

**WEST MIDLANDS FIRE SERVICE
SIGNIFICANT INCIDENT AUDITS**

1. POLICY

It is the policy of West Midlands Fire and Civil Defence Authority to deliver an effective emergency response which meets its statutory duties, standards and expectations. Significant Incident Audit is an independent process through which any aspect of a major incident is evaluated and analysed.

2. STRATEGY

To audit, evaluate and review generic or specifically identified aspects of operational practice and incident management following a significant operational incident.

The aim of Significant Incident Audit is to independently audit and evaluate operational practices and procedures and incident management. This process will serve to identify efficient application of the operational policies and procedures of the brigade, as well as any development needs that may need to be addressed by the brigade.

3. PROCEDURES

The Performance Management Section will be responsible through the Director of Performance and Planning for the management and reporting of the Significant Incident Audit Process.

3.1 Establishing an Audit

Following a major incident (usually 15 pumps or more) any Principal Officer of the brigade can request a Significant Incident Audit. This request can relate to all aspects of the incident or if appropriate may focus on a specific topic.

All significant incident audits will be announced via a Routine Notice. Any personnel who would wish to provide information relating to any such audit can do so directly to the Performance and Planning Department.

On completion of the audit a report with findings and recommendations will be provided to the Director Performance and Planning, who in conjunction with the officer requesting the audit, will present a summary to the Chief Fire Officer. Any changes to the policies, practices and procedures of the brigade arising from a Significant Incident Audit will in turn be presented to the Corporate Board for approval

3.2 Audit Outcomes

In the circumstances where the Corporate Board approves changes to policy, processes or procedures, the Performance Management Section will facilitate the production of an appropriate action plan.

Outcomes of Significant Incident Audit and progress in achieving any relevant action plans will be included in the Annual PRC Management Report.

4. CROSS REFERENCES

Standing Order 23/01 Performance Management Framework

5. RESPONSIBILITY AND REVIEW/AMENDMENT DETAILS

5.1 Responsible Director/Department

This Standing Order is the responsibility of the Director, Performance & Planning Department.

5.2 Created/Reviewed/Fully Amended

Created by the Divisional Officer, Performance & Planning Department, January 2005.
Review due January 2006.