

Function: Community & Protective Services - 02
Department: Emergency Management - 030
Policy No.: 009




Post Emergency Event – Lessons Learned (Debriefing) Policy

Effective Date: April 25, 2019

Review Date: April 25, 2024

Cancel: Policy 945: Post Emergency Event – Lessons Learned (Debriefing)

Resolution #: 259-19

CAO Signature: 

Policy Statement:

To capture experiences and lessons learned from an emergency or disaster when either the Emergency Operations Centre is activated or when municipal coordination procedures are initiated in response to an emergency event.

Guidelines:

To ensure all participating agencies (both external and internal) review the overall event response. A lessons learned debrief procedure shall be included in the Municipal Emergency Management Plan. This procedure requires all those agencies involved in an emergency or disaster to be mandated to participate in a debriefing session soon after the emergency is concluded.

Challenges may not have been considered or known prior to an event, and by capturing the experiences, documenting and further debriefing after the fact will assist in building a stronger, more comprehensive Municipal Emergency Management Plan.

The Lessons Learned Debriefing Procedure will outline when the general debrief session is done, who participates, and how to follow up on recommendations resulting from the debriefing. Additionally, the Municipal Emergency Management Agency shall then attend an

internal debriefing session to review, document and follow up recommendations for changes to the Municipal Emergency Management Plan.

A record of both debriefing sessions shall be recorded and accordingly presented to Council as an update, by the Director of Emergency Management. An annual review of the Municipal Emergency Management Plan is required to address the recommendations brought forward by any and all debriefing sessions.