

Local debriefing using the After Action Review (AAR) process is a way to debrief your crews back at the Station, workcentre or staging area at the end of a shift, tour of duty, fire or incident.

By identifying and addressing the issues as soon as possible after an event, we are able to deal with them immediately while the details are still fresh in our minds.

The AAR is the primary tool for incorporating the action's or day's events into the learning cycle, helping us to improve our performance.

AAR:

- Provides practice for crew communication and for conflict resolution between team members.
- Provides a place to establish, emphasise, and reinforce group norms.
- Provides a forum for determining the reasons for crew successes and failures.
- Assists in establishing a common crew perception of the events of the day.
- Is not a critique, the emphasis is on the issues NOT personalities.

## What is an AAR?

### 1. What was planned?

What were the goals and objectives?

- Incident action plan
- Crew incident goals
- Other crew goals
- Individual goals
- Additional un-stated goals.

### 2. What really happened?

Discover the events of the day through your crew members' eyes. Collectively, the crew probably knows what happened, but each individual may not.

### 3. Why did it happen?

Find the root causes behind identified performance successes and failures. It is important to remember, the AAR focuses on the WHAT not Who.

### 4. What can we do better next time?

Once you have identified the root causes, develop remedies that concentrate on improvement strategies.

A local debrief using AAR does not replace other kinds of formal debrief that might be held sometime after the incident, but is a valuable tool to identify key issues.

## Debriefing your crew: The After Action Review Process



## Four simple steps

1. Conduct an AAR at the end of the shift/tour or fire. You may choose to use the form below for your record.
2. Implement any improvements that are within your responsibility.
3. If there are key issues that can be immediately actioned by others, communicate these through the chain of command or via the staging area as you leave the fireground.
4. Note any other key issues for input to a formal debrief (if held) or submit these to your supervisor for consideration.

[illegible]