
Unit 3: Obtaining Incident Safety Information

STUDENT GUIDE

Objectives

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

- Identify the information that the Safety Officer must obtain when beginning work on an incident, and discuss methods for gathering that information
- List information that the Safety Officer would obtain from the Supervisor during an initial briefing
- Assess information from the Incident Action Plan (IAP) to obtain an overview of the incident
- Understand the types of laws, regulations, and policies with which a Safety Officer should be familiar
- List ways of obtaining information on potentially unsafe situations
- List the types of information that the Safety Officer would gather from Technical Specialists and describe the significance of each

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 Exercise 2. The purpose of this exercise is to provide students with an opportunity to explore the sources of any necessary safety information that is not contained in an existing written Incident Action Plan upon their arrival at the incident site. This exercise will last approximately 30 minutes. Students will gather in small groups to discuss the hazard-specific information that they would need to gather upon reporting to an assigned incident and brainstorm potential sources of that information if it is not contained in an Incident Action Plan. Each group will present their findings to the rest of the class.

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 30 minutes
Exercise	30 minutes
Total Time	2 hours

Topic

Unit Title Slide

**Key Points**

Scope Statement

Through this unit, students will gain a general understanding of the information they must gather when reporting to an incident as the Safety Officer. Students will be able to identify potential sources of information upon their arrival at the incident site and the types of information that they should bring with them or know about ahead of time. Students will also discuss the information that can be gathered from an Incident Action Plan.

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.

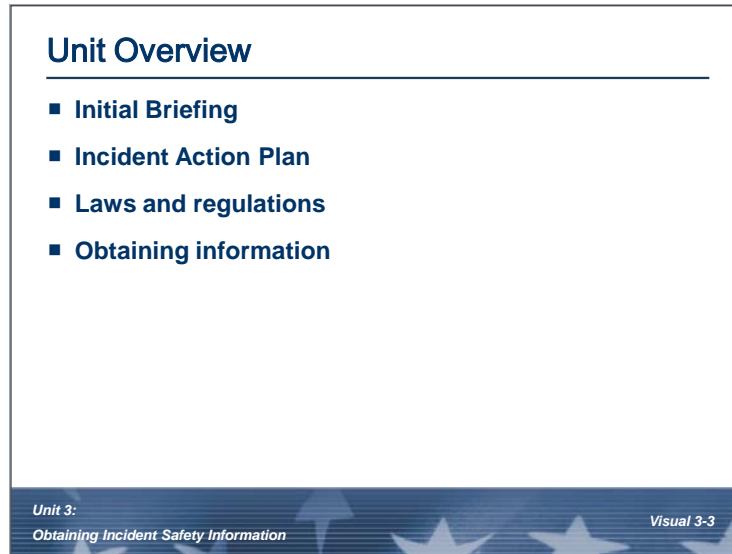
**Key Points**

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 Enabling Objectives

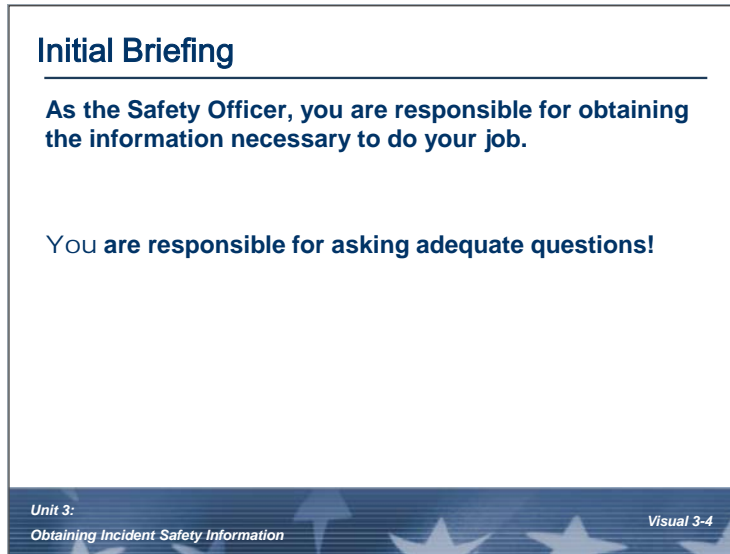
- List information that the Safety Officer would obtain from the Supervisor during an initial briefing
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**Key Points**

This unit explains the key sources of information for the Safety Officer and discusses some of the types of information that the Safety Officer needs to find out with regard to an incident, for example:

- Initial Briefing
- Incident Action Plan
- Laws and regulations
- Obtaining additional information

The course can't be specific because it depends on your agency and your incident, but you can preplan by listing the types of information that you will need for different incidents and gathering as much information as possible before arriving at the incident site.



Key Points

As the Safety Officer, you are responsible for obtaining information and you should receive an Initial Briefing when you first arrive. Your first source of information will be your Supervisor—the Incident Commander for the Lead Safety Officer.

You—and only you—are responsible for asking adequate questions.

Information gathering is a significant part of the Safety Officer's job, and it starts with knowing what the Incident Commander and Command and General Staff are planning and thinking.

Keep team dynamics in mind: It is important to know how your Incident Commander likes to communicate, and to tell your Incident Commander in advance the information that you will need so that it will be ready for you when you arrive at the site.

Handout 3-1: Initial Briefing



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Visual 3-5

Key Points

Topic Incident Action Plan

Incident Action Plan

- ICS forms are “controlled notes”

- Every incident has an Incident Action Plan (IAP), but not all IAPs are written

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

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Key Points

Incident Action Plan

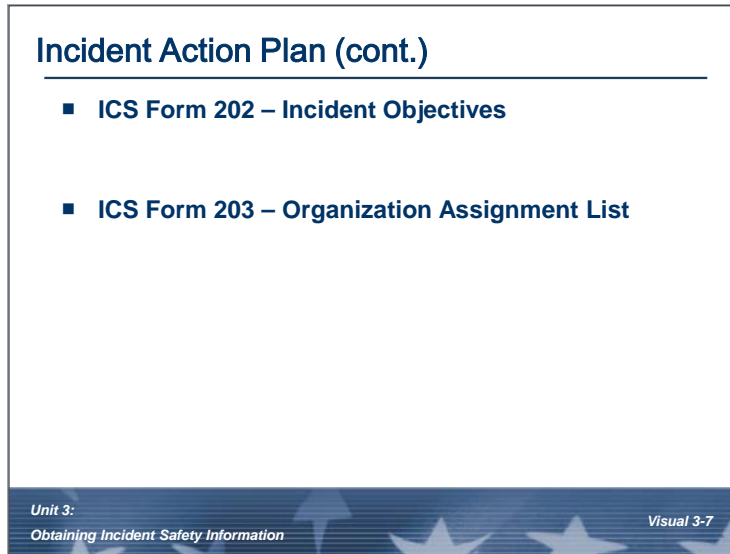
ICS forms are “controlled notes”: They tell the Safety Officer the data points that he or she needs to gather, but this does not mean that the Safety Officer needs to put all of the information on a form or only needs what is asked for on the forms.

Not all IAPs are written. Early during an incident, when a Type III Safety Officer is probably arriving, it may not have been put together yet. Brief incidents also do not always have written IAPs.

Refer to Handout 3-2, Sample Incident Action Plan.

Handout 3-2 includes some of the ICS forms and other parts of an IAP, which are reviewed on the next six slides.

Topic Incident Action Plan (cont.)



Key Points

ICS Form 202: Incident Objectives

ICS Form 202 includes general weather information, Safety Messages, and objectives for each operational period. The objectives put some control methods around the incident response and what it will accomplish.

The Safety Officer will contribute a very general safety note for each operational period, which are applicable to all personnel but not as detailed as the full Safety Message.

ICS Form 203: Organization Assignment List

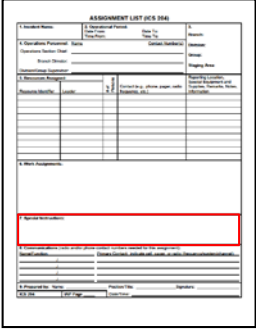
ICS Form 203 shows the organizational chart for Command and General Staff, Unit Leaders, Division Supervisors, and so forth. This is the team with whom the Safety Officer will be working.

The Safety Officer should note span-of-control considerations from a safety perspective, as well as who to contact with regard to various issues that may arise (for example, the Ground Support Unit Leader for fuel issues).

Topic ICS Form 204—Assignment List

ICS Form 204 – Assignment List

- Resources assigned
- Work assignments
- Tactical frequencies
- Special instructions



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Visual 3-8

Key Points

ICS Form 204 shows who holds key roles in each Division, Branch, or Unit. It also shows the resources that they have and the objectives they are pursuing, and communications that they will use so that the Safety Officer can monitor them.

The Special Instructions box (Box 7) on ICS Form 204 is where the Safety Officer lists specific safety issues for that Division, Branch, or Unit. For example:

- Hazards specific to one geographic location: weather, heavy equipment operating, oil spills, animals/insects, and so forth
- Hazards specific to one functional area
- Issues related to a specific activity, such as structural collapse issues for an Urban Search and Rescue (USAR) Team
- Medical emergency procedures, even if it repeats the Medical Plan

ICS Form 205 – Incident Radio Communication Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)										
1. Incident Name: Tempegoris Incident			2. Date/Time Prepared: Date: 8/28/08 Time: 2000			3. Operational Period: Date From: 8/28/08 Date To: 8/28/08 Time From: 0600 Time To: 1800				
4. Radio Channel User:										
Zone Qty	Ch #	Function	Channel Name/Trunked Radio System/Technology	Assignment	RX Freq KHz/M	RX Tone/SAC	TX Freq KHz/M	TX Tone/SAC	Mode (A, D, or M)	Remarks
3		TAG 1	King NRC	Div A & C			188	325		
4		TAG 2	King NRC	Div B			181	335		
3		TAG 3	King NRC							
2		Air-Ground	King NRC							
2		Law Enforcement	King NRC	Incident Security			172	800		
14		Emergency Air-Quint	King NRC	Emergency in-City			188	825		
5. Special Instructions:										
6. Prepared by (Communications Unit Leader): Name _____ Signature _____										
ICS 205 User Page User Title										

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Key Points

ICS Form 205 identifies the frequencies that are being used at the incident site. The Safety Officer must monitor all incident communications in order to identify safety issues that are occurring or may occur, including sudden spikes in communications activity or the presence of media or civilians on incident radio frequencies.

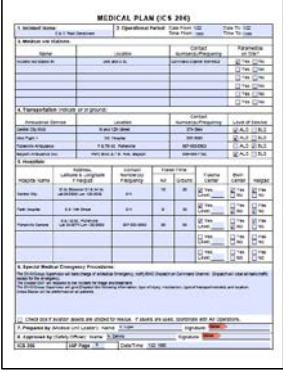
The Safety Officer must also be able to contact the Incident Command Post, and be contacted by everyone at the incident site.

Monitoring communications can be very complex and may require several radios and an Assistant Safety Officer to manage them.

Topic ICS Form 206—Medical Plan

ICS Form 206 – Medical Plan

- Medevac procedures
- Locations of facilities
- Travel times to medical facilities (air, ground)



The image shows the ICS Form 206 - Medical Plan. It is a detailed form with several sections:

- 1. Medical Plan:** Includes fields for Incident Name, Operational Period, Date/Time, and Location.
- 2. Medical Unit Information:** A table with columns for Name, Address, Contact, and Remarks.
- 3. Transportation:** A table with columns for Mode, Location, and Remarks.
- 4. Medical Services:** A table with columns for Service, Location, and Remarks.
- 5. Special Medical Considerations:** A section for additional notes.

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Visual 3-10

Key Points

ICS Form 206 informs everyone at the incident site about what happens when there is an accident or injury involving incident personnel. The procedures should be written out so that no one has to stop to think about what to do.

The Medical Plan should have specific information about the hospitals (capabilities, ability to cooperate with incident personnel) and specific instructions for personnel. Box 8 on the Medical Plan supplies this information, including what to do, who to call, what happens to the injured personnel, and how to proceed with the investigation.

The Safety Officer approves and signs the Medical Plan (or may write it if there is no Medical Unit). The Medical Unit reports to the Logistics Section, but must satisfy you with the plan.

These two forms will be discussed in greater detail in Unit 8.

Topic Incident Action Plan (cont.)

Incident Action Plan (cont.)

- ICS Form 208HM – Site Safety & Control Plan

- ICS Form 220 – Air Operations Plan

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Key Points

ICS Form 208HM: Site Safety and Control Plan

ICS Form 208HM is covered in Unit 7, so it is not in Handout 3-2.

ICS Form 208HM was built to plan entry for HAZMAT incidents, but it is a tool for many things. It is a good, quick way to get control of the incident and see where there may be problems.

The Safety Officer must fill out ICS Form 208HM for any HAZMAT incident. Because of the complexity of these operations, it is generally a good idea to assign an Assistant Safety Officer with special experience in HAZMAT to this task.

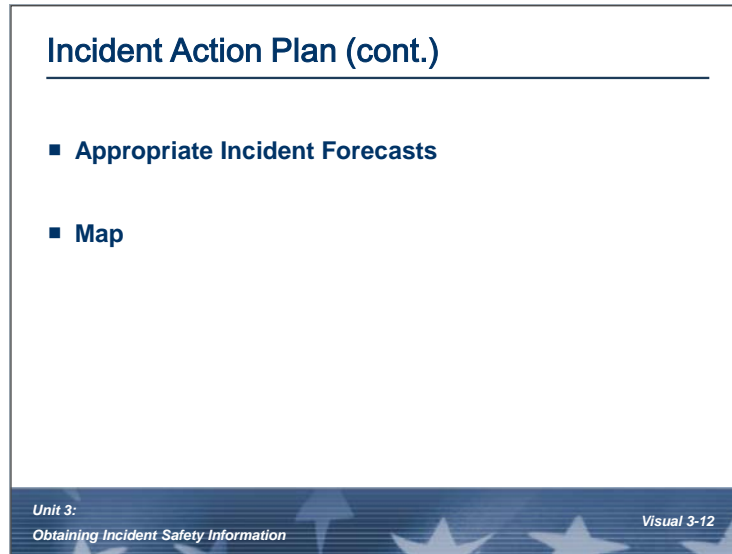
ICS Form 220: Air Operations Plan

ICS Form 220 is covered in Unit 10, so it is not in Handout 3-2.

Using ICS Form 220 requires knowledge of Air Operations, and will either be completed by an Assistant Safety Officer with Air Operations experience or by an Aviation Safety Officer teamed with the Air Operations Branch Director.

Personnel in charge of Air Operations will know what they need to do, so this form is a way to learn about Air Operations and the associated safety issues.

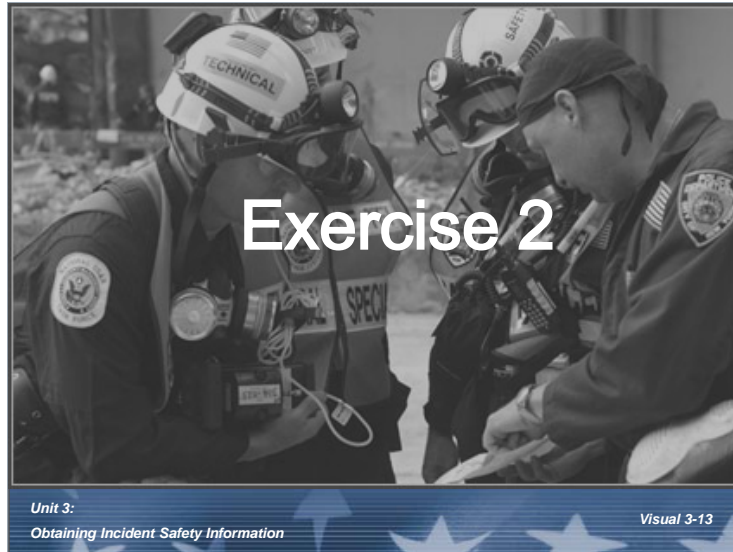
Topic Incident Action Plan (cont.)



Key Points

Incident forecasts and analyses from Technical Specialists can provide the Safety Officer with a wealth of information about specific issues (for example, weather, fire and chemical behaviors).

The Safety Officer needs to know where the hazards are and how to get from place to place, the location of hospitals, where air assets are operating, and so forth.

**Key Points**

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

Topic Laws, Regulations, and Policies



Key Points

It is important for the Safety Officer to build working relationships. Also, knowing the safety regulations of the agency and jurisdiction with authority for the incident is the responsibility of the Safety Officer.

Handout 3-3: Safety and Health Construction Standards, references some of the types of regulations that exist, but this unit cannot cover all of the potential regulations because the list is nearly infinite and constantly changing.

Assistant Safety Officers or Technical Specialists can advise you regarding regulations.

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

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Visual 3-15

Key Points

Interview personnel assigned to the incident, such as:

Command and General Staff

They are likely to have good information on safety issues because of their incident experience and because they have the most information about the incident as a whole.

Unit Leaders and Tactical Personnel

They see the injuries and accidents that their personnel are experiencing. The Medical Unit will be able to report on accident or injury trends that may lead you to a safety concern that you must address.

The personnel who are doing the work and facing the hazards often have the most information about the dangers associated with it. They know when they are not in a safe situation and can tell the Safety Officer about it.

Local Personnel and the Host Unit

The jurisdictions may track common injuries or diseases in their area and may help the Safety Officer identify what is happening to personnel. They also have special knowledge that the Safety Officer should warn personnel about, such as whether there are mine shafts in a wooded area or buildings that are prone to structural issues in a city.

Property Owners or Representatives

Local people may know things that the Safety Officer won't see on a map (for example, mine shafts, weak bridges, hunting traps, or when to expect traffic). This can go beyond official representatives and local personnel to asking locals in restaurants, stores, and so forth.

Topic Obtaining Information (cont.)

Obtaining Information (cont.)

Debrief off-duty personnel

- Face to face
- Look and listen
- Incident personnel
 - Division Supervisor
 - Field Observers
- Outgoing or Assistant Safety Officer

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Visual 3-16

Key Points

One of the important reasons that the Safety Officer needs to consider team dynamics is so incident personnel are comfortable sharing information with him or her.

It is important to debrief personnel face to face, looking at and listening to what people are communicating. People will tell you things with their body language when leaving an incident scene. People will tell each other things and talk about their activities while eating, when returning equipment, or even while they are purchasing supplies offsite. Listen to what they are saying that they may not want to report to their Supervisors or Safety Officers.

The outgoing Safety Officer or Assistant Safety Officers from different operational periods or shifts, the Assistants, and the outgoing Assistants may be looking for or already have the information that the Safety Officer needs.

Topic Obtaining Information (cont.)

Obtaining Information (cont.)

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

- Environmental
- Facilities
- Transportation
- Aviation
- Special considerations

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Key Points

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

- Environmental: Animals, terrain, insects, and so forth
- Facilities: Tripping hazards like lines coming off of tents; equipment not properly stored; or traffic issues in camps (roads that are too small for two-way traffic), parking, and sleeping areas that are too close together
- Transportation: Unsafe vehicles, unsafe roads
- Aviation
- Special considerations: Incident that is near a historic landmark or archeological site where these issues will create complications for safe incident operations

Topic Obtaining Information (cont.)

Obtaining Information (cont.)

Other Sources of Information

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

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Visual 3-18

Key Points

Personal experience is “recognition-primed decision making,” making a decision without thinking based on knowledge of similar situations. Through experience, you build a “hard drive” or “slide deck” of mental images and information that you can call upon, which tells you how to respond to or preempt safety issues at an incident site.

Topic Obtaining Information (cont.)

Obtaining Information (cont.)

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

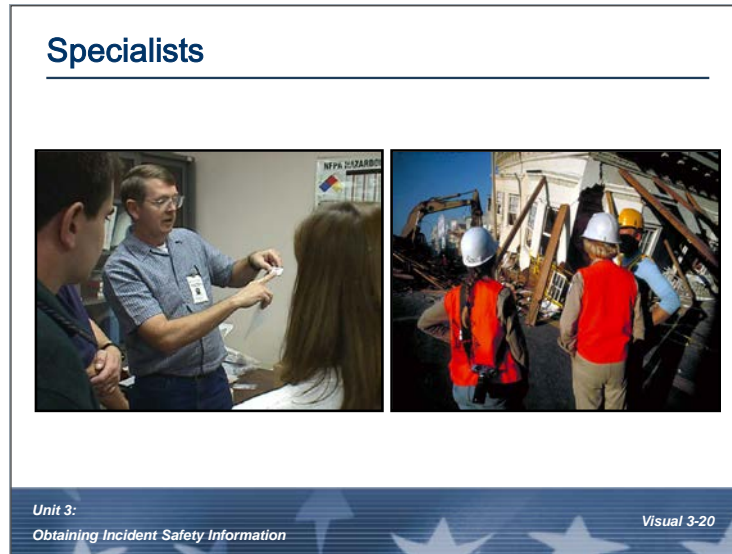
- **Group Supervisor**
 - **Structure Protection Specialist**
 - **Search and Rescue**
- **Technical Specialists**
 - **Wildlife/Fisheries**
 - **Public Health**
 - **Engineers**

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Key Points

The need for specialists depends on the incident. The Safety Officer should request a specialist any time that there is something unique at the incident site that the Safety Officer is unfamiliar with and needs advice on.

Technical Specialists are often tied to an Assistant Safety Officer because while they have knowledge of their discipline, they may not be trained in the Incident Command System (ICS) or as a Safety Officer.



Key Points

The image on the left shows a HAZMAT Specialist. The image on the right shows a Structural Specialist after an earthquake.

It is not the role of the Safety Officer to know everything, but to recognize when a situation is sufficiently unfamiliar and specialized experience is required.

Consult With Technical Specialists

What types of technical specialists could provide incident forecasts?

Key Points

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 Homeowners Assoc.		SIGNED: /s/ G. Colter	
TIME AND DATE		FIRE BEHAVIOR SPECIALIST	
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 18-25% and will bottom out after 1:00. Winds this morning will range from 0-3 mph downslope until about 10:30 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.

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Visual 3-22

Key Points

For a chemical incident, a Technical Specialist can get a plume model for the smoke from burning chemicals, from the release of airborne chemicals, or the expected behavior of a hazardous material that has leaked on the ground or in water.

Topic Incident Weather Forecasts

Incident Weather Forecasts

Weather-related information, especially changes in the weather, is important to incident personnel and the Safety Officer.

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Visual 3-23

Key Points

All incidents are influenced by weather, so it is important for the Safety Officer to have an up-to-date forecast, especially in a place where weather can change suddenly.

Precipitation can cause dangerous walking or driving conditions, personnel may get sick if the weather suddenly turns cold and they are not prepared, and dehydration and heat exhaustion are possible in hot weather.

Topic Incident Weather Forecasts (cont.)**Incident Weather Forecasts (cont.)**

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Visual 3-24

Key Points

The Safety Officer should gather information not just from weather forecasts, but also from physical weather signs that can be seen. Cloud formations tell you that storms are coming, so personnel need to be ready to take cover and the Safety Officer needs to warn everyone about the hazards.

Incident Weather Forecasts (cont.)



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Visual 3-25

Key Points

Objectives Review

1. *What information would you obtain during an initial briefing?*
2. *What parts of an IAP provide an overview of an incident's safety situation?*
3. *How could you obtain information on potentially unsafe situations?*

Key Points

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?*

Key Points
