

MANAGEMENT REVIEW REPORT ELEMENTS

7783

(No. 14 September 1996)

The Incident Management Review Report will be well organized and documented. The standardized format will assure complete reporting of all findings, conclusions and recommendations.

Elements of the Major Incident Management Review Report **WILL** include:

I. Executive Summary

The executive summary should not be more than one page in length. It should include a brief summary of when the incident occurred, a synopsis of the findings and the most significant circumstances involving the incident.

II. Introduction

The introduction should include a listing of the team members, a brief description of the incident and any critical issues in the report.

III. Findings

Findings are statements based on facts supported in the review. Opinions or recommendations should not be included in the findings.

IV. Conclusions

Each conclusion should include the facts that support the findings. Opinions should not be included in the conclusions unless substantiated by a fact.

V. Recommendations

Each finding should have a recommendation; however, there may be exceptions.

FINAL REPORT COMPLETION TIME

7783.1

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The Major Incident Review Team Final Report shall be completed within 14 days from the conclusion of the incident and delivered to the person activating the review team with a copy to each of the other persons listed in Section 7780.1.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)