



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

**ADVERSE EVENT FORM - Duty to Follow a Procedural Rule**

<b>Employee Name</b>		<b>Supervisor Name</b>	
<b>Event Date</b>		<b>Procedure or Policy Violated</b>	
<b>Description of Adverse Event (Brief Description of Adverse Outcome, What Happened and Root Cause)</b>			
<b>Algorithm Analysis</b>			
<b>Question</b>			<b>Yes</b>
<b>No</b>			
Was the duty to follow a rule known to the employee?			
Was it possible to follow the rule?			
Did the employee knowingly violate the rule?			
Did the social benefit of the breach exceed the risk?			
Did the employee have a good faith but mistaken belief that the violation was insignificant or justified?			
<b>Type of Behavior</b> <input type="checkbox"/> No Fault (Did not know of procedure, impossible to follow the procedure) <input type="checkbox"/> Human Error <input type="checkbox"/> At-Risk Behavior <input type="checkbox"/> Reckless Behavior		<b>Response to Behavior</b> <input type="checkbox"/> None <input type="checkbox"/> Console <input type="checkbox"/> Coaching <input type="checkbox"/> Counseling <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> EAP Recommended	
<b>System Design – Note any perceived problems with performance shaping factors that exist within the system and recommendations on how to modify these factors for risk reduction.</b>			
<b>Supervisor Comments</b>			