



# Jackson Hole Fire/EMS Operations Manual

Approved by: \_\_\_\_\_

Brady Hansen, Chief

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## PURPOSE

An After Action Review (AAR) is a professional discussion following an event (planned or unplanned) for the purpose of analyzing what happened, why it happened and how to sustain strengths/improve from weaknesses. This follows the concept of Continuous Quality Improvement for Jackson Hole Fire/EMS.

## GUIDELINE

A Formal AAR is advised for Structure Fires, Wildland Fires, Mass Casualty Incidents, events involving Technical Rescue or at the discretion of the Incident Commander and/or Fire Chief. Officers are encouraged to perform an Informal AAR following all events.

## SECTION I – DEFINITIONS

Formal AAR – A written objective summary of a JHFEMS event following the format in Attachment A.

Informal AAR – Discussion at the Company level, facilitated by the Company Officer. Improvements, Training Needs and Positive Performance documented by the Company Officer and passed on to the Duty Officer/Supervisor.

Debrief – Information Sharing initiated by the Chief Officer at the event with each responding Company and agency prior to being released from the scene.

## SECTION II – RULES OF ENGAGEMENT

An Informal AAR is performed as immediately after the event as possible by the personnel involved. A Formal AAR should be completed within 10 days of the incident, with final written report distributed to the membership.

A Formal AAR will be facilitated by the Chief Officer. Written summary can be delegated.

All AAR's will keep focused on the "what", not the "who". Focus is on the overall event/company effectiveness and safety.

Individual Performance Improvement is NOT a part of an Informal or Formal AAR. Individual performance will be discussed, and corrections made at an individual level.

Members will stick to the facts of what happened. No Rumors.

## **SECTION III – PROCEDURES**

### **Informal AAR**

An Informal AAR simply involves a discussion of the events that transpired.

The Informal AAR should be utilized by Companies to identify strengths and areas of improvement. Company performance should be utilized as a benchmark for future evaluation.

A Company Officer should serve as the chairperson of the Informal AAR

Training tips relating to the event should be brought up during the discussion.

The Informal AAR will have an emphasis on overall operational improvement and should not be designed to embarrass anyone.

All members should remain positive and utilize the Informal AAR as an opportunity for improvement/closure.

### **Formal AAR**

The Chief Officer at the event will begin Information Gathering for the Formal AAR as soon as possible. Information gathering will include a Debrief of each Company/Agency.

Performing the Debrief – Should be a short conversation with each Company Officer, to include:

- Role of the Company/Agency
- Tactics Implemented
- Areas for Improvement – Adequate Resources (people and equipment), Communications, etc.
- Chief Officer should give a brief overview of tactics performed by other Groups/Divisions to establish an operational picture.

Dispatch Notes/Recordings, Incident Action Plans, Tactical Worksheets, Follow-up Interviews are examples of additional sources of information for the AAR.

An Action Report will be the accountability for improvement following the event. Each Action Item will list an individual accountable and estimated date of completion. Follow-up will be provided by the Chief Officer/designee.



**Jackson Hole Fire/EMS  
After Action Review**

(Event Picture)

Incident Number and Location: \_\_\_\_\_

Type of Event (Structure Fire, Wildland Fire, MCI, Technical Rescue, Planned Event, Other)

Describe Other: \_\_\_\_\_

Incident Commander: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Dispatch Information

Time of Dispatch: \_\_\_\_\_

Units Dispatched: \_\_\_\_\_

Additional Information Provided by Dispatch at Page/En Route: \_\_\_\_\_

First Fire Unit Arrival: \_\_\_\_\_

Last Fire Unit Cleared: \_\_\_\_\_

Weather (temperature, wind speed/direction, precipitation)

Initial Arrival Report

Occupancy Type: \_\_\_\_\_

Strategy (Offensive, Defensive)

Mode (Command, Fast Action, Investigation)

Location of Command Post: \_\_\_\_\_

Staging: (Level 1, Level 2)

Staging Manager: \_\_\_\_\_

Structure/Area Pictures (GIS Photos) Event Diagrams

Pre-Arrival Assignments Made: Yes/No

Organizational Structure - Draw

Communications – Radio Frequencies Assigned: \_\_\_\_\_

360 and Size Up Completed: Yes/No

Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Units/Staffing/Assignment**

Unit	Officer/Staffing #	Assignment	Rehab Completed Time

Timeline, Operations, Benchmarks

Event Performance

How did it go? What went well? Why?

What did not go well? Why? (specific to unit or assignment, not individual)

Safety Concerns? Describe Mitigation Implemented.

Were tactical benchmarks met? If not, why?

Action Item Categories – Items Needing Attention

Procedures \_\_\_\_\_ Dispatch/Response \_\_\_\_\_ Apparatus \_\_\_\_\_ Training \_\_\_\_\_  
Equipment \_\_\_\_\_ General Operations \_\_\_\_\_ Command \_\_\_\_\_ Protective Equipment \_\_\_\_\_

(See next Page for Action Items)



**Action Items**

**Incident Number and Location:** \_\_\_\_\_

Issue/Area of Improvement	Corrective Action	Fire/EMS POC	Start Date	Completion Date