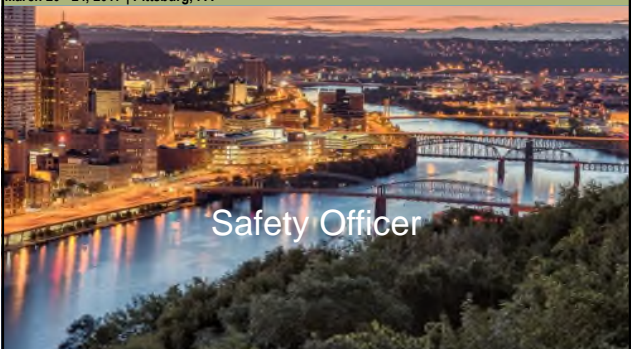




ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA





Safety Officer

ICS INSTITUTE

Safety Officer
Introduction


*In consideration of your fellow students
and the instructors, please silence all
cell phones*



ICS INSTITUTE1

Purpose of the Course

To provide training to agency personnel to develop the skills necessary to perform as a Safety Officer on an Incident Management Team in compliance with the direction and standards described in the NIMS.



ICS INSTITUTE2

Instructor Introduction

- ◆ Name / job title / Region / Special Team
- ◆ Years of Safety Officer-related experience?
- ◆ Recent or major incident involvement?

ICS INSTITUTE3

Student Introduction

- ◆ Your Name?
- ◆ What do you normally do (title)?
- ◆ Where are you from?
- ◆ Safety/ICS experience?
- ◆ Why be a Safety Officer
- ◆ Expectations of this Course

ICS INSTITUTE4

Administration

- ◆ Student Registration Card
- ◆ Student Evaluation Form
- ◆ Course Agenda
- ◆ Student Manual – available for download
- ◆ Student Handouts

ICS INSTITUTE5

Facility Information

- ◆ Parking
- ◆ Classroom
- ◆ Restrooms
- ◆ Water fountains, snacks, refreshments
- ◆ Lunch / breaks
- ◆ Emergency telephone numbers
- ◆ Alarms and emergency exits

ICS INSTITUTE6

Administrative Details

- ◆ Two formal breaks, plus lunch (conference scheduled)
- ◆ Restrooms are?
- ◆ Coffee is?
- ◆ Please take phone calls outside
- ◆ The only stupid question is the one that isn't asked
- ◆ The Agenda may vary to make sure all concerns are addressed

ICS INSTITUTE7


Resources

- ◆ SO Curriculum Website
 - [ICS Institute Resources](#)
- ◆ Safety Officer Toolbox
 - [response.epa.gov/Toolbox](#)
- ◆ EPA ICS Forms Website
 - [response.epa.gov/ICS_FORMS](#)
- ◆ NIT Representative: Gary Lipson, R1

ICS INSTITUTE8

Course Objective

Upon completion of this course the trainee will demonstrate the knowledge and skills necessary to perform the duties and responsibilities of a Safety Officer in the Incident Command System (ICS).



ICS INSTITUTE9

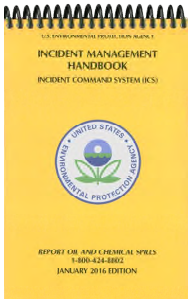
Course Overview

- ◆ Final Exercise
 - On Friday, March 24th, all participants will participate in a capstone final exercise
- ◆ You and some of your fellow-students will be assigned to perform your KLP function on one of 8 Incident Management Teams
- ◆ It will be scenario-based and last about 7 hours
- ◆ Coaches will be provided
- ◆ More details will be provided as the week progresses

ICS INSTITUTE10


Course Overview

- ◆ EPA-focused, DHS-compliant curriculum
- ◆ Practical Exercises
- ◆ Illustrative videos
- ◆ U.S. EPA ICS Guidance
 - Incident Management Handbook
 - Position-specific Job Aid




ICS INSTITUTE11

Questions?



ICS INSTITUTE12



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

A Day in the Life

◆ George Brozowski

ICS INSTITUTE

A Day in the Life of a SAFETY OFFICER



ICS INSTITUTE1

Student Objectives


◆ Summarize the daily routine of a Safety Officer.



ICS INSTITUTE2

Operations Briefing

- You start your day early by giving the safety message you developed on the previous night/shift.



ICS INSTITUTE3

Different Days

- The activities described here represent a day after the initial response activities
- “A day in the life” during the initial response is different
- Initial response activities are discussed in Unit 5.

ICS INSTITUTE4

Safety Staff Daily Meeting

- Meet with your staff Assistant Safety Officers (ASOs) and Medical Unit Leader (MEDL) to discuss events from previous day
- Assign work and find out resource needs
- Good time to listen to the staff

ICS INSTITUTE5


Review 214's from Previous Day

- ◆ 214s should capture all significant activities
- ◆ You will use the 214s as a basis for the SitRep
- ◆ Identify existing and future concerns
- ◆ Document corrective action

ICS INSTITUTE6

Command and General Staff Meeting

- ◆ Remember you are part of the command staff. Your voice is important. Use the resources available to the IC to accomplish your mission.



ICS INSTITUTE7

Receive call from field on a new concern

- ◆ It can happen anytime.
- ◆ Someone in the field, an ASO, Supervisor, or Leader may call you with a concern.



ICS INSTITUTE8


Work with contractors to develop comprehensive HASP

- ◆ Each contractor will most likely have their own plan.
- ◆ You will need to develop a single comprehensive plan for the response.

ICS INSTITUTE9

Begin work on Safety Message for IAP


- ◆ Your topic must be appropriate to the operation.
- ◆ Short enough to be remembered.



ICS INSTITUTE10

Respond to inquiry on proper PPE for sampling unknown

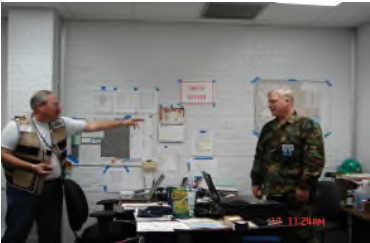
- ◆ PPE information should be included in the HASP and on the ICS 204



ICS INSTITUTE11

Finish Safety Message Remind MEDL of Medical Plan

- ◆ Take charge. Sometimes you have to exercise authority



ICS INSTITUTE

12

Complete and Submit SITREP to SITL

- ◆ Early on identify all SO deliverables and time frames.
- ◆ Plan on the unexpected.



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13

Attend Tactics Meeting

- ◆ SO involvement is not an option. If you are not there, you will NOT know what is going on.



ICS INSTITUTE

14


5

Review 204s, 215, Complete 215A, 208,
Assign staff for next Operational Period

◆ Understand the operations.

◆ Develop workable mitigation.

◆ Maintain communication with OPS



ICS INSTITUTE15

Attend Planning Meeting

◆ No surprises, you should know what is being planned before the meeting

◆ Stay connected, engaged, in the game

ICS INSTITUTE16

Complete 214

◆ 214s record the daily activity of you and your staff. Make sure there is adequate detail, but not so large to be a novel.

1. Incident Name:		2. Operational Period: (Date & Time)		ACTIVITY LOG ICS 214 - EPA	
Name:		Type:			
3. Unit Name/Designation:		4. Unit Location:			
Name/Position:					
5. Personnel Roster Assigned:					
Name		ICS Position		Home Base	
6. Activity Log:					
Time		Incident Activities			

ICS INSTITUTE17

6

Check on Staff still in the field

- ◆ Large operations may require ASOs to travel extensively. Have a means to verify they are safe.

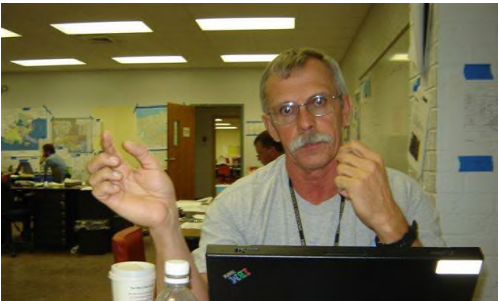


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18

Develop Safety Message for Next Operations Meeting

Not again, didn't we do this already?



ICS INSTITUTE

19

Review staffing, complete 213s for replacements and additional staff

- ◆ On a large response the SO will need help. The hazards are in the field.



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20


When in doubt....

◆ Find the daily meeting schedule and keep a copy with you

◆ Review your Job Aid

◆ Call someone you trust for advice

◆ Work as a team



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21

Questions?



ICS INSTITUTE

22



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Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

Safety Officer Responsibilities

◆ Anthony Honnellio

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Student Objectives

◆ List 10 responsibilities (other than the Common Responsibilities) of the Safety Officer as given by the Incident Management Handbook (IMH) and the Safety Officer Job Aid

◆ List the 9 key ICS forms for the SO listed in the Job Aid

ICS INSTITUTE

Common Responsibilities

◆ Receive assignment from your agency

- Job Assignment (e.g., Safety Officer)
- Reporting location
- Reporting time
- Travel instructions
- Any special communications instructions
- Review EPA Incident Management Handbook (IMH)

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Upon arrival at the incident, check-in at the designated check-in location. May be any of the following locations:
 - Incident Command Post (ICP)
 - Base or Camps
 - Staging Areas
 - Area Command Post
 - Regional Emergency Operations Center (REOC)

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Receive briefing from immediate supervisor, and/or receive orientation briefing
- ◆ Acquire work materials
- ◆ Field supervisors shall maintain accountability for their assigned personnel

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Participate in Incident Management Team (IMT) meetings and briefings as appropriate
- ◆ Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer (SO)

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Field supervisors are responsible for organizing and briefing staff
- ◆ Know your assigned communication methods and procedures

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Use clear text (no codes) and ICS terminology in all radio communications
- ◆ Complete forms and reports required of the assigned position
- ◆ Ensure all equipment is operational prior to each work period
- ◆ Brief ongoing operations when relieved at the end of the operational rotations

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ Return all assigned equipment to appropriate location
- ◆ Complete Demobilization Check-Out process before returning to home office
- ◆ Respond to demobilization orders and brief staff regarding demobilization

IMH, Chapter 3

ICS INSTITUTE

Common Responsibilities

- ◆ At shift changes, brief incoming staff or receive briefing from outgoing staff
- ◆ Maintain Unit/Activity Log (ICS Form 214)

IMH, Chapter 3

ICS INSTITUTE

SO Responsibilities

- ◆ Review common responsibilities
- ◆ Participate in meetings as required
- ◆ Identify hazardous situations associated with the incident

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Provide safety message at operations briefing and conduct safety briefings in the field
- ◆ Exercise emergency authority to prevent or stop unsafe acts

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Investigate accidents and near misses that have occurred within the incident area
- ◆ Assign ASOs as needed
- ◆ Review and approve the medical plan

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities


- ◆ Review and approve 1910.120-compliant HASP
- ◆ Develop Hazardous-Materials Site Safety & Control Plan (ICS-208-HM Form) or equivalent
- ◆ If applicable, ensure contractors' safety plans are consistent with the 1910.120-compliant HASP

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Review site-specific Decontamination Plan
- ◆ Ensure medical monitoring for work in the Exclusion Zone
- ◆ Conduct safety briefings



IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Work closely with the Operations Section Chief (OPS) to develop the Safety Analysis of Tactical Applications (ICS Form 215A-EPA and/or 215A-ORM) and transfer relevant information to Special Instructions box on ICS Form 204

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Interface with the JFO Safety Officer and with SOs from the participating Federal, State, local, and tribal government agencies
- ◆ Inform appropriate agency representatives of incidents or accidents requiring follow-up actions for their personnel

IMH, Chapter 7

ICS INSTITUTE

SO Responsibilities

- ◆ Evaluate need for Critical Incident Stress Management (CISM) and request resources as needed
 - When CISM resources are deployed, oversee/coordinate CISM Team member efforts to ensure that Team services are provided where needed
- ◆ Maintain Unit/Activity Log (ICS Form 214)

IMH, Chapter 7

ICS INSTITUTE

Responsibilities

HAZMAT

- ◆ Review SO responsibilities
- ◆ Assign site safety responsibility
- ◆ Establish perimeter and restrict access
- ◆ Characterize site hazards
- ◆ Establish control zones

IMH, Chapter 14

ICS INSTITUTE

Responsibilities

HAZMAT

- ◆ Assess site-specific training requirements for responders
- ◆ Ensure safety briefings
- ◆ Select personal protective equipment (PPE)
- ◆ Establish decontamination stations
- ◆ Establish Emergency Medical Plan
- ◆ Maintain Unit/Activity Log (ICS Form 214)

IMH, Chapter 14

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Ensure that responders and the public are properly safeguarded from the hazards of the incident
- ◆ Supervise and execute all safety functions in support of the incident, including, but not limited to:

IMH, Chapter 14

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Conducting an operational risk assessment / hazard analysis (Task Hazard Analysis) to anticipate, identify and control incident hazards
- ◆ Completing and enforcing the 1910.120-compliant Health and Safety Plan (HASP) and other pertinent safety plans

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Evaluating all operations to ensure the effectiveness of safety controls
- ◆ Evaluating may include
 - Monitoring the air for toxic vapors
 - Heat and cold
 - Fatigue
 - Radiation and
 - Other conditions that affect the safety of responders

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Managing the Safety Organization, including the assignment of Assistants and forming teams where necessary
- ◆ Exercising emergency authority to stop unsafe actions
- ◆ Investigating accidents and near misses that have occurred

ICS INSTITUTE

Stopping Unsafe Actions

◆ A good Safety Officer is one that is more

- Proactive than reactive
- Preventative rather than corrective
- Operational enabler rather than an obstructer

ICS INSTITUTE

Stopping Unsafe Actions

Although Safety Officers and their Assistants must stop unsafe actions, their primary responsibility is to prevent the unsafe act from occurring in the first place.

ICS INSTITUTE

Responsibilities
Job Aid

◆ Working closely with Operations to develop and implement ICS Form 215A-EPA for the incident

◆ Providing safety messages, reviewing and approving the medical plan, and developing safety Special Instructions for Division Assignment List (ICS Form 204-EPA)

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Assuring communication plan protocols are robust enough to allow timely reporting and response to emergencies
- ◆ Ensuring all safety activities are documented on Unit Log (ICS Form 214-EPA)

ICS INSTITUTE

Responsibilities

Job Aid


- ◆ Developing and maintaining a safety bulletin board
- ◆ Presenting a safety briefing at Operations meetings and maintaining a high level of communication with all responders regarding safety

ICS INSTITUTE

Responsibilities

Job Aid

- ◆ Providing orientation for incoming personnel
- ◆ Participating in meetings as required



ICS INSTITUTE

Forms

- ◆ ICS Form 215A-EPA – Operations Safety Analysis
- ◆ ICS Form 208 – Safety Plan
- ◆ ICS Form 202-EPA – Incident Objectives
- ◆ ICS Form 204-EPA

[illegible]

ICS INSTITUTE

[illegible]

Forms

- ◆ ICS 205-EPA – Communications Plan
- ◆ ICS 206-EPA – Medical Plan
- ◆ ICS 213-EPA – General Message
- ◆ ICS 213RR-EPA – Resource Request Form
- ◆ ICS-214 – Unit / Activity Log

ICS INSTITUTE


Unit Log ICS 214-EPA

[illegible]

ICS INSTITUTE

Unit Log ICS 214-EPA

- ◆ Listing of individuals assigned to safety
- ◆ Listing of significant events
- ◆ Information on the unit logs should be used to develop:
 - Briefings
 - Safety messages
- ◆ Submit to the documentation unit at the end of each operational period



ICS INSTITUTE

12



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer Safety Organization

◆ Gregory DeAngelis

Module Objectives

- ◆ Describe two types of support personnel the SO may use in the safety organization
- ◆ List 5 responsibilities of the Assistant Safety Officer (ASO)
- ◆ Give 3 situations where an ASO may be used
- ◆ Describe the process for requesting resources

Assistants

- ◆ Title for staff of the Command Staff positions assigned to help the Command Staff person manage their workload
- ◆ Only one SO will be assigned for each incident
- ◆ The SO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions

Types of Support

- ◆ Assistant Safety Officers (ASOs)
- ◆ Technical Specialists

Assistant Safety Officer

- ◆ The ASO may have specific responsibilities, such as air operations or hazardous materials
- ◆ The ASO may be assigned by the SO to a group or a division

ASO Responsibilities

- ◆ Review SO responsibilities
- ◆ Obtain a briefing from the Hazmat Branch Director
- ◆ Participate in the preparation and implementation of a Site Safety and Control Plan

ASO Responsibilities

- ◆ Advise the Hazmat Branch Director of deviations from the 1910.120-compliant HASP and/or Site Safety and Control Plan (ICS Form 208-HM) or any dangerous situations

ASO Responsibilities

- ◆ Alter, suspend, or terminate any activity that is judged to be unsafe
- ◆ Ensure the protection of personnel from physical, environmental, and chemical hazards/exposures

ASO Responsibilities

- ◆ Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader

ASO Responsibilities

- ◆ Ensure that medical related records for the Hazmat Branch personnel are maintained; and
- ◆ Maintain Unit/Activity Log (ICS Form 214)

How Many ASOs?

- ◆ Depends on size and complexity of the incident
- ◆ The key factor is the ability of the Safety Organization to complete all of its functions

How Many ASOs?

- ◆ The U.S. Forest Service recommends at least one ASO for each ICS Division
- ◆ An alternative would be to assign an ASO for each Group and Division
- ◆ In an EPA response, the number of ASOs requested depends mainly on the geographic expanse of the response and the number of groups/divisions, etc. conducting hazardous operations

Using ASOs?

- ◆ Can use Tactics Meeting and 215A to identify ASOs
- ◆ For work assignments that pose high risk an ASO should be assigned
- ◆ Deploy as soon as possible
- ◆ Safety briefings in the field

Safety Briefing



Hazmat



Air Operations



Hazardous Material Collection

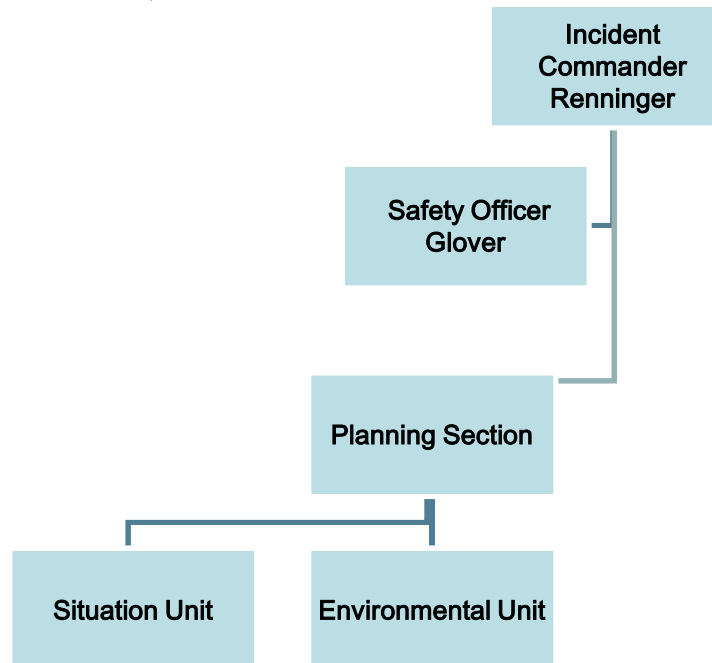


Technical Specialists

- ◆ May be used when specialized skills or knowledge is needed
- ◆ Examples
 - Process Management
 - Hazmat chemistry
 - Decontamination
 - Critical Incident Stress Management (CISM)

Technical Specialists

- ◆ They may already be available through other parts of the ICS, such as the Environmental Unit or Situation Unit
- ◆ May use other organizations, like health departments



Food Service Inspection



Protecting Your Organization

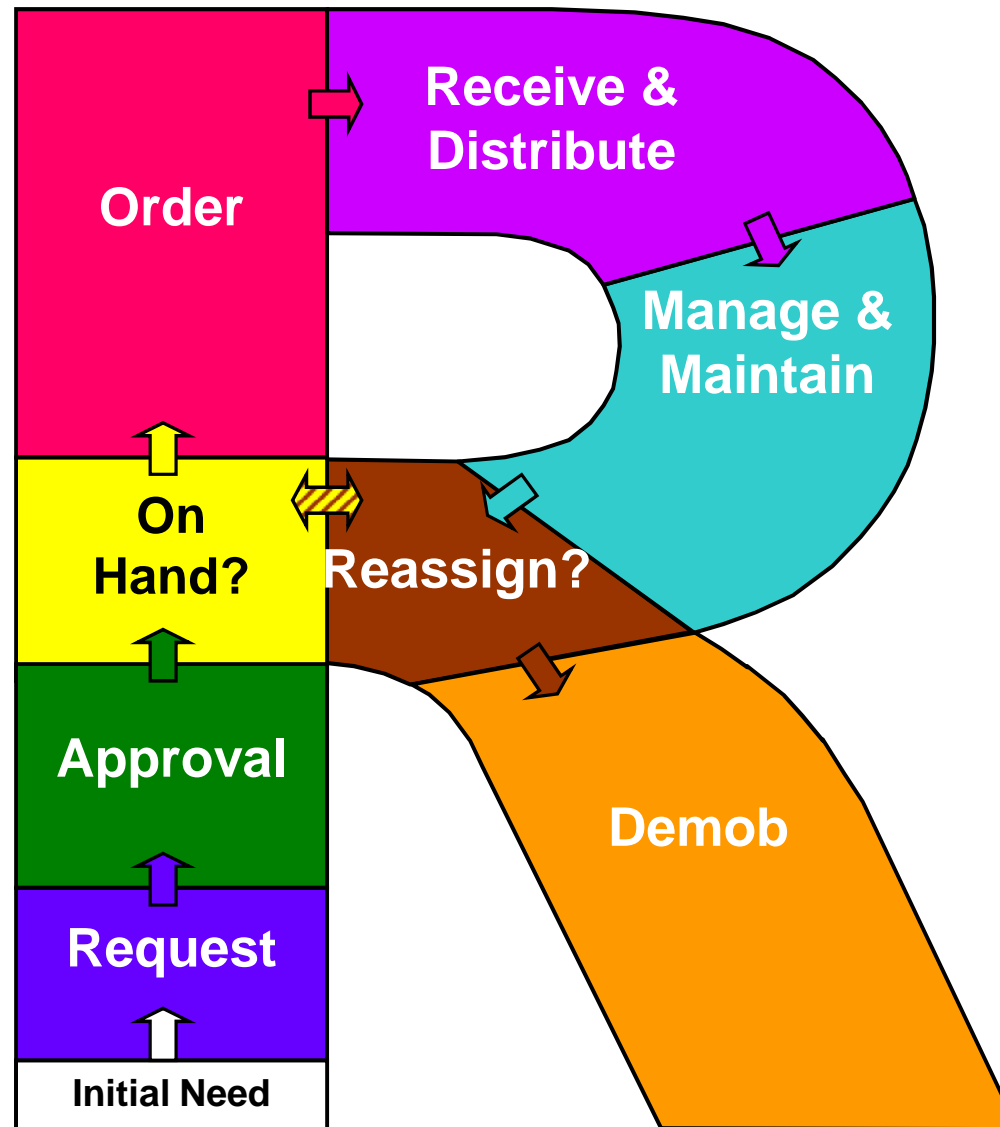
- ◆ Briefings
- ◆ PPE
- ◆ Training
- ◆ Work/rest
- ◆ Morale



Resource Ordering

- ◆ Any staff may complete 213RR for any resource
- ◆ 213RR must be signed off by Section Chief or Command Staff
- ◆ Resource Unit receives all 213RRs for processing

RESOURCE "R"



Resource Requesting

- ◆ ICS-213RR EPA form used for resource requesting

1. Incident Name:		Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.		Resource Request Message ICS Form 213RR-EPA	
2. Date/Time Prepared		A. Logistics Resource Request Number (assigned by Logistics Section):		(Pre-printed # here)	
3. ORDER Note: One 213RR per funding source		3a. Funding Source (if known): <input type="checkbox"/> FEMA MA# <input type="checkbox"/> CERCLA <input type="checkbox"/> OPA <input type="checkbox"/> Other		3b. TO # or TDD	
Requester	3c. Qty	3d. Unit	3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information. (Ops indicate if request is TACTICAL)	3f. Requested Reporting Location:	3g. (RESL) Tactical? Y/N
4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :			5. Requester 5a. Requester Position and Signature: (Print Name)		
			5b. Contact Method/Number(s):		
CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS			6. Section Chief/Command Staff Approval: Date/Time:		
Logistics	7. LSC Notes:				
	8. Logistics Section Signature: Date/Time:				
	9. SPUL, Property Management Officer or Property Accountable Officer/Designee Signature: Date/Time:				
	Was property available from excess? (Check EMP Equipment, IFMS and/or GSA) <input type="checkbox"/> Yes, reassign resources to incident. <input type="checkbox"/> No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing.				
Finance	10. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER DATE ORDER WAS PLACED DATE RECEIVED				
	11. Reply/Comments from Finance:				
Planning	12. Finance Section Signature: Date/Time:				
	13. RESL - Note availability of each resource request:				
	14. RESL Review/Signature: Date/Time:				

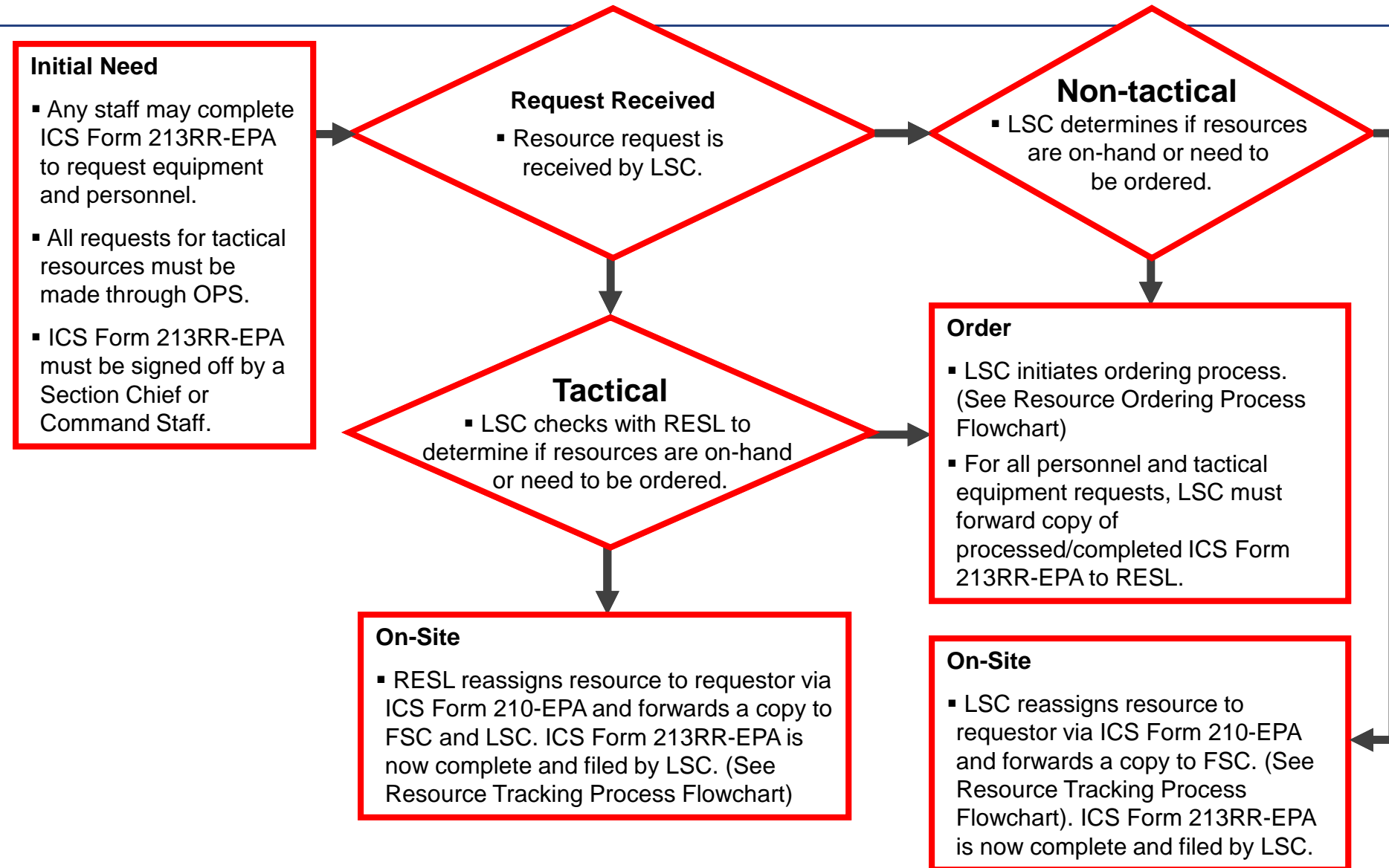
Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics and keeps Copy 6 (bottom GREEN copy). (Revised 6/2009)

Copy 1, White, Documentation Unit copy

Resource Ordering


- ◆ Incident Name
- ◆ Date & Time
- ◆ Quantity
- ◆ Kind and Type (if applicable)
- ◆ Detailed description
- ◆ Reporting Location and date/time needed
- ◆ Suggested Sources
- ◆ Person/title placing request
- ◆ Requestor contact info

Resource Requesting Process



Module Objectives

- ◆ Describe two types of support personnel the SO may use in the safety organization
- ◆ List 5 responsibilities of the Assistant Safety Officer (ASO)
- ◆ Give 3 situations where an ASO may be used.
- ◆ Describe the process for requesting resources



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer
Notification

◆ Gregory DeAngelis

ICS INSTITUTE0

Module Objectives

◆ List 5 items that may be part of the Safety Officer's (SO) kit.

◆ List 5 pre-deployment actions the Safety Officer can take as given by the Job Aid.

ICS INSTITUTE1

SO Response Kit Ideas

◆ Work clothes and non-perishable foods






ICS INSTITUTE2

SO Response Kit Ideas

- ◆ Outdoor equipment, e.g.,
 - Sunscreen, sunglasses
 - Warm, cold, foul weather gear
 - Hardhat, safety glasses, safety shoes
 - Flashlight
 - All-weather radio



ICS INSTITUTE3

SO Response Kit Ideas

- ◆ PPE appropriate to the incident



ICS INSTITUTE4


Resources

- ◆ Safety Officer Toolbox
 - response.epa.gov/Toolbox
- ◆ EPA ICS Forms Website
 - response.epa.gov/ICS_FORMS
- ◆ Emergency Responders Health and Safety Manual (ERH&SM)
 - response.epa.gov/_HealthSafetyManual

ICS INSTITUTE5

EPA SAFETY OFFICER TOOLBOX

https://response.epa.gov/site/site_profile.aspx?site_id=9154



profile

bulletins

insight

documents


Partners

contacts

links


login

profile



Safety Officer Toolbox

Washington, DC - EPA HQ






Site Contact:
Gregory DeAngelis
JOC
gdeangelis.gregory@epa.gov
Washington, DC 20004
www.epa.gov/safetyofficertoolbox

URL | RSS | area map | bookmark

Submenu

None for this site

Images



URLs

Documents

Safety Officer Job Aid
Assistant Safety Officer Job
Training and Qualification
Heat Stress Questions Maint
Heat Stress Questions Maint
URLs

No Website

None for this site

Comments

ICS INSTITUTE

6

Folder: All Documents [177]			
<< < 1 2 3 4 5 ... > >>			
Categories	File Name	Description	Category
All Documents	ICS 208 - All Terrain Vehicle (ATV) Safety as of 6.23.10.pdf	ATV Safety - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS F DWH
Fact Sheet-Electric	404 Unit 07 - Incident Brief 201-07-28-09.pdf	EPA ICS 404 - Safety Officer Course, revised and presented 2013, Boston, MA	Safety Quals
Form-Accident Report			
Form-Safety Audit			
HASP Example	H Sand Safety Message 07.docx	Holiday Travel - Hurricane Sandy	Messa Sandy
Heat/Cold Stress			
ICS Documents	Safety Message 07.docx	Weather, Lightning, Boat Operations, Flood Waters - H. Irene/Ts Lee	Messa Irene/
ICS Form 208 DWH			
ICS Forms	ICS 208 - Beach Cleanup and Shoreline Safety as of 6.23.10.pdf	Beach Cleanup and Shoreline Safety - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS F DWH
JHAs (H. Sandy)			
Message-Irene/Lee	404 Unit 08 - Initial UC Meeting 07-16-09.pdf	EPA ICS 404 - Safety Officer Course, revised and presented 2013, Boston, MA	Safety Quals
Message-Sandy			
Reference Docs	H Sand Safety Message 08.docx	Drive Carefully - Hurricane Sandy	Messa Sandy
Safety Brief			
Safety Trng & Quals	Safety Message 08.docx	Flood Waters, Hot Zone/CRZ - H. Irene/Ts Lee	Messa Irene/
	ICS 208 - Beach Response Personnel Transporter as of 6.23.10.pdf	Beach Response Personnel Transportation - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS F DWH
	404 Unit 09 - ICUC Objectives Meeting 07-16-09.pdf	EPA ICS 404 - Safety Officer Course, revised and presented 2013, Boston, MA	Safety Quals
	Safety Message 09.docx	Flood Water Hydraulics; Sunny Warm Days - H. Irene/Ts Lee	Messa Irene/
	ICS 208 - Decon Site Plan as of 6.23.10.pdf	Decon Site Plan - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS F DWH
	404 Unit 10 - Command and Control Meeting 07-28-09.pdf	EPA ICS 404 - Safety Officer Course, revised and presented 2013, Boston, MA	Safety Quals

EPA Safety Officer Toolbox

- ◆ The purpose is to create a tool box for Safety Officers, Deputy Safety Officers, and Assistant Safety Officers.
- ◆ Intended to support the Safety Officer working in an Incident Management Team.
- ◆ Developed based on experience of Safety Officer roles and responsibilities at different responses.
- ◆ Continuously updated as new information, safety policies and procedures are implemented.

ICS INSTITUTE

8

3

United States Environmental Protection Agency									
Safety Officer Toolbox									
older JHAs (H. Sandy) (15)									
Categories	File Name	Description	Category	Uploaded	Size	Download	Security	Tag	Select
All Documents	JHA 013 CIC 111112	Community Involvement Coordinators Activities	JHAs (H. Sandy)	3/25/2014	20 KB	Download	Public	0	<input type="checkbox"/> Edit
Fact Sheet-Electro	JHA 016 ATV.docx	Container Assessment/Collection using ATVs	JHAs (H. Sandy)	3/25/2014	15 KB	Download	Public	0	<input type="checkbox"/> Edit
Form-Accident Report	JHA 015 Drum Disposal - Cutting operations(11.docx	Drum Disposal (Cutting Drums)	JHAs (H. Sandy)	3/25/2014	20 KB	Download	Public	0	<input type="checkbox"/> Edit
Form-Medical Exam	JHA 019 Powerwash MCUA(11.docx	Powerwashing Middlesex County Pumping Station (MCUA)	JHAs (H. Sandy)	3/25/2014	22 KB	Download	Public	0	<input type="checkbox"/> Edit
Form-Safety Audit	JHA 011 bulk overpack (11.docx	Bulking and Overpacking Containers	JHAs (H. Sandy)	3/25/2014	26 KB	Download	Public	0	<input type="checkbox"/> Edit
WASP Example	JHA 010 drum container sampling(11.docx	Drum Container Sampling	JHAs (H. Sandy)	3/25/2014	22 KB	Download	Public	0	<input type="checkbox"/> Edit
WASP Template	JHA 009 boat OPS (updated 12-3-12)(11.docx	Boat and On Water Operations	JHAs (H. Sandy)	3/25/2014	20 KB	Download	Public	0	<input type="checkbox"/> Edit
Heat/Cold Stress	JHA 008 HHV Handling (11.docx	Sampling, Hazmatting and Handling of Hazmat Containers	JHAs (H. Sandy)	3/25/2014	19 KB	Download	Public	0	<input type="checkbox"/> Edit
ICS Documents	JHA 007 Dive Operations (11.docx	Dive Operations	JHAs (H. Sandy)	3/25/2014	18 KB	Download	Public	0	<input type="checkbox"/> Edit
ICS Form 208 DWH	JHA 006 pumping basement(11.docx	Pumping of Cellers	JHAs (H. Sandy)	3/25/2014	20 KB	Download	Public	0	<input type="checkbox"/> Edit
ICS Forms	JHA 005 Air Operations 11(01)(11.docx	Air Operations for aerial assessment of impacted areas.	JHAs (H. Sandy)	3/25/2014	15 KB	Download	Public	0	<input type="checkbox"/> Edit
JHA-DW Horizon	JHA 004 POTW&DW sampling(11.docx	POTW & DW Sampling Support	JHAs (H. Sandy)	3/25/2014	19 KB	Download	Public	0	<input type="checkbox"/> Edit
JHA(W. Sandy)	JHA 003 HHV collection	HHV Collection	JHAs (H. Sandy)	3/25/2014	20 KB	Download	Public	0	<input type="checkbox"/> Edit
Hazmat Incident Log									
Message-Safety									
DEP-ICP Emergency Plan									
Reference Docs									
Safety Brief									
Safety Tag & Quilt									

Job Hazard Analysis: ATV Container Collection/Assessment

JHA		
JHA #: 16	Name of Task: ATV Container Collection/Assessment	Location: Jacob Rills Park Operations
Task Description: Assessment of HHV and Orphan Containers in areas where normal vehicle access is limited.		Task Duration: Daily

Physical Hazards						
Hazard	Source	Control Measures	Exposure Potential			
Struck By Other Vehicles	Traffic & Heavy Equipment	Ride Daylight Hours only with Lights On, Be a defensive driver, Wear Reflective Vest, Use shoulder of roads, Stop at intersections before crossing, Ensure eye contact with Heavy Equipment Operators, Don't drive in Heavy Equipment's blind spots	H	M	L	Unk N/A
Roll Over	Slope & taking sharp turns to fast.	Don't turn on slopes over 20%, and slow moderate turning.				
Fire	Engine Fire	Fire Extinguisher on ATV				
Burns	Muffler	Muffler Guard, Gloves, Long Sleeves and Long Pants				
Injuries to Head & Extremities	Hitting Debris, Brush, tree limbs, etc.	High top safety shoes, long pants, long sleeves, gloves, helmet & goggles				
Improper Riding	Not Following Manufacturer's Guidelines for safe riding	Wear Proper PPE, No Passengers, keep speed to <10 mph, Follow Manufacturer's Recommendations, Follow Pre-Checks and Maintenance requirements.				
Lack of Accountability	No Communication, route plan, or buddy	Buddy System, Route Plan, have Communications (Radio or Cell Phone)				

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Job Hazard Analysis: ATV Container Collection/Assessment (cont.)								
Biological Hazards								
Hazard	Source	Control Measures	Exposure Potential					
			H	M	L	Unk	N/A	
Raw Sewage	Dust	Wear N95 mask or don't follow vehicles kicking up dust						
Chemical & Radiological Hazards								
Hazard	Source	Control Measures	Exposure Potential					
			H	M	L	Unk	N/A	
Gasoline	Refueling	Fire Extinguisher on ATV, Use approved gasoline can for refueling, turn off engine.						
PPE								
Level A	Level B	Level C	Level D Mod	Level D				
Modifications: Approved ANSI Helmet for ATV use, Goggles, Gloves, Safety Boots (over the ankle), Long Sleeves, Long Pants, and Reflective Vest.								
Other								
Crew Size:	2	Equipment Required: ATV, Radio or Cell Phone						
Special Notes: HHV Collection activities will require additional PPE (i.e., nitrile gloves, possibly tyvek, etc.)								

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14

SAFETY MESSAGE

◆ Highlights Daily Safety Concerns

◆ Organized by Topic

◆ Brief, Bullet Format

◆ Compiled from Previous Response Activities

ICS INSTITUTE15

OSO

OSCCoordinator

United States Environmental Protection AgencyEPA

profilebulletinsimagesdocumentsPallStampscontactslinkslogindocuments

Search EPA doc...

Safety Officer Toolbox

Folder: Message-Sandy

Page Size: 15

Categories	File Name	Description	Category	Uploaded	Size	Download	Security	Seq	Select
All Documents	H Sand Safety Message 01.docx	PFDs, Flood Waters, Hi-Vis Clothing, Flooding, Roadways, Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	13 KB	Download	Public	1	<input type="checkbox"/> Edit
Form-Accident Report	H Sand Safety Message 02.docx	Leaking Natural Gas, PFDs, Flood Waters, Hi-Vis Clothing, Roadways, Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	13 KB	Download	Public	2	<input type="checkbox"/> Edit
Form-Medical Exam	H Sand Safety Message 03.docx	Leaking Natural Gas, Carbon Monoxide, Back Feeding Electric, Sewer LEL Levels, Roadways, Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download	Public	3	<input type="checkbox"/> Edit
Form-Safety Audit	H Sand Safety Message 04.docx	Defensive Driving, Public Confrontations, Back Feeding Electric, Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download	Public	4	<input type="checkbox"/> Edit
HASP Example	H Sand Safety Message 05.docx	Icy Roads, Hunting Season, Operations - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download	Public	5	<input type="checkbox"/> Edit
HASP-Template	H Sand Safety Message 06.docx	Black Ice, Injury/Accident Reporting - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download	Public	6	<input type="checkbox"/> Edit
Heat/Cool Stress	H Sand Safety Message 07.docx	Holiday Travel - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download	Public	7	<input type="checkbox"/> Edit
ICS Documents	H Sand Safety Message 08.docx	Drive Carefully - Hurricane Sandy	Message-Sandy	4/1/2014	13 KB	Download	Public	8	<input type="checkbox"/> Edit
ICS Form 208 DWH									
ICS Forms									
IHA-DW Horizon									
IHAo (H. Sandy)									
Message-Irene/Lee									
Message-Sandy									
QEP-ICP Emergency Plan									
Reference Docs									
Safety Brief									
Safety Tm & Quals									

I

Safety Message #8

Today's Message as the Hurricane Sandy Response is beginning to wind down, people have the tendency to let their guard down...





Drive Carefully...It's not only cars that can be recalled by their Maker!

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SO Response Kit Ideas

◆ Safety References

- Incident Management Handbook
- Job Aid
- NIOSH Pocket Guide
- 29 CFR 1910
- ACGIH TLVs® and BEIs®
- North American Emergency Response Guidebook (ERG)




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SO Response Kit Ideas

◆ Support equipment:


- Computer laptop pre-loaded with ICS forms
- Portable printer
- Power inverter
- Cellular phone or pager
- GPS and satellite phone
- Thermal Luminescent Dosimeter (TLD)
- Air card for internet service
- Notebooks



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SO Response Kit Ideas

◆ Notebooks for documentation



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8

Key Forms

- ◆ Operations Safety Analysis, ICS Form 215A
- ◆ Incident Action Plan Safety Analysis, ICS Form 215-ORM
- ◆ Safety Plan, ICS 208
- ◆ General Message, ICS 213
- ◆ Resource Request, ICS 213RR
- ◆ Unit Log, ICS 214

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Key Forms

- ◆ Incident Action Plan
 - Incident Objectives, Form 202
 - Division Assignment List, Form 204
 - Communications Plan, Form 205
 - Medical Plan, Form 206

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Notification Phase

The SO may or may not be immediately notified of an incident. If the SO is notified early on and is activated for the incident, pre-deployment actions can be taken

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Notification Phase Actions

- ◆ Obtain information about the incident and begin a pre-deployment operations safety analysis
- ◆ If chemicals are involved, obtain SDS and any other pertinent information
- ◆ Determine injuries, fatalities, and real/probable threats to responders


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Notification Phase Actions

- ◆ Identify hazard, exclusion and safety zones, areas of safe refuge, and evacuation zones as determined by first responders
- ◆ Determine the need for and request additional assistants for performing incident safety responsibilities

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Notification



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News Bulletin

August 14, 2013

The town of Worthington, Kentucky, which has been the blunt of recent flooding, has been battered by what some people are saying are the worst tornados they have ever seen. Many homes and businesses have been damaged or destroyed. There are reports that two of the city's chemical plants have been severely damaged and are on fire. There is a report of an explosion at Weeluv Plastics.

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Map of Worthington, KY. The map shows major roads including US-42, US-150, and KY-841. A red dot indicates the location of Weeluv Plastics. The map includes a scale bar (0 to 5 miles) and a north arrow. The ICS INSTITUTE logo is visible in the bottom left corner.

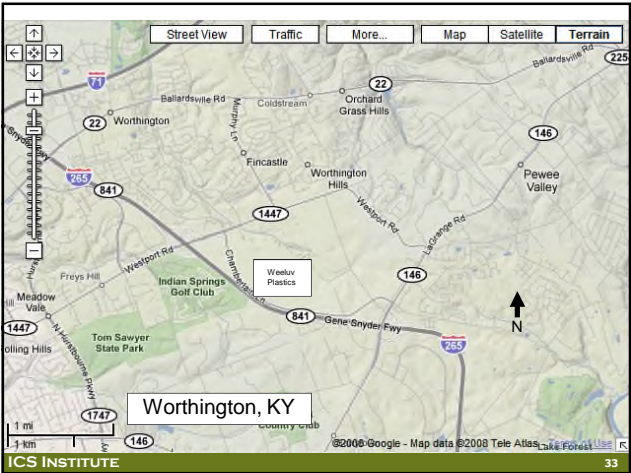
Worthington, KY

31

Map of Worthington, KY. The map shows major roads including US-42, US-150, and KY-841. A red dot indicates the location of Weeluv Plastics. The map includes a scale bar (0 to 5 miles) and a north arrow. The ICS INSTITUTE logo is visible in the bottom left corner.

Worthington, KY

32




Notification Phase

- ◆ Based on the incident information, review the steps in the ‘Job Aid: Notification Phase’ and determine which steps you can complete at this time

Module Objectives

- ◆ List 5 items that may be part of the Safety Officers (SO) kit
- ◆ List 5 pre-deployment actions the Safety Officer can take as given by the Job Aid



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Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Initial Response and Assessment

◆ George Brozowski

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Module Objectives

◆ Name the two parts of the Initial Response and Assessment Phase the Job Aid describes for the SO


◆ List at least 5 steps in the Conduct On-Scene Operations Analysis part of this phase

◆ List at least 5 steps in the Develop a Health and Safety Plan part of this phase

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Initial Response and Assessment

It is possible that a SO will be deployed to assist with the initial response and assessment.



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Check-In List ICS 211

[illegible]

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3

Initial Response and Assessment

- ◆ The SO Job Aid gives two parts of the Initial Response and Assessment Phase:
 - A: Conduct on-scene Operations Safety Analysis (Form 215A/hazard risk analysis Form 215A-ORM)
 - B: Develop a Health and Safety Plan

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On-scene Operations Safety Analysis

- ◆ Verify what happened
- ◆ Verify that all response personnel on scene are accounted for
- ◆ Confirm injuries, fatalities, and threats to the public

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On-scene Operations Safety Analysis

- ◆ Confirm threats to responders
- ◆ Confirm exclusion, safety, and hazard zones; evacuation areas; and places of safe refuge
- ◆ Review the scene and its specific site hazards

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On-scene Operations Safety Analysis


- ◆ Evaluate probability and consequences of hazards
- ◆ Review engineering, administrative, and personal protective equipment controls for appropriateness



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Develop a Health and Safety Plan

For Oil, Chemical, and WMD agent responses, HASP is required by 29 CFR 1910.120 (q)!



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Develop a Health and Safety Plan

- ◆ List controls and practices developed in Step A
- ◆ List and sketch hazard zones, restricted areas, evacuation zones, places of safe refuge

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Develop a Health and Safety Plan

- ◆ Identify procedures for emergencies occurring within the incident (injury, accident)
- ◆ Identify security measures
- ◆ Identify emergency alarms and hand signals


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Develop a Health and Safety Plan

- ◆ Identify emergency medical response procedures and contacts
- ◆ Consider using ICS 208 or other predetermined emergency response HASP
- ◆ Ensure that all operations personnel are briefed on the HASP prior to commencing operations

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Module Objectives
<ul style="list-style-type: none">◆ Name the two parts of the Initial Response and Assessment Phase the Job Aid describes for the SO◆ List at least 5 steps in the Conduct On-scene Operations Analysis part of this phase◆ List at least 5 steps in the Develop a Health and Safety Plan part of this phase
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March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Risk Characterization and Hazard Mitigation

◆ Cris D'Onofrio

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Module Objectives

◆ Discuss the risk analysis and hazard mitigation theory

◆ Identify three methods used to prioritize hazards

◆ List three categories of mitigation that are used to prevent accidents

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Basic Concepts

◆ Hazards: Things within the environment that can cause harm to people or equipment

◆ Risk: The chance that humans take in relationship to the hazards

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Hazard – unstable building



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3

Risk – entering building



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Hazard/Risk Analysis



- ◆ Chemical hazards
 - Flammability
 - Explosive
 - Toxicity
 - Corrosive
 - Reactivity

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Hazard/Risk Analysis


◆ Physical

▪ Slip, trip and fall

▪ Being struck by

- Falling objects
- Heavy equipment

▪ Electrical



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Hazard/Risk Analysis

◆ Biological


▪ Microbes

▪ Animals


▪ Plants




Credit: USDA



Credit: Richard S. Simmons/USFWS



Credit: U.S. Department of Agriculture



Credit: J. Anderson/USDA

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Hazard/Risk Analysis


◆ Weather


◆ Stress/Fatigue

◆ Driving

◆ Security







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3

Hazard/Risk Analysis

- ◆ Monitor: To check, test and observe for safe operations on the incident
- ◆ Mitigation: Regulate and control for safe operations on the incident

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Hazard/Risk Analysis

- ◆ Review the following visuals for possible hazards/risks
- ◆ Identify existing methods of mitigation or suggest possible ways to mitigate potential hazards/risks

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Orphan Containers



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12

Orphan Containers



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13

Storage



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14

Hazardous Materials



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15

Storage



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16

Storage



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17



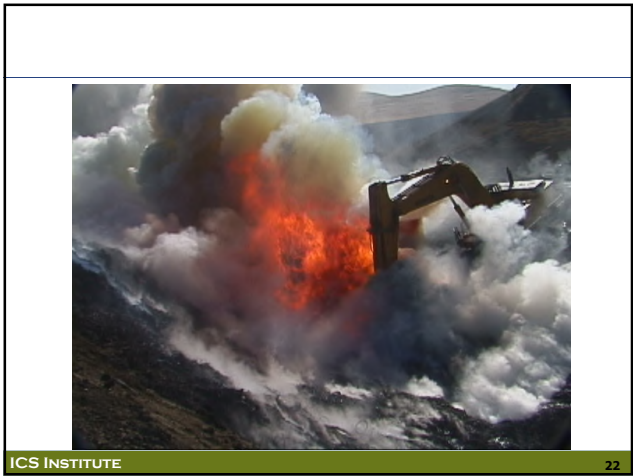


Debris Removal



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ICS INSTITUTE 22






Air Operations

ICS INSTITUTE 25

Air Operations

ICS INSTITUTE 26


Boating



A photograph showing a person in a small, dark boat navigating under a concrete bridge over a river. The water is calm, reflecting the bridge and the surrounding trees. A timestamp '5 3:59 PM' is visible in the bottom right corner of the image.

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Boating



A photograph of a group of people in a small boat on a river. The background shows a dense forest of bare trees, suggesting a late autumn or winter setting. The water is blue and reflects the sky.

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Hazard/Risk Mitigation

- ◆ Engineered controls
- ◆ Administrative controls/work practices
- ◆ Personal Protective Equipment

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Engineered Controls

◆ Use or substitution of engineered machinery or equipment

▪ Safety interlock

▪ Trench box

▪ Barrier

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Engineered Controls




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Administrative Controls

Patient: Doctor, it hurts when I do this.

Doctor: Then don't do that.




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Administrative Controls

◆ Administrative controls (or work practice controls):

- Procedures
- Policies/rules
- Training
- Supervision



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Administrative Controls



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Personal Protective Equipment

◆ PPE is something worn to protect against hazard/risk:

- Gloves
- Respirators
- Fall protection
- Hearing protection

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Personal Protective Equipment

◆ PPE is at the bottom of the hierarchy because:

- It must be worn
- It must be worn properly
- Not all PPE is adequate
- Wearer needs training
- It can produce stress/limitations

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Debris Removal



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Hazard/Risk Mitigation

It's OK to say "NO" to an assignment.



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Risk Management Concepts

- ◆ All projects we undertake have hazards connected with them.
- ◆ No one can ever know ALL the hazards on a project. However, we can think of most of them.
- ◆ All hazards are not equally severe. You must be able to identify which are which.

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Risk Management Concepts

- ◆ There are ways to mitigate the damage of hazards
- ◆ The project should balance the risk and the benefits
- ◆ Due to limited resources, it is not possible to identify and control ALL hazards
- ◆ You should put your priority on the “killer” items

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Hazard and Risk Prioritization

- ◆ Several methods are presented here but a Safety Officer may use any process
- ◆ The techniques are simple, so they are easily used in the field under adverse conditions

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Hazard and Risk Prioritization

Most of the Hazard Analysis procedures have similar elements – they prioritize the hazards based on:

- ◆ Potential severity
- ◆ Probability of an accident
- ◆ Preventability of an accident

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Hazard and Risk Prioritization

The theory of preventability is that if an accident is easy to prevent, then you should make it a priority. With just a little effort you will be able to prevent a mishap from taking place.

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Hazard and Risk Prioritization

Methods for prioritizing hazards

- ◆ The Priority Cross
- ◆ Risk Assessment Code (RAC)
- ◆ Severity, Probability, Exposure (SPE); Used on 215A-ORM

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The Priority Cross

1. Great Loss Potential?

	YES	NO
YES	1	2
NO	3	4

2. Preventable?

1 = highest priority 4 = lowest priority

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Risk Assessment Code (RAC)

Mishap Probability

	A	B	C	D	
Hazard Severity	I Catastrophic	1	1	2	3
	II Critical	1	2	3	4
	III Marginal	2	3	4	5
	IV Negligible	3	4	5	5

1=Critical 2=Serious 3=Moderate 4=Minor 5=Negligible

A = likely to occur immediately
or within a short period of time

B = probably will occur in time

C = may occur in time

D = unlikely to occur

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OPERATIONAL RISK MANAGEMENT

Operational Risk Management (ORM) is a formalized thought process:

- ◆ An assessment of the risk associated with operational tactics
- ◆ Helps ensure that proper safeguards are in place

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ORM – Justification of Risk

Enables Incident Management within ICS to justify risk-based decisions, especially in the face of legal, political and public scrutiny.

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ORM – Justification of Risk

- ◆ Incorporates SPE model
- ◆ Risk = Severity x Probability x Exposure

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Risk Estimate

Risk = Severity x Probability x Exposure

Severity:

- ◆ Injury or death
- ◆ Equipment damage
- ◆ Mission degradation
- ◆ Reduced morale
- ◆ Adverse publicity
- ◆ Administrative and/or Disciplinary actions

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Risk Estimate

Risk = Severity x Probability x Exposure

Severity:

- 1 = None or Slight
- 2 = Minimal
- 3 = Significant
- 4 = Major
- 5 = Catastrophic

Must have agreement between Ops and Safety

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Risk Estimate

Risk = Severity x Probability x Exposure

Probability (likelihood):

- 1 = Impossible or remote
- 2 = Unlikely under normal conditions
- 3 = About 50-50
- 4 = Greater than 50%
- 5 = Very likely to happen

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Risk Estimate

Risk = Severity x Probability x Exposure

Exposure (amount of time, number of occurrences, people, equipment etc.):

- 1 = None or below average
- 2 = Average
- 3 = Above Average
- 4 = Great

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Risk Estimate Example

◆ Shoreline Waterside Patrol (clear, sunny day)

◆ Multiply numbers:

Severity: Minimal = 2

Probability: Unlikely = 2

Exposure: Average = 2

Total = 8

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Risk Estimate

#	Risk
80-100	Very High, Discontinue/Stop
60-79	High, Immediate Correction
40-59	Substantial, Correction needed
20-39	Possible, Attention needed
1-19	Slight, Possibly acceptable.


Shoreline Waterside Patrol (8)

– Risk is slight and possibly acceptable

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Exercise


Given a method for prioritizing hazards and several situations, determine the hazard priority.



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Module Objectives
<ul style="list-style-type: none">◆ Discuss the risk analysis and hazard mitigation theory◆ Identify three methods used to prioritize hazards◆ List three categories of mitigation that are used to prevent accidents
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Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Incident Brief 201

◆ Anthony Honnellio

ICS INSTITUTE

Module Objectives

◆ List the 7 topics of the 201 briefing and an SO activity associated with each

◆ Given an ICS 201

- Initial Actions: Identify likely hazards and any controls implemented to address hazards
- Initial Objectives: Identify any safety objectives
- Current Actions: Identify likely hazards and any controls implemented to address hazards

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1

Module Objectives

◆ Given an ICS 201

- Planned Actions: Identify likely hazards and develop a list of controls
- Potential of Incident: Plan for size of Safety Organization
- Current Organization: Identify presence of a SO, DSO or Assistants. Review Org Chart and identify locations for field assistants and SO support
- Resource Summary: Identify additional hazards and risks posed by resources on-scene and those en route.

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Incident Brief 201

An ICS 201 briefing is conducted to inform new ICS personnel or new incident management teams of response activities since the incident start. It is also a transition briefing from one IMT to a new IMT.

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Incident Brief 201

- ◆ Obtain a copy of the 201 form, if possible
- ◆ The 201 briefing should parallel the main topics of the form. The SO's responsibility is to **listen** closely for safety issues and actions being taken to address them.

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Incident Brief 201

- ◆ 201 Topics:
 - Initial Actions
 - Initial Objectives
 - Current Actions
 - Planned Actions

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Incident Brief 201

◆ 201 Topics:

Potential of Incident

Current Organization

Resource Summary

ICS INSTITUTE6

Incident Brief 201

◆ Initial Actions:

Listen for actions taken

Write down likely hazards encountered

Record any controls implemented to address hazards

ICS INSTITUTE7

Incident Brief 201

◆ Initial Objectives:

Identify any safety objectives

If none are mentioned, begin to formulate one

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Incident Brief 201

◆ Current Actions:

▪ Listen for actions taken

▪ Write down likely hazards encountered

▪ Record any controls implemented to address hazards

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Incident Brief 201

◆ Planned Actions:

▪ Listen for planned actions

▪ Write down likely hazards encountered

▪ Begin to develop a list of controls to address hazards

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Incident Brief 201

◆ Potential of Incident:

▪ Use this information to begin planning the size of your Safety Organization

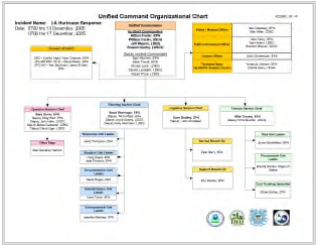
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Incident Brief 201

◆ Current Organization:

▪ Identify the presence of a SO or Assistants.

▪ Review the organization chart and identify locations for field assistants and SO support.



The diagram is a Unified Command Organizational Chart for an ICS 201 Incident Brief. It shows a hierarchy starting with Incident Commander (IC) at the top, followed by Command Staff (Safety Officer, Liaison Officer, Public Information Officer) and General Staff (Operations, Planning, Logistics, Finance/Administration). Below these are various functional units like Fire, Police, and Medical, each with their own sub-units and personnel. The chart is color-coded and includes a legend for symbols used.

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Incident Brief 201

◆ Resource Summary:

▪ Review the list of resources.

▪ Identify additional hazards and risks posed by resources on-scene and those en route.

▪ Identify the SO on-scene and Assistants en route.

▪ Begin formulating a list of controls to address hazards.

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Exercise

◆ Each student will be given a copy of an ICS 201.

◆ Working within your team, identify the following:

▪ Initial Action: Likely hazards encountered and controls implemented

▪ Initial Objectives: Is there a safety objective?

ICS INSTITUTE14

5

Exercise

◆ Working within your team, identify the following:

▪ Current Action: Likely hazards and controls implemented

▪ Planned Action: Likely hazards and possible controls

▪ Potential of Incident: Determine size of Safety Organization

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Exercise

◆ Working within your team, identify the following:

▪ Current Organization: Identify SO or Assistants

▪ Resources: Identify additional hazards and risks posed by resources on-scene or en route

ICS INSTITUTE16

Module Objectives

◆ List the 7 topics of the 201 briefing and an SO activity associated with each

◆ Given an ICS 201


▪ Initial Actions: Identify likely hazards and any controls implemented to address hazards

▪ Initial Objectives: Identify any safety objectives

▪ Current Actions: Identify likely hazards and any controls implemented to address hazards

ICS INSTITUTE17

Module Objectives
<div>◆ Given an ICS 201</div> <div><div>▪ Planned Actions: Identify likely hazards and develop a list of controls</div><div>▪ Potential of Incident: Plan for size of Safety Organization</div><div>▪ Current Organization: Identify presence of a SO or Assistants. Review Org Chart and identify locations for field assistants and SO support</div><div>▪ Resource Summary: Identify additional hazards and risks posed by resources on-scene and those en route</div></div>
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Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Initial UC Meeting

◆ Brian Kovak

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Initial Unified Command Meeting

◆ This meeting is for

- assembling the Unified Command
- identifying jurisdictional roles and limitations
- setting incident priorities, and
- building the response organization.

◆ The Planning Section Chief facilitates this meeting, if available.

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Initial Unified Command Meeting

The SO may or may not be invited to this meeting.

SOs should not attend this meeting if there are important safety considerations that require their attention.

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2

Initial Unified Command Meeting

- ◆ Maintain listening mode. Provide input only when called upon or if a serious issue is overlooked. If a serious safety situation does exist, communicate concerns to IC/UC and provide recommendations for correction.

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Initial Unified Command Meeting

- ◆ When incident priorities are discussed and safety is not listed or is not the top priority, diplomatically, remind the Incident Commander or Unified Command of the need for protecting the public and responders.

ICS INSTITUTE4

Initial Unified Command Meeting

- ◆ If technical specialists are discussed and a need for additional safety specialists is necessary, make a recommendation accordingly to the IC/UC.

ICS INSTITUTE5

Initial Unified Command Meeting

- ◆ Ensure that you or your assistant is readily accessible to address any concerns from your Assistant Safety Officers (ASOs) in the field.

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Initial Unified Command Meeting

- ◆ Recommend to the IC/UC that a discussion take place on how to handle emergencies within the emergency, if not previously addressed.

ICS INSTITUTE7

Module Objectives

- ◆ List four reasons for the initial Unified Command Meeting
- ◆ List 5 actions the SO may take during the initial UC meeting

ICS INSTITUTE8



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

Safety Officer IC/UC Objectives Meeting

◆ George Brozowski

ICS INSTITUTE

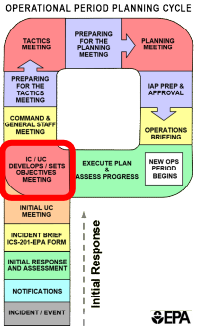
Module Objectives

- ◆ Describe the purpose of the Incident Command (IC)/Unified Command (UC) Objectives Meeting
- ◆ List 4 actions the SO may take during the IC/UC Objectives Meeting

ICS INSTITUTE1

UC Objectives Meeting

- ◆ During this meeting the UC creates, reviews, and prioritizes incident objectives
- ◆ For reoccurring meetings, objectives are reviewed and revised as needed
- ◆ Note this is part of the “circular” part of the Planning P



ICS INSTITUTE2

UC Objectives Meeting

- ◆ The Planning Section Chief facilitates this meeting if available
- ◆ The SO may or may not be invited to this meeting. SOs should not volunteer to attend this meeting if there are important safety considerations that require their attention.

ICS INSTITUTE3

UC Objectives Meeting

- ◆ Maintain listening mode. Provide input only when called upon or if a serious issue is overlooked.
- ◆ Review the Safety implications (fatigue) when the Operational Period is discussed

ICS INSTITUTE4

UC Objectives Meeting

- ◆ When objectives are discussed, ensure that there is one that addresses safety
- ◆ When the objectives are prioritized, strongly urge the IC/UC to make the Safety Objective the top objective

ICS INSTITUTE5

Safety Objectives

- ◆ The safety objective must be written to steer the operation toward addressing safety priorities without describing what specific resources and actions are needed
- ◆ **Always keep the end user, the responders and the public in mind!**

ICS INSTITUTE6

Safety Objectives

- ◆ Safety Objectives must be within the capabilities of the SO and his or her staff. If not, more safety resources must be ordered.

ICS INSTITUTE7

Safety Objectives

- ◆ Example
 - “Anticipate and identify incident hazards, evaluate risks and develop controls to safeguard responders and the public.” – Job Aid
 - “Ensure health and safety of responders and public by conducting operations in accordance with approved site safety plan.”

ICS INSTITUTE8

Safety Objectives

◆ Example


- “Ensure health and safety of public and responders by conducting environmental assessments, controlling hazards, and operating in accordance with the approved site safety and quality assurance sampling plans.”

ICS INSTITUTE9

Safety Objectives

◆ Example

- “Ensure the safety of responders and workers in the derailment site.”



ICS INSTITUTE10

Module Objectives

◆ Describe the purpose of the Incident Command/Unified Command Objectives Meeting

◆ List 4 actions the SO may take during the IC/UC Objectives Meeting

ICS INSTITUTE11



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Command and General Staff Meeting

◆ Anthony Honnellio

ICS INSTITUTE

Module Objectives

◆ Describe the purpose of the Command and General Staff Meeting.

◆ List 4 actions the SO may take during the Command and General Staff Meeting.

ICS INSTITUTE1

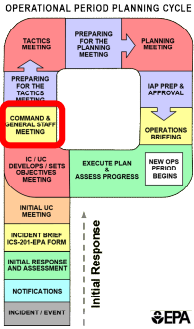
Purpose

◆ The UC presents decisions, priorities and objectives to the Command and General Staff

◆ The Planning Section Chief Facilitates this meeting.

◆ The SO must attend.

OPERATIONAL PERIOD PLANNING CYCLE



ICS INSTITUTE2

1

SO Actions

- ◆ Maintain listening mode. Provide input only when called upon or if a serious issue is overlooked.
- ◆ When objectives are discussed, ensure that there is one that addresses safety.

ICS INSTITUTE3

SO Actions

- ◆ When the priorities of the objectives are discussed and safety is not at the top, strongly urge the IC/UC to make the Safety Objective their top objective.
- ◆ Provide a Safety Status Briefing when called upon.

ICS INSTITUTE4

Safety Status Briefing

- ◆ Report on overall Safety Status of Incident
 - Number of injuries and/or near misses
 - Actions being taken to prevent injury or near miss reoccurrence

ICS INSTITUTE5

Safety Status Briefing

- ◆ Report critical hazards and any precautions or measures being taken to address them.
- ◆ Report the status of any tasking assigned by the IC/UC.

ICS INSTITUTE6

Safety Status Briefing

- ◆ Notify the IC/UC of any actions needed to help accomplish SO functions. If necessary, request some time after this meeting to discuss actions required in greater detail.

ICS INSTITUTE7

Safety Status Briefing

The Command and General Staff meeting is designed to be brief. The SO should keep his status report as short as possible. His or her audience is the Unified Command, who is occupied with all aspects of the incidents and is really only interested in the “big picture.”

ICS INSTITUTE8

Safety Status Briefing


- ◆ Therefore, the SOs briefing should be an overview of the status of Safety for the entire incident.
- ◆ Consult with Operations and Planning prior to the meeting when significant safety issues arise.

ICS INSTITUTE9

Module Objectives

- ◆ Describe the purpose of the Command and General Staff Meeting.
- ◆ List 4 actions the SO may take during the Command and General Staff Meeting.

ICS INSTITUTE10



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer
Tactics Meeting

◆ Cris D'Onofrio

ICS INSTITUTE0

Unit Objectives

◆ Describe the purpose of the Tactics Meeting.

◆ List 7 actions the SO may take during the Tactics Meeting.

ICS INSTITUTE1

Unit Objectives

◆ Given a Form 215 - EPA from Operations, prepare a risk/hazard analysis using both the Form 215A - EPA and Form 215A - ORM.

◆ Once the Form 215A is complete, use one or more of the risk prioritization tools to identify higher risk operations

ICS INSTITUTE2

Purpose

- ◆ The Incident Management Team begins formulating the Incident Action Plan.
- ◆ During this time, the SO is conducting a risk/hazard analysis on the tactics chosen by the Operations Section Chief and developing controls to safeguard the public and responders.

ICS INSTITUTE3

SO Actions

- ◆ Obtain briefings from ASOs in the field. This will ensure that the SO has the latest safety intelligence going into the tactics meeting.
- ◆ Accompany Planning and Operations Sections Chiefs to the location for preparing for the Tactics Meeting.

ICS INSTITUTE4

SO Actions

- ◆ As Operations begins developing tactics and work assignments for the next operational period, conduct a risk/hazard analysis on each assignment. (Use 215A - EPA and if applicable, use and apply risk prioritization tools).
- ◆ SO should meet as early as possible with the OPS, prior to the tactics meeting, to get a feel for the expected operations, so the SO can begin determining the risks and mitigations

ICS INSTITUTE5

SO Actions

◆ While the 215 is being completed, make notes on safety gear needed. If a work assignment requires specialized safety gear (e.g., hazmat suits), communicate this to Operations and Logistics. Cover details after the Tactics Meeting.

ICS INSTITUTE9

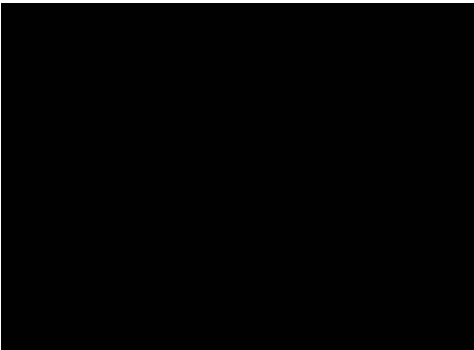
SO Actions

◆ Provide input on locations for safety equipment and stations such as

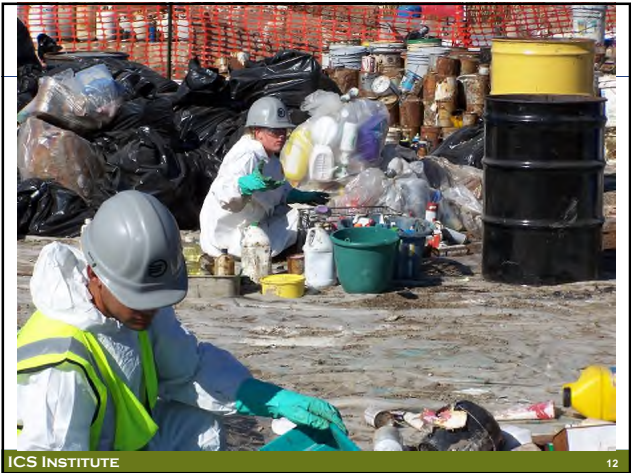
- Personnel decontamination
- Fire extinguishers
- Eye wash stations
- First aid stations

ICS INSTITUTE10

Tactics Meeting



ICS INSTITUTE11

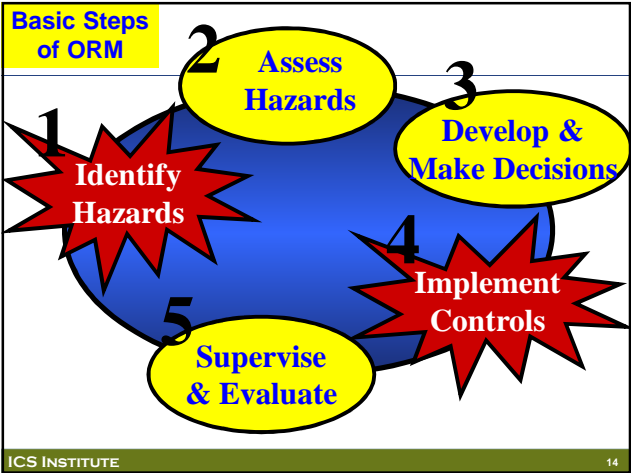


OPERATIONAL RISK MANAGEMENT

◆ ORM: A Formalized, Systematic Risk Analysis & Reduction Process:

- Used by the US Military & Large Corporations (My Favorites: Cruzan Rum and Jim Beam)
- Prioritizes the Risks (Focuses Attention & Resources on Problem Areas)
- Meant to Develop a Culture of Risk Analysis/Control
- Meant to assist development of a Safety Plan

ICS INSTITUTE13



ORM 7 STEP PROCESS

1. Identify Mission Tasks

2. Identify Hazards

3. Assess Risk

4. Identify Options for Reducing Risk

5. Evaluate Risk vs. Gain

6. Execute Decision

7. Monitor Situation

ICS INSTITUTE

15

ORM: Different Levels of Detail

◆ Flexible: evaluate flight ops to pallet moving.....

◆ Naval Flight Ops

- Found over 40 areas for improvements

◆ Pallet Moving

- USAF Culture of Safety

◆ Hurricane Sandy Dive Operation

- Detailed Planning and Analysis

ICS INSTITUTE

16

USCG Integrated ICS - ORM Model

◆ Introduced by AST Commander Laferriere

- Based on the SPE and GAR Models
- Assigns a Risk Level
- Fits into the ICS System
- Used by the USCG Strike Teams

◆ Now Under NRT Consideration for Adoption

ICS INSTITUTE

17

SPE Model	
Risk = Severity x Probability x Exposure	
SEVERITY	PROBABILTY
1 = None or slight	1 = Impossible or remote
2 = Minimal	2 = Unlikely in normal conditions
3 = Significant	3 = About 50-50
4 = Major	4 = Greater than 50%
5 = Catastrophic	5 = Very likely to happen
EXPOSURE	
1 = Below Average	3 = Above Average
2 = Average	4 = Great

[illegible]

#	Risk
80-100	Very High, Discontinue/Stop
60-79	High, Immediate Correction
40-59	Substantial, Correction needed
20-39	Possible, Attention needed
1-19	Slight, Possibly acceptable

[illegible]

The Fake Hazard Analysis Form

INCIDENT ACTION PLAN SAFETY ANALYSIS									
1. Incident Name		2. Date/Time (Required)		3. W/D 2-1-1-2-3		4. W/D 2-1-1-2-3		5. W/D 2-1-1-2-3	
4. Work Assignments		5. Date		6. Date		7. Date		8. Date	
1. Incident Name 2. Date/Time (Required) 3. W/D 2-1-1-2-3 4. W/D 2-1-1-2-3 5. W/D 2-1-1-2-3 6. W/D 2-1-1-2-3 7. W/D 2-1-1-2-3 8. W/D 2-1-1-2-3 9. W/D 2-1-1-2-3 10. W/D 2-1-1-2-3 11. W/D 2-1-1-2-3 12. W/D 2-1-1-2-3 13. W/D 2-1-1-2-3 14. W/D 2-1-1-2-3 15. W/D 2-1-1-2-3 16. W/D 2-1-1-2-3 17. W/D 2-1-1-2-3 18. W/D 2-1-1-2-3 19. W/D 2-1-1-2-3 20. W/D 2-1-1-2-3 21. W/D 2-1-1-2-3 22. W/D 2-1-1-2-3 23. W/D 2-1-1-2-3 24. W/D 2-1-1-2-3 25. W/D 2-1-1-2-3 26. W/D 2-1-1-2-3 27. W/D 2-1-1-2-3 28. W/D 2-1-1-2-3 29. W/D 2-1-1-2-3 30. W/D 2-1-1-2-3 31. W/D 2-1-1-2-3 32. W/D 2-1-1-2-3 33. W/D 2-1-1-2-3 34. W/D 2-1-1-2-3 35. W/D 2-1-1-2-3 36. W/D 2-1-1-2-3 37. W/D 2-1-1-2-3 38. W/D 2-1-1-2-3 39. W/D 2-1-1-2-3 40. W/D 2-1-1-2-3 41. W/D 2-1-1-2-3 42. W/D 2-1-1-2-3 43. W/D 2-1-1-2-3 44. W/D 2-1-1-2-3 45. W/D 2-1-1-2-3 46. W/D 2-1-1-2-3 47. W/D 2-1-1-2-3 48. W/D 2-1-1-2-3 49. W/D 2-1-1-2-3 50. W/D 2-1-1-2-3 51. W/D 2-1-1-2-3 52. W/D 2-1-1-2-3 53. W/D 2-1-1-2-3 54. W/D 2-1-1-2-3 55. W/D 2-1-1-2-3 56. W/D 2-1-1-2-3 57. W/D 2-1-1-2-3 58. W/D 2-1-1-2-3 59. W/D 2-1-1-2-3 60. W/D 2-1-1-2-3 61. W/D 2-1-1-2-3 62. W/D 2-1-1-2-3 63. W/D 2-1-1-2-3 64. W/D 2-1-1-2-3 65. W/D 2-1-1-2-3 66. W/D 2-1-1-2-3 67. W/D 2-1-1-2-3 68. W/D 2-1-1-2-3 69. W/D 2-1-1-2-3 70. W/D 2-1-1-2-3 71. W/D 2-1-1-2-3 72. W/D 2-1-1-2-3 73. W/D 2-1-1-2-3 74. W/D 2-1-1-2-3 75. W/D 2-1-1-2-3 76. W/D 2-1-1-2-3 77. W/D 2-1-1-2-3 78. W/D 2-1-1-2-3 79. W/D 2-1-1-2-3 80. W/D 2-1-1-2-3 81. W/D 2-1-1-2-3 82. W/D 2-1-1-2-3 83. W/D 2-1-1-2-3 84. W/D 2-1-1-2-3 85. W/D 2-1-1-2-3 86. W/D 2-1-1-2-3 87. W/D 2-1-1-2-3 88. W/D 2-1-1-2-3 89. W/D 2-1-1-2-3 90. W/D 2-1-1-2-3 91. W/D 2-1-1-2-3 92. W/D 2-1-1-2-3 93. W/D 2-1-1-2-3 94. W/D 2-1-1-2-3 95. W/D 2-1-1-2-3 96. W/D 2-1-1-2-3 97. W/D 2-1-1-2-3 98. W/D 2-1-1-2-3 99. W/D 2-1-1-2-3 100. W/D 2-1-1-2-3 101. W/D 2-1-1-2-3 102. W/D 2-1-1-2-3 103. W/D 2-1-1-2-3 104. W/D 2-1-1-2-3 105. W/D 2-1-1-2-3 106. W/D 2-1-1-2-3 107. W/D 2-1-1-2-3 108. W/D 2-1-1-2-3 109. W/D 2-1-1-2-3 110. W/D 2-1-1-2-3 111. W/D 2-1-1-2-3 112. W/D 2-1-1-2-3 113. W/D 2-1-1-2-3 114. W/D 2-1-1-2-3 115. W/D 2-1-1-2-3 116. W/D 2-1-1-2-3 117. W/D 2-1-1-2-3 118. W/D 2-1-1-2-3 119. W/D 2-1-1-2-3 120. W/D 2-1-1-2-3 121. W/D 2-1-1-2-3 122. W/D 2-1-1-2-3 123. W/D 2-1-1-2-3 124. W/D 2-1-1-2-3 125. W/D 2-1-1-2-3 126. W/D 2-1-1-2-3 127. W/D 2-1-1-2-3 128. W/D 2-1-1-2-3 129. W/D 2-1-1-2-3 130. W/D 2-1-1-2-3 131. W/D 2-1-1-2-3 132. W/D 2-1-1-2-3 133. W/D 2-1-1-2-3 134. W/D 2-1-1-2-3 135. W/D 2-1-1-2-3 136. W/D 2-1-1-2-3 137. W/D 2-1-1-2-3 138. W/D 2-1-1-2-3 139. W/D 2-1-1-2-3 140. W/D 2-1-1-2-3 141. W/D 2-1-1-2-3 142. W/D 2-1-1-2-3 143. W/D 2-1-1-2-3 144. W/D 2-1-1-2-3 145. W/D 2-1-1-2-3 146. W/D 2-1-1-2-3 147. W/D 2-1-1-2-3 148. W/D 2-1-1-2-3 149. W/D 2-1-1-2-3 150. W/D 2-1-1-2-3 151. W/D 2-1-1-2-3 152. W/D 2-1-1-2-3 153. W/D 2-1-1-2-3 154. W/D 2-1-1-2-3 155. W/D 2-1-1-2-3 156. W/D 2-1-1-2-3 157. W/D 2-1-1-2-3 158. W/D 2-1-1-2-3 159. W/D 2-1-1-2-3 160. W/D 2-1-1-2-3 161. W/D 2-1-1-2-3 162. W/D 2-1-1-2-3 163. W/D 2-1-1-2-3 164. W/D 2-1-1-2-3 165. W/D 2-1-1-2-3 166. W/D 2-1-1-2-3 167. W/D 2-1-1-2-3 168. W/D 2-1-1-2-3 169. W/D 2-1-1-2-3 170. W/D 2-1-1-2-3 171. W/D 2-1-1-2-3 172. W/D 2-1-1-2-3 173. W/D 2-1-1-2-3 174. W/D 2-1-1-2-3 175. W/D 2-1-1-2-3 176. W/D 2-1-1-2-3 177. W/D 2-1-1-2-3 178. W/D 2-1-1-2-3 179. W/D 2-1-1-2-3 180. W/D 2-1-1-2-3 181. W/D 2-1-1-2-3 182. W/D 2-1-1-2-3 183. W/D 2-1-1-2-3 184. W/D 2-1-1-2-3 185. W/D 2-1-1-2-3 186. W/D 2-1-1-2-3 187. W/D 2-1-1-2-3 188. W/D 2-1-1-2-3 1									

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215A-ORM at Deepwater Horizons

◆ Used as an Assessment Tool

No EPA HASP

Pre-Loaded Work Assignments (Ops)/ Hazards/Controls on Template

Developed Safety Messages/Briefs for EPA from 215A-ORM Assessment

◆ Attempted Widespread Use

15+ Contractors, Safety All Over the Map

No Other Systematic Risk Assessment Done

◆ Communicated Problems to BP Safety

ICS INSTITUTE24

INCIDENT ACTION PLAN SAFETY ANALYSIS

1. Incident Name

2. Location

3. Date/Time

4. Work Assignments

5. Hazards

6. Controls

7. Safety Messages

8. Other

9. Risk Assessment

10. Risk Rating

11. Risk Level

12. Risk Category

13. Risk Description

14. Risk Mitigation

15. Risk Monitoring

16. Risk Review

17. Risk Closure

18. Risk Sign-off

19. Risk Approval

20. Risk Acknowledgment

21. Risk Acceptance

22. Risk Rejection

23. Risk Escalation

24. Risk De-escalation

25. Risk Transfer

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ICS 215A-ORM: Safety Message
Deepwater Horizons MC-252 Incident
6/26/2010

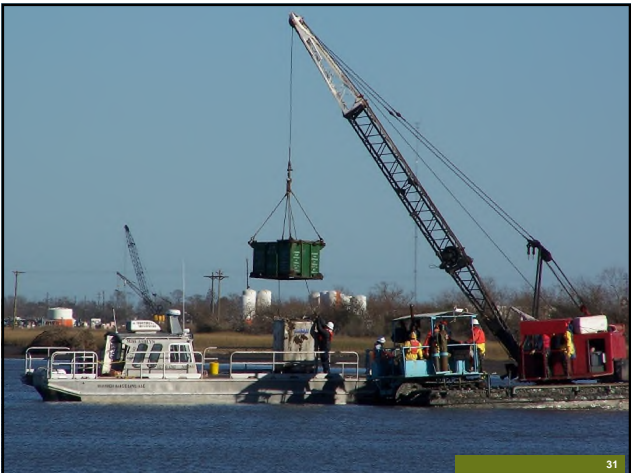
The following safety controls apply to all EPA FOSC/Rs conducting oversight of Beach Operations. Those items pertaining to Work Crews should be monitored and reported if deficiencies are noted.

- Heat Stress: Know the signs of heat stress-Follow ICS 208 Heat Stress Safety Alert
 - Follow work/rest ratios as per chart
 - Drink fluids; 3 quarts every four hours for average adult. Do not exceed 1.5 quarts per hour.
 - Enhance rehydration: add extra salt to meals; eat bananas and citrus fruits; drink lemonade, orange juice, or tomato juice; and avoid excess caffeine/alcohol.
 - Specific make-type light weight cargo pants/shorts and light weight boots are approved for use during oversight of beach operations. See the IC's email for specs on allowable short pants.
 - Wear light weight light colored clothes.
- ATV/UTVs: Follow ICS 208 ATV Safety Alert as of 6/23/2010
 - Drive within your abilities or don't drive at all
 - Max. on road speed -20 mph
 - Max. off road speed-10 mph
 - No on-road travel without an escort vehicle.
 - Escort vehicles must use flashers
 - Off-road avoid steep inclines and deep sand dunes.
- Hospital/Emergency Care:
 - Call 911 in an emergency.
 - Use the ICS 206 for hospital locations/capabilities. Maintain a copy in your vehicle.
 - Post maps from your staging location to local hospitals at the command post.
 - Report all accidents/injuries near misses to your immediate supervisor and the EPA Health and Safety Officer.
 - Copy a copy of OSHA Form 304-16, Authorization for Examination and Use.

ICS INSTITUTE27

10













Exercise

- ◆ Using the Form 215 provided and any additional information provided by the instructor, the class will prepare a Form 215A - EPA and a Form 215A - ORM.

ICS INSTITUTE36

Unit Objectives

- ◆ Describe the purpose of the Tactics Meeting.
- ◆ List 7 actions the SO may take during the Tactics Meeting.

ICS INSTITUTE37

Unit Objectives

- ◆ Given a Form 215 - EPA from Operations, prepare a risk/hazard analysis using both the Form 215A - EPA and Form 215A - ORM.

ICS INSTITUTE38



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer
Planning Meeting

◆ Brian Kovak

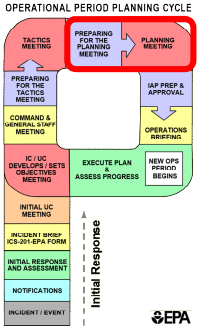
ICS INSTITUTE

Unit Objectives

◆ Describe the purpose of the Planning Meeting.

◆ List 7 actions the SO may take prior to or during the Planning Meeting.

OPERATIONAL PERIOD PLANNING CYCLE



ICS INSTITUTE1

Purpose

◆ The purpose of the Planning Meeting is to receive verbal approval from the Unified Commander to proceed with the Incident Action Plan.

◆ This meeting provides an overview of the tactical plan to achieve the Unified Command's direction, priorities, and objectives.

◆ The SO provides a summary safety briefing for the Unified Command/Incident Commander.

ICS INSTITUTE2

1

Resolving Issues

Prior to the Planning Meeting

- ◆ It is important for SOs and other members of the Command and General Staff to demonstrate unity during this meeting.
- ◆ This means that any significant differences between the SO and other members of the Command and General Staff should be resolved prior to this meeting.

ICS INSTITUTE3

Resolving Issues

Prior to the Planning Meeting

- ◆ Issues that cannot be resolved before, during, or after the Tactics meeting should be presented to the Unified Commander/Incident Commander for resolution before the Planning Meeting.

ICS INSTITUTE4

SO Actions

- ◆ Obtain briefings from ASOs in the field. This will ensure that the SO has the latest safety intelligence going into the planning meeting.
- ◆ Meet with or have an ASO meet with Logistics Section personnel to ensure that proper safety equipment is being ordered for responders.

ICS INSTITUTE5

SO Actions

- ◆ Begin drafting the safety message.
- ◆ Present issues that could not be resolved before, during or after the tactics meeting to the UC/IC with recommendations.

ICS INSTITUTE6

Safety Message

SANGRIA RIVER OIL SPILL
9/16/2000 1900 to 0700

TAKE
"A I M"
Anticipate, Identify, Mitigate
All Hazards

- Minimum staffing tonight. Use buddy system. Watch out for each other.
- Stay clear of high crime areas. Report all suspicious activities.
- Recovery operations suspended for the night due to thunderstorms in the area.
- Thunderstorms forecasted, all recovery operations must be suspended when thunder or lightening is present.
- Ensure that collection and containment areas are well lighted to prevent slips, trips and falls.

Know the Communications Plan and who you need to contact in the event of an emergency.

ICS INSTITUTE7

Safety Message

"SAFETY MESSAGE"

Hurricane Ike – Region 6

Operational Period:
Starting: 11/26/08
Ending: 1/1/09

Major Hazards and Risks:

Biological Hazards	Security	Fatigue	Slips, Trips, and Falls
Electrical Hazards	Hazardous Materials	Stress	
Thermal Stresses	Fire/Explosions	Insects	

Wound Care – Make sure that when you get a cut, scrape, and or puncture that you clean the area with antiseptic, apply some sort of topical antibiotic, and keep covered so that the wound area stays clean. Be sure to check wound daily to see that it is not getting infected. If the wound area becomes red and swollen, especially if red streaks extend from the wound, you should seek medical attention.

Where is the Hospital? Make sure to check the HASP and or Medical Plan for the hospital closest to where you will be working and where you are staying. Remember if you call 911 from a cell phone you will need to provide the address of where you are located or at least an address generally in the area of where you are working before they can respond.

ICS INSTITUTE8

Safety Message

Early Morning Driving Safety – With the time change, we **MUST** be very cautious while driving from our hotel to work. Be on the lookout for cyclists and pedestrians! Take the time to make sure your windows and free of water or fog prior to driving.

Proper Load Safety – Now that we're in the process of shutting down operations, let's take the time and keep in mind on the proper methods to secure the loads to the vehicle to prevent accidents. Keep the load close to your body. **Lift with your legs and not with your back, and "buddy-lift" heavy loads!**

Don't Forget To Drink Water! Even though the calendar says November, the weather in Texas can get up into the 70s or 80s! Please bring plenty of water when you go out to the work-sites. Remember, **if you don't drink, you'll drop like a rock!**


Critical Incident Stress Management (CISM) Message - Stay in touch with home, focus on your job and watch out for your buddies. Remember that when stress arises, the quickest response is not always the wisest. It is vital that you take care of yourselves as well as you take care of others. The CISM team's job is to help prevent long term effects from stress and our support is available for you 24 hours a day/seven days a week. Call Beverly Negri at 512-426-6400.

Who To Call! Address any Safety concerns to Althea Foster at 214-789-1572.

ICS INSTITUTE9

SO Actions

◆ If time allows, prepare a Safety Poster that focuses on top hazards. Make the Poster visually appealing to help communicate the strongest safety message to responders.



ICS INSTITUTE10

Safety Bulletin Board



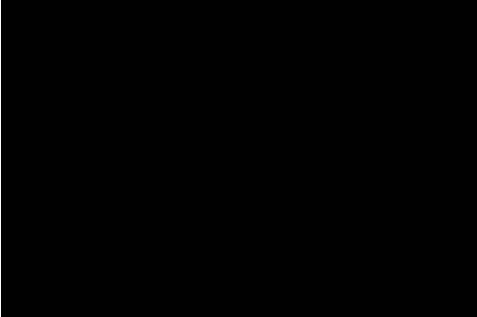
ICS INSTITUTE11

SO Actions

- ◆ Maintain listening mode. Provide input only when called upon or if a serious safety issue is raised.
- ◆ Provide a briefing when called upon. This may include using the 215A or may be as simple as providing a summary.
 - # injuries, near misses
 - Preventative/corrective actions
 - Top 3 hazards and safeguards
 - 215A-ORM or other risk prioritization tool may be used to highlight a particularly risk operation

ICS INSTITUTE12

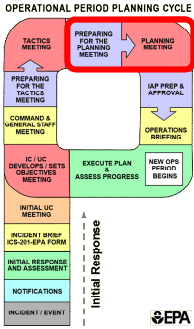
Planning Meeting




ICS INSTITUTE13

Unit Objectives

- ◆ Describe the purpose of the Planning Meeting.
- ◆ List 7 actions the SO may take prior to or during the Planning Meeting.



ICS INSTITUTE14



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

IAP Preparation and Approval

◆ Jeffry Rodin

ICS INSTITUTE

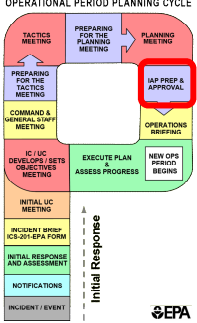
Unit Objectives

◆ List 6 actions the SO may take during the IAP Preparation and Approval phase.

◆ Given a draft IAP

- review the organizational assignment list (203), medical plan (206), and communications plan (205)

OPERATIONAL PERIOD PLANNING CYCLE



EPA

ICS INSTITUTE1

Unit Objectives

◆ Given a draft IAP

- Prepare a Safety Message and a General Safety Message.
- Insert special safety instructions into the 204s.

ICS INSTITUTE2

SO Actions

- ◆ Complete the overall incident “Safety Message.”
- ◆ Add “General Safety Message” to ICS Form 202
- ◆ Ensure that SO organization is reflected in ICS Form 203.

ICS INSTITUTE3

Form 202

4. Operational Period Command Emphasis

(Safety Message, Priorities, Key Decisions/Directions)

1) Continue to ensure all resource orders placed for personnel and equipment to support ramp-up have been filled.

2) Continue the collection of hazardous debris, including white goods management.

3) Conduct air monitoring/sampling.

4) Respond to and address spills/releases at facilities identified during the RNA in Western Louisiana sector and develop plans for establishment of Debris Collection Operations.

5) Maintain continuous tactical operations throughout the IMT Transition period.

6) Recognize earlier darkness due to time-change, adjust as appropriate.

7) Finalize USCG arrangements for USCG inclusion in Unified Command with EPA and LDEQ.

ICS INSTITUTE4

Form 202

“SAFETY MESSAGE”

Hurricane Ike – Region 6

Operational Period:
Starting: 11/26/08
Ending: 1/1/09

Major Hazards and Risks:

Biological Hazards

Security

Fatigue

Slips, Trips, and Falls

Electrical Hazards

Hazardous Materials

Stress

Thermal Stresses

Fire/Explosions

Insects

Wound Care – Make sure that when you get a cut, scrape, and or puncture that you clean the area with antiseptic, apply some sort of topical antibiotic, and keep covered so that the wound area stays clean. Be sure to check wound daily to see that it is not getting infected. If the wound area becomes red and swollen, especially if red streaks extend from the wound, you should seek medical attention.

Where is the Hospital? Make sure to check the HASP and or Medical Plan for the hospital closest to where you will be working and where you are staying. Remember if you call 911 from a cell phone you will need to provide the address of where you are located or at least an address generally in the area of where you are working before they can respond.

ICS INSTITUTE5

2

Form 202

Early Morning Driving Safety – With the time change, we **MUST** be very cautious while driving from our hotel to work. Be on the lookout for cyclists and pedestrians! Take the time to make sure your windows and free of water or fog prior to driving.

Proper Load Safety – Now that we're in the process of shutting down operations, let's take the time and keep in mind on the proper methods to secure the loads to the vehicle to prevent accidents. Keep the load close to your body. **Lift with your legs and not with your back, and "buddy-lift" heavy loads!**

Don't Forget To Drink Water! Even though the calendar says November, the weather in Texas can get up into the 70s or 80s! Please bring plenty of water when you go out to the work-sites. Remember, **if you don't drink, you'll drop like a rock!**

Critical Incident Stress Management (CISM) Message - Stay in touch with home, focus on your job and watch out for your buddies. Remember that when stress arises, the quickest response is not always the wisest. It is vital that you take care of yourselves as well as you take care of others. The CISM team's job is to help prevent long term effects from stress and our support is available for you 24 hours a day/seven days a week. Call Beverly Negri at 512-426-6400.

Who To Call! Address any Safety concerns to Althea Foster at 214-789-1572.

ICS INSTITUTE6

Form 203

1. Incident Name Hurricane Katrina	2. Operational Period (Date/Time) From: 0800 To: 1500 09 Sept 05	ORGANIZATION ASSIGNMENT LIST ICS 203-INT
3. Incident Commander(s) and Staff Agency IC Deputy EPA Ken Clark Jim Silver USCG CMD LaFemine CMD N Valley LDEQ Chris Peltier Jeff Meyers Safety Officer Rita Engstrom/Glen Miller Information Officer Mike Kupinski Liaison Officer Dginn Mann/Carmen Henning CISM Beverly Negri	7. OPERATION SECTION Chief Gary Moore Deputy Staging Area Manager Warren Zahner Staging Area Manager a. Branch – Division Groups Env. Assess. Branch Branch Director Jeff Sechtel Deputy Division Group Recon/Rescue David Rees Division Group Env. Sampling Mike Sierlog Division Group Drinking Water Dawn Ison/Paul Dahlery Division/Group Wastewater LDEQ Division/Group b. Branch – Division/Groups ER Branch Branch Director Gary Lipson Deputy Division/Group S & R Chris Ruhl Division/Group ER Team Chris Ruhl	
4. Agency Representatives Agency Name TCEQ Jeff Lewellen NOAA Ron Grognet LOSCC Tina Staysie LPWS Iles Longo USEACE Chris Brantley		
5. PLANNING/INTEL SECTION Chief John Martin Deputy Doni Zuroski Resources Unit Karen McCormick Situation Unit Lance Richman		

ICS INSTITUTE7

SO Actions

◆ In section 8 of ICS Form 204, add special safety instructions specific to the unit's work assignment. Use information from Form 215A-EPA or other risk prioritization tool (e.g., 215A-ORM).

1. Incident Name	2. Operational Period	3. Incident Type	INCIDENT ACTION PLAN SAFETY ANALYSIS ICS 215A - EPA											
Hazardous / Risk			Risk Mitigation											
Other Hazards / Other														Other Risk Mitigation
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepared By:	Reviewed By:												Officer / Trainer	

ICS INSTITUTE8

3

SO Actions

In section 8 of ICS Form 204, add special safety instructions specific to the unit's work assignment. Use information from Form 215A-EPA or other risk prioritization tool (e.g., 215A-ORM).

INCIDENT ACTION PLAN SAFETY ANALYSIS											
INCIDENT/EMERGENCY OR HAZARDOUS SITUATION											
1. Incident/Event Information											
2. Hazards and Risks											
3. Control Measures											
4. Emergency Response											
5. Incident/Event Summary											
6. Incident/Event Analysis											
7. Incident/Event Action Plan											
8. Incident/Event Review											
9. Incident/Event Follow-up											
10. Incident/Event Closure											

ICS INSTITUTE9

Form 204

6. Resources Assigned

X indicates 204a attachment with additional instructions				
Strike Team Task Force Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks
Chlorine Residual Testing Team	Key Nall	225.955.9660	9 START 1 LDHH 2 FPS	Report to Algiers WTP facility at 0700 hours

7. Work Assignments

- Chlorine Residual Testing Team: will perform tanker truck verification / inspection / filling operations and conduct chlorine residual analyses on water tanker trucks prior to departure at the Algiers WTP.
- Daily operations will continue 07:00 to 19:00 hours, 7 days per week.
- *Karen Iron is the technical contact of chlorine residual analyses and is located at LDHH ; 6867 Bluebonnet Blvd; Baton Rouge, LA 70810

8. Special Instructions

- Minimum Level D. As needed. Particulate filter with imbedded charcoal (N95) if splash hazard or for small, snake chaps, ear plugs.
- Use Buddy system. Maintain contact with team members. If security issues arise, contact Robert Chaney at 303-419-2260.
- Safety officers will conduct periodic safety visits to work sites.
- EPA Community Involvement Coordinators (CICs) may be working in your area doing outreach activities.

LA State Police Det. Troop B 504-471-2788 (South Shore)

ICS INSTITUTE10

Form 204

7. Work Assignments

- Removal Teams 1 and 2 will conduct recovery operations in response to immediate and long-term incidents.
- Incoming OSC to join Removal Group 2 on Wednesday

8. Special Instructions

- Minimum appropriate Level D PPE, including as necessary, durable clothing, steel-toed shoes/boot, work gloves, safety glasses/goggles for splash hazard, hardhat if overhead hazards present, ear plugs for loud equipment noise, particle mask or respirator with N95 particle filter for dust or odor, over boots for wet areas. Add Tyvek suite for Level C protection.
- Minimum appropriate Level B PPE as hazard dictates when opening or sampling unknown drums or working with unknown materials (Tyvek, SCBA, inner/outer gloves, booties. Down grade as hazard dictates when retrieving non-leaking drums from water bodies. Appropriate PFDs will be utilized at all times when working on or near the water.
- Air monitoring capabilities include MultiRae, TVA, Draeger tubes, BTEX and radiation survey meter.
- EPA Community Involvement Coordinators (CICs) may be working in your area doing outreach activities.

ICS INSTITUTE11

4

SO Actions

◆ Review the medical plan (Form 206). Ensure that hospitals are able to treat exposed victims, regardless of exposure type (chemical, biological, radiological, etc.).

ICS INSTITUTE12

Medical Plan

ICS 206: Medical Plan	1. Incident Name Hurricane Katrina-East	2. Date Prepared 31 October 2005	3. Time Prepared 1830	4. Operational Period From: 0700 1 Nov 05 To 0700 3 Nov 05
5. Incident Medical Aid Stations				
Medical Aid Station	Location			Personnel Yes No
FDH-TCP Medical Clinic	LA Technical College, Metairie (980-2180)			RN
EMEDS - Spent of Charity (used if dest)	South Metairie St. St O (used to University Bldg)			MD
FDH-FEMA DMAT (used)	Lorenzoni Rd, West Bank, Algiers, N/O			MD
21st Cavalier Support Hospital (CH) (used if dest)	310 Cochrane Center, Ball 1, Gate 15 Protest, Metairie, LA 70070-0000			MD
EMEDS - NALS/NOCA, NALS Aid Station, N/O	400 Thruway, Ave. 100, E2C, C, Chalmette, 707-220-4400			
NEMS - Chalmette	Chalmette High School, 1300 E Judge Pines Dr CHS Group (type: 340-783-8871, 1 888-337-1456 340-988-780)			RN, EMT
NEMS - Chalmette Med Facility	8101 W Judge Pines Dr 701-864-9424			
NEMS - DMAT (used)	Belle Chasse Middle School, 12401 Hwy 21, Belle Chasse			MD EMT
Catastrophe DMAT (used)	Belle Chasse Methodist Church, Hwy 21, Belle Chasse (1AT phase: 511-4770-7945/4801)			
EMEDS 144th Airborne, Army 150 (used)	Grenada (LA, LA) (Army Base G 1 High School)			
Army, FEMA Base Camp (400-200-0000)	Pearl Harbor High School, Pargueson Parish 400-200-0000			Task
EMEDS - University	Med Ctr of Louisiana - St Eugene (CHS HOSPITAL, 307 CHS) 2012, Pearl St, N/O Earth Tremors: 707-220-7400 Pearl Metairie: 704-261-0108 Pearl Chalmette: 704-470-0107			

ICS INSTITUTE13

Medical Plan

6. Transportation						
A. Ambulance Services						
Name	Address	Phone	Personnel Yes No			
East Jefferson Parish EMS	911 Algiers	504-340-0379	X			
New Orleans EMS, Fire, Police	911 Algiers	504-575-4030	X			
Pargueson Parish EMS	Pargueson Parish Govt Off, Pearl Lake	504-615-1333	X			
US Coast Guard Med Resc Helo	Belle Chasse, Naval Air Station	504-393-0031, 2	X			
B. Incident Ambulances						
Name	Location		Personnel Yes No			
7. Hospitals						
Name	Address	Travel Time Air Ground	Phone	Helped Yes No	Brn Center Yes No	
Ochsner Clinic Foundation	1514 Jefferson Hwy, SR 90, N/O	1 hr	504-843-3440	X		X
East Jefferson General	4200 Stuenkel Blvd, Metairie	1 hr	504-434-4387	X		X
West Jefferson	1101 Medical Center Blvd, Metairie	2 hrs	504-347-0511	X		X
Texas Infirmary	2401 Poychar St, N/O	2 hrs	504-897-7011	X		X
Mandeville	2100 Belle Chasse Hwy, Gentex		504-393-3131			
Northshore Reg Med Ctr	100 Medical Center Drive, Slidell		985-440-7070	X		X
Slidell Memorial	1001 Grease Blvd, Slidell		985-440-8142	X		X
Lakeview Reg Med Ctr	91 E Fawcett Dr (op Hwy 190), Covington		985-887-4000			

ICS INSTITUTE14

SO Actions

- ◆ Review the Communications Plan to ensure that there is clear communications link to all field units and their supervisors. Contact field ASOs to determine effectiveness of the Communications Plan.

ICS INSTITUTE15

Communications Plan

Incident Radio Communications Plan		1. Scenario Title KATE20A - EPA RESPONSE		2. Title Year Template 1. Nov 03 1900		3. Scenario Period Title Year From 0700 1 Nov 03 To 0700 1 Nov 03	
4. Basic Radio Channel Utilization							
Radio Type/Code	Channel	Frequency	Priority	Agency	Branch		
RACAL/NFPC	1	TAC 1	166.430 DPL 124	ENVIRONMENTAL ASSESSMENT BRANCH	All Branch Group communications		
RACAL/NFPC	2	TAC 2	163.700 DPL 140	DROWNING WATER BRANCH	All Branch Group communications		
RACAL/NFPC	3	TAC 3	163.775 DPL 185	ER BRANCH	All ER Group communications		
RACAL/NFPC	4	TAC 4	166.430 DPL 305	HAZARDOUS DEBRIS BRANCH	All Hazmat Group communications		
RACAL/NFPC	5	TAC 5	166.775 DPL 305	RECONSTRUCTION BRANCH	All Recon Group communications		
RACAL/NFPC	6	CMD - NORTH	Ra-176 6125 Tr-163 5700	N/O - AREA WIDE COMM ALL BRANCHES	For all North New Orleans area-wide communications and contact with LA TECH RCP		
RACAL/NFPC	7	CMD - SOUTH	Ra-176 6125 Tr-163 5657	N/O - AREA WIDE COMM ALL BRANCHES	For all South New Orleans area-wide communications and contact with LA TECH RCP		
RACAL/NFPC	8	Digital TAC 1	173.8750 S1A1	ENVIRON, DROWNING WATER, ER	Branch Group Service Comm		
RACAL/NFPC	9	Digital TAC 2	173.8750 S1B1	HAZARDOUS DEBRIS, RECON	Branch Group Service Comm		
RACAL/NFPC	10				Blank Channel		

ICS INSTITUTE16

Exercise

- ◆ Using the 215 provided and any additional information from previous meetings, prepare a 215A-EPA or 215A-ORM
- ◆ Use information from the 215A to add information to the draft IAP that is provided.

ICS INSTITUTE17

Exercise

◆ Given a draft IAP

▪ Prepare a “Safety Message.”

▪ Prepare a “General Safety Message” for the ICS Form 202

▪ Ensure that SO organization is reflected in ICS Form 203.

ICS INSTITUTE

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Exercise

◆ Given a draft IAP

▪ In the ICS Form 204s, add special safety instructions specific to the unit’s work assignment.

▪ Review the Medical Plan

▪ Review the Communications Plan

ICS INSTITUTE

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Unit Objectives

◆ List 6 actions the SO may take during the IAP Preparation and Approval phase.


◆ Given a draft IAP

▪ review the organizational assignment list (203), medical plan (206), and communications plan (205).

ICS INSTITUTE

20

Unit Objectives
<ul style="list-style-type: none">◆ Given a draft IAP<ul style="list-style-type: none">▪ Prepare a Safety Message and a General Safety Message.▪ Insert special safety instructions into the 204s.
ICS INSTITUTE 21



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer
Operations Briefing

◆ Gregory DeAngelis

ICS INSTITUTE

Unit Objectives

◆ Describe the purpose of the Operations Briefing

◆ List 5 actions the SO may take during the Operations Briefing Phase

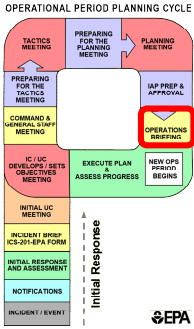
◆ Using information supplied in 215As, 215A-ORMs, in 204s and/or from ASOs, provide a Safety Status Briefing.

ICS INSTITUTE1

Purpose

◆ This 30-minute or less briefing presents the Incident Action Plan to the Operations Section Chief's Division and Group Supervisors.

OPERATIONAL PERIOD PLANNING CYCLE



ICS INSTITUTE2

SO Actions

- ◆ Have ASOs in the field provide an update prior to the Operations Briefing.
- ◆ If time allows, employ a visual aid that focuses on top hazards.

ICS INSTITUTE3

SO Actions

- ◆ During the Operations Brief, maintain listening mode. Provide input only when called upon or if a serious safety issue is raised.
- ◆ Provide a Safety Status Briefing when called upon.

ICS INSTITUTE4

Safety Status Briefing

- ◆ Report on overall Safety Status of Incident
 - Number of injuries and/or near misses
 - Actions being taken to prevent injury or near miss reoccurrence

ICS INSTITUTE5

Safety Status Briefing

- ◆ Report critical hazards and any precautions or measures being taken to address them.
- ◆ Refer to specific safety precautions in the ICS Form 204s, if needed.
- ◆ Inform Division/Group Supervisors of safety personnel in the field.

ICS INSTITUTE6

Operations Briefing



ICS INSTITUTE7

Unit Objectives

- ◆ Describe the purpose of the Operations Briefing
- ◆ List 5 actions the SO may take during the Operations Briefing Phase
- ◆ Using information supplied in 215As, in 204s and/or from ASOs, provide a Safety Status Briefing.

ICS INSTITUTE8



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Execute Plan and Assess Progress

◆ George Brozowski

ICS INSTITUTE

Unit Objectives

◆ State the job of the SO during the Execute Plan and Assess Progress Phase.

◆ List 4 actions the SO may take during the Execute Plan and Assess Progress Phase.

◆ Given the position of a member of the IMT, state what the SO obtains and provides them.

ICS INSTITUTE1

Purpose

During this phase, the SO is monitoring operations closely to ensure that the HASP and safety considerations in the IAP are implemented.

OPERATIONAL PERIOD PLANNING CYCLE

TACTICS MEETING

PREPARING FOR THE PLANNING MEETING

PLANNING MEETING

PREPARING FOR THE TACTICS MEETING

COMMAND & GENERAL DAILY MEETING

IC/UC DEVELOPS / SETS OBJECTIVES MEETING

EXECUTE PLAN & ASSESS PROGRESS

NEW OPS PERIOD BEGINS

OPERATIONS BRIEFING

IAP PREP & APPROVAL

INITIAL RESPONSE

INCIDENT / EVENT

NOTIFICATIONS

INITIAL RESPONSE AND ASSESSMENT

INCIDENT BRIEF ICS-201-EPA FORM


INITIAL IIC MEETING

EPA

ICS INSTITUTE2

Safety Officer Actions


- ◆ SO receives continual updates from ASO's in the field.
- ◆ SO can best assess progress by getting out into the field.



ICS INSTITUTE3

Safety Officer Actions

- ◆ Maintain open communication with members of the IMT.
- ◆ Obtain ASO briefings from the field prior to the UC/IC Objectives meeting.



ICS INSTITUTE4

Information Exchange



ICS INSTITUTE5

Who: Unified Command

- ◆ When: Upon arrival
- ◆ Obtain: Safety Objectives and UC specific tasking
- ◆ Provide: Commitment to accomplish objectives

ICS INSTITUTE6

Who: Current SO

- ◆ When: Upon arrival
- ◆ Obtain: Briefing on
 - Major issues
 - Responsibilities
 - Safety Organization
 - Hazard Assessment, Risk Analysis, Safety Plan
- ◆ Provide: Commitment to keeping responders and the public safe

ICS INSTITUTE7

Who: Operations Section Chief

- ◆ When:
 - Upon arrival
 - At pre-Tactics Meeting
 - At Tactics Meeting
 - Various times
- ◆ Obtain:
 - Operational safety concerns
 - Obstacles and issues
 - ICS Form 208, 215
- ◆ Provide: Commitment to keep responders safe and to work as a partner to assist Operations in carrying out tactics safety

ICS INSTITUTE8

Who: Operations Section Chief

- ◆ Specifically provide:
 - Task Hazard Analysis
 - HASP
 - Safety briefings to responders

[illegible]

ICS INSTITUTE

9

[illegible]

Who: Planning Section Chief

- ◆ When:
 - Upon arrival
 - At pre-Tactics Meeting
 - At Tactics Meeting
 - In preparing the IAP
 - Various times
- ◆ Obtain: ICS Form 202, 203, 204, 205, 206
- ◆ Provide:
 - Safety message
 - General safety message (202)
 - Special safety instructions (204)
 - Signature on the medical plan (206)

ICS INSTITUTE

10

[illegible]

Who: Logistics Section Chief


- ◆ When:
 - Upon arrival
 - Tactics Meeting
 - Following Tactics Meeting
 - Various times
- ◆ Obtain:
 - Ordered ASOs, Tech Specs
 - Safety equipment for field personnel
- ◆ Provide: Specific technical information on types of personnel and equipment resources (213RR) needed to accomplish UC objectives and Operations work assignments

ICS INSTITUTE

11

Who: Finance Section Chief

- ◆ When:
 - Upon arrival
 - As needed
- ◆ Obtain: Commitment to purchase recommended safety equipment
- ◆ Provide: Availability to answer financial questions related to safety resources



ICS INSTITUTE

12

Who: Liaison Officer

- ◆ When: As needed
- ◆ Obtain: Notification when representatives from safety organizations or agencies arrive
- ◆ Provide: Availability to address any concerns from safety organizations and agencies

ICS INSTITUTE

13

Who: Public Information Officer

- ◆ When: As needed
- ◆ Obtain: Media inquiries or releases that include safety related issues
- ◆ Provide: Availability to provide technical input on safety issues and availability to review media releases containing safety information

ICS INSTITUTE

14

Who: Intelligence Officer

- ◆ When: As needed
- ◆ Obtain: Threat intelligence that indicates a risk to responders
- ◆ Provide: Reports on suspicious activities or persons from ASOs in the field

ICS INSTITUTE15

Who: Staging Area Manager

- ◆ When: As needed
- ◆ Obtain:
 - Status of safety in staging areas
 - Status of safety equipment and resources in staging area (decon, eyewash, EMS, etc.)
- ◆ Provide:
 - ASOs
 - Technical advise
 - Support in development of site-specific HASP.

ICS INSTITUTE16

Who: Group Supervisors, Task Force and Strike Team Leaders

- ◆ When:
 - During Operations Briefing
 - As needed
- ◆ Obtain:
 - Feedback on performance of ASO and program.
 - Information on safety issues specific to the Group, Task Force or Strike Team (ground truth 215A/215A-ORM).
 - ICS 208
- ◆ Provide:
 - HASP
 - ASO support
 - technical assistance and support for resolving unit specific challenges

ICS INSTITUTE17

Who: Situation Unit Leader

- ◆ When: As needed
- ◆ Obtain:
 - Weather update
 - Accident reports, near-miss reports
 - Toxic plume migration, fire trajectory, oil trajectory
- ◆ Provide:
 - Safety Officer contact information
 - Observations from ASOs in the field

ICS INSTITUTE18


Who: Resources Unit Leader

- ◆ When: As needed
- ◆ Obtain:
 - Status of ASOs and other resources ordered.
 - Work hours of individuals and groups (for fatigue)
- ◆ Provide: Status and number of Safety Officer staff

ICS INSTITUTE19

Who: Documentation Unit Leader

- ◆ When: As needed
- ◆ Obtain: Copies of Safety Plans, IAPs, Decon Plans and other ancillary safety plans
- ◆ Provide: HASP, safety messages, photographs, 214s, accident reports and all other safety-related documentation



ICS INSTITUTE20

Who: Demobilization Unit Leader

◆ When: As needed

◆ Obtain:

▪ Demobilization Plan

▪ Status of demobilized personnel or those awaiting demob

◆ Provide:

▪ Safety message for demobilization plan.

▪ Review of demobilization plan

ICS INSTITUTE

21

Who: Environmental Unit Leader

◆ When: As needed

◆ Obtain:

▪ Environmental hazard data,


▪ Information on decon agents,

▪ Information on removal techniques

◆ Provide:

▪ Feedback on environmental hazard data,

▪ Review of cleaning agent data and removal techniques



ICS INSTITUTE

22

Who: Supply Unit Leader


◆ When: As needed

◆ Obtain: Status of safety supplies ordered

◆ Provide:

▪ Information on types and number of safety equipment,

▪ Review of safety resource purchases if requested




ICS INSTITUTE

23

8

Who: Facilities Unit Leader

- ◆ When: As needed
- ◆ Obtain: Facility locations and staffing numbers
- ◆ Provide: Safety audits and recommendations for improving facility safety



ICS INSTITUTE24

Improve Facility Safety



ICS INSTITUTE25

Who: Vessel/Ground Support Unit Leader

- ◆ When: As needed
- ◆ Obtain: Number and types of vessel and ground resources.
- ◆ Provide:
 - Safety audits
 - Review of traffic management plans
 - Review of vessel and vehicle safety equipment

ICS INSTITUTE26

Vehicle Inspection

A photograph showing two individuals, one in a white shirt and red cap and another in a yellow shirt and red cap, standing next to a blue vehicle with its door open. They appear to be conducting an inspection. The background shows a wooded area and a building.

ICS INSTITUTE27

Who: Food Unit Leader

- ◆ When: As needed
- ◆ Obtain: Food safety management procedures and plan.
- ◆ Provide:
 - Food safety audits
 - Review of food management procedures and plans

ICS INSTITUTE28

Food Service

A photograph of an outdoor food service area. A white food truck is on the left, and a red and white striped awning covers a seating area where several people are sitting at tables. The ground is covered in wood chips.

ICS INSTITUTE29

Who: Medical Unit Leader

- ◆ When:
 - Prior to IAP
 - As needed
- ◆ Obtain:
 - Accident information
 - Medical Plan (206)
 - Injury and illness information
 - Reports for trending purposes
- ◆ Provide:
 - Review and signature on Medical plan
 - Copy of Accident Report

ICS INSTITUTE30


Who: Comms Unit Leader

- ◆ When:
 - Prior to IAP
 - As needed
- ◆ Obtain:
 - Communications Plan (205)
 - Comms issues and limitations
- ◆ Provide:
 - Review of Comms Plan to ensure that efficient comms for safety emergencies
 - Support Comms Unit Leader in obtaining comms equipment needed in order to safely execute tactical operations

ICS INSTITUTE31

Who: Time Unit

- ◆ When: As needed
- ◆ Obtain: the number of hours/days that personnel have been working (fatigue)
- ◆ Provide: Information on safety related issues



ICS INSTITUTE32

Who: Procurement Unit Leader

- ◆ When: As needed
- ◆ Obtain:
 - Status of safety equipment purchases and technical contracts
 - Assurances that the proper safety equipment is purchased
- ◆ Provide: Review of less-expensive safety equipment alternatives

ICS INSTITUTE33

Who: Technical Specialists

- ◆ When: As needed
- ◆ Obtain:
 - Product information
 - Chemical risk analysis
 - Regulatory Compliance expertise
- ◆ Provide: Commitment to develop effective partnerships with private, public, and government safety entities.

ICS INSTITUTE34

Unit Objectives

- ◆ State the job of the SO during the Execute Plan and Assess Progress Phase.
- ◆ List 4 actions the SO may take during the Execute Plan and Assess Progress Phase.
- ◆ Given the position of a member of the IMT, state what the SO obtains and provides them.

ICS INSTITUTE35



ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburgh, PA

Safety Officer

Accident Investigations and Special Reports

◆ Brian Kovak

ICS INSTITUTE

Unit Objectives

◆ Describe the purpose of an Accident Investigation (AI) report.

◆ List the minimum information needed in an Accident Investigation report.

◆ List four situations in which a Critical Incident Stress Management (CISM) team could be activated.

ICS INSTITUTE1

Accident Investigation



ICS INSTITUTE2

Accident/injury Reporting

- ◆ Ask the individuals' Regional Safety Health & Environmental Management Program (SHEMP) Manager what information they require.
- ◆ Work closely with the Operations Section Chief to assure that you are notified in a timely manner when accidents/injuries occur.

ICS INSTITUTE3

OSHA's Recordkeeping Requirements

- ◆ Federal agency injury and illness recording and reporting requirements must comply with OSHA's recordkeeping regulation (see [29 CFR 1960.66](#)).
- ◆ The requirements of OSHA's recordkeeping regulation are addressed in [29 CFR Part 1904](#) and [SHEM Guideline 21](#)
- ◆ These requirements are typically taken care of by the SHEMP Managers who are responsible for filling out the OSHA 301 and 300 logs

ICS INSTITUTE4

OSHA's New Reporting Requirements

- ◆ Since 2015, employers have to report the following to OSHA:
 - All work-related fatalities
 - All work-related inpatient hospitalizations of one or more employees
 - All work-related amputations
 - All work-related losses of an eye

ICS INSTITUTE5

What's Reportable?

- ◆ Report work-related fatalities within **8 hours of finding out about them.**
- ◆ Fatalities that occurred within 30 days of a work-related incident.
- ◆ For any inpatient hospitalization, amputation, or eye loss **within 24 hours of learning about it.**
- ◆ An inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work-related incident.

ICS INSTITUTE6

8 Hour Notifications

- ◆ Within 8 hours after the death of an employee or the in-patient hospitalization of an employee, amputation or loss of an eye from a work-related incident, the SHEMP Manager or supervisor must report the incident by telephone or in person to the [OSHA Area Office \(http://www.osha.gov/html/RAmap.html\)](http://www.osha.gov/html/RAmap.html) that is nearest to the site of the incident.
- ◆ Notification may also be made by using OSHA's toll free central telephone number, 1-800-321-OSHA

ICS INSTITUTE7

Working with OSHA During Large Incidents

- ◆ Although the regional SHEMP managers have the responsibility to fill out the OSHA 300 log, OSHA may ask that a similar, incident specific, 300 log be maintained during the response. This information can then be used for trend analysis (automotive, construction, staph, etc.) of injury and illness.

ICS INSTITUTE8

US DOL Form CA-1

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

Reset Print

U.S. Department of Labor
Employment Standards Administration
Office of Workers' Compensation Programs

Employee: Please complete all boxes 1 - 15 below. Do not complete shaded areas.
Witness: Complete bottom section 16.
Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

Employee Data

1. Name of Employee (Last, First, Middle)
2. Social Security Number
3. Date of birth: Mo Day Yr
4. Sex: Male Female
5. Home telephone
6. Grade as of date of injury: Leave Stop
7. Employee's home mailing address (include city, state, and ZIP code)
8. Dependents: Wife, Husband, Child under 18 years, Other
9. Description of Injury
10. Place where injury occurred (e.g., 2nd floor, Main Post Office Bldg., 10th S.E. Ave.)
11. Date injury occurred: Time AM PM, Mo Day Yr
12. Date of this notice: Mo Day Yr
13. Cause of injury (Describe what happened and why)
14. Nature of injury (identify both the injury and the part of body, e.g., fracture of left leg)
15. Employee Signature
16. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication, if hereby claim medical treatment, if needed, and the foregoing, as obtained below, were studied for work.

a. Occupation code
b. Type code
c. Source code
OWCP Use - NO Code

ICS INS 9

US DOL Form CA-2

Notice of Occupational Disease and Claim for Compensation

Reset Print

U.S. Department of Labor
Employment Standards Administration
Office of Workers' Compensation Programs

Employee: Please complete all boxes 1 - 18 below. Do not complete shaded areas.
Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

Employee Data

1. Name of Employee (Last, First, Middle)
2. Social Security Number
3. Date of birth: Mo Day Yr
4. Sex: Male Female
5. Home telephone
6. Grade as of date of last exposure: Leave Stop
7. Employee's home mailing address (include city, state, and ZIP code)
8. Dependents: Wife, Husband, Child under 18 years, Other
9. Employee's occupation
10. Location address where you worked when disease or illness occurred (include city, state, and ZIP code)
11. Date you first became aware of disease or illness: Mo Day Yr
12. Date you first realized the disease or illness was caused or aggravated by your employment: Mo Day Yr
13. Explain the relationship to your employment and why you came to this realization
14. Nature of disease or illness
15. Employee Signature
16. I certify, under penalty of law, that the disease or illness described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication, if hereby claim medical treatment, if needed, and the foregoing, as obtained below, were studied for work.

a. Occupation code
b. Type code
c. Source code
OWCP Use - NO Code

ICS INS 10

Office of Workers' Compensation Programs

◆ Work closely with the regional Workers' Compensation Coordinator to get the ball rolling quickly as this process takes time

◆ The CA-1 or CA-2 is the first step but other documentation (i.e. Accident Investigation Report) may be required.

◆ Being thorough and providing all necessary information may mean the difference for an individual to receive adequate compensation.

ICS INSTITUTE 11

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CA-16, Authorization for Examination
And/Or Treatment

- ◆ If an employee requires medical treatment for an injury, the front of the Form CA-16 should be filled out and sent with the employee if possible.
- ◆ Where there is no time to complete a Form CA-16, the supervisor may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours.
- ◆ Retroactive issuance of Form CA-16 is not permitted under other circumstances.

ICS INSTITUTE12

CA-16, Authorization for Examination
And/Or Treatment

- ◆ Agency personnel are encouraged to use discretion in issuing authorizations for medical care under such circumstances.
- ◆ The employee is entitled to select the physician who is to provide treatment.
- ◆ Part of this form is completed by the physician that treats the injured employee and Part B is completed by the Federal employer.

ICS INSTITUTE13

Accident Investigation (AI) Reports

- ◆ Significant injuries require a accident investigation report.
- ◆ This report serves to document the incident and assists with future trend analysis.
- ◆ Is a good format to use to provide information to the SHEMP Manager.

ICS INSTITUTE14

AI Report Minimum Information
◆ Employee Name & Contact Information
◆ Region of Origin, Supervisor and SHEMP Manager
◆ ICS Section, Branch & Division
◆ Injury Description
◆ Potential Causes <ul style="list-style-type: none">■ Immediate Cause■ Contributing Factors
◆ Treatment Received <ul style="list-style-type: none">■ Hospital Information■ Attending Physician:
◆ Corrective Actions/Follow-up Items

ICS INSTITUTE15

Situation Reports
<p>Situation Reports (SitRep) are “periodic summaries of the disaster situation, including the status of operations, geographical information, identification of operational priorities and requirements, reports from specific ESFs on their major response and recovery activities, unmet needs, and recommended actions, as well as data on human services, infrastructure, and mitigation programs.”</p>
<p>SOURCE: U.S.EPA Region 6 Superfund</p>

ICS INSTITUTE16

SITREP
<p><u>SAFETY OFFICER</u></p> <ul style="list-style-type: none">• On November 3, 2005, an Assistant Safety Officer (ASO) visited the Vermillion Parish HHW storage and transfer site. The ASO coordinated the visit with EPA personnel who addressed identified safety issues at that time. The ASO developed a working relationship between the ASO and the EPA field personnel for addressing safety issues.• On November 3, 2005, the newly assigned Lafouche Parish Assistant Safety Officer conducted site visits to the Larose areas and Grande Isle. The visit was a joint effort between EPA and the LDEQ. The ASO contacted the EPA personnel managing the site. EPA ASOs found site conditions to be acceptable.• On November 3, 2005, an Assistant Safety Officer visited the Poydras HHW collection site. The ASO observed adequate site controls, personal protective equipment and that HHW were segregated appropriately.• On November 3, 2005, an ASO performed follow-up visits at the Desire Street RTA facility. The ASO noted a few safety concerns and referred them to EPA personnel for resolution. The ASO also visited the Gentilly Road HHW Collection site and found no concerns.• On November 3, 2005, the Plaquemines Parish ASO and the Medical Unit Leader (MUL) conducted joint site visits to the Port Sulphur Delta Drug Store removal operation. EPA safely removed all pharmaceuticals and hardware store supplies from the facility. The ASO and MUL stopped on the West Levee to view the hazardous material removal from the marsh and confirmed the use of proper protective equipment by the responders. On their return trip, the ASO and MUL visited the Fort Jackson facility.

ICS INSTITUTE17

Critical Incident

- ◆ “A critical incident is any situation faced by emergency service personnel that caused them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene of the incident or after leaving the scene.”

ICS INSTITUTE18

Critical Incident Examples

- ◆ Death of a peer (either on duty or off duty)
- ◆ Rescue that becomes a recovery
- ◆ Any mass casualty incident
- ◆ Any other incident that an IC/SO deems necessary
- ◆ Serious injury or death of an emergency team member
- ◆ Event that threatens your life
- ◆ Near misses

ICS INSTITUTE19

CISM

- ◆ An SO responsibility is to determine need for Critical Incident Stress Management (CISM)
- ◆ CISM team is ordered through supply unit leader on a resource order
- ◆ Make certain that the IC, PIO, and Agency Administrator/Agency Officer are informed of the incident
- ◆ CISM Specialist

ICS INSTITUTE20

CISM Specialist


- ◆ The CISM Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of all EPA personnel involved in a major incident.
- ◆ The CISM Specialist is the point-of-contact (POC) for all requests for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved.

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Unit Objectives

- ◆ Describe the purpose of an Accident Investigation (AI) report.
- ◆ List the minimum information needed in an Accident Investigation report.
- ◆ List four situations in which a Critical Incident Stress Management (CISM) team could be activated.

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ICS INSTITUTE

Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

Safety Officer

Demobilization and Closeout

◆ George Brozowski

ICS INSTITUTE

Unit Objectives

◆ List 3 actions involved in Safety Officer demobilization check out.

◆ Describe the Safety Officer's role in the closeout with the Agency Executive/Agency Official.

ICS INSTITUTE1

Safety Officer Actions

◆ Receive demobilization instructions from supervisor.

◆ Subordinate staff are briefed on demobilization procedures and responsibilities.

ICS INSTITUTE2

Safety Officer Actions

- ◆ Ensure that incident and agency demobilizations procedures are followed.
- ◆ Return assigned equipment to appropriate location.

Safety Officer Actions

- ◆ Complete ICS Form 221 Demobilization Check Out and turn in to the appropriate person.

[illegible]

Debrief with Agency Administrator

- ◆ Generally only the Incident Safety Officer will participate in the closeout.
- ◆ As directed by the IC, provide a debriefing to the Agency Executive/Agency Official regarding incident safety history, including accidents, hazards, corrective actions recommendations, and recognition.

Debrief with Agency Administrator

- ◆ Ensure copies of ICS Form 215A, ICS Form 214, Safety Narrative, Medical Narrative (if applicable) are given to Documentation Unit.
- ◆ Prepare a post-incident safety narrative.



Documentation Unit

ICS INSTITUTE

6

Unit Objectives

- ◆ List 3 actions involved in Safety Officer demobilization check out.
- ◆ Describe the Safety Officer's role in the closeout with the Agency Executive/Agency Official.

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7

Course Closeout

- ◆ Complete and submit to instructor
 - Course Evaluation
- ◆ Thank you for your attention.
- ◆ Have a nice day!



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8
