

## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: Personnel</b>	S.O.P: 101.09
	<b>SUBJECT: Safety Officer</b>	PAGE: 1 of 6
<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012	
	<b>Revision Date:</b>	

### ***Purpose:***

The Shelbyville Fire Department holds the safety of our members as our highest priority. The purpose of this procedure is to describe the Incident Safety System that assigns the responsibility for firefighter Safety to an individual beginning with the first arriving Company Officer and the process by which this responsibility is transferred, expanded, and continued as the incident grows and including termination of Command.

### ***Overview:***

It is the policy of the Shelbyville Fire Department that any member witnessing an unsafe act by another member that may result in injury or worse to one of our members has the authority and obligation to intervene and stop the unsafe act. The Incident Safety System is implemented any time the Shelbyville Fire Department responds to an incident. This procedure describes how an Incident Safety Officer (ISO) and/or Assistant Incident Safety Officers (AISO) are integrated into our Incident Management System, automatically, every time we respond to an incident. The language and safety system structure used in this procedure are intended to conform to NFPA standard 1561, the National Incident Management System (NIMS), and to embody the intent of NFPA 1521 Standard for fire department Safety Officer.

This procedure in no way diminishes the responsibility of each and every member to safely work and to operate within standard operating procedures at all times. Company officers carry an additional responsibility of ensuring that all members of their crews are operating in a safe manner. Chief Officers and sector officers must also insure that operations are conducted safely.

### ***Definitions***

**Incident:** An incident is described as “any emergency situation that threatens life, safety, or property”. Timely response and effective management of EMS, rescue, hazardous material release and fire control situations represent the most immediate priorities of the fire department.

**Incident Commander (IC):** This refers to the position within the Incident Command System (ICS) that is in charge of incident management. The IC has overall responsibility for the safety of responders working at an emergency scene. That responsibility cannot be delegated. The ISO assists the IC and acts as the IC's eyes and ears on matters related to safety, and has the authority to manage safety as described further in this procedure.

**Sector Officer:** This refers to the position within ICS that is assigned to a geographical area or particular function and manages units assigned to these areas during incidents.

**Incident Safety Officer (ISO):** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

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**Assistant Incident Safety Officer (AISO):** An individual appointed or assigned at an incident scene by the Incident Commander (IC) to assist the ISO in the performance of ISO functions.

**2 in 2 Out:** Refers to a safety system to protect firefighters, where two or more firefighters enter a building and at least two more remain outside, ready to help in case of emergency.

**Rapid Intervention Team (RIT):** Two-Four person crew fully equipped on site, in a ready state, to immediately react and respond to rescue firefighters.

**Incident Safety Plan:** Hazard control strategies developed by the ISO to address the incident action plan and the type of incident encountered.

### ***I. Incident Safety System***

An incident safety system will be implemented every time the Shelbyville Fire Department responds to an incident. The incident safety function begins with the first arriving unit, typically the company officer/IC as part of the initial size up and continues until the incident is terminated. Safety is integrated in the strategic decision making process of looking at critical fireground factors present at the incident, and applying the risk management profile to choose an appropriate strategy and develop an Incident Action Plan (IAP). This process begins implementation of the incident safety system, and identifies the initial IC is responsible for the safety function; this IC is the initial IC/ISO. The initial IC/ISO maintains this responsibility until Command is transferred or the incident is terminated.

### ***II. Role and responsibility of the initial IC/ISO:***

1. Follow the Shelbyville Fire Department Standard Operating Procedures.
2. Use the Standard Risk Management Plan
3. Analyze critical fire ground factors present at the incident
4. Determine a strategy (Offensive or Defensive)
5. Establish the Personnel Accountability System
6. Provide a standard initial radio report that includes On-scene report and follow up report
7. Establish Rapid Intervention Team (RIT)
8. Manage incoming resources until incident command is passed to another arriving company officer or chief officer.
9. Provide the ongoing safety of all members involved in the incident.

This initial company officer as the IC/ISO provides the beginning of the Incident Safety Officer System (ISOS) and insures that firefighter safety is a priority upon arrival of the first unit and is maintained though standard transfer of Command and ISO responsibilities until the incident is stabilized or Command is terminated.

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### ***III. Structure Fire Assignments***

The first arriving company officer, following standard Command Procedures will assume Command and become IC. IC's role includes both Command and Incident Safety Officer initially. When information indicates a potential life hazard situation exists that can be resolved by a rapid search and rescue by the first two arriving companies, the IC may establish a RIT and or a firefighter and engineer can fill this role while the IC and the other firefighter conduct a rapid search and rescue staying in compliance to OSHA's two in two out rule. Both members of the RIT/ or two outside the structure, must monitor the tactical radio channel and both members must be prepared to assist the interior portion of the crew if needed.

The first arriving response chief officer, following the standard transfer of Command procedures may assume Command and becomes the IC. He also may assume the role of safety officer or delegate the role to the previous IC or the departments designated safety officer upon arrival of the incident. Company officers must continue to manage the task level safety of their crews.

### ***IV. It is the Responsibility of the IC to perform the Functions of Command to achieve the Tactical Objectives.***

1. Assume and announce Command and establish an effective initial command position (Command Post).
2. Rapidly evaluate the situation (size up)
3. Initiate, maintain, and control effective incident communications.
4. Provide and manage a steady, adequate, and timely stream of appropriate resources.
5. Identify the incident strategy, develop an Incident Action Plan (IAP), and assign companies and personnel consistent with plans and standard operating procedures.
6. Develop an effective incident organization using Sectors/Divisions/Groups to decentralize and delegate geographic and functional responsibility.
7. Review, and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer, and termination of Command.

### ***V. Roles and Responsibilities of the Support Officer:***

1. Define, evaluate, and recommend changes to the incident action plan.
2. Provide direction relating to tactical priorities and specific critical fireground factors.
3. Become the Incident Safety Officer.
4. Evaluate the need for additional resources.
5. Assist with the tactical worksheet for control and accountability.
6. Evaluate the fireground organization and span of control.
7. Other duties as necessary.

The next arriving chief officer can be assigned Recon when appropriate or assigned to the most critical Sector/Division or Group.

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### *VI. Strategic Incident Safety Officer Responsibilities*

1. Obtain a briefing from the Command Team that includes the incident action plan (IAP).
2. The ISO monitors the IAP, conditions, activities and operations to determine whether they fall within the criteria as defined in the department's risk management plan. The ISO shall take necessary action, through the IC, if activities do not fall within the risk management plan.
3. Using a tactical worksheet, identify the existing organizational structure.
4. Ensure that the IC establishes the incident scene rehabilitation tactical level management component during the emergency operation.
5. Critical incident stress interventions should be recognized and the IC should be notified if such circumstances require response.
6. The ISO shall communicate to the IC the need for additional safety officers due to the need, size, complexity or duration of the incident.

### *VII. Tactical Incident Safety Officer Responsibilities*

1. Identify the Safety Channel assigned by Command.
2. Size up the sector of responsibility—
  - a. Monitor the Sector Action Plan, conditions, activities and operations to determine whether they fall within the criteria as defined in the department's risk management plan.
  - b. Survey the incident and identify hazards or potential hazards
  - c. Alter, suspend, or terminate activities that are unsafe or involve an imminent hazard.
3. Assure that the department's personnel accountability system is being used within the sector and confirm resources assigned.
4. Wear full protective clothing and SCBA and operate just outside the "hot zone"
5. Confirm sector assignments and companies assigned to sector
6. Utilize accountability tools provided at the task level (passports, hose lines tags, accountability boards ,ect)
7. Develop a rescue plan – revise the plan as conditions change
8. Offer judgment to the ICO on establishing control zones and no-entry zones and ensure that established zones are communicated to all members present in the sector.
9. Control bystanders at the incident by utilizing yellow fire line tape.
10. Ensure the safety of crews and make sure the proper equipment is being utilized and that personnel are operating in a safe position.
11. Communicate the need for additional safety officers due to size, complexity and duration of the incident.
12. Assure that the RIT Bag (air and tools) have been deployed and ready for use with the RIT.
13. Advise the IC of hazards, fire extension and collapse potential.
14. Evaluate visible smoke (color, volume, density, velocity, location) and fire conditions (location and size) and advise Command on the potential for flashover, back draft, blow up, or other events that could pose a threat to operating crews.

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15. Monitor the accessibility of entry and egress of structures and its effect on the safety of members conducting interior operations
16. Air management – manage time on air/working time and work/rest cycles
17. Manage on deck crews – share information, including rescue plan
18. Manage the cycling of crews to rehab
19. Constantly monitor crews and building conditions
20. Develop an overhaul plan for the Sector that falls within the IAP

### ***VIII. The additional layers of safety provided at this level of organization are:***

1. Provides a critical secondary means of communication during a Mayday
2. Reconciling accountability (a cross check to make sure people are where command thinks they are)
3. Eliciting safety concerns
4. Completion of safety worksheet to include identification of safety issues and plan to mitigate
5. Second means of strategic/tactical/safety communication with the command team

### ***IX. Safety Intervention***

Intervention at scene operations involves three approaches. First is for life threatening situations, the second is for non-life threatening situations; the third approach occurs in the on-going incident planning process.

#### ***X. First Approach- life threatening conditions:***

Any LIFE THREATENING conditions will be corrected immediately and directly. Where time permits, Command must be notified. Corrective action will be initiated by Command immediately. In obvious life threatening situations that do not allow time for Command's intervention, the Safety Officer shall immediately stop any action, or countermand any order, under these circumstances by **DIRECT** and **IMMEDIATE** intervention (i.e., order crews out of a building, countermand an order for crews to go to the roof etc.). Such action may be taken with the understanding that the Safety Officer works for Command and is accountable to Command for actions taken. **COMMAND MUST BE IMMEDIATELY ADVISED OF ANY DIRECT INTERVENTION BY THE SAFETY SECTOR/SECTION UNDER THESE CIRCUMSTANCES.**

A change of strategy and/or tactics by Command may be required as a result of the Safety officer's actions. Sector officers must be notified of hazards, required safety corrections, or updated on the strategic plan, tactics, and objectives.

**EMERGENCY TRAFFIC SHOULD BE USED FOR ANY CRITICAL EMERGENCY NOTIFICATIONS/ ALERTS REQUIRED AT THE INCIDENT SCENE!**

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### ***XI. Second approach- non life threatening conditions:***

The second approach is for non-life threatening situations and involves a more "one on one" correction of safety problems with individual firefighters, company officers, and/or sector officers (i.e. require SCBA, correct ladder position) and often does not affect incident strategy. This approach is the most frequent type of intervention. Where corrective action does not affect Command's strategy; Command may not need to be notified. Corrected items should, however, be noted for discussion at a critique of the incident.

### ***XII. Third approach- on going incident planning:***

The third approach occurs in the on-going incident planning process. Upon the implementation of the Safety Officer, Command must provide the Safety Officer an overview of the incident action plan and specific details of the safety plan. The Safety officer, upon his/her arrival, will confirm that a safety plan is in effect, review it, and provide recommendations as needed. Command must be kept aware of any adjustments that affect overall site operations, or the strategic plan, via frequent and timely progress reports. The Safety Officer must remain a part of the on-going planning process with Command