



**ARCADIA FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE**

INCIDENT SAFETY OFFICER

Number: 110
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Approved: _____
Michael E. Lang, Fire Chief

PURPOSE

To ensure the safety of all Arcadia Fire Department personnel at emergency incidents.

PROCEDURE

A. Response to Emergency Incidents

1. The use at an emergency incident of the most qualified officer as a Safety Officer is acceptable until notification and arrival of the department Incident Safety Officer. The initial Safety Officer will be appointed by the IC and should be a Fire Officer with some fire ground experience and concern for the well being of personnel.
2. The following situations are mandatory Incident Safety Officer responses unless canceled by the Incident Commander:
 - a. 2nd alarm or greater incidents
 - b. Major injury incidents and hospitalization to department personnel.
 - c. Hazardous materials incident
 - d. Technical rescue incidents
 - e. Department vehicle accidents resulting in serious injuries or fatalities to either department or civilian personnel
 - f. As requested by the Incident Commander

B. Training and Qualifications

1. All personnel assigned as Incident Safety Officers should meet the following minimum standards;
 - a. Rank of Captain or above
 - b. Be an experienced fire officer with sufficient experience to make informed safety related observations and when necessary, decisions.
 - c. Possess the expertise and communication skills to deal with safety related issues during emergency and non-emergency incidents.
 - d. Hazardous Materials First Responder / Operational

C. Notification of Incident Safety Officer

1. Verdugo dispatchers shall page the Incident Safety Officer when they are needed at an incident.
2. Upon arrival at the scene, the Incident Safety Officer or I.C shall notify Verdugo.

D. Responsibilities

1. The Incident Safety Officer (ISO) function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.
2. The ISO shall monitor the scene and report the status of conditions, hazards and risks to the incident commander.
3. The ISO shall ensure the personnel accountability system has been implemented.
4. The ISO shall provide the incident commander with a risk assessment of incident scene operations.
5. The ISO shall ensure that safety zones, collapse zones, hot zones and other designated hazard areas are communicated to all members present on scene.
6. The ISO shall ensure that a rapid intervention crew (RIC) is available and ready for deployment
7. Obtain a briefing from the I.C
 - a. Status of the incident
 - b. Summary of the incident organization
 - c. Summary of known hazards
 - d. Special instructions
 - e. Copy of the Incident Action Plan (IAP). Oral briefing if no written IAP exists.
8. Participate in planning meetings
 - a. Review suggested strategy
 - b. Identify potentially hazardous situations
 - c. Advise the General Staff of hazardous situations
 - d. Advise the planning staff of resource needs
9. Review the Incident Action Plan for safety implications
 - a. Receive reports from incident personnel concerning safety matters
 - b. Personally survey incident environment and operations as appropriate
 - c. Obtain and review Situation Unit information to identify unsafe situations
10. Exercise emergency authority to stop and prevent unsafe acts
 - a. Determine appropriate action to ensure personnel safety
 - b. Coordinate with incident supervisory personnel as required
 - c. Determine if situations requires the use of emergency authority

11. Investigate accidents that have occurred within the incident area
 - a. Receive notifications of accidents
 - b. Obtain information concerning accidents by:
 - i. Interview personnel
 - ii. Visit the accident scene
 - iii. Collect evidence
 - iv. Collect reports concerning the accident
 - c. Identify the cause of the accident
 - d. Recommend corrective action
 - e. Prepare accident reports and submit to the I.C.
12. Assign assistants as needed
13. Review and approve the Medical Plan
14. Develop hazardous materials site safety plan as required
15. Maintain Unit Activity Log ICS 214 as needed

E. Check Lists

1. Copies of Incident Checklists are attached to this document.

Smoke / Water Through Walls

Opposing Hose Lines

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| <p>INITIAL ACTIONS</p> <ul style="list-style-type: none"> o Wear proper Identification o Obtain briefing from I.C. <ul style="list-style-type: none"> <input type="checkbox"/> Situation status <input type="checkbox"/> Resource status <input type="checkbox"/> Known hazards or concerns o Prioritize duties <ul style="list-style-type: none"> <input type="checkbox"/> Risk assessment <input type="checkbox"/> Reconnaissance <input type="checkbox"/> Resource evaluation <input type="checkbox"/> Reporting / planning o Time tracking o Determine need for additional ISO <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> o Define risk level for Action Plan <ul style="list-style-type: none"> <input type="checkbox"/> Life at risk <input type="checkbox"/> Property at risk <input type="checkbox"/> Mitigation only o Determine frequency and severity of hazards o Prioritize hazard control recommendations o Address unacceptable risk situations <ul style="list-style-type: none"> <input type="checkbox"/> Stop or alter if life threatening <input type="checkbox"/> Immediately notify I.C. <p>RECONNAISSANCE</p> <ul style="list-style-type: none"> o 360 degree scene survey o Identify principle hazards and locations <ul style="list-style-type: none"> <input type="checkbox"/> Validate hot/warm/cold zones o Evaluate environment <ul style="list-style-type: none"> <input type="checkbox"/> Stable – not likely to change <input type="checkbox"/> Stable – may change <input type="checkbox"/> Starting to change <input type="checkbox"/> Rapidly changing o Structure involved <ul style="list-style-type: none"> <input type="checkbox"/> Construction type <input type="checkbox"/> Excessive loads <input type="checkbox"/> Loads imposed o Evaluate collapse potential <ul style="list-style-type: none"> <input type="checkbox"/> Structural degradation <input type="checkbox"/> Excessive loads <input type="checkbox"/> Scope of collapse <input type="checkbox"/> Stability profile after collapse o Define scope of utility involvement | <ul style="list-style-type: none"> o Evaluate effects of weather o Identify access/ egress routes o Define traffic hazards o Observe tactical assignments <ul style="list-style-type: none"> <input type="checkbox"/> Tactical effectiveness <input type="checkbox"/> Team effectiveness <input type="checkbox"/> Tool application / effectiveness <input type="checkbox"/> Action plan compatibility o Check exposure of teams <ul style="list-style-type: none"> <input type="checkbox"/> Proper PPE <input type="checkbox"/> Aware of hazard(s) <input type="checkbox"/> Appropriate risk level <input type="checkbox"/> Look outs <input type="checkbox"/> Escape routes <input type="checkbox"/> Communications <input type="checkbox"/> Safe zones o Determine injury potential <ul style="list-style-type: none"> <input type="checkbox"/> Fall hazards <input type="checkbox"/> Rehab profile o Evaluate apparatus placement/exposure o Monitor radio communications <ul style="list-style-type: none"> <input type="checkbox"/> Dysfunctional <input type="checkbox"/> Status reports <input type="checkbox"/> MAYDAY report <p>RESOURCES</p> <ul style="list-style-type: none"> o Check scene attendance <ul style="list-style-type: none"> <input type="checkbox"/> Too many / too few <input type="checkbox"/> Plans for additional resources <input type="checkbox"/> Staging area o Determine rapid intervention crew status o Determine number of crews at risk o Check effectiveness of accountability system o Start incident timer <ul style="list-style-type: none"> <input type="checkbox"/> Dispatch assistance <input type="checkbox"/> Anticipate total on scene time o Evaluate rehab process and effectiveness o Assess need for CISD <p>AFTER THE INCIDENT</p> <ul style="list-style-type: none"> o Document existing hazards o Document ISO actions o Prepare after action report o Participate in after action meeting/critique |
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Apparatus Placement
Fireground Accountability
Escape Routes
Twenty Minute Rule
Yesterdays Or Old Intelligence

Fire Not Visible Or Below People
Flowing Water In, No Water Out
Inclined Floors / Walls / Voids
Cracked Exterior Walls
Electricity, Gas & Utilities Controlled
Rapid Intervention Crews
Safety