
Unit 8: Incident Safety Plan

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Use multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and briefings
- Identify and list elements of an Incident Safety Plan
- Given a scenario, prepare a Safety Message for the Incident Action Plan (IAP)
- Given a scenario, prepare and present a Safety Briefing
- Describe a process used in determining the need for and the ordering of Assistant Safety Officers

Methodology

This unit uses lecture, exercises, and discussion.

Content from this unit will be tested through the Final Exam, as well as through the facilitation of Exercises 9 and 10. The purpose of Exercise 9 is to provide Students with an opportunity to create a Safety Message. This exercise will last approximately 30 minutes. Students will individually develop a Safety Message using the Train Derailment Scenario that has been presented in previous exercises. Each small group will then discuss and critique the work of the other members of the group.

The purpose of Exercise 10 is to provide Students with an opportunity to deliver a Safety Briefing. This exercise will last approximately 30 minutes. Students will individually develop a Safety Briefing using the Train Derailment Scenario that has been presented in previous exercises. Students will then present their briefings to the other members of their small groups.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required based on the experience level of the group.

Topic	Time
Lesson	1 hour
Exercise 9	30 minutes
Exercise 10	30 minutes
Total Time	2 hours



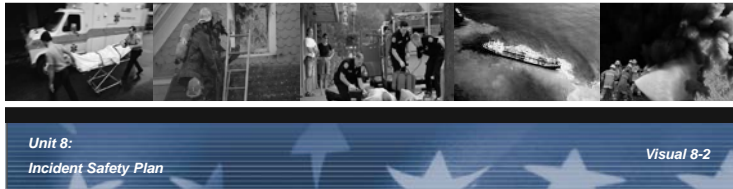
Key Points

Scope Statement

Through this unit, students will gain a general understanding of the Incident Safety Plan and a safety perspective on all of the documents that are produced during an incident. This unit allows students to practice creating Safety Messages and Safety Briefings, explains the need for and the process of ordering Assistant Safety Officers, and generally describes the role of the Safety Officer in establishing a safety presence throughout all of the actions taken at an incident site.

Unit Terminal Objective

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

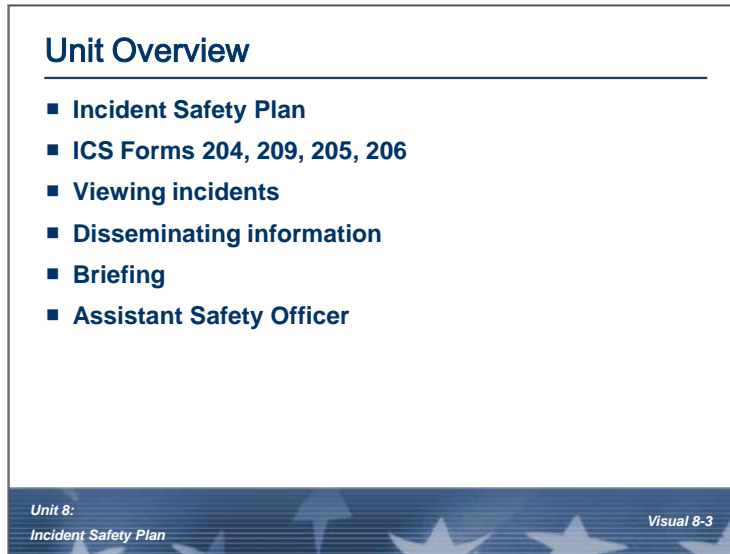
**Key Points**

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 Enabling Objectives

- Identify and list elements of an Incident Safety Plan
- Given a scenario, prepare a Safety Message for the Incident Action Plan (IAP)
- Given a scenario, prepare and present a Safety Briefing
- Describe a process used in determining the need for and the ordering of Assistant Safety Officers

**Key Points**

This unit explains the concept of an Incident Safety Plan, as well as the safety perspective on all of the documents that are produced during an incident.

Topic Incident Safety Plan

Incident Safety Plan

- **The Incident Safety Plan aims to create a safe working environment through Safety Messages and a safety attitude at an incident**
- **It is not necessarily a written, formal document**

Unit 8:
Incident Safety PlanVisual 8-4

Key Points

The Incident Safety Plan aims to create a safe working environment through Safety Messages and a safety attitude at an incident. It is not necessarily a written, formal document.

The safety perspective is widespread throughout the Incident Action Plan (IAP) and incident.

The Incident Safety Plan includes any location where and any method by which safety information is displayed. This requires a different understanding of the word “plan.” It includes all documents and actions at an incident viewed from a safety perspective, not a written form. It is not a physical plan, but rather the job of the Safety Officer.

Topic ICS Form 204 – Assignment List

ICS Form 204 – Assignment List

ASSIGNMENT LIST (ICS 204)			
1. Incident Name:	2. Incident Location:	3. Date:	4. Incident Type:
5. Incident Description:	6. Incident Status:	7. Incident Date/Time:	8. Incident Location:
9. Incident Description:		10. Incident Description:	
11. Incident Description:	12. Incident Description:	13. Incident Description:	14. Incident Description:
15. Incident Description:	16. Incident Description:	17. Incident Description:	18. Incident Description:
19. Incident Description:			
20. Incident Description:			
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97. Incident Description:			
98. Incident Description:			
99. Incident Description:			
100. Incident Description:			

Unit 8:
Incident Safety Plan
Visual 8-5

Key Points

Section 7 is where the Safety Officer includes special instructions to each Unit. This will expand on the hazards and mitigations specific to each Unit that were developed on ICS Form 215A, Incident Safety Analysis.

Topic Chemical/Fire Behavior Forecast

Chemical/Fire Behavior Forecast

CHEMICAL/FIRE BEHAVIOR FORECAST

FORECAST NO. 1	PREDICTION FOR: Day
NAME OF FIRE: Timpanogos Incident	SHIFT DATE: Wed-8/28/XX
SHIFT: Timpanogos Homeownership Assoc.	SIGNED: J. G. Coiter
UNIT: Timpanogos Homeownership Assoc.	FIRE BEHAVIOR SPECIALIST
TIME AND DATE	
FORECAST ISSUED: 8/28/XX 2230	

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 44-55% 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 8-12 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, locate and broadcast ESCAPE ROUTES & SAFETY ZONES.

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Visual 8-6

Key Points

A Chemical/Fire Behavior Forecast, Weather Forecast, or any other appropriate incident forecast will always have a safety section. This is where the Safety Officer can instruct personnel about what to watch out for and how to stay safe.

“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 ~~

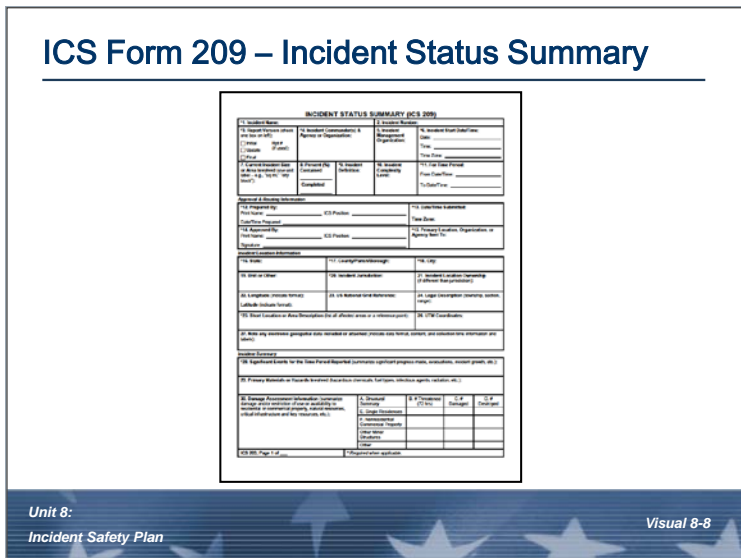
Unit 8:
Incident Safety Plan

Visual 8-7

Key Points

Safety Messages are the Safety Officer’s messages to all incident personnel. This is covered in greater detail later in this unit.

Topic ICS Form 209 – Incident Status Summary



Key Points

ICS Form 209, Incident Status Summary, provides information about the incident, the resources available, and what might be needed or is on order.

ICS Form 205 – Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:		2. Date/Time Prepared:		3. Operational Period:						
C & C Trip Dispatch		Date: 10/26/14 Time: 10:00		Date From: 10/26/14 Date To: 10/26/14 Time From: 0800 Time To: 2400						
4. Radio Radio Channel List:										
Group	CA #	Function	Channel Name/Channel Public System Subgroup	Assignment Channel	RV Frequency (MHz)	RV Channel	TV Frequency (MHz)	TV Channel	Mode	Remarks
1	1	Command	Liberty County EMC	Command Channel	159.4825		159.4825		D	
2	2	Tactical	Liberty County EMC	Fire/Rescue Tactical	159.3875		159.3875		D	
3	3	Tactical	Liberty County EMC	Dispatch Channel	159.3425		159.3425		D	
4	4	Tactical	Liberty County EMC	Law Enforcement	159.2475		159.2475		D	
5	5	Tactical	Liberty County EMC	EMS	159.3425		159.3425		D	
6	6	Tactical	Liberty County EMC	Dispatch Channel	159.3025		159.3025		D	
7	7	Air to Ground	Liberty County EMC	Dispatch Channel	159.3425		159.3425		D	This is to be used for the air-ambulance assigned to the incident.
8	8	Logistics	Liberty County EMC	Logistics	156.1475		156.1475		D	All requests for supplies & support

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Key Points

It is important to inform everyone about the communications channels for each group and for reporting accidents. Stress to personnel the importance of staying on the assigned channels so that messages can be received from the Safety Officer (e.g., messages about an incoming severe storm, unexpected wind shift).

ICS Form 206 – Medical Plan

MEDICAL PLAN (ICS 206)

1. Incident Name: _____ 2. Operational Period: _____ Date From: _____ To: _____
ICS 206 (08/01/08) ICS Form 206-108

3. Incident Address: _____

4. Incident Details

Agency	Location	Specialty	MANAGEMENT
Incident Commander	Incident Commander	Incident Commander	IC 206-101
Medical Director	Medical Director	Medical Director	IC 206-102
Medical Officer	Medical Officer	Medical Officer	IC 206-103
Medical Support	Medical Support	Medical Support	IC 206-104
Medical Transport	Medical Transport	Medical Transport	IC 206-105
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-106
Medical Triage	Medical Triage	Medical Triage	IC 206-107
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-108
Medical Support	Medical Support	Medical Support	IC 206-109
Medical Transport	Medical Transport	Medical Transport	IC 206-110
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-111
Medical Triage	Medical Triage	Medical Triage	IC 206-112
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-113
Medical Support	Medical Support	Medical Support	IC 206-114
Medical Transport	Medical Transport	Medical Transport	IC 206-115
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-116
Medical Triage	Medical Triage	Medical Triage	IC 206-117
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-118
Medical Support	Medical Support	Medical Support	IC 206-119
Medical Transport	Medical Transport	Medical Transport	IC 206-120
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-121
Medical Triage	Medical Triage	Medical Triage	IC 206-122
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-123
Medical Support	Medical Support	Medical Support	IC 206-124
Medical Transport	Medical Transport	Medical Transport	IC 206-125
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-126
Medical Triage	Medical Triage	Medical Triage	IC 206-127
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-128
Medical Support	Medical Support	Medical Support	IC 206-129
Medical Transport	Medical Transport	Medical Transport	IC 206-130
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-131
Medical Triage	Medical Triage	Medical Triage	IC 206-132
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-133
Medical Support	Medical Support	Medical Support	IC 206-134
Medical Transport	Medical Transport	Medical Transport	IC 206-135
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-136
Medical Triage	Medical Triage	Medical Triage	IC 206-137
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-138
Medical Support	Medical Support	Medical Support	IC 206-139
Medical Transport	Medical Transport	Medical Transport	IC 206-140
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-141
Medical Triage	Medical Triage	Medical Triage	IC 206-142
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-143
Medical Support	Medical Support	Medical Support	IC 206-144
Medical Transport	Medical Transport	Medical Transport	IC 206-145
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-146
Medical Triage	Medical Triage	Medical Triage	IC 206-147
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-148
Medical Support	Medical Support	Medical Support	IC 206-149
Medical Transport	Medical Transport	Medical Transport	IC 206-150
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-151
Medical Triage	Medical Triage	Medical Triage	IC 206-152
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-153
Medical Support	Medical Support	Medical Support	IC 206-154
Medical Transport	Medical Transport	Medical Transport	IC 206-155
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-156
Medical Triage	Medical Triage	Medical Triage	IC 206-157
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-158
Medical Support	Medical Support	Medical Support	IC 206-159
Medical Transport	Medical Transport	Medical Transport	IC 206-160
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-161
Medical Triage	Medical Triage	Medical Triage	IC 206-162
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-163
Medical Support	Medical Support	Medical Support	IC 206-164
Medical Transport	Medical Transport	Medical Transport	IC 206-165
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-166
Medical Triage	Medical Triage	Medical Triage	IC 206-167
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-168
Medical Support	Medical Support	Medical Support	IC 206-169
Medical Transport	Medical Transport	Medical Transport	IC 206-170
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-171
Medical Triage	Medical Triage	Medical Triage	IC 206-172
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-173
Medical Support	Medical Support	Medical Support	IC 206-174
Medical Transport	Medical Transport	Medical Transport	IC 206-175
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-176
Medical Triage	Medical Triage	Medical Triage	IC 206-177
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-178
Medical Support	Medical Support	Medical Support	IC 206-179
Medical Transport	Medical Transport	Medical Transport	IC 206-180
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-181
Medical Triage	Medical Triage	Medical Triage	IC 206-182
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-183
Medical Support	Medical Support	Medical Support	IC 206-184
Medical Transport	Medical Transport	Medical Transport	IC 206-185
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-186
Medical Triage	Medical Triage	Medical Triage	IC 206-187
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-188
Medical Support	Medical Support	Medical Support	IC 206-189
Medical Transport	Medical Transport	Medical Transport	IC 206-190
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-191
Medical Triage	Medical Triage	Medical Triage	IC 206-192
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-193
Medical Support	Medical Support	Medical Support	IC 206-194
Medical Transport	Medical Transport	Medical Transport	IC 206-195
Medical Evacuation	Medical Evacuation	Medical Evacuation	IC 206-196
Medical Triage	Medical Triage	Medical Triage	IC 206-197
Medical Treatment	Medical Treatment	Medical Treatment	IC 206-198
Medical Support	Medical Support	Medical Support	IC 206-199
Medical Transport	Medical Transport	Medical Transport	IC 206-200

5. Additional Medical Emergency Procedures

6. Check box if incident details are utilized for medical. If details are used, coordinate with local jurisdiction.

7. Prepared by (Name and Address): _____ Signature: _____

8. Approved by (Name and Address): _____ Signature: _____

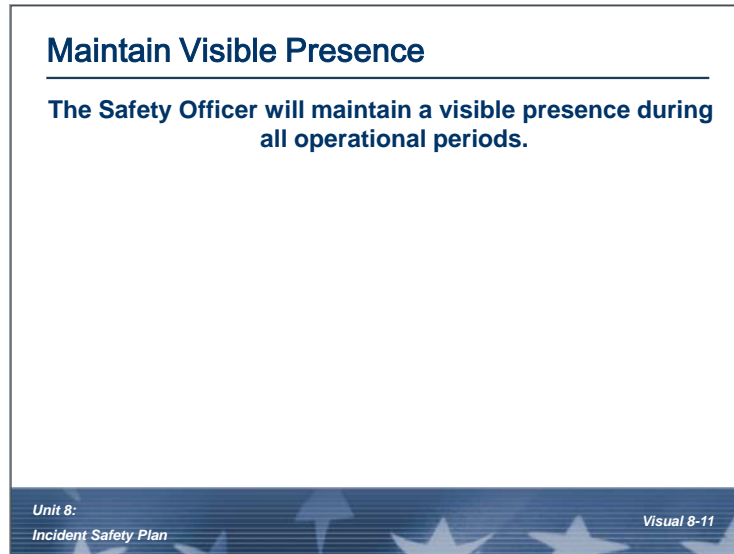
Date: _____ Date From: _____ Date To: _____

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Incident Safety PlanVisual 8-10

Key Points

ICS Form 206, Medical Plan, gives the emergency procedures for the incident. The Medical Plan outlines a specific procedure, ensuring that all personnel will act appropriately in case of emergency.

Topic Maintain Visible Presence

**Key Points**

The Incident Safety Plan is more than just the IAP. Maintaining a visible presence as the Safety Officer is an important part of incident safety:

Wear Proper Personal Protective Equipment

Set an example of safe practices by wearing proper PPE. Personnel will follow the lead of the Safety Officer because he or she is the expert. If personnel see the Safety Officer being careful, they will know that they should be careful as well.

Maintain Personal Contact

Knowing that the Safety Officer is around will make personnel act in a safer manner, just like people drive slower when a police officer is watching. But the Safety Officer wants to remain friendly and approachable so that personnel bring their concerns to him or her and let the Safety Officer know when there are safety issues that should be addressed.

Respond to Requests

If personnel are not comfortable with their task, the Safety Officer needs to confirm or take measures to reinforce that it is safe, or perhaps personnel are correct and the Safety Officer should stop the operation. Personnel should keep in mind that it is OK to refuse an assignment.

Safety Officer Viewing the Incident



Unit 8:
Incident Safety Plan

Visual 8-12

Key Points

It is very important for the Safety Officer, through photographs or video (to reduce exposure) or at the site, to observe incident operations and ensure that safe procedures are being followed.

Safety Officer Viewing the Incident (cont.)



Unit 8:
Incident Safety Plan

Visual 8-13

Key Points

Remember that you are not just a spectator when you are observing the incident—you need to look for safety problems.

Safety Officer Viewing the Incident (cont.)



Unit 8:
Incident Safety Plan

Visual 8-14

Key Points

Topic Disseminate Information

Disseminate Information

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

Unit 8:
Incident Safety Plan

Visual 8-15

Key Points

Gathering information, observing the incident, and filling out forms does no good if you do not share it!

You must be a salesman for safety. Tell people that you appreciate their safety actions and get them to buy in to putting safety first.

The Incident Commander and Incident Management Team need to have full information about the incident in order to make good decisions. Safety will always be one of the main incident objectives, so the Safety Officer's information is always essential.

In addition, the Incident Commander and IMT have a complete picture of the incident that will help the Safety Officer prioritize hazards and anticipate future safety issues. Two-way communication is key.

If the Safety Officer is involved in an incident without discretionary time, he or she must be sure that the personnel involved are highly trained. If they are not, the Safety Officer should be wary of taking risks.

For any high-risk, low-frequency event, the Safety Officer may want to indicate to the personnel involved a specific point where they should retreat from the operation it becomes too dangerous. Don't let a rescue operation become a recovery operation!

Topic Disseminate Information (cont.)**Disseminate Information (cont.)**

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



Unit 8:
Incident Safety Plan

Visual 8-16

Key Points

It is important to include all cooperating agencies so that everyone can ask questions, be on the same page, feel included, share information, and avoid rumors and misunderstandings.

Work with the Liaison Officer in order to accomplish this.

Topic Disseminate Information (cont.)

Disseminate Information (cont.)

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

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Incident Safety PlanVisual 8-17

Key Points

Work with the Liaison Officer or Public Information Officer to communicate hazards and risks to the public and to ensure that appropriate actions are taken. This might require a separate Safety Briefing for the public or the use of Web sites to communicate important information.

Topic Incident Bulletin Board

Incident Bulletin Board

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



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Incident Safety Plan

Visual 8-18

Key Points

Use of the bulletin board is extremely important because the Safety Officer doesn't work 24 hours a day and neither do the other personnel. The bulletin board:

- Allows the Safety Officer to see what other Safety Officers saw while he or she was off duty
- Allows personnel who missed the Safety Officer's Briefing to catch up
- Allows personnel working at different sites to see the Safety Officer's messages and keep safety in mind
- Allows the public to get information

The Safety Officer must maintain the visibility of safety, even if he or she is not on duty.

Topic Safety Messages

Safety Messages

- **Written for each Incident Action Plan**
- **Prepared for each operational period**
- **Completed within the Planning Section Chief's timeframes**

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Visual 8-19

Key Points

Safety Messages are written for each Incident Action Plan and are completed within the Planning Section Chief's timeframes. A Safety Message is the Safety Officer's written announcement to all incident personnel about the safety issues for that operational period (for example, major hazards, recurring problems, mitigations underway).

A general message is a good opportunity to remind everyone to be their own Safety Officer and to report pertinent information to you.

There are other places where specific information is communicated, such as at briefings and on specific sections of forms (for example, the Special Instructions box on ICS Form 204, Assignment List).

Topic Safety Messages (cont.)

Safety Messages (cont.)

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

Unit 8:
Incident Safety Plan Visual 8-20

Key Points

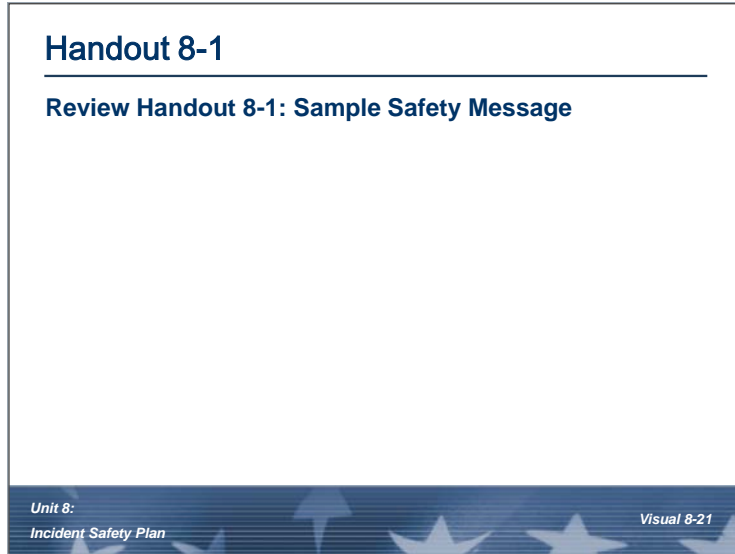
The Safety Message should be:

- Formatted in outline form or brief sentences
 - Keep the message short to hold the reader's attention
- Easy to follow, clear, and concise
 - Do not make the reader search for information; everything that they need to know should be immediately visible
- Organized with information grouped logically
- Signed by the Safety Officer

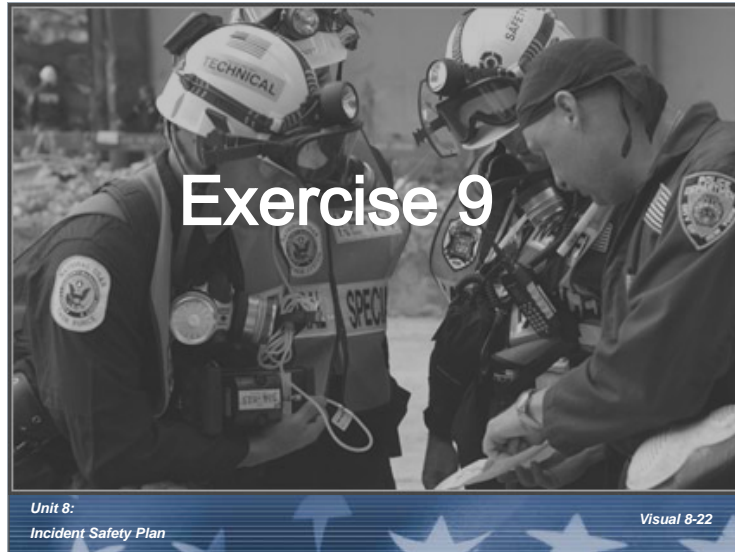
Ensure that the Safety Message is posted at all incident locations.

Topic

Handout 8-1



Key Points



Key Points

Follow directions from the instructor on how to complete this exercise.

Topic Safety Briefings

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

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Incident Safety Plan

Visual 8-23

Key Points

Safety Briefings are your chance to share information with personnel who are doing the work. The Safety Officer will follow the operations information, so he or she is warning everyone about the hazards, risks, and mitigations that they may see.

Give a dynamic briefing! Wake people up with your message. Do something different—something entertaining—that will catch people's attention and hold it.

Be quick and clear. No need to repeat things from the Safety Message, but instead highlight items that are not on the message. Cover the most serious, persistent issues.

Any Safety Officer can give the briefing at the Incident Command Post or any incident site. Assistant Safety Officers generally brief the remote locations.

Topic Safety Briefings (cont.)

Safety Briefings (cont.)

Safety Briefings should identify:

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

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Incident Safety Plan Visual 8-24

Key Points

The Safety Briefing should contain awareness-level information on:

- Risks
- Hazards
- Locations
- Signals

Topic Safety Briefings (cont.)

Safety Briefings (cont.)

Safety Briefings should identify:

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

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Incident Safety Plan Visual 8-25

Key Points**Mitigation/Avoidance Measures**

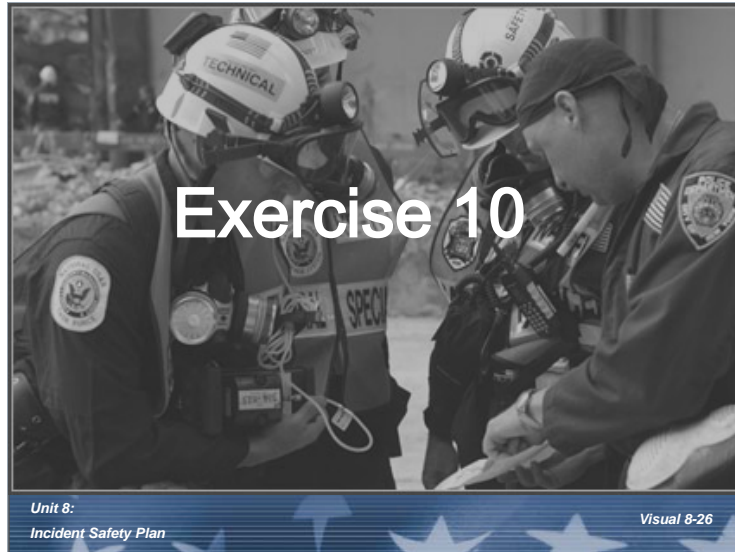
Be specific about what to mitigate and what to avoid, as well as how to do so.

Basic Responder Safety/Health Issues

This includes items such as fatigue, weather, tripping hazards, and common injuries at the incident—general information that applies to all personnel. This is a good time to clear up rumors about diseases (for example, food poisoning) so that personnel are not distracted by the rumors.

Any Changes Since the Plan Was Written

The plan was created in the previous operational period, so things might have changed. Call out those affected and tell them to pay attention.

**Key Points**

Follow directions from the instructor on how to complete this exercise.

Topic Need for Assistant Safety Officers

Need for Assistant Safety Officers

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

*Unit 8:
Incident Safety Plan*

Visual 8-27

Key Points

High-Risk Operation



Unit 8:
Incident Safety Plan

Visual 8-28

Key Points

High-risk operations are a good example of where you want to ensure that you have an Assistant Safety Officer always present.

This is an example of decontamination. It is always a high-risk operation because even if you deal with it properly, you are still dealing with unknowns.

Topic Need for Assistant Safety Officers (cont.)

Need for Assistant Safety Officers (cont.)

- Consider assigning Assistant Safety Officers to:
 - Groups and Divisions
 - Structural collapse
 - HAZMAT incidents
 - Staging areas
 - Camps

Unit 8: Incident Safety Plan Visual 8-29

Key Points

Consider assigning Assistant Safety Officers to:

- Groups and Divisions
- Structural collapse
- HAZMAT incidents
- Staging areas
- Camps

It is a good idea to have Assistant Safety Officers at special high-risk locations and at any incident location you will not be able to visit frequently.

Assistant Safety Officers should be assigned based on their skill set, experience, and demeanor.

Staging Areas



Unit 8:
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Visual 8-30

Key Points

You can see from this aerial view why the Safety Officer would want an Assistant Safety Officer at a staging area. There are a lot of activities going on and a lot of moving vehicles. The Safety Officer will need a Traffic Plan and personnel to direct traffic.

There are many hazards as a result of foot traffic, vehicle traffic, and moving equipment.

Topic Need for Assistant Safety Officers (cont.)

Need for Assistant Safety Officers (cont.)

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

Unit 8:
Incident Safety Plan Visual 8-31

Key Points

Assistant Safety Officers are an extra pair of eyes for the Safety Officer. They can alert you with regard to the issues that they see because the Safety Officer cannot be everywhere at the incident site. They are available to watch out for personnel safety and cooperate with personnel to ensure safe operations.

Communication is absolutely essential among Assistant Safety Officers, between Assistants and the lead Safety Officer, and between the Safety Team and the rest of the incident personnel.

Topic Need for Assistant Safety Officers (cont.)

Need for Assistant Safety Officers (cont.)

- Assistants can help with:
 - Briefings
 - Forms and documentation
 - Span of control
- Order Assistant Safety Officers through the Supply Unit

Unit 8: Incident Safety Plan Visual 8-32

Key Points

Assistant Safety Officers can help with:

- Briefings: At remote locations (camp, helibase), the main briefing site or tactical site, when conducting an investigation, and so forth
- Forms and documentation
- Span of control
 - When managing complex incidents, the Safety Officer may exceed the recommended span of control (three to seven Assistants) with so many Assistant Safety Officers
 - It may be necessary to have Assistant Safety Officers manage the other Assistants and control the flow of information within the Safety Unit

Assistant Safety Officers are ordered by placing a request through the Supply Unit Leader based on your predicted needs as a result of either the recommendations of the Operations Section, your own hazard analysis process, or your current needs.

You may also call upon personnel who you know, have worked with before, and trust. However, make sure that they are available and that you inform the Planning Section that they are coming.

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 and how do you order Assistant Safety Officers?*

*Unit 8:
Incident Safety Plan*

Visual 8-33

Key Points
