

Grand Forks Fire Department

Standard Operating Procedures

SOP# 600.04	Section Emergency Operations	Title Critiques & Postmortems
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I. Scope

This standard requires the completion of a written postmortem for all emergency incidents that involve one or more of the following:

1. A fire fatality.
2. More resources than the initial assignment.
3. A mass-casualty incident.

This standard was promulgated to establish the guidelines for preparing and conducting a postmortem and/or critique of an emergency incident.

II. Definitions

- A. Critique: A post-incident review of the problems encountered, what went right, and the lessons learned during an emergency incident.
- B. Postmortem: A written report published after the review of a major incident that includes all the relevant facts concerning the incident. The report shall include a review of the problems encountered, the lessons learned, a summary of the on-scene operations, and any recommendations for changes in SOPS, etc.

III. Procedure

- A. A post-incident critique shall be conducted in the following circumstances:
1. A working structure fire- a fire that requires a considerable effort to extinguish.
 2. A ground-cover fire that requires the response of three or more companies.
 3. A haz-mat incident that requires a minimum of a first-alarm assignment.
 4. Any incident that the Incident Commander feels would benefit from a critique.

- B. A critique shall be conducted as soon as practical following the incident and shall include:
 - 1. A review with the companies that responded to the incident.
 - 2. If practical, a review with the entire on-duty shift.
 - 3. A review of applicable SOPS.

- C. In addition to a critique, a postmortem shall include:
 - 1. A narrative of the incident, including a summary of the operations.
 - 2. A review of problems or obstacles encountered.
 - 3. A review of operations that went well.
 - 4. A diagram of the incident.
 - 5. Recommendations for changes in SOPS, commendations, etc.
 - 6. A critique with all shifts.

IV. Responsibilities

- A. The incident commander shall ensure that a critique is conducted in accordance with the guidelines established by this standard. The critique shall be conducted as soon, as is practical following the incident.

- B. The incident commander shall also have a postmortem published and critiques conducted in accordance with this standard.

- C. The incident commander shall also forward to the Fire Chief within 72 hours of an incident, a narrative of the operations conducted, including statements by each company officer.

- D. The fire marshal (if one is involved) shall forward to the Fire Chief within 72 hours the following:
 - 1. A completed incident report, including fire alarm records.
 - 2. A summary of the initial investigation.