

CHAPTER 7: POST INCIDENT PROCEDURES

Highlights of this chapter:

- CACHE INVENTORY AND CLEANING
- ASSESMENT OF DAMAGE AND REPAIRS
- DEBRIEFING

CHAPTER 7: POST INCIDENT PROCEDURES

After being released for reassignment or demobilization, all tools, equipment and supplies in the task force cache should be evaluated, inventoried, serviced and prepared for reassignment, or demobilization

CACHE INVENTORY AND CLEANING/ RESTORATION

The US&R task force is expected to return to its initial state of readiness as soon as possible after conclusion of a mission. The only exception would be if specialized equipment is being repaired or replaced

At the earliest possible time after the demobilization phase of deployment, the Logistics Manager should prepare for an assessment of the cache inventory. The LM should compare inventory checkout and return lists to ensure that all equipment assigned with a state US&R cache has been accounted for.

Prior to leaving any scene, all equipment should be successfully accounted for. All tools, equipment, and supplies must be inspected and made operationally ready. Oil levels should be checked and fuels should be purged after operation. All expendable items that were used (batteries, saw blades, etc.) should be replaced. All items should be returned to their original location or repacked for mobilization

ASSESSMENT OF DAMAGE/ REPAIRS/REPLACEMENT

As soon as possible, equipment should be evaluated for damage or wear and serviced. The overall goal is to service and repair all equipment as soon as possible to be able to return the cache back into a ready state. It is recommended that the TFL have personnel available back at the point of departure to assist returning companies with cache repair and servicing. The Logistics Manager shall make a written report regarding the cache trailer usage. This report will identify all tools, equipment and supplies that were used, damaged or lost during the mission. A cost summary for replacement of items will be developed.

It is the responsibility of the TFL in cooperation with the Logistics Manager to address making the cache inventory completely operational again. Request for Reimbursement will be submitted on all Governors' activations.

DEBRIEFING

It is the joint responsibility of the TFL and the OR-TF1 SO to conduct a full post-mission debriefing, as soon as practical following the mission. All personnel involved in the deployment should have the opportunity to participate in the critique. In addition, supervisory and other personnel from the sponsoring agencies should be given the opportunity to attend.

Past experience has shown that all accomplishments, problems, or important issues are not universally known to all members of a response team at the conclusion of a mission. This includes the team leaders or supervisory personnel. The post-mission debriefing should be used to fully identify, discuss, and capture important information from all task force personnel and ensure that everyone understands the issues. The TFL and OR-TF1 SO may hold a debriefing session for the entire task force or for individual teams or functions. The TFL shall appoint a scribe so that issues identified in the critique can be captured in writing.

The main goals of a post-mission debriefing are to:

- Identify the positive accomplishments achieved by the team's deployment
- Determine areas needing improvement
- Share tools and techniques that did or did not work for the use intended
- Allow team members to discuss their involvement so that lessons may be learned
- Identify standards or procedures that should be altered or improved in the Oregon US&R Operations Procedures Manual
- Identify the need for more formal CISM intervention.

See Forms in Appendix E