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.

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<th>Topic</th>
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<tr>
<td>Lesson</td>
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<td>Exercise 9</td>
<td>30 minutes</td>
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<td>Exercise 10</td>
<td>30 minutes</td>
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<tr>
<td><strong>Total Time</strong></td>
<td><strong>2 hours</strong></td>
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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.
Topic

Unit Objectives

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.
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

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.
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.
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 LIES 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.
J. Keep hydrated, watch for spotting, watch for snag fall.

~~ The Safety Officer ~~

Key Points

Safety Messages are the Safety Officer’s messages to all incident personnel. This is covered in greater detail later in this unit.
ICS Form 209, Incident Status Summary, provides information about the incident, the resources available, and what might be needed or is on order.
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, 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.
Maintain Visible Presence

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

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.
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.
Key Points

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

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

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!
Disseminate Information (cont.)

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

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.
Disseminate Information (cont.)

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

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.
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.
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).
**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

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**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

Handout 8-1

Review Handout 8-1: Sample Safety Message

Key Points
Topic

Exercise 9

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

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.
Safety Briefings should identify:

- Risks
- Hazards
- Locations
- Signals

Key Points

The Safety Briefing should contain awareness-level information on:

- 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

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.
Topic

Exercise 10

Key Points

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

Key Points
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

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.
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.
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

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 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?

Key Points