

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
INCIDENT COMMAND STAFF – SAFETY OFFICER	310	March 23 rd , 2004	

PURPOSE

To describe the responsibilities of the Incident Safety Officer.

GENERAL

The Incident Safety Officer is a member of the Command Staff and reports directly to the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority. The Incident Safety Officer or his or her assistants have emergency authority to alter, suspend or terminate unsafe acts or conditions when imminent danger is involved.

Assistant Safety Officers may be appointed as required and will report directly to the Incident Safety Officer. Due to the complexity of the operation and the dangers inherent in firefighting, a Safety Group may be implemented to manage operational safety issues. Until a Safety Officer is assigned, the Incident Commander has responsibility for monitoring incident safety.

PERSONNEL

The number of personnel needed to perform the functions of the Safety Officer will depend upon the complexity and size of the incident. All incident activities and locations will require monitoring. At a major incident a single Safety Officer may be unable to oversee all areas and perform the duties adequately. It is recommended that individuals acting as Safety Officer should be National Fire Academy Incident Safety Officer trained.

RESPONSIBILITIES

The major responsibilities of the Incident Safety Officer are stated below. Following each activity are listed the procedures for implementing the activity.

Check in and obtain briefing from the Incident Commander. The briefing should provide information on the following:

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1. The location, current size and estimated potential of the incident.
2. Review the Incident Action Plan components including the incident organization and objectives, the incident layout and location of the various units, and the radio communication channels being used.

Assess situation and request needed personnel and resources.

1. Survey the incident and assess the progress of control and rescue efforts.
2. Identify potential hazards at the incident site.
3. Review the Incident Action Plan. Identify span of control problems, risk elements, communication weaknesses and other safety related items.
4. Determine needed staff and supplies and make requests.
5. Brief Assistant Safety Officers on the potential hazards, work locations, operational and safety priorities.
6. Provide appropriate communications devices.
7. Organize resources for the most effective operation.

Participate in planning meetings with Command and General Staff.

1. Review proposed strategy and control operations to identify potentially hazardous situations to command officers. Suggest means to abate identified hazards.
2. Summarize safety concerns as requested by the Incident Commander. Prepare a Safety Message if required for long duration incidents.

Monitor the fire ground and communication channels for hazards, unsafe acts and improper activities.

Take action to limit hazards or correct or stop unsafe actions.

1. Identify hazards to the officer in control of an area or at the next planning meeting as appropriate.
2. Correct or stop unsafe actions through the normal chain of command as appropriate to the situation. Without delay control immediately threatening situations.

Initiate as needed and confirm the on-going investigation of any incident related accidents or personnel injuries.

1. Respond to the location of reported accidents or personnel injuries.
2. Ensure that appropriate medical attention is being provided. Arrange for the preservation of the scene and items related to the injury or accident. Confirm that the Incident Commander has initiated the appropriate investigation team.

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3. Identify actions that can be taken to prevent re-occurrence of similar injuries or accidents. Communicate findings to the Incident Commander and other officers.

The Safety officer position requires the use of notes, check sheets and records to remain effective. Provide such documents to the Incident Commander for incident analysis.

CHECKLIST

The checklist presented below should be considered as a minimum requirement for the position. Note that some of the activities are one-time action while others are ongoing for the duration of an incident.

1. Assess building construction and roof type.
2. Note occupancy, signage, dangerous conditions, hazardous materials, etc.
3. Check for pre-plan.
4. Assign Assistant Safety Officers if needed.
5. Observe the exterior structural conditions for signs of impending failure.
6. Observe fire and smoke conditions for signs of impending backdraft or flashover.
7. Check weather conditions (rain, ice, etc.).
8. Check to see if utilities have been shut-off.
9. Assure that all units are on the proper tactical channel.
10. Check Personal Protective Equipment (PASS devices, hoods, gloves, etc.).
11. Check apparatus, aerial and ground ladder placement/use.
12. Check on readiness of Rapid Intervention Crew.
13. Note and correct unsafe working conditions.
14. Monitor all radio traffic for emergency traffic, maydays or calls for help.
15. Assess tactics.
16. Establish collapse zones if needed.
17. Assist with Personnel Accountability Reports.
18. Assess personnel for fatigue and assign to rehab as needed.

Larry Behrens

Larry Behrens, Fire Chief

March 23rd, 2004

Date