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| **STEP 1**  Clipboard outline | **Collect information**  Interview members involved, witnesses, and/or participants. Gather and review training, maintenance, weather, planning, and/or risk assessment records. Acquire photos of any damage. |
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| **STEP 2**  Link outline | **Construct a chain of events**  Start with the outcome and work backwards, briefly describing each relevant event as a snapshot. The event chain describes the observable facts of what happened. Go far enough back in time to the moment when something was done or not done that kicked off the chain and led to the outcome. |
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| **STEP 3**  Blockchain outline | **Determine the contributing factors**  After constructing the event chain and reviewing the information collected, select the contributing non-human and human factors. There may be more than one. |
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| **STEP 4**  Workflow outline | **Determine the causal factors**  What led to the contributing factors being present? Which causal factor(s), if addressed, would reduce the likelihood of the SSO? |