

Debrief and Lessons Learned

It is important to debrief and review the incident as soon as practicable so that an accurate and reliable account is recorded. This will enable lessons learnt to be identified and implemented to ensure that effective processes and procedures are in place should another event occur.

Test drills and practice evacuations etc should also be appraised in the same way to ensure that you are as ready and prepared as possible in the event of a real emergency.

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| **During the debrief it is important to identify:** |  |
| What went well? |  |
| What didn't go well? |  |
| What could you do better? |  |

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| **Debrief and Lessons Learned** | **Completed****Sign / Date** |
| Review the chain of events from start to finish, step by step |  |
| Use the incident/emergency plans to identify any deviation from the planed response |  |
| Collate specific feedback on each of the following: |  |
| Policies and procedures |  |
| Action plans |  |
| Site information |  |
| Communication |  |
| Finance |  |
| Health and Safety |  |
| Support from 3rd Parties |  |
| Media / public relations |  |
| Wellbeing |  |
| Staff resources and training |  |
| Record all your findings in a lessons learnt log |  |
| Take any appropriate action to update policies/procedures and plans |  |
| Take any appropriate action to rectify or improve the facilities |  |
| Identify and undertake any further training |  |