PROCEDURE**

Policy No. 7725 **Date Issued:** January 31, 2013
Section: 7700 – Specific Procedures **Date Revised:**

Accreditation Standards:

SUBJECT: AFTER ACTION REPORT

APPROVED: _____

Dennis Kidd, General Manager

1.0 Purpose

The purpose of this policy is to obtain information after a critical incident in which Operations is involved and then use that information to learn, adjust and plan ahead for the next critical incident, therefore being more efficient.

2.0 What

An After Action Report is a form used to provide feedback after an emergency that impacts Operations.

Types of incidents can include but are not limited to: Project Rope, Active Shooter, Barricaded Subject, CAD down, Equipment upgrade, Alternate Site Activation, and weather related emergencies or natural disasters.

3.0 Responsibility

All on duty personnel that participate in a critical incident will fill out the After Action Report. This could be Dispatchers, Leads, Operation Supervisors, Systems and/or Management.

It is the responsibility of the coordinator of the event, usually a Lead Dispatcher, to facilitate delivering and collecting forms after a critical event. Once collected, the coordinator of the event will bring the forms to the next Operations Meeting to discuss the data/information and decide as a group what action(s) should be made, if necessary.