



# ***ALL-HAZARDS SAFETY OFFICER***



*Unit 1*

# ***Course Introduction***



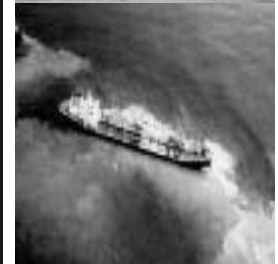
# *Unit Terminal Objective*

**Identify course objectives and position-specific resource materials for the position of Safety Officer**



# *Unit Overview*

- **Introductions**
- **Expectations**
- **Course Objective**
- **Course Scope**
- **Position Task Book**



# ***Introductions***

- **Instructor and Student Introductions**
- **Incident Response Experiences**
- **Reasons for being a Safety Officer**



# *EXPECTATIONS*

Our Expectations  
for this course....



# *Course Objective*

**Upon completion of this course, students will demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Safety Officer**

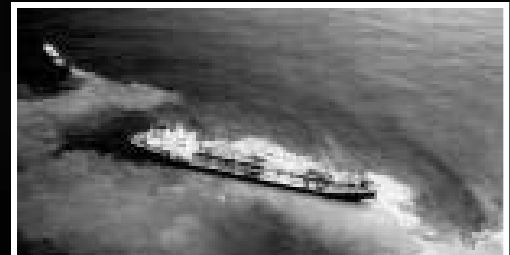


# *Course Design*

- **Course length of 4 days**
- **Combination of lecture, discussion, and exercises**
- **Closed-book Final Exam**
- **Course was designed under the assumption that students have completed ICS 300, ICS 400, and either All-Hazards Incident Management Team Training or Command & General Staff Training**

# *All-Hazards Curriculum*

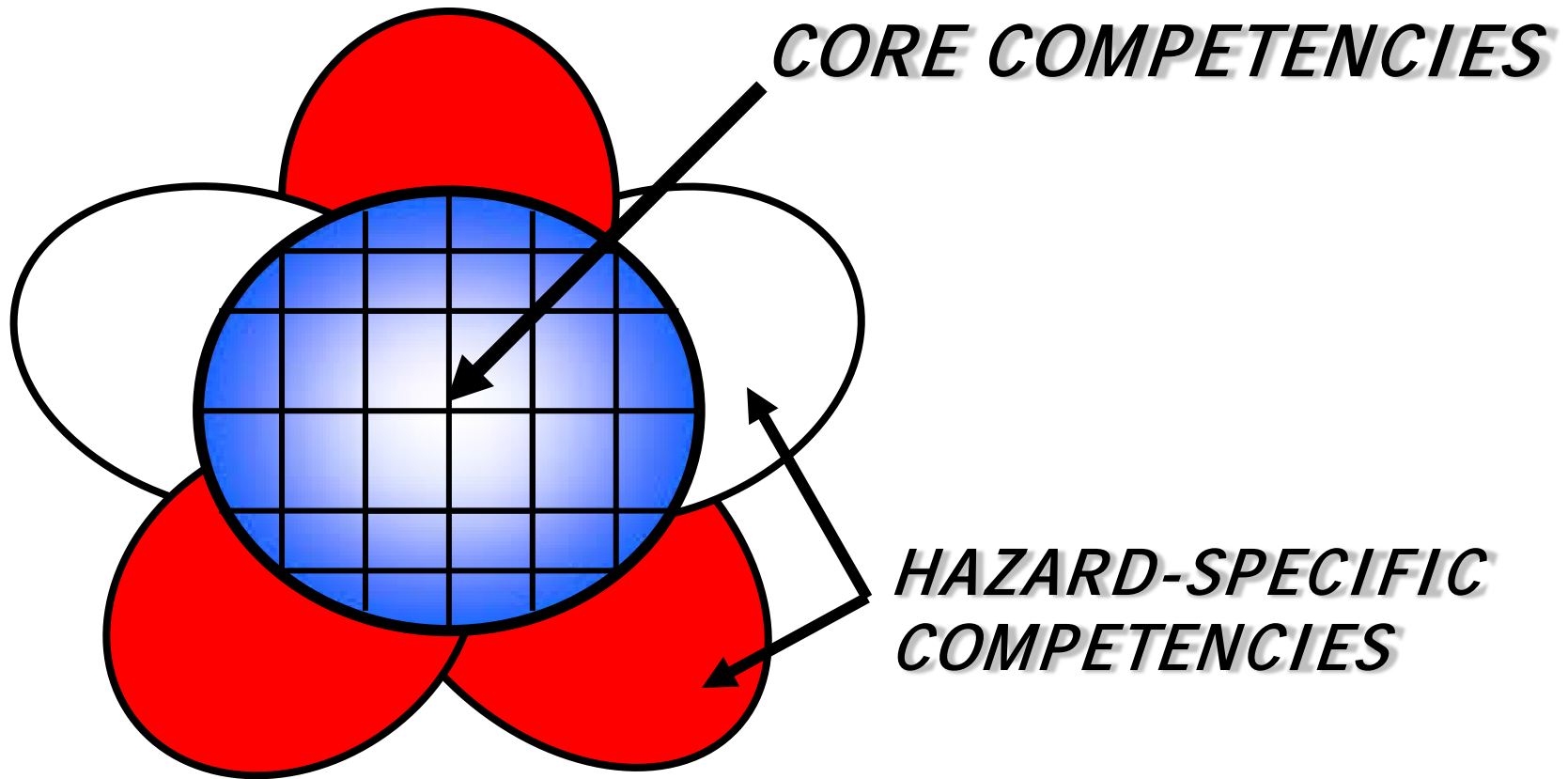
- ICS origins in fire
- All-Hazards
- The fundamentals of the job are the same regardless of incident type



# *SS Minnow & The Loveboat*



# *Course Scope/Competencies*



# Position Task Books

## ALL-HAZARDS POSITION TASK BOOK

PERSONAL QUALIFICATION RECORD ASSIGNED TO:

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

PERSONAL RECORD INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT PERSONAL RECORD WAS INITIATED

*(Insert Data Here)*





# ***EXERCISE 1***



# *Objectives Review*

- **What is the course objective?**
- **What is the purpose of Position Task Books?**



*Unit 2*

# *Overview of the Safety Officer Role*



# *Phoenix Fire Video Discussion*

- During and after the video, consider:
  - What are the take home lessons for your IMT from the experiences of the Phoenix Fire Department?
  - What is the Safety Officer's role in preventing this type of situation in the future?
  - What non-fire safety issues are associated with this incident and its aftermath?

# *Unit Terminal Objective*

**Describe the roles and responsibilities of the Safety Officer in assuming the position and creating an attitude of safety on an incident**



# *Unit Overview*

- **Safety Officer Role**
- **General Responsibilities**
- **Safety Officer Kit**
- **Planning Process**

# *Safety Officer Role*

**Develop and recommend measures for ensuring personnel safety, and assess and/or anticipate hazardous and unsafe situations**

Safety 1st

Death Last!

# *Assistant Safety Officers*

- **The Safety Officer may have assistants as needed**
- **An Assistant Safety Officer may have responsibilities specific to one location or activity or address span of control issues**

# *General Responsibilities*

- **The safety officer must ensure the safety, welfare, and accountability of incident personnel**
- **What are the four core responsibilities of the Safety Officer?**

# *General Responsibilities (cont.)*

- Establish and maintain positive interpersonal and interagency working relationships
- All personnel deserve equal respect



# ***General Responsibilities (cont.)***

**Gather information necessary to assess incident assignment:**

- **General**
- **Mobilization**
- **Incident Activities**
- **Demobilization**

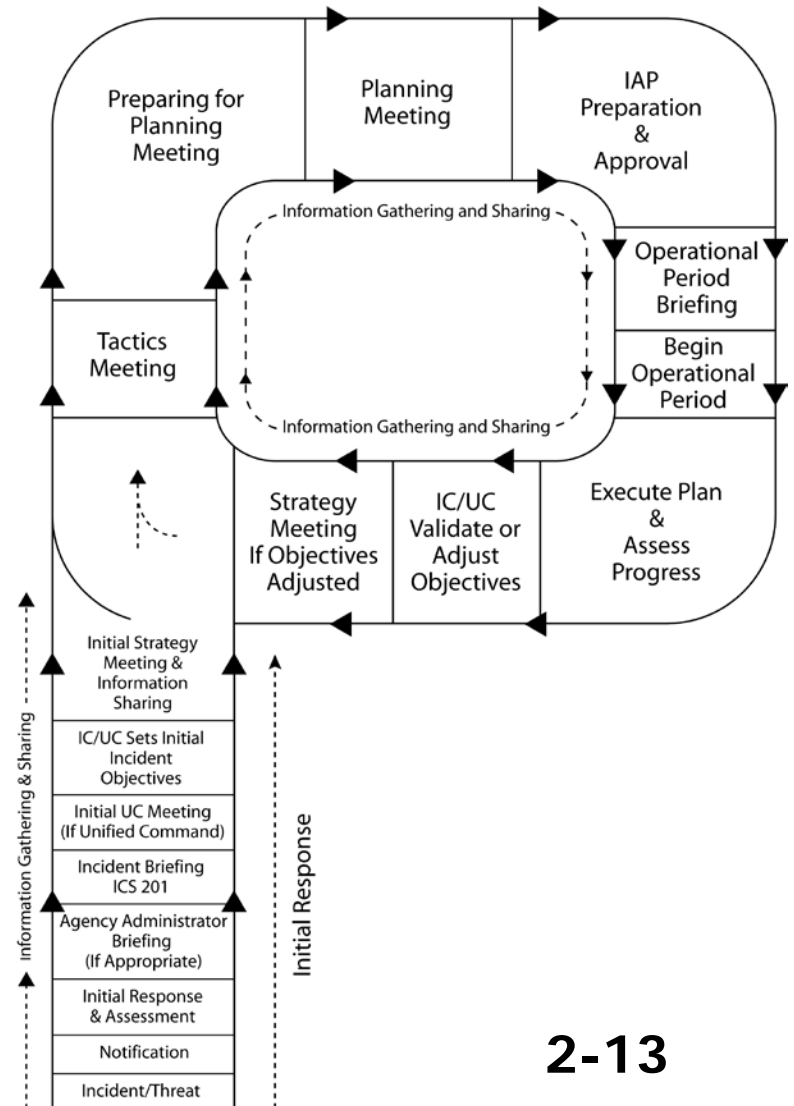
# *Safety Officer Kit*

- **What items would you include in your Safety Officer kit?**
- **After discussion, review Handout 2-1: Safety Officer Kit Contents**

*Arrive at incident,  
properly equipped, and  
check in*

# Handout 2-2: Planning P

- Where is the Safety Officer in the Planning process?



# ***Building Work Relationships***

- **Team Dynamics**
- **Exchanging and Obtaining Information**
- **How Others See the Safety Officer**
  - Handout 2-3: Expectations of IMT Members
  - Handout 2-4: Incident Management Teams



# *Using the Unit Log*



# *Objectives Review*

- 1. What materials would you include in your Safety Officer kit?*
- 2. Why is the Unit Log (ICS 214) so important? What does the Safety Officer use it for?*

*Unit 3*

***Obtaining Incident Safety  
Information***



# *Unit Terminal Objective*

**Identify the information that the Safety Officer must obtain when beginning work on an incident, and discuss methods for gathering that information**



# *Unit Overview*

- **Initial Briefing**
- **Incident Action Plan**
- **Laws and Regulations**
- **Obtaining Information**

# *Initial Briefing*

**As the Safety Officer, you are responsible for obtaining the information necessary to do your job**

**You are responsible for asking adequate questions!**

# *Handout 3-1: Initial Briefing*



# *Incident Action Plan*

**ICS Forms are “controlled notes”**

**Every incident has an IAP, but not all IAPs are written!**

- **Review Handout 3-2: Sample IAP with the following slides describing the information presented by each form**

# ***Incident Action Plan (cont.)***

- **Incident Objectives  
(ICS Form 202)**
- **Incident Organization  
(ICS Form 203)**



# ICS 205 - Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN		1. INCIDENT NAME		2. DATE/TIME PREPARED		3. OPERATIONAL PERIOD	
		Timpanogos Incident		8/28/xx		8/29/xx 0600-1800	
4. BASE RADIO CHANNEL UTILIZATION							
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/TONE	ASSIGNMENT		REMARKS	
King NIFC	3	TAC 1	166.325	DIV A & C			
King NIFC	4	TAC 2	151.335	DIV B			
King NIFC	5	TAC 3					
King NIFC	8	Air-Ground					
King NIFC	9	Law Enforcement	172.800	Incident Security			
King NIFC	14	Emerg. Air Guard	168.625	Emergencies Only			
5. PREPARED BY (COMMUNICATIONS UNIT)							

# ICS 206 – Medical Plan

<b>MEDICAL PLAN</b>	1. Incident Name Train	2. Date Prepared 1-22-xx	3. Time Prepared 1000	4. Operational Period 1200 - 2400	
<b>5. Incident Medical Aid Station</b>					
Medical Aid Stations	Location			Paramedics Yes No	
Incident Aid Station	24 <sup>th</sup> & U Street			Yes	
<b>6. Transportation</b>					
<b>A. Ambulance Services</b>					
Name	Address	Phone	Paramedics Yes No		
Central City EMS	W & 12 <sup>th</sup> Street	374-3944	Yes		
Med-Flight 1	D Street between 31st – 34th Street	374-1501	Yes		
Fisherville Ambulance	F & 7 <sup>th</sup> Street, Fisherville	374-3944	Yes		
Bayport Ambulance	Ferry Blvd. & 7 <sup>th</sup> Ave., Bayport	374-3994	Yes		
Flight For Life	3 <sup>rd</sup> & River, Monroe, Green County	374-3944	Yes		
<b>B. Incident Ambulances</b>					
Name	Location			Paramedics Yes No	
Central City EMS	24 <sup>th</sup> & U Street			Yes	
<b>7. Hospitals</b>					
Name	Address	Travel Time Air Ground	Phone	Helped Yes No	Item Center Yes No
Central City	D St. Between 31 & 34 St.	5 30	374-1501	X	X
Faith Hospital	S & 14 <sup>th</sup> Street	0 30	374-0690		X
Fisherville General	S & 1 <sup>st</sup> St., Fisherville	0 60	452-3685	X	X
St. Dorothy's	3 <sup>rd</sup> & River, Monroe	30 90	374-3944	X	X
<b>8. Medical Emergency Procedures</b>					
<p>The DIVS/Group Supervisor will take charge of a Medical Emergency, notify EMC Dispatch on Command Channel. Dispatch will clear all radio traffic except for the emergency. The closest line EMT will respond to the incident for triage and treatment. The DIVS/Group Supervisor will give Dispatch the following information: type of injury, mechanism, type of transport needed, and location. Gross Decon will be preformed on all patients.</p>					
Prepared by (Medical Unit Leader) Kelly Lujan			10. Reviewed by (Safety Officer) Nick Dunn		

# ***Incident Action Plan (Cont.)***

- **Site Safety & Control Plan (ICS Form 208HM)**
- **Air Operations Plan (ICS Form 220)**


# ***Incident Action Plan (Cont.)***

- **Appropriate Incident Forecasts**
- **Map**



# *Exercise 2*

# *Laws/Regulations/Policies*

A photograph of a construction site. In the foreground, there is a wooden utility pole on the left and a large excavator in the center. The excavator is dark-colored and has a large bucket. The background shows a large, light-colored structure, possibly a building under construction or a large container. The ground is dark and appears to be dirt or gravel. The overall scene is somewhat dimly lit, suggesting an overcast day or a shaded area.

## *HANDOUT 3-3: SAFETY & HEALTH CONSTRUCTION STANDARDS*

# *Obtaining Information*

**Interview personnel assigned to the incident, such as:**

- **Command and General Staff**
- **Unit Leaders and Tactical Personnel**
- **Local Personnel and Host Unit**
- **Property Owners or Representatives**

# *Obtaining Information (Cont.)*

## **Debrief off-duty personnel**

- **Face to face**
- **Look & listen**
- **Incident personnel**
  - **Division Supervisor**
  - **Field Observers**
- **Outgoing or Assistant Safety Officer (ASO)**

# *Obtaining Information (Cont.)*

**Monitor all incident activities to identify any potentially unsafe situations, such as:**

- **Environmental**
- **Facilities**
- **Transportation**
- **Aviation**
- **Special considerations**

# *Obtaining Information (Cont.)*

## **Other Sources of Information**

- **Personal observations**
- **Referrals**
- **Accident/injury/illness (after the fact)**
- **History (trends) and/or specific incidents**
- **Personal experience**

# ***Obtaining Information (Cont.)***

**Use specialists to identify (and mitigate) hazards. For example:**

- **Group Supervisor**
  - **Structure Protection Specialist**
  - **Search and Rescue**
- **Technical Specialists**
  - **Fire**
  - **Haz-Mat**
  - **Law Enforcement**
  - **Wildlife/Fisheries**
  - **Public Health**
  - **Engineers**

# *Specialists*



# *Consult with Technical Specialists*

**What types of technical specialists  
could provide incident forecasts?**

# *Chemical/ Fire Behavior Forecast*

## CHEMICAL/FIRE BEHAVIOR FORECAST

FORECAST NO. 1  
NAME OF FIRE: Timpanogos Incident PREDICTION FOR: Day SHIFT  
UNIT: Timpanogos Homeowners Assoc. SHIFT DATE: Wed., 8/28/xx  
TIME AND DATE  
FORECAST ISSUED: 8/28/xx 2230 SIGNED: /s/ G. Cotter  
FIRE BEHAVIOR SPECIALIST

### WEATHER SUMMARY:

Today's weather will be close to yesterday's. The high temperatures will range from 85-91 F. Low RHs will range from 18-23% and will bottom out after 1500. Winds this morning will range from 0-3 mph downslope until about 1030 when valley influences will force canyon winds to transition up slope. Afternoon valley winds should peak around 1430 and reach 8-15 mph in the north fork canyon.

### CHEMICAL/FIRE BEHAVIOR

#### GENERAL:

Yesterday's weather, especially canyon influenced winds contributed significantly to the rapid intensity buildup, resulting spread, and spotting. The dry fuels and structures provided ample fuels to the fire, with structures propagating each other and contributing to the long range spotting. This fire was in the thermal belt all night, expect additional spotting to have occurred. Spotting occurred to 1/4 mile yesterday afternoon.

#### SPECIFIC:

See attached

#### AIR INCIDENT OVERVIEW:

Gusting and strong surface winds will cause turbulence as the mix with 20 ft winds. Expect additional turbulence over all ridges and where canyons top out - upslope. Low level visibility will be restricted by smoke.

#### SAFETY:

Short range spotting will cause the most problems. Post LOOKOUTS, establish COMMUNICATIONS, maintain it; locate and broadcast ESCAPE ROUTES & SAFETY ZONES.

# *Incident Weather Forecasts*

**Weather related information, especially changes in the weather, is of importance to incident personnel and the Safety Officer**

# *Incident Weather Forecasts (cont.)*



# *Incident Weather Forecasts (cont.)*



3-25

# *Objectives Review*

- 1. What information would you obtain during an initial briefing?*
- 2. What parts of the Incident Action Plan provide an overview of the safety situation on an incident?*
- 3. How could you obtain information on potentially unsafe situations?*

# *Objectives Review (cont.)*

- 4. What types of laws, regulations, and policies must a Safety Officer be familiar with?*
- 5. What types of information could technical specialists provide to the Safety Officer?*

*Unit 4*

***Identifying Hazards & Risks***



# *Unit Terminal Objective*

**Understand the distinction between a hazard and a safety risk and identify situations and actions that are of high importance to the Safety Officer**



# *Unit Overview*

- **Define hazard and risk**
- **Identify risks**
- **Identify hazards**

# *Hazards*

**Hazards** – things within the environment that can cause harm to people or equipment



# *Risks*

**Risks** – the chances that people take in relationship to the hazards



# *Hazard vs. Risk*

- **A hazard does not necessarily put you at risk**
- **Everything we do exposes us to hazards**
- **It is HOW we do things that determines the risk**



# *Exercise 3*

# *Identify Hazards and Risks*

**The Safety Officer is expected to be highly experienced, but still may not know all the hazards that are present**

# *Identify High Potential Risks*

**Identify risks with the greatest potential for serious accident or injury**

**What are the most dangerous actions people take while responding to an incident?**

# *Identify High Potential Risks*

- **Transportation**



# *Identify High Potential Risks*

- **Transportation - boats**



# *Identify High Potential Risks*

- **Transportation – troop carrier**



# *Identify High Potential Risks*

- **Transportation – helicopter operations**



# *Identify High Potential Risks*

- **Tactical Assignment**



# *Identify High Potential Risks*

- **Power Saws**



# *Identify High Potential Risks*

- **Boom operations**



# *Identify High Potential Risks*

- **Specialized equipment**



# *Identify High Potential Risks*

- **Trenching and shoring operations**



# *Identify High Potential Risks*



# *Identify High Potential Risks*

- **Felling operations**



# *Identify High Potential Risks*

- **Night operational periods**



# *Identify High Potential Risks*

- **Overhaul**



# *Identify High Potential Risks*

- Air operations



# ***Identify High Potential Hazards***

**Identify hazards with the greatest potential for serious accident or injury**

**What are the most dangerous things people may encounter while responding to an incident?**

# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



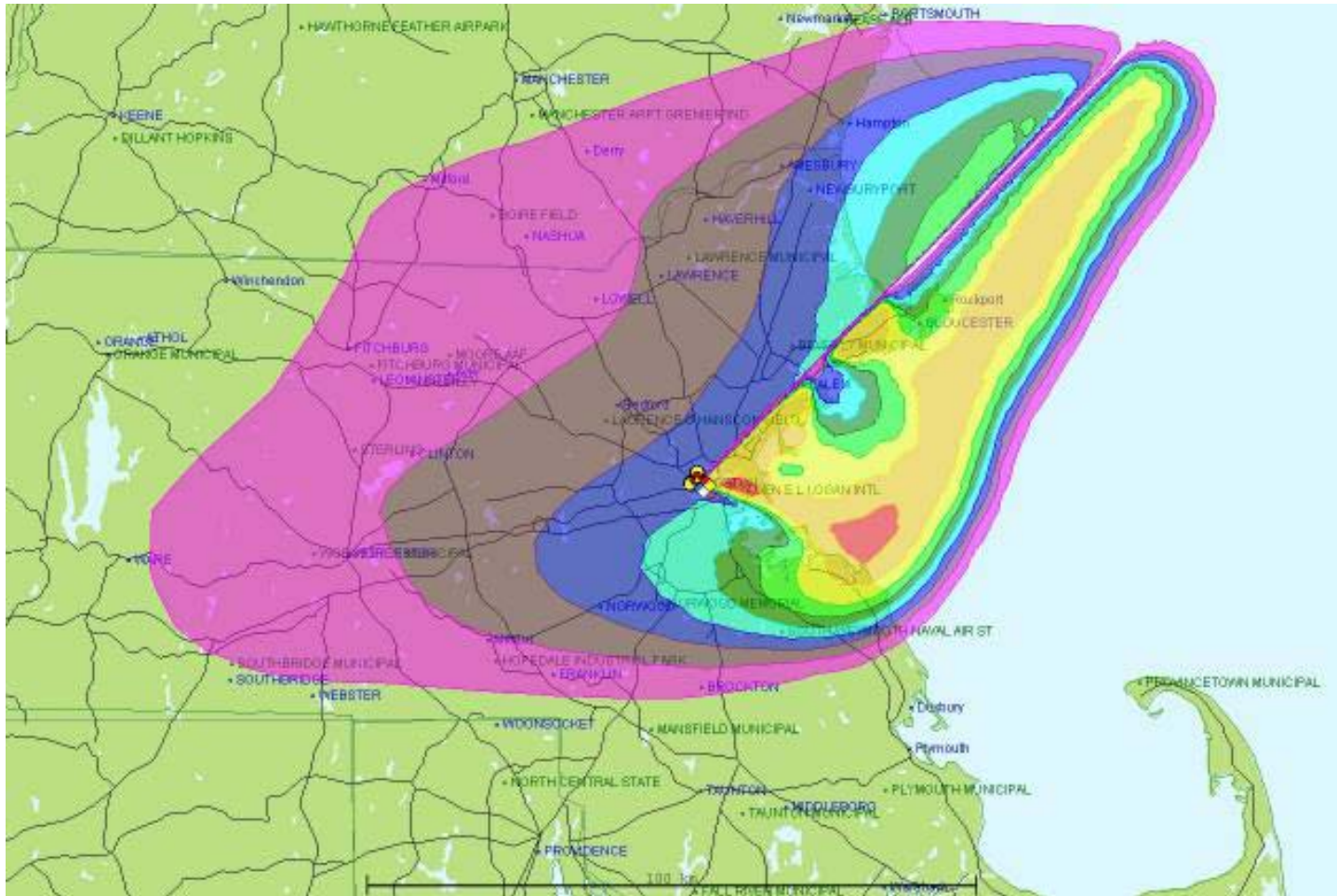
# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



# Identify High Potential Hazards



# *Identify High Potential Hazards*



# *Identify High Potential Hazards*



# *Identify High Potential Hazards*





# *Exercise 4*

(Handout 4.1)

# *Objective Review*

*1. What is the difference  
between a hazard and risk?*

*Unit 5*

# *Prioritize and Manage Hazards and Risks*



# *Unit Terminal Objective*

**Describe several techniques that can be used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention**



# *Unit Overview*

- **Risk Management**
- **Hazard and Risk Prioritization**
- **Hazard and Risk Mitigation**

# *Risk Management*

A hazard is what exists on the incident and a risk is what we ask personnel to do on the incident

- **Hazards**: Things within the environment that can cause harm to people or equipment
- **Risks**: The chances that people take in relationship to the hazards

# ***Risk Management (cont.)***

- **Monitor**: To check, test, and observe for safe operations on the incident
- **Mitigation**: Regulate and control to ensure safety

# ***Risk Management (cont.)***

**What are the three steps to Risk Management?**

# ***Risk Management Concepts***

- All projects have hazards connected with them
- Identified hazards can be controlled or mitigated
- It is not possible to identify and control ALL hazards

# *Risk Management Concepts (Cont.)*

- The incident must balance the risks and the benefits of taking them
- Some hazards are worse than others
- Priority for monitoring and mitigation should be given to the “killer” items

# *Priority: Unimproved Helispots*



# *Priority: Felling Operations "Snag"*



# *Priority: Confined Space Operations*



# *Hazard and Risk Prioritization*

Several **Hazard and Risk Prioritization** methods are presented here, but a Safety Officer may use any logical process

# *Hazard and Risk Prioritization (Cont.)*

**Most Hazard Analysis procedures look at the same three elements:**

- **Probability**
- **Magnitude**
- **Preventability**

# *Gordon Graham Video*



- **“Gordon Graham – Risk Management,” U.S. Fire Administration’s *Incident Safety Officer Course***

# *Hazard and Risk Prioritization (Cont.)*

- **Methods for prioritizing hazards:**
  - **The Priority Cross**
  - **The Priority Cube**
  - **The Priority Ladder**
  - **Risk Assessment Code (RAC)**
  - **Training, knowledge and experience**

# *The Priority Cross*

Great Loss Potential?

YES

NO

YES

**1**

**2**

Preventable?

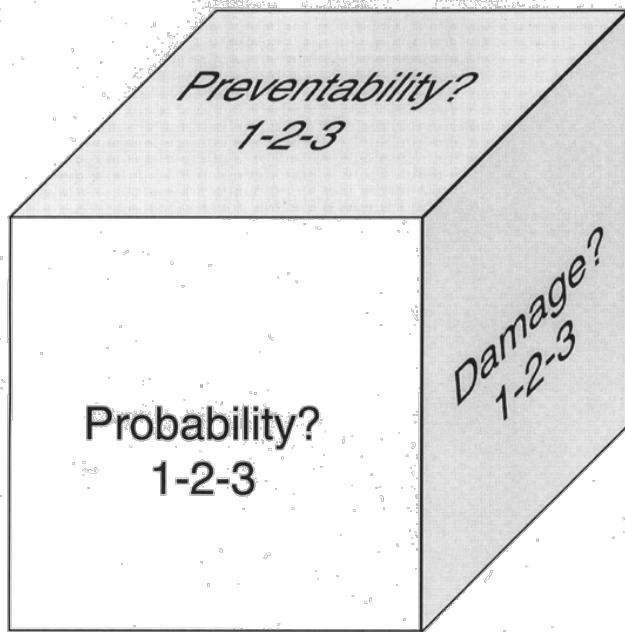
**3**

**4**

NO

1 = highest priority    4 = lowest priority

# *The Priority Cube*



**1=high 2=moderate 3=low**

**Probability?** \_\_\_\_\_

**Preventability?** \_\_\_\_\_

**Damage?** \_\_\_\_\_

**Total** \_\_\_\_\_

The lower the total, the higher the priority.

# *The Priority Ladder*

High Risk Operation YES NO	Lacking in Training and Experience? YES NO	Fatigue? YES NO	Great Loss Potential YES NO	Priority Ranking
<b>X</b>  <b>Start Here</b>				1
				2
				3
				4
				5

# Risk Assessment Code

Hazard Severity		Mishap Probability →			
		A	B	C	D
<u>I</u> = Catastrophic	I	1	1	2	3
<u>II</u> = Critical	II	1	2	3	4
<u>III</u> = Marginal	III	2	3	4	5
<u>IV</u> = Negligible	IV	3	4	5	5

A = likely to occur immediately or within a short period  
B = probably will occur in time  
C = may occur in time  
D = unlikely to occur

Results:

1 = Critical    2 = Serious    3 = Moderate    4 = Minor    5 = Negligible

# *Methods Summary*

<b>Hazard</b>	<b>Method</b>			
	<u>Cross</u>	<u>Cube</u>	<u>Ladder</u>	<u>RAC</u>
Scale (highest to lowest priority)	1 to 4	3 to 9	1 to 5	1 to 5
Traffic	2	5	5	4
Flooded Road	1	3	2	2
Chemical Fire	3	6	1	3

# *Training, Knowledge, and Experience*

- **Training**
- **Knowledge**
- **Experience**



*Exercise 5*

# *Hazard and Risk Mitigation*

- **The Incident Management Team must take prompt action to correct the hazards and implement protective measures**

# *Hazard and Risk Mitigation (Cont.)*

**Most corrective actions will fall into one of the following categories:**

- **Design Out**
- **Safety Devices**
- **Warning Devices**
- **Special Procedures**

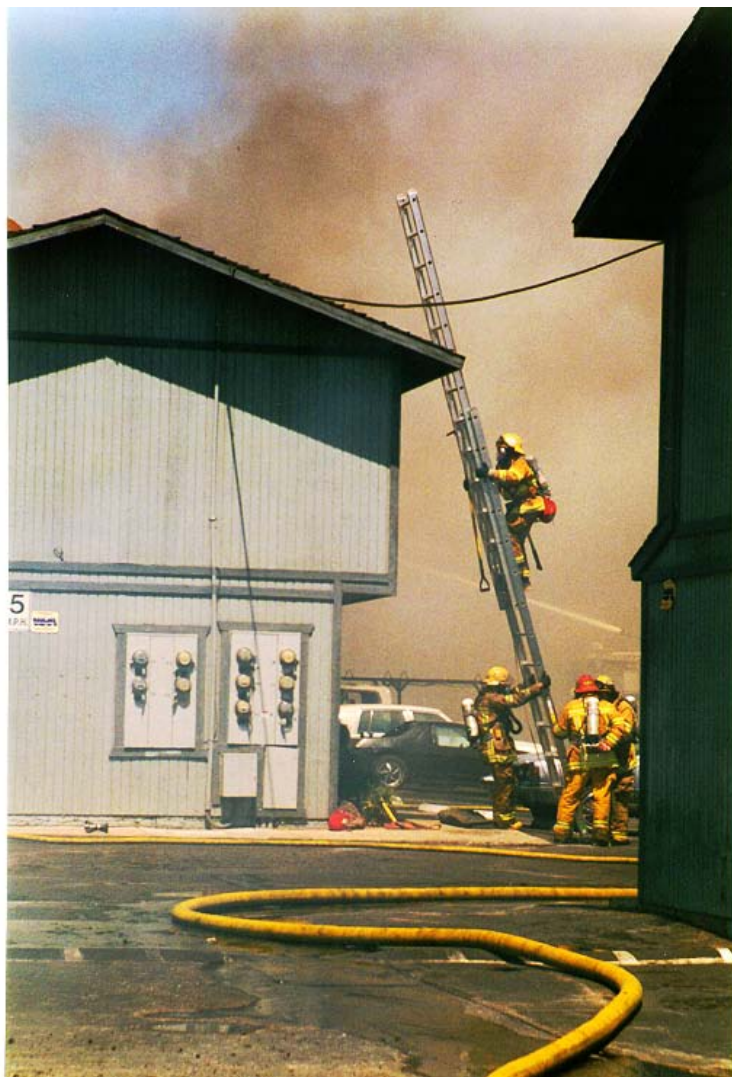
# *Ways to Prevent an Accident*

## Traffic Plan

- Utilize one-way traffic
- Speed limit signs
- Traffic control personnel



# *Structure Fire*



- What hazards and risks do you see here?
- How could they be mitigated?

## *Hazard and Risk Mitigation (Cont.)*

**If corrective actions will not reduce the hazard, two other options remain:**

- **Reduce Exposure**
- **Avoidance**

# *Reduce Exposure*

**For example:**

**Use Proper  
Personal Protective  
Equipment**



## *Avoidance*

*There are times when it is OK to say "NO" to an assignment.*



See Handout 5-1: How to Properly Refuse Risk



*Exercise 6*

# *Objectives Review*

- 1. What methods are used to prioritize hazards, and how do they work?*
- 2. What are the four categories of mitigation?*

*Unit 6*

***Incident Safety Analysis,  
ICS Form 215A***



# *Unit Terminal Objective*

**Understand the purpose,  
components, and use of the Incident  
Safety Analysis, ICS Form 215A**



# *Unit Overview*

- **Incident Safety Analysis**
- **Developing ICS 215A**
- **Prioritization of hazards, risks, and locations**
- **Displaying the information**

# ***Incident Safety Analysis***

**Once the hazards have been identified and prioritized, the next step is to communicate specifically what will be done to mitigate them**

**This is done in ICS Form 215A – the Incident Safety Analysis**



# *Incident Safety Analysis (cont.)*

This is the wildland-specific version of the ICS 215A(w), also known as the LCES form

*LCES ANALYSIS OF TACTICAL APPLICATIONS													OTHER RISK ANALYSIS						
DIVISION/GROUP	Downhill Erosion	Underburning Frontline	Indirect Frontline	Madropera Frontline	Frontal Assault	Anchor Points	Exposure Conditions	Spotting (back-draw)	Unburned Area	Storage	LCES MITIGATIONS		Harsh/obscure Materials	Transportation 1 hr*	Communications	Structure Protection	Multihazard	OTHER RISK MITIGATIONS	
215A ICS 11-93	<b>INCIDENT SAFETY ANALYSIS (*LCES)</b> <small>*LOOKOUTS, COMMUNICATIONS, ESCAPE ROUTES, SAFETY ZONES=LCES</small>											1. INCIDENT NAME		2. DATE PREPARED  TIME PREPARED		3. OPERATIONAL PERIOD (DATE/TIME)			

# ***Definition: LCES***

**L**—Lookouts

**C**—Communications

**E**—Escape Routes

**S**—Safety Zones

# Tactics Meeting

Communications

Operations

Safety

Logistics

Air Operation

Planning



215

MAP

215A



Payette National Forest

Briefing Map

Fire Progression Map

# *Developing the ICS 215A*

**Components of ICS Form 215A – the Incident Safety Analysis**

**Handout 6-1: Sample Incident Safety Analysis**

# *Developing the ICS 215A (cont.)*

- Examples of Ways to Identify **Hazards**:
  - Personal observation and/or experience
  - Checklist
  - Communication with incident personnel
  - Trends
  - Locals

# *Developing the ICS 215A (Cont.)*

- Examples of **Risks**:
  - Hazard Mitigation
  - Confined Space
  - Downhill line construction
  - Air operations
  - Slip, trip & fall

# *Mitigation as a Risk*



# *Mitigation as a Risk*

- **What if mitigating the hazard of long dusty roads causes other risks?**

# *Developing the ICS 215A (Cont.)*

**Prioritize the hazards and risks. For example:**

- **Road Conditions**
- **Crew Shuttles**
- **USAR**

# *Prioritization*

For example:

- Public/Responder Health and Safety
- Urban Interface
- Tactical Operations
- Air Operations
- USAR
- Environmental Concerns/Haz-Mat Operations

# ***Prioritization-Public/Responder Health & Safety***



# ***Prioritization-Urban Interface and Public Health & Safety***

- **These areas are most likely to have severe consequences because a large number of people can be injured**

# *Civilian Emergency Decon*



# *Gross Decon*



# ***Prioritization-Tactical Assignments***



# ***Prioritization-Air Operations***

- **Air Ops have less exposure to incident personnel, but...**
- **Much higher risk due to extreme consequences**

# ***Prioritization-USAR***

- **This is a high priority due to the unique hazards and complexity of the urban search and rescue response environment**

# *Prioritization-Environmental Concerns/Haz-Mat Operations*







# *Exercise 7*

(Handout 6-2 and 6-3)

# *Objective Review*

- 1. What are the components of the Incident Safety Analysis – ICS Form 215A?*

*Unit 7*

*Site Safety and Control Plan,  
ICS Form 208HM*



# *Unit Terminal Objective*

**Understand and complete the Site  
Safety and Control Plan, ICS Form  
208 HM**



# *Unit Overview*

## ICS Form 208HM

- Use
- Purpose
- Components

# *Site Safety and Control Plan*

- **Checklist for the Haz-Mat Group Supervisor**
- **Enhances SOPs and safeguards personnel**
- **Provides information needed to define risks**

# *Purpose*

- **Federal and State Laws**
- **Enhance the safety of the Haz-Mat Group's operations**

# *Responsibility*

- **Rests with Hazardous Materials Group Supervisor to develop and implement the Site Safety and Control Plan**

# *Instructions for Completing the ICS Form 208 HM*

- **Form Heading**
- **Site Information**
- **Organization**
- **Hazard/Risk Analysis**
- **Hazard Monitoring**
- **Decontamination Procedures**

# *Instructions for Completing the ICS Form 208 HM (Cont.)*

- **Site Communications**
- **Medical Assistance**
- **Site Map**
- **Entry Objectives**
- **SOPs & Safe Work Practices**
- **Emergency Procedures**
- **Safety Briefing**



# *Exercise 8*

(Handout 7-1)

# *Objective Review*

- 1. What is the Site Safety and Control Plan, ICS Form 208 HM, used for? What are the components of the plan?*

*Unit 8*

***Incident Safety Plan***



# *Unit Terminal Objective*

**Use multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and briefings**



# *Unit Overview*

- **Incident Safety Plan**
- **ICS 204, 209, 205, 206**
- **Viewing Incidents**
- **Disseminating Information**
- **Briefing**
- **Assistant Safety Officer**

# ***Incident Safety Plan***

**The Incident Safety Plan is the creation of a safe working environment through safety messages and the safety attitude on the incident**

**It is not necessarily a written, formal document**



# Chemical/ Fire Behavior Forecast

## CHEMICAL/FIRE BEHAVIOR FORECAST

FORECAST NO. 1

NAME OF FIRE: Timpanogos Incident

UNIT: Timpanogos Homeowners Assoc.

PREDICTION FOR: Day SHIFT

SHIFT DATE: Wed., 8/28/xx

TIME AND DATE

FORECAST ISSUED: 8/28/xx 2230

SIGNED: /s/ G. Cotter

FIRE BEHAVIOR SPECIALIST

### WEATHER SUMMARY:

Today's weather will be close to yesterday's. The high temperatures will range from 85-91 F. Low RHs will range from 18-23% and will bottom out after 1500. Winds this morning will range from 0-3 mph downslope until about 1030 when valley influences will force canyon winds to transition up slope. Afternoon valley winds should peak around 1430 and reach 8-15 mph in the north fork canyon.

### CHEMICAL/FIRE BEHAVIOR

#### GENERAL:

Yesterday's weather, especially canyon influenced winds contributed significantly to the rapid intensity buildup, resulting spread, and spotting. The dry fuels and structures provided ample fuels to the fire, with structures propagating each other and contributing to the long range spotting. This fire was in the thermal belt all night, expect additional spotting to have occurred. Spotting occurred to 1/4 mile yesterday afternoon.

#### SPECIFIC:

See attached

#### AIR OPERATIONS:

Gusting and strong surface winds will cause turbulence as the mix with 20 ft winds. Expect additional turbulence over all ridges and where canyons top out - upslope. Low level visibility will be restricted by smoke.

#### SAFETY:

Short range spotting will cause the most problems. Post LOOKOUTS, establish COMMUNICATIONS, maintain it; locate and broadcast ESCAPE ROUTES & SAFETY ZONES.

# “SAFETY MESSAGE”

This is a COMPLEX fire. Expect it to continue. Your best decisions will be made during the morning, so:

1. ANTICIPATE
2. PLAN MORE THAN ONE OPTION
3. CONTINGENCY PLAN EVERYTHING
4. IMPLEMENT LCES TO HIGHEST DEGREE
5. NEVER STOP COMMUNICATING

- A. Evacuation of residents and employees will continue throughout the operational period. Assist where you can, always plan for public safety as well as your own.
- B. Use the security frequency when dealing with residents and any evacuees.
- C. Focus on aircraft when using them around structures and powerlines.
- D. Be certain residents are clear of the area before calling in aircraft.
- E. Scout out propane and overhead powerlines; flag; control access and work area.
- F. Pay attention when driving. Roads are steep and narrow. Many are one lane. Keep headlights on, speed limit of 10 mph, watch for evacuees.
- G. Panic behavior needs to be dealt with immediately. Call security for assistance and do your best to control panic behaviors in evacuees.
- H. Establish and maintain lookouts, keep communications fluent and regular, find your safe areas and make them known. Use extreme caution if you plan to use any of the roads as escape routes.
- I. Report any suspicious actions or situations immediately to security.
- H. Keep hydrated, watch for spotting, watch for snag fall.

~~ The Safety Officer ~~

# ICS-209 – Status Summary

INCIDENT STATUS SUMMARY																													
(See reverse side for general instructions)																													
1. DATE TIME				2. INITIAL <input type="checkbox"/> UPDATE <input type="checkbox"/> FINAL <input type="checkbox"/>				3. INCIDENT NAME				4. INCIDENT NUMBER																	
5. INCIDENT COMMANDER				6. JURISDICTION				7. COUNTY				8. TYPE INCIDENT				9. LOCATION				10. STARTED DATE TIME									
11. CAUSE				12. AREA INVOLVED				13. % CONTAINED				14. EXPECTED CONTAINMENT DATE TIME				15. ESTIM. CONTROL DATE TIME				16. DECLARED CONTROLLED DATE TIME									
17. CURRENT THREAT												18. CONTROL PROBLEMS																	
19. ESTIMATED LOSS						20. ESTIMATED SAVINGS						21. INJURIES DEATHS						22. LINE BUILT						23. LINE TO BUILD					
24. CURRENT WEATHER WS TEMP RH						25. PRESCRIBED WEATHER WS TEMP RH						26. COSTS TO DATE						27. EST. TOTAL COST											
28. AGENCIES																													
29. RESOURCES																							TOTALS						
KIND OF RESOURCE		SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST						
ENGINES																													
DOZERS																													
CREWS																													
HELICOPTERS																													
AIRTANKERS																													
TRUCK COS.																													
RESCUE/MED.																													
WATER TENDERS																													
OTHER																													
OVERHEAD PERSONNEL																													
TOTAL PERSONNEL																													
30. COOPERATING AGENCIES																													
31. REMARKS																													
(8 lines/80)																													
32. PREPARED BY						33. APPROVED BY						34. SENT TO DATE TIME BY																	

# ICS 205 - Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN			1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME
			Timpanogos Incident	8/28/XX	8/29/XX 0600-1800
4. BASE RADIO CHANNEL UTILIZATION					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/TONE	ASSIGNMENT	REMARKS
King NIFC	1	Command Repeat	166.275 TX 166.300 RX	Fire to ICP	Repeater location on ridge east of Summit Campground
King NIFC	2	Logistics Net	166.975	Camp	
King NIFC	3	TAC 1	166.325	DIV A & C	This may change if fire size increases
King NIFC	4	TAC 2	151.335	DIV B	
King NIFC	5	TAC 3	159.300	Group D & E	Structure protection groups
King NIFC	8	Air-Ground	168.550	Air Attack	
King NIFC	9	Law Enforcement	172.800	Incident Security	All coordination with County Sheriff will go through IMT security unit on this channel
King NIFC	14	Emerg. Air Guard	168.625	Emergencies Only	
5. PREPARED BY (COMMUNICATIONS UNIT) /s/ J. Pohlman					

# ICS 206 - Medical Plan

MEDICAL PLAN		1. INCIDENT NAME		2. DATE PREPARED		3. TIME PREPARED		4. OPERATIONAL PERIOD				
Timpanogos Incident		8/28/xx		2330		8/29/xx		0600-1800				
5. INCIDENT MEDICAL AID STATIONS												
MEDICAL AID STATIONS			LOCATION					PARAMEDICS				
								YES		NO		
Timpanogos			ICP					X				
			Note: Skill Level									
			2 EMTB									
			1 Nurse Pract.									
6. TRANSPORTATION												
A. AMBULANCE SERVICES												
NAME			ADDRESS				PHONE		PARAMEDICS			
									YES		NO	
Devens EMS			1833 Woodgrove				911		X			
Heartflight			76558 Circle Dr., Salt Lake City				911		X			
Athens EMS			383 Main				911		X			
Airlife			16225 Lily, Devens				911		X			
B. INCIDENT AMBULANCES												
NAME			LOCATION					PARAMEDICS				
								YES		NO		
Devens EMS			Timpanogos ICP							X		
7. HOSPITALS												
NAME		ADDRESS			TRAVEL TIME		PHONE		HELIPAD		BURN CENTER	
					AIR GRND				YES NO		YES NO	
Devens General		16225 Lily, Devens			12min 40min		(801)236-5240		X		X	
Salt Lake Memorial		76558 Circle Dr. SLC			22min 75min		(801)770-2345		X		X	
8. MEDICAL EMERGENCY PROCEDURES												
1. Notification - fireline personnel to DIVS - DIVS to medical unit.												
2. Onsite personnel provide emergency first aid until paramedics arrive.												
3. Critical care patients - plan on air evacuation; others use ground transport unless roadways are blocked.												
4. Ground transport to helispots or hospital; use Devens EMS ambulances.												
5. All burn victims will be transported by air to Salt Lake City.												
206 ICS 8/78		9. PREPARED BY (MEDICAL UNIT LEADER)					10. REVIEWED BY (SAFETY OFFICER)					
		/s/ You R. It					/s/ J. Cramer					

# *Maintain Visible Presence*

**The Safety Officer will maintain a visible presence during all operational periods**

# *Safety Officer Viewing Incident*



# *Safety Officer Viewing Incident*



# *Safety Officer Viewing Incident*



# *Disseminate Information*

**Share Incident Safety Plan with the Incident Commander and Command and General Staff and revise as necessary**

# *Disseminate Information (cont.)*

- Ensure that all cooperating and assisting agencies are included in safety planning



# *Disseminate Information (cont.)*

- **Identify hazards/risks to the public and coordinate with incident staff to ensure appropriate actions are taken**

# *Incident Bulletin Board*

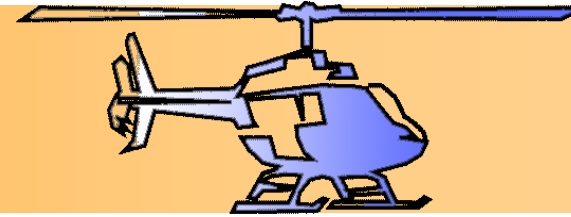
- Coordinate with Logistics Section Chief, Camp Manager and Public Information Officer
- Post information in all areas of Incident Command Post



# *Safety Messages*

- **Written for each Incident Action Plan**
- **Prepared for each Operational Period**
- **Completed within the Planning Section Chief's time frames**

# *Safety Messages (Cont.)*



- **The Safety Message should be:**
  - **Formatted in an outline or brief sentences**
  - **Easy to follow, clear and concise**
  - **Organized with information grouped logically**
  - **Signed by the Safety Officer**
- **Ensure that the Safety Message is posted in all incident locations**

# *Handout 8-1*

- **Review Handout 8-1: Sample Safety Message**



# *Exercise 9*

(Handout 8-2)

# *Safety Briefings*

- **At the Incident Command Post, the Safety Officer will give the briefing. Assistant Safety Officers brief at remote locations**
- **Give a dynamic briefing!**
- **Be quick and clear**

# ***Safety Briefings (cont.)***

**Safety Briefings should identify:**

- **Risks**
- **Hazards**
- **Locations**
- **Signals**

# ***Safety Briefings (Cont.)***

**Safety Briefings should identify:**

- **Mitigation/avoidance measures**
- **Basic responder safety/health issues**
- **Any changes since the plan was written**



# *Exercise 10*

# ***The Need for Assistant Safety Officers***

- **Assistant Safety Officers may be assigned to areas on the incident through a risk analysis process**
- **Recommendations can be made, for example, by:**
  - **Logistics Section Chief**
  - **Operations Section Chief**
  - **Air Operations Branch Director**

# *High Risk Operation*



# *The Need for Assistant Safety Officers (Cont.)*

- **Consider assigning Assistant Safety Officers to:**
  - **Groups and Divisions**
  - **Structural Collapse**
  - **Haz-Mat Incidents**
  - **Staging Areas**
  - **Camps**

# *Staging Areas*



# *The Need for Assistant Safety Officers (Cont.)*

- **Assistant Safety Officers are an extra pair of eyes**
- **Safety Officers must communicate**

# *The Need for Assistant Safety Officers (Cont.)*

- **Assistants can help with:**
  - **Briefings**
  - **Forms and Documentation**
  - **Span of Control**
- **Order Safety Officers through the Supply Unit**

# *Objectives Review*

- 1. What are the elements of the Incident Safety Plan?*
- 2. What are the characteristics of an effective Safety Message?*
- 3. What are the characteristics of an effective Safety Briefing?*
- 4. When do you need an Assistant Safety Officer? How are Assistant Safety Officers ordered?*

*Unit 9*

*Coordination with the  
Logistics Section*



# *Unit Terminal Objective*

**Discuss the Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met**



# *Unit Overview*

- **Safety Officer Interactions With:**
  - **Medical Unit**
  - **Local Health Inspector**
  - **Ground Support Unit**

# Medical Unit Interaction

- The Safety Officer is required to approve the Medical Plan (ICS Form 206)

<b>MEDICAL PLAN</b>		1. INCIDENT NAME		2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD				
5. INCIDENT MEDICAL AID STATIONS										
MEDICAL AID STATIONS		LOCATION				PARAMEDICS				
						YES		NO		
6. TRANSPORTATION										
A. AMBULANCE SERVICES										
NAME		ADDRESS			PHONE	PARAMEDICS				
						YES		NO		
B. INCIDENT AMBULANCES										
NAME		LOCATION				PARAMEDICS				
						YES		NO		
7. HOSPITALS										
NAME		ADDRESS		TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
				AIR	GRND		YES	NO	YES	NO
8. MEDICAL EMERGENCY PROCEDURES										
206 ICS 8/78		9. PREPARED BY (MEDICAL UNIT LEADER)				10. REVIEWED BY (SAFETY OFFICER)				

## ***Medical Unit Interaction (cont.)***

- **If the Medical Plan has been previously completed, it is the Safety Officer's responsibility to approve the Plan for each operational period**
- **The Safety Officer reviews the daily log of the Medical Unit**

## *Medical Unit Interaction (cont.)*

- **The Safety Officer is also responsible to ensure that reportable injuries/illness of personnel are treated and the documentation is complete**

# *Role of Safety Officer in Monitoring Food, Potable Water and Sanitation Services*

- **Inspections**
- **Verify compliance of sanitation rules with the Food Unit Leader and Base/Camp Manager**

# *Sanitation Rules*



# *Serving Tables*



# *Dates on Lunches*



# *Inspect Food Services*



## *Role of Safety Officer in Monitoring Food, Potable Water and Sanitation Services (cont.)*

- **Verify an inspection of potable water supplies has been completed**
- **Discuss corrective actions with the appropriate Unit Leaders**
- **Documentation – ICS 213 General Message form**

# *Potable Water*



# *Gray Water Storage*



# *Inspect Sanitation Services*



# *Interaction with the Local Health Department*

- **Coordinate with Logistics section chief about timing**
- **Inspects camp facilities, food and sanitation services**
- **Verify there are inspectors to review the food and sanitation services on the incident**
- **Contact the host agency representative for assistance with area procedures, protocol, phone numbers and contact persons**

## *Interaction with the Local Health Department (Cont.)*

- **Coordinate a time for the inspection(s) with appropriate Unit Leaders**
- **All deficiencies or suggestions should be implemented by the appropriate Unit Leader**

## *Interaction with the Local Health Department (Cont.)*

- **In many areas, local jurisdictions will make unannounced camp and facility inspections**

# ***Inspect Incident Facilities***

- **Conduct a general inspection of the base and camp facilities**
- **Identify and review all unsafe conditions with the appropriate Unit Leader**



# *Exercise 11*

# ***Hazards and Corrective Action***

**Identify the appropriate Unit Leader for corrective action:**

- **Electrical Hazards (Including Power Tools)**
- **Staging Area**
- **Tripping Hazards**
- **Sleeping Location**
- **Base/Camp**
- **Traffic**
- **Fueling Area**
- **Trash**
- **Tool Sharpening Areas**
- **Proper Disposal of Batteries**
- **Snags**

# *Base or Camp*



# *Ground Support Unit Interaction*

- **Inspect:**
  - **Crews and equipment**
  - **Repair/maintenance areas**
  - **Parking areas**
  - **Fueling areas**

# *Vehicle Inspection*



# *Fueling Area*



# *Hazardous Material Storage*



## *Ground Support Unit Interaction (Cont.)*

- **Inspect all roads and review Incident Transportation Plan**

# *Dust Control*



# *Road Maintenance*



## *Ground Support Unit Interaction (Cont.)*

- **Monitor operator's compliance with standards set by the responsible agency**

# *Monitor Vehicle and Operator Duty Hours*



# *Objectives Review*

- 1. What information does the Safety Officer need from the Medical Unit?*
- 2. What is the Safety Officer's role in monitoring food, potable water supplies, and sanitation services inspections?*
- 3. What is the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local Health Department?*

# *Objectives Review (Cont.)*

- 4. What hazards might a Safety Officer encounter on an inspection of the base and camp facilities?*
- 5. How does the Safety Officer interact with the Ground Support Unit Leader?*

*Unit 10*

***Operations and General  
Health and Welfare***



# *Unit Terminal Objective*

**Identify unsafe actions and situations potentially undertaken by incident personnel while working on the incident, how to prevent those safety risks, and how to stop unsafe operations**



# *Unit Overview*

- **Monitoring:**
  - **Personal Protective Equipment**
  - **Work/Rest Guidelines**
  - **Air Operations**
  - **Equipment and Personnel Safety**
  - **Tools**

# *Monitor food, water, medical, and rest needs*

**Methods to monitor incident personnel to determine if their needs are being met**

# *Incllement Weather*



# *Monitor Incident Personal Protective Equipment (PPE)*

- **Ensure PPE is compatible with assignment hazard/risk**
- **Visually check that team members have and are using the required PPE**

# *Required Personal Protective Equipment*



10-7

# *Required Personal Protective Equipment (Cont.)*



*Personal Protective Equipment is compatible with assignment...*



# *Personal Protective Equipment is compatible with assignment...*



## *Monitor Incident Personal Protective Equipment (PPE) (Cont.)*

- **All personnel will be supplied Personal Protective Equipment and trained in its use prior to being assigned to the incident**

# ***Monitor Work/Rest Guidelines***

- **Monitor length of operational period**
- **Work/Rest Guidelines – 2 hours work to 1 hour rest**

# *Monitor Work/Rest Guidelines*

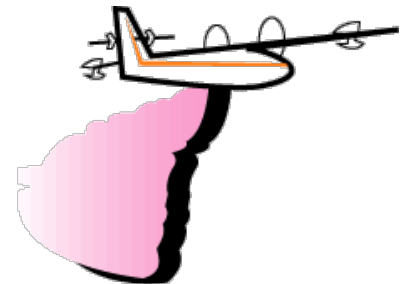


# *Aviation mishaps*



# *Monitor Air Operations Activities*

- **Field operations should be examined to see if air operations pose hazards to people on the ground**
- **Monitor to ensure that air safety requirements are being implemented and followed**



# *Retardant Drop*

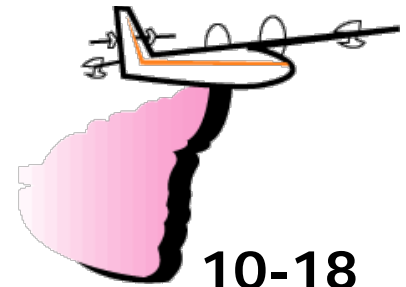


# *Coordinate with Ground Personnel*



# *Monitor Air Operations Activities (Cont.)*

- **Document all identified hazards or unsafe conditions**
- **Review compliance with agency flight duty policy/duty limitations with appropriate manager**

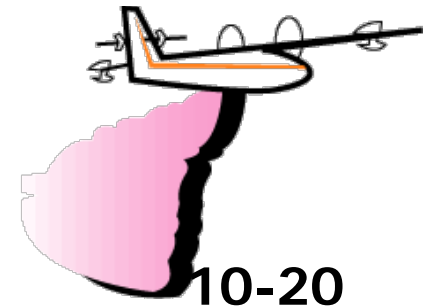


*Review compliance with agency flight duty policy/duty limitations with appropriate manager*



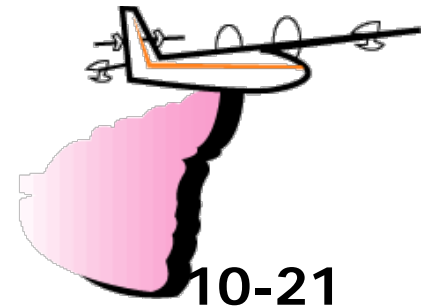
# *Monitor Air Operations Activities (Cont.)*

- **Review aircraft incident/accident reports**
- **Provide assistance to Air Operations Branch Director (AOBD) in dealing with preventative measures to ensure risks have been minimized or eliminated**



## *Monitor Air Operations Activities (Cont.)*

- **Include Air Operations in your normal Safety Officer activities**



# *Monitor Air Operations Activities (cont.)*



# *Monitor*

## *Equipment and Personnel Safety*

- **The Safety Officer must be alert to personnel working near equipment**

# *Equipment and Personnel Working in Close Proximity*



# *Equipment and Personnel Working in Close Proximity (Cont.)*



# *Equipment and Personnel Working in Close Proximity (Cont.)*



# *Equipment Working Above Crews*



10-27

# *Equipment Not Suited for Task*



# ***Monitor Communications***

- **The four types of communication channels**
- **Why is communication so important?**

# *Human Repeater*



# *Monitor Firing Operations*



- **Communication and coordination when implementing burnout operations**
- **Qualifications**
- **Aerial ignition (burn plan)**
  - **Helitorch**
  - **Plastic sphere dispenser**

# *Firing Operations (Cont.)*



## Ground-Based

- Flare Gun
- Fusee
- Terra-torch



# ***Monitor Travel and Transportation***

- **Ground**
- **Hazardous material**
- **Foot travel**
- **Helispots**

# *Appropriate equipment to meet the need*



# *Hazardous material properly secured in transport?*



# *Monitor Hand Tools*

- **Dull blades**
- **Chips or nicks in the blade**
- **Broken or splintered handles**
- **Wrong tool for the proposed action**

# *Monitor Hand Tools*



# *Monitor Power Tools*

- **Dull blades**
- **Bent bars/blades**
- **Loose/missing parts**
- **Poor operating condition**

# ***Monitor Gas Powered Hand Tools***

- **Hot mufflers/spark arresters**
- **Spark arrester not working**
- **Fuel flammable and explosive**
- **Fuel spills**
- **Mixed fuel (label containers)**

# *Monitor Gas Powered Hand Tools*



# *Monitor Urban Interface*

- **What are the major hazards of working in an urban area?**

# ***Monitor Responder Safety***

- **Are personnel qualified for their position?**
- **Are briefings being given (operational period, field)?**
- **Are Lookouts, Communications, Escape Routes, Safety Zones (LCES) being adhered to?**
- **10 Standard Orders and 18 Watch-Out Situations**

Handouts 10-2, 10-3, 10-4

# *Exercise Emergency Authority to Stop and Prevent Unsafe Acts*

**Use direct intervention to correct  
any extremely dangerous acts**

**For example,  
riding in restricted  
aircraft**



# *Monitor Dangerous Operations/Immediate Threats*

- **Stop operations that are immediate threat to health and safety**

# *Exercise Emergency Authority to Stop and Prevent Unsafe Acts (Cont.)*



# *Burnout Operations*



# *Urban Search and Rescue*



## *Exercise Emergency Authority to Stop and Prevent Unsafe Acts (Cont.)*

- **The normal procedure is to work with the appropriate Unit Leader or Supervisor**

# *Objectives Review*

- 1. What methods can the Safety Officer use to promote the general health and welfare of incident personnel?*
- 2. How can the Safety Officer ensure that the work/rest guidelines are followed?*
- 3. What corrective actions, and who would you contact, when you identify unsafe aviation situations?*

# *Objectives Review (cont.)*

*4. What are some areas of concern for the Safety Officer in the field?*

*5. How can the Safety Officer stop an unsafe act?*

*Unit 11*

# *Special Situations*



# *Unit Terminal Objective*

**Describe the Safety Officer's responsibility in dealing with accidents and special situations on an incident**



# *Unit Overview*

- **Critical Incidents**
- **Accident Reports**
- **Special Reports**

# *Critical Incident*



# *Critical Incident*

Definition: "A critical incident is any situation faced by emergency service personnel that caused them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene of the incident or after leaving the scene."

# *Critical Incident Stress Management Process*

- **Critical Incident Stress Management/Critical Incident Stress Debriefing Team is ordered through Supply Unit Leader on a resource order**
- **Make certain that the Incident Commander, Public Information Officer, and Agency Administrator/ Agency Executive are informed of the incident**

# *Initiating an Accident Investigation*

- **Safety Officer must initiate accident investigations**
- **Remember – you are still the Safety Officer!**

# *Accident Investigation*



# *Reporting Accidents*

- **ANYONE** on an incident can initiate emergency actions
- These will follow the procedures on the Medical Plan (ICS 206)

# *Accident Investigation Protocol*

- **Standard Operating Procedures for accident investigations are necessary, including:**
  - **Emergency procedures**
  - **Medical procedures**
  - **Who runs the investigation?**

# *Protocol*

## Step 1:

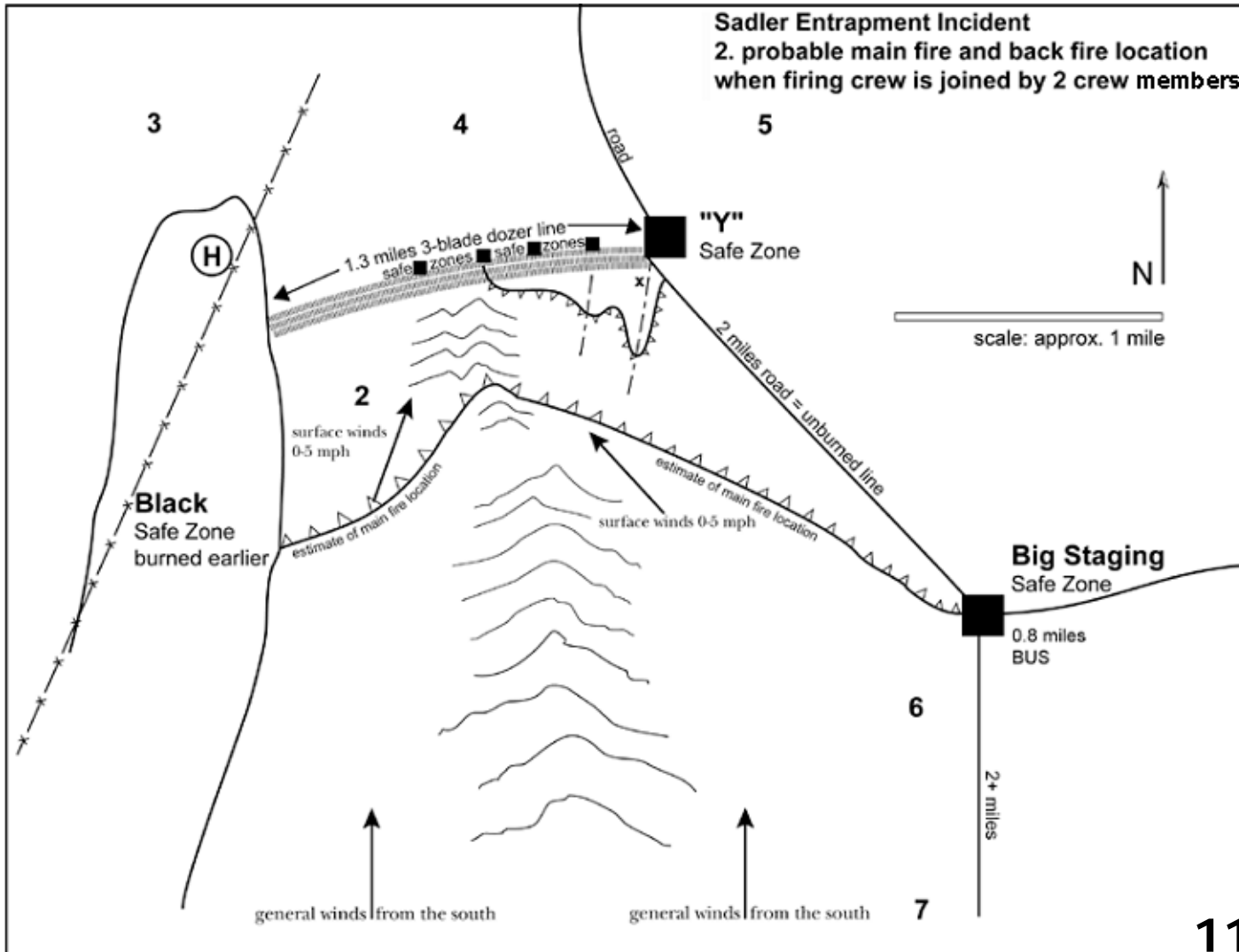
- **First priority is to properly care for the injured - Airway, Breathing and Circulation (ABCs)**
- **Dispatch medical personnel as per IAP Medical Plan ICS Form 206**
- **Contact the proper Section Chief or Unit Leader to start further action**

# *Protocol (Cont.)*

## Step 2:

- **Secure the scene**
- **Start the preliminary investigation**

# *Take notes, photographs, measurements, witness statements, etc.*



# *Protocol (Cont.)*

## Step 3:

**Notify and cooperate with appropriate authorities:**

- **Federal**
- **State**
- **Local**
- **Tribal**

# *Protocol (Cont.)*

## Step 4:

### **Notify incident personnel:**

- **Finance Section Chief**
- **Medical Unit Leader**
- **Public Information Officer**
- **Liaison Officer**
- **Incident Commander**

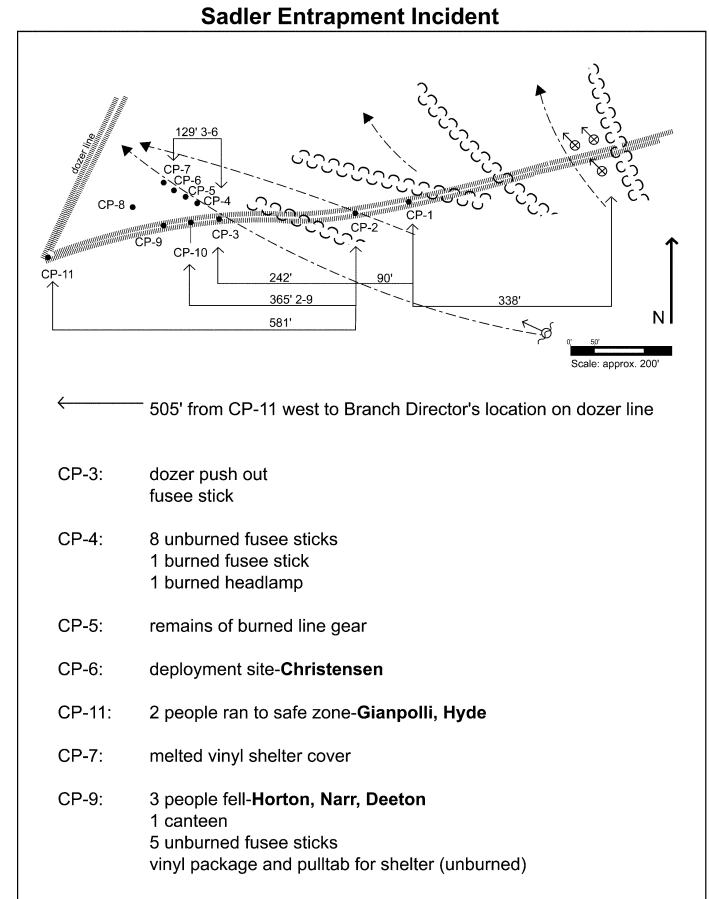
# *Protocol (Cont.)*

## Step 5:

- Ensure that accident investigation documentation for local agency and incident close-out package is complete, for example:
  - Medical treatment
  - Final investigation report from the responsible jurisdiction
  - Compensation and claims

# Special Reports (cont.)

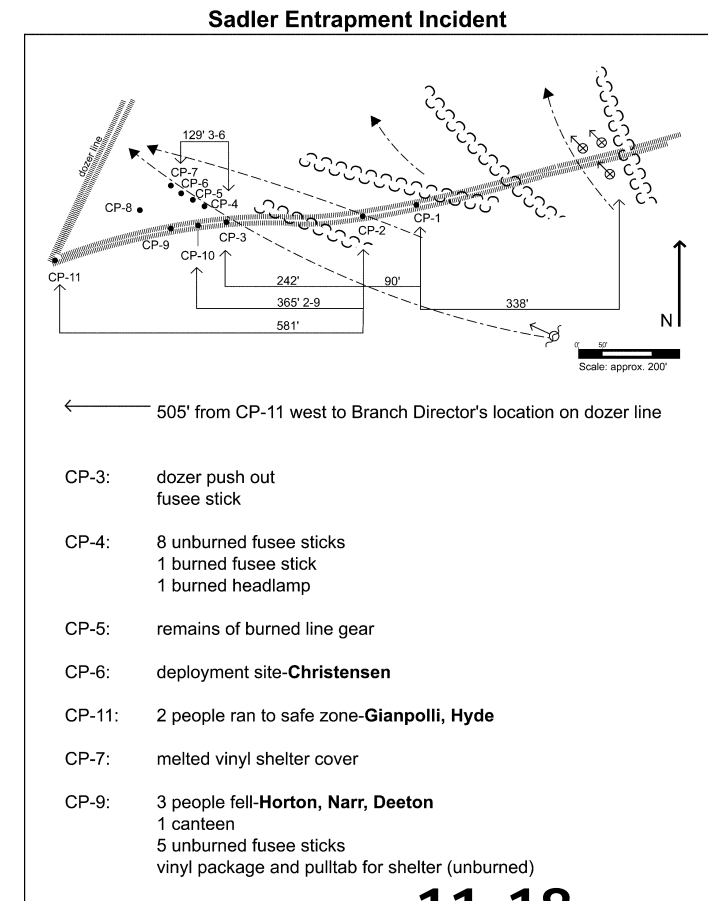
- A special report is any report of an "incident within an incident" beyond the Unit Log – ICS 214



# Special Reports

- Special reports may be necessary because of the following situations:

- Accident/Injuries
- Public health concerns
- Biological hazards
- Contagious diseases





# *Exercise 12*

# *Objectives Review*

- 1. List situations in which a Critical Incident Stress Management/Critical Incident Stress Debriefing team could be activated*
- 2. List the five basic steps in initiating an accident investigation*
- 3. Discuss situations that require special reports*

*Unit 12*

***Demobilization and Closeout***



# *Unit Terminal Objective*

**Describe the Safety Officer's role in ensuring safety and disbanding the safety unit during incident demobilization and close out**



# *Unit Overview*

- **Demobilization and Checkout**
- **Agency Debriefing**
- **Performance Evaluations**

# ***Demobilization and Checkout***

- **Treat demobilization like any other incident activity**
- **Handout 12-1: Demobilization Plan**

# ***Review ICS Form 221***

**Discuss DEMOB process at Incident Command Post (ICP)**

**Review ICS Form 221: Check Out Form**

# *Debrief with Agency Administrator/Agency Official*

**What does the incident safety history include?**



## *Debrief with Agency Administrator/ Agency Official (cont.)*

- **Ensure copies of forms are given to Documentation Unit**
- **Prepare a Post-Incident Safety Narrative**

# *Demobilize Unit Personnel*

- **Assistant Safety Officers**

- **Coordinate release time with the Logistics Section Chief**



- **Ensure documentation is complete and submitted before leaving the incident**
- **Sign-off tasks completed in the Position Task Book (PTB) for subordinates**

# *Performance Evaluations*

- As required by IMT or agency policy
- Two special target groups
  - Trainees
  - Exceptional performers (exceptionally good or exceptionally poor)

# *Performance Evaluations should:*

- Emphasize results rather than processes
- Be candid and effective
- Concentrate on situations, not people
- Emphasize the important issues

# *Performance Evaluations (cont.)*

- Be based on objectives and direction
- Be finalized in face-to-face exchange
- Be documented and distributed as required by policy

# *Performance Evaluations (cont.)*

- Evaluate individuals as required by agency policy
- Complete ICS Form 226 (Individual Performance Rating) or equivalent agency form
- Discuss with the individual



# *Objectives Review*

- 1. List three actions involved in Safety Officer Demobilization Checkout*
- 2. Describe the Safety Officer's role in the closeout with agency administrator/agency official*



# *Review Course Expectations*





# ***COURSE FINAL***

