Bath Township Fire Department			Standard Operating Guideline	
Section Training	**Referral No.** TR-13	**Subject:** After Action Review	**Date Issued** 05/11	**Date Revised**

Purpose:

An after-action review (AAR) is a professional discussion of an event, that focuses on performance standards and enables development professionals and colleagues with similar or shared interests to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses. The AAR tool affords leaders, staff, and partners an opportunity to gain maximum benefit from every program, activity, or task.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - To coordinate with personnel of incidents, and gather information to conduct a review of how calls were managed.

- Personnel
  - All personnel will assist in the process of conducting After Action Review to ensure quality of our work is constantly improving.

Guidelines:

- After Action Review will take place on the next following Fire/EMS/Sp.Ops training to update all personnel of Positives, Negatives, or other short comings to have been found during the incident.
- These Reviews will help everyone understand the goals and objectives that were to be met.
  - Tactical Goals – will help others determine why OIC took the direction that they did when assessing and deeming the direction of all actions
  - Technical proficiencies – will review how people conducted individual tasks they were given, and will allow others to give constructive feed back to increase productivity.
  - Any safety concerns may be addressed.
- A questionnaire will be filled out by all who attend so that quality assurance may be conducted so as to constantly improve our incident management system as well as our technical skills.