



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

**ADVERSE EVENT FORM - Duty to Produce an Outcome**

|   |  |  |            |           |
|---|--|--|------------|-----------|
| Employee Name   |  | Supervisor Name  |            |           |
| Event Date  |  | Outcome Expected   |            |           |
| Description of Adverse Event (Brief Description of Adverse Outcome, What Happened and Root Cause)   |  |  |            |           |
|   |  |  |            |           |
| <b>Question</b>   |  |  | <b>Yes</b> | <b>No</b> |
| Was the duty to produce an outcome known to the employee?   |  |  |            |           |
| Was it possible to produce the outcome?   |  |  |            |           |
| Did the social benefit of the breach exceed the risk?   |  |  |            |           |
| Is the rate of failure to produce the outcome within the expectations of those to whom the duty is owed?  |  |  |            |           |
| <b>Type of Behavior</b><br><input type="checkbox"/> No Fault (Did not know of procedure, impossible to follow the procedure)<br><input type="checkbox"/> Human Error<br><input type="checkbox"/> At-Risk Behavior<br><input type="checkbox"/> Reckless Behavior |  | <b>Response to Behavior</b><br><input type="checkbox"/> None<br><input type="checkbox"/> Console<br><input type="checkbox"/> Coaching<br><input type="checkbox"/> Counseling<br><input type="checkbox"/> Disciplinary Action<br><input type="checkbox"/> EAP Recommended |            |           |
| 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>Supervisor Comments</b>  |  |  |            |           |
|   |  |  |            |           |