

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 01		DEPARTMENT FIRE-RESCUE
SUBJECT FIRE SUPPRESSION: INCIDENT CRITIQUE	SECTION 15	PAGE 1 of 2	EFFECTIVE DATE 05/12/2014

I. PURPOSE

There are two mechanisms in which the San Diego Fire-Rescue Department uses to document and review significant incidents. These are incidents that because of their size, complexity, uniqueness, and/or safety concerns require a more formal, thorough discussion and/or would provide important information and learning points for the entire workforce. The two mechanisms are the Post Incident Information Report and the Post Incident Critique.

This Standard Instruction provides guidelines on when they are required. One or both of them can be used at any time deemed appropriate by the shift commander or Assistant Chief of Emergency Operations.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Post Incident Information Report

1. The objective of the Post Incident Information Report is to provide a learning tool to keep the workforce informed of significant incidents which contain important learning points.
2. The incident commander (IC) is responsible for the post incident reports of all incidents as determined by the shift commander or Assistant Chief of Emergency Operations.
3. The goal is to distribute the Post Incident Information Report in a timely manner, preferably within 72 hours.
4. If a post incident report is determined to be appropriate and required, the IC is directly responsible for its formulation. A sample template is located on the shared drive (S-Drive) in the operations support folder.
5. The final product will be approved by the shift commander and the Assistant Chief of Operations and posted on the Department's online training website.

B. Post Incident Critiques

1. The objective of a post incident critique is to review tactical performance and strategic planning of the incident through group discussion and feedback. It is meant to recognize all performance, including what went right and what could be improved upon. It is similar to the after action report (AAR) which is usually conducted during

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or immediately after the event. However the post incident critique is more formal and allows time for information gathering from all responding officers who had a role in the outcome.

2. The incident commander (IC) is responsible for the post incident critiques of all incidents as determined by the shift commander or Assistant Chief of Emergency Operations.
3. If it is determined that an incident critique is to be conducted, multiple alarm reports will be requested by the IC and are to be forwarded through the chain of command (CoC) within 48 hours.
4. Blank multiple alarm forms (FD-5) are located on the S-Drive in the operations support folder.
5. The assigned incident safety officer will forward their general observations of the incident to the incident commander which will be included in the formal incident critique.
6. If determined, a chief officers' critique will be held within 6 shifts following the incident. Results and recommendations from the critique will be reviewed with appropriate companies at a company-level critique within 8 shifts following the incident.
7. The following areas will be critiqued:
 - a) Command
 - b) Tactics
 - c) Communications
 - d) Water Supply
 - e) Safety
8. A written report of the results of the critique will be forwarded to the Assistant Chief of Emergency Operations within 10 shifts following the incident.