



# DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>300.08</h2>	
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Originating From	Issue Date	Revision Date	Attachments
<b>Operations</b>	<b>5/20/1995</b>	<b>N/A</b>	<b>N/A</b>

**SUBJECT: Critique – Post Incident Analysis**

**APPLICABILITY: All Personnel**

## **POLICY:**

A post incident analysis shall be completed by the Incident Commander (IC) after all significant incidents to seek improvement of personnel, unit, and system performance. The Howard County Department of Fire and Rescue Services (DFRS) shall conduct a Post Incident Critique at the discretion of the IC or the Deputy Chief of Operations. A summation of pertinent information shall be made available to all personnel that shall include any recommendations for changes to established Policy or Procedures.

## 1 DEFINITIONS

- 1.1 **Post Incident Analysis:** Written report submitted by the IC, to the Deputy Chief of Operations, within 14 days of the incident.
- 1.2 **Post Incident Critique:** A formal appraisal session conducted within 30 days of the incident.
- 1.3 **Critique Coordinator:** An assigned Chief Officer not associated with the incident who coordinates information gathering and documentation of an incident and organization the critique. The critique coordinator shall also act as an unbiased, objective chairperson during the critique or proceedings related to the critique.

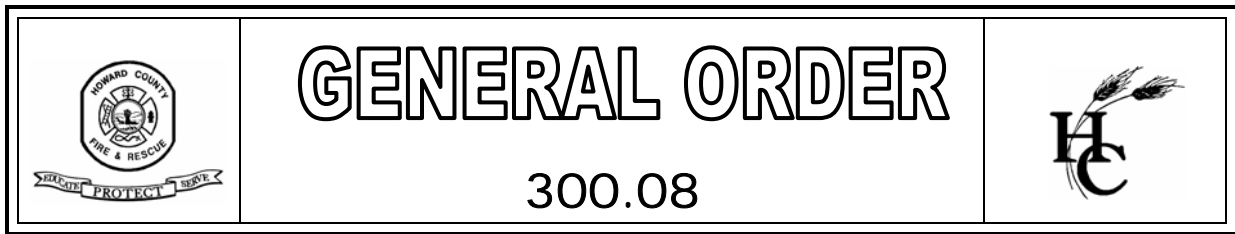
## 2 GENERAL

- 2.1 The IC or incident command team should analyze every significant incident informally to seek improvement in personnel, unit, and system performance. The objective of the analysis should serve as a learning tool for future operations not for the purpose of placing blame or criticism.
- 2.2 A post incident analysis and/or critique may be applied to large scale training evolutions to seek improvement for future training.

## 3 POST INCIDENT ANALYSIS

- 3.1 After every major incident, the IC shall submit a written post-incident analysis. This

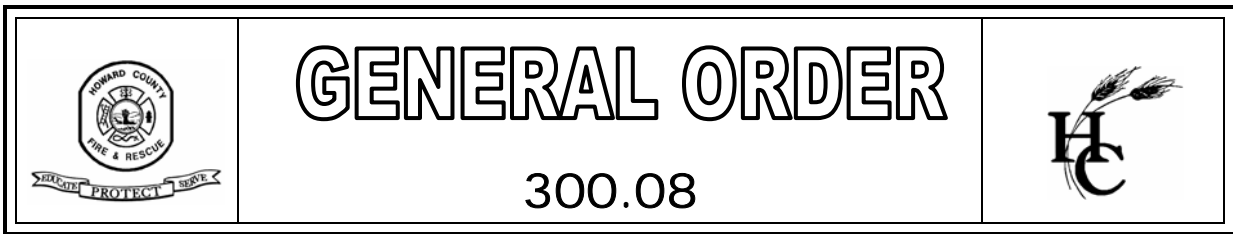
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analysis is intended to determine strengths, weaknesses, and lessons learned about the incident operations. This post-incident analysis will be submitted to the Deputy Chief of Operations within 14 days of the incident for review. The Deputy Chief of Operations will arrange for distribution to members of the DFRS as appropriate. If the post-incident analysis determines a need for procedure changes, this will be suggested in the report. A post-incident analysis shall be completed for the following occurrences:

- 3.1.1 A building fire requiring a multiple line attack (excluding back-up lines), a building with fire involvement on two or more floors, or any structure fire where unusual extinguishing problems existed;
  - 3.1.2 any fire resulting in a fatality;
  - 3.1.3 any fire resulting in injury to firefighter(s) serious enough to necessitate admission to a medical facility;
  - 3.1.4 any mass casualty incident involving 8 or more victims requiring transport to a medical facility;
  - 3.1.5 any rescue or extrication involving unusual circumstances or inordinate amount of time (greater than 45 min);
  - 3.1.6 large scale significant incidents requiring Special Incident Response Team (SIRT) response;
  - 3.1.7 at the discretion of the IC, or upon direction of a superior officer.
- 3.2 Appropriate sections from the checklist below should be used to develop the post incident analysis:
- 3.2.1 Command Effectiveness
    - 3.2.1.1 When was initial command established and by whom?
    - 3.2.1.2 Did transfer of command take place and to whom?
    - 3.2.1.3 How was the Incident Management System (IMS) employed in the management of the incident?
  - 3.2.2 Operations
    - 3.2.2.1 Was the initial size-up correct?
    - 3.2.2.2 Were initial operations appropriate?
    - 3.2.2.3 What changes in original strategy or tactics were made?
    - 3.2.2.4 Identify staffing levels
    - 3.2.2.5 Was the utilization of resources appropriate?
    - 3.2.2.6 Were resources provided in a timely manner or delayed for any reason?
    - 3.2.2.7 SOP applicability and adequacy

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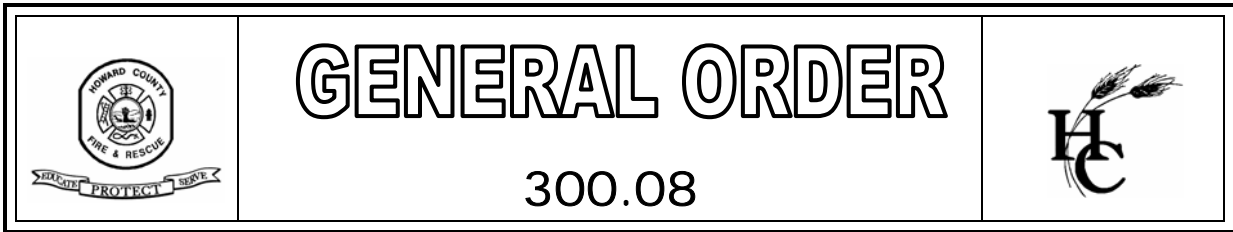


- 3.2.3 Safety
  - 3.2.3.1 Were any fire/rescue personnel injured?
  - 3.2.3.2 Could the injuries have been avoided?
  - 3.2.3.3 Were all safety SOP's and regulations enforced?
- 3.2.4 Personnel
  - 3.2.4.1 Were there adequate numbers initially?
  - 3.2.4.2 Was the training adequate and proper?
- 3.2.5 Communications System Performance
  - 3.2.5.1 Reliability of communications (coverage and readability)
  - 3.2.5.2 Availability of portables
  - 3.2.5.3 Availability of channels
  - 3.2.5.4 Equipment performance or defects
  - 3.2.5.5 Procedural performance
- 3.2.6 Welfare
  - 3.2.6.1 Were fire/rescue personnel provided with food and drink?
  - 3.2.6.2 Was adequate shelter provided for fire/rescue personnel?
  - 3.2.6.3 Was dry clothing provided for fire/rescue personnel?
  - 3.2.6.4 Were crews relieved by fresh crews on a regular and frequent basis?
- 3.2.7 Building, Vehicle, and Topography
  - 3.2.7.1 What construction or design features contributed to the spread of fire and smoke?
  - 3.2.7.2 How did the topography, type of fuel, characteristics of hazardous materials, affect control efforts?
- 3.2.8 Access
  - 3.2.8.1 Did personnel or apparatus encounter any problems in gaining access?
  - 3.2.8.2 Was access to the fire building or exposures limited?
  - 3.2.8.3 Were fire/rescue personnel hampered in the performing of their duties?
- 3.2.9 Weather
  - 3.2.9.1 Did weather conditions contribute to the spread of fire, hazardous material, etc.?
  - 3.2.9.2 Did weather conditions cause a delay in response or the implementation of operations?
  - 3.2.9.3 Did weather conditions present additional or unusual hazards?
- 3.2.10 Equipment and Apparatus
  - 3.2.10.1 Were appropriate units dispatched and available?
  - 3.2.10.2 Were units equipped with appropriate appliances, tools and equipment?
- 3.2.11 Recommendations for Improvements

## 4 POST INCIDENT CRITIQUE

- 4.1 A critique shall be conducted for any incident referenced in sec 3.0, when the IC or the Deputy Chief of Operations determines the need. The Deputy Chief of

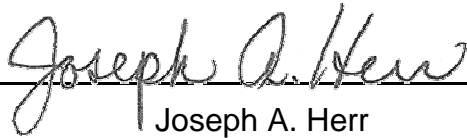
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Operations shall appoint a critique coordinator to organize and chair the formal critique. When a critique is conducted, the following information should be reviewed as appropriate:

- 4.1.1 The incident report
  - 4.1.2 Review of incident operations
  - 4.1.3 Difficulties encountered
  - 4.1.4 Communications tapes
  - 4.1.5 Slides or videos as available
  - 4.1.6 Command charts and scene layouts
  - 4.1.7 Investigation report if available
  - 4.1.8 Changes in strategy or tactics
  - 4.1.9 Errors made
  - 4.1.10 Lessons learned
- 4.2 Formal critiques shall be attended by the following personnel associated with the incident.
- 4.2.1 All chief officers
  - 4.2.2 All command/sector officers
  - 4.2.3 All company officers
  - 4.2.4 One firefighter from each station responding to the incident (as necessary)
  - 4.2.5 At least one representative (preferably company level officer or higher) from each mutual aid jurisdiction
  - 4.2.6 A representative from any department or government agency which significantly impacted the operations of the incident (Communications, Police, DPW, FEMA, etc.)
  - 4.2.7 Additional personnel may be requested by the critique coordinator

Approved:

  
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Joseph A. Herr  
Fire Chief