

1. **BACKGROUND**

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| **INCIDENT OVERVIEW** | |
| **Nature of the Incident** |  |
| **Date** |  |
| **Location** |  |
| **Casualties** |  |
| **Causes of the Incident** |  |
| **Damages (to Property)** |  |
| **Number of Responders** |  |
| **Time of Deployment** |  |
| **Time of Response** |  |
| **Other Relevant Details** |  |

1. **OBJECTIVES OF THE REPORT**

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| 1. To provide a comprehensive assessment and evaluation of the responses provided by the team during and after the incident 2. To list down the team’s strengths and areas for improvement 3. PROVIDE MORE OBJECTIVES |

1. **CORE PLANNING TEAM**

This section lists the core team’s credentials and other relevant details.

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| **NAME** | **DIVISION** | **IMMEDIATE HEAD** | **CREDENTIALS** | **OTHER RELEVANT DETAILS** |
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1. **STRENGTHS**

This section showcases the strengths of the response team or the positive outcomes after the incident.

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| A. The level of professionalism of the members of the core team  B. The readiness and organization of the team, as well as the established processes  C. Other strengths |

1. **AREAS FOR IMPROVEMENT**

This section showcases the areas for improvement which can guide the team in improving their performance.

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| A. Incomplete equipment  B. Lack of evaluation procedure/process  C. Other areas for improvement |

1. **RECOMMENDATIONS**

This section showcases the recommendations of the authors of this report to further improve the initiatives and efforts exerted by the team.

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| A. Establish a review/evaluation process  B. Create a reward and recognition framework  C. Other recommendations |