



SUBJECT: AFTER ACTION REVIEW

GUIDELINE NO.: 200.02

EFFECTIVE DATE: 02/27/2013

SUPERSEDES: 05/19/2011

REVIEWED/UPDATED: 12/12/2012

APPROVAL: SAUK COUNTY SHERIFF'S DEPARTMENT & MABAS DIVISION 131
(February 27, 2013)

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MABAS DIVISION 131

PURPOSE

This guideline provides direction on how to complete the After Action Review Form and the actions necessary after a MABAS Activation.

RESPONSIBILITY

1. All Division 131 Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
 2. The MABAS Division 131 Dispatch Center Personnel have the responsibility to learn and follow this guideline.
 3. All Division 131 firefighters that will need to complete this form have the responsibility to learn and follow this guideline.
- A. Intent
1. The intent of the After Action Review Form is to provide a consistent document to use to review all MABAS Activations in Division 131.
 2. It is further not the intent to point fingers or blame, but to improve on future MABAS Activations within Division 131
- B. After Action Review Form
1. The Agency which activated MABAS, shall attach the Box Card used for the incident.
 2. Each agency responding, including Dispatcher(s), to a MABAS Activation should complete this form as soon as possible after the activation.
 - a. Ensure the personnel responding on an alarm are asked for input to thoroughly complete the form.
 - b. MABAS Division Chair will send a reminder to complete form shortly after incident.
 3. Explain all questions answered "no" in the space provided.
 4. If there is not enough space, use the comment space to continue the answer to the specific questions.
 - a. Be sure to identify the continuation of each response in the "Other Comments" Section.
 5. The Agency Activating MABAS should request any Dispatch Tapes that will aid in the After Action Review.
- C. After Action Review Meeting
1. An After Action Review will take place at next scheduled (regular or special) MABAS Meeting.
- D. Improvement Plan
1. The After Action Review Meeting will be summarized in an Improvement Plan which will be shared with other members of the Division.
 2. Either the Chairperson of the MABAS Committee or Agency Head where the MABAS Activation occurred is responsible for this Improvement Plan.