

Instructor Introduction

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

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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

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Administration

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

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Facility Information
<ul style="list-style-type: none">◆ Parking◆ Classroom◆ Restrooms◆ Water fountains, snacks, refreshments◆ Lunch / breaks◆ Emergency telephone numbers◆ Alarms and emergency exits
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Administrative Details
<ul style="list-style-type: none">◆ 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
<small>ICS INSTITUTE</small> <small>7</small>

Resources
<ul style="list-style-type: none">◆ SO Curriculum Website<ul style="list-style-type: none">▪ ICS Institute Resources◆ Safety Officer Toolbox<ul style="list-style-type: none">▪ response.epa.gov/Toolbox◆ EPA ICS Forms Website<ul style="list-style-type: none">▪ response.epa.gov/ICS_FORMS◆ NIT Representative: Gary Lipson, R1
<small>ICS INSTITUTE</small> <small>8</small>

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).

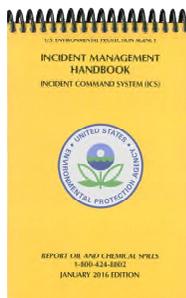


Course Overview

- ◆ 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

Course Overview

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



Questions?



EPA **ICS INSTITUTE**
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

**Safety Officer
A Day in the Life**

◆ George Brozowski

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A Day in the Life of a SAFETY OFFICER



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Student Objectives

◆ Summarize the daily routine of a Safety Officer.



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Operations Briefing

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



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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.

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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

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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

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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.



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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.



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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.

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Begin work on Safety Message for IAP

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



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Respond to inquiry on proper PPE for sampling unknown

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



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Finish Safety Message Remind MEDL of Medical Plan

- ◆ Take charge. Sometimes you have to exercise authority



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Complete and Submit SITREP to SITL

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



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Attend Tactics Meeting

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



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

- ◆ Understand the operations.
- ◆ Develop workable mitigation.
- ◆ Maintain communication with OPS



Attend Planning Meeting

- ◆ No surprises, you should know what is being planned before the meeting
- ◆ Stay connected, engaged, in the game

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	
From:		To:		ICS 214 - EPA	
3. List Name/Description:				4. List Location:	
Name/Position:				Name/Position:	
5. Personnel Roster Assigned:					
Name	ICS Position	Name	ICS Position	Name	ICS Position
6. Activity Log:					
Time	IC/Staff Activities				

Check on Staff still in the field

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

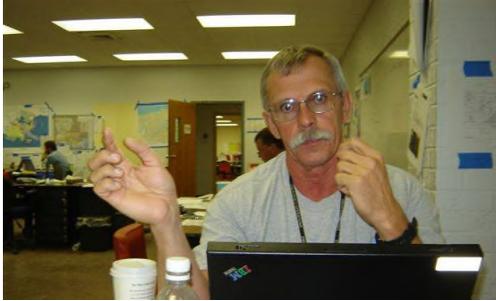


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Develop Safety Message for Next Operations Meeting

Not again, didn't we do this already?



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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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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



Questions?



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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

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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

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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

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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

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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

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Common Responsibilities

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

IMH, Chapter 3

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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

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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

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Common Responsibilities
<ul style="list-style-type: none">◆ At shift changes, brief incoming staff or receive briefing from outgoing staff◆ Maintain Unit/Activity Log (ICS Form 214)
IMH, Chapter 3
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SO Responsibilities
<ul style="list-style-type: none">◆ Review common responsibilities◆ Participate in meetings as required◆ Identify hazardous situations associated with the incident
IMH, Chapter 7
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SO Responsibilities
<ul style="list-style-type: none">◆ 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
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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

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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

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SO Responsibilities

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



IMH, Chapter 7

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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

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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

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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

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Responsibilities HAZMAT
<ul style="list-style-type: none">◆ 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
<ul style="list-style-type: none">◆ 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
<ul style="list-style-type: none">◆ 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
<ul style="list-style-type: none">◆ 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
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Responsibilities Job Aid
<ul style="list-style-type: none">◆ Evaluating all operations to ensure the effectiveness of safety controls◆ Evaluating may include<ul style="list-style-type: none">- Monitoring the air for toxic vapors- Heat and cold- Fatigue- Radiation and- Other conditions that affect the safety of responders
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Responsibilities Job Aid
<ul style="list-style-type: none">◆ 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
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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

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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.

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**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)

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**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)

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**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

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**Responsibilities
Job Aid**

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



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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



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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

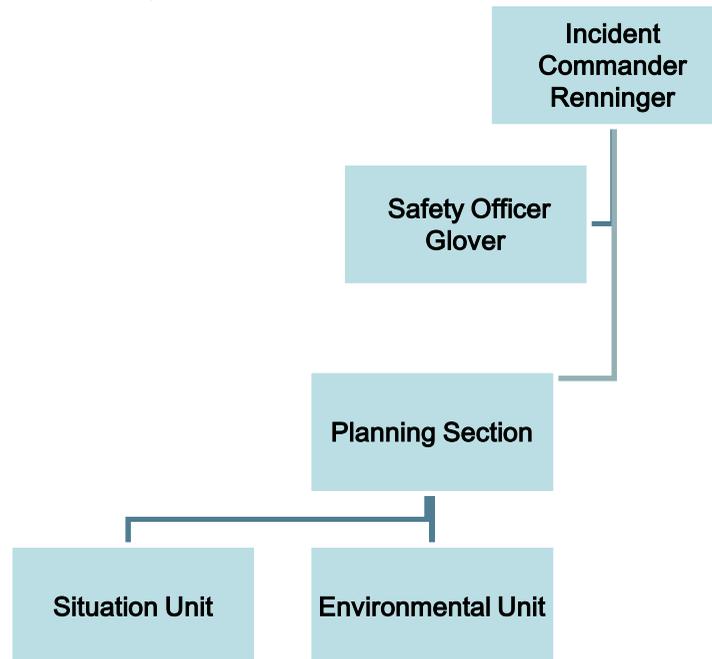


Technical Specialists

- ◆ 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

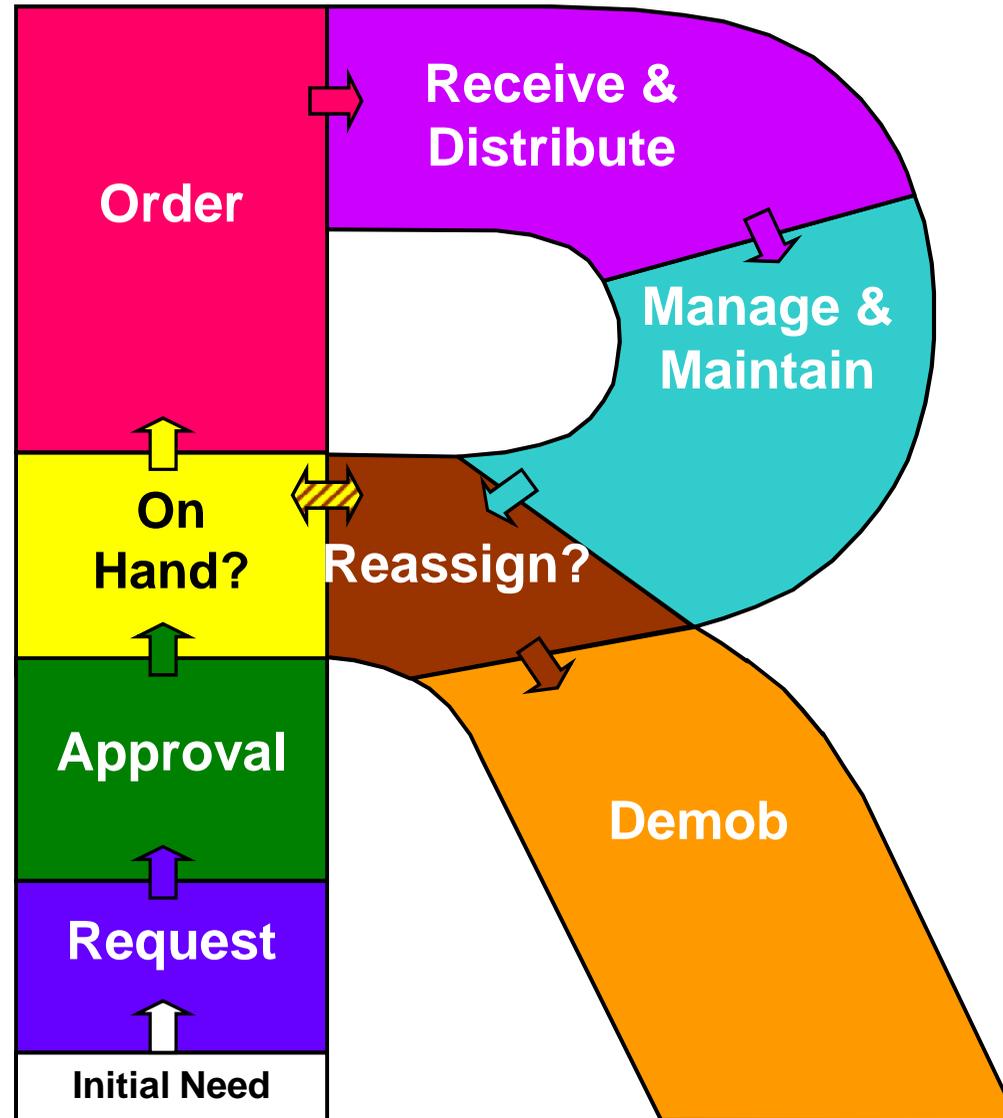
- ◆ Briefings
- ◆ PPE
- ◆ Training
- ◆ Work/rest
- ◆ Morale



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

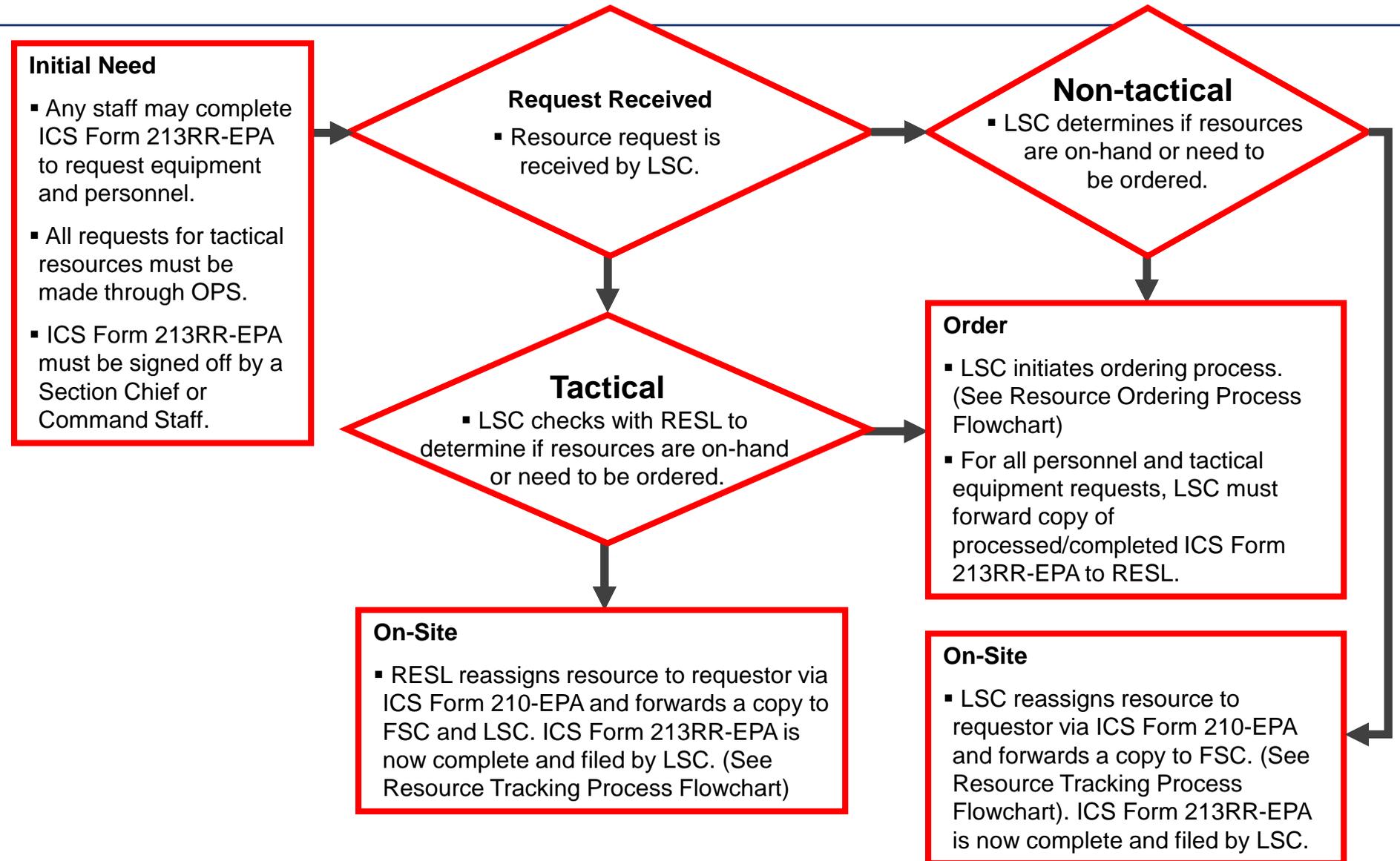
1. Incident Name:		Purpose: ICS Form 213RR-EPA is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services). Instructions on back page.		Resource Request Message ICS Form 213RR-EPA	
2. Date/Time Prepared		A. Logistics Resource Request Number (assigned by Logistics Section):		(Pre-printed # here)	
3. ORDER		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	
Note: One 213RR per funding source					
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
				Date/Time:	3h. LSC/FSC
					Vendor or Agency: Vendor or PO #: ETA: Cost:
					Vendor or Agency: Vendor or PO #: ETA: Cost:
				Vendor or Agency: Vendor or PO #: ETA: Cost:	3i. PC PO
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)		
CHECK IF THIS REQUEST WAS PLACED WITH START/ERRS			5b. Contact Method/Number(s):		
			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.					
10. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER DATE ORDER WAS PLACED DATE RECEIVED					
Finance	11. Reply/Comments from Finance:				
	12. Finance Section Signature:				Date/Time:
Planning	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

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Safety Officer Notification

◆ Gregory DeAngelis

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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.

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SO Response Kit Ideas

- ◆ Work clothes and non-perishable foods




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SO Response Kit Ideas

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



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SO Response Kit Ideas

- ◆ PPE appropriate to the incident



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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

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SAFETY MESSAGE

- ◆ Highlights Daily Safety Concerns
- ◆ Organized by Topic
- ◆ Brief, Bullet Format
- ◆ Compiled from Previous Response Activities

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Categories	File Name	Description	Category	Uploaded	Size	Download	Security	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/Cold 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								
IHA-A (H. Sandy)								
Message-Irene/Lee								
Message-Sandy								
OP-1/CP-1/CP-2 Emerg Plan								
Reference Docs								
Safety Brief								
Safety Trn & Quals								

1

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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SAFETY BRIEFINGS

Categories	Title	Description	Category	Uploaded	Size	Download	Security	Size	Select
Accidents	Accident Reporting Manual	Accident Reporting Manual	Accidents	4/9/2014	21842 KB	Download	Public		Edit
Emergency	EPA T-1000 Training Manual	EPA T-1000 Training Manual	Emergency	4/9/2014	33988 KB	Download	Public		Edit
Training	T-1000 Training Manual	T-1000 Training Manual	Training	4/9/2014	33988 KB	Download	Public		Edit
Operations	EPA T-1000 Training Manual	EPA T-1000 Training Manual	Operations	4/9/2014	33988 KB	Download	Public		Edit
Other	Other Safety Briefings	Other Safety Briefings	Other	4/9/2014	33988 KB	Download	Public		Edit

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RESOURCE DOCUMENTS

- ◆ Blank Forms (ICS, Accident Reporting, etc.)
- ◆ OEP –Occupant Emergency Plans
- ◆ IMT Handbook
- ◆ SOFR/ASOFR Job Aid
- ◆ SOFR/ASOFR Training /Qualifications
- ◆ SOPs
- ◆ Policies
- ◆ Manuals
- ◆ Guidance
- ◆ Memos
- ◆ Etc.

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SAFETY OFFICER TOOLBOX POCs

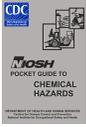
- ◆ Greg DeAngelis – 732-906-6874
deangelis.gregory@epa.gov
- ◆ Brian Kovak – 732-321-6609
kovak.brian@epa.gov

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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



ICS INSTITUTE 23

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

ICS INSTITUTE 27

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

ICS INSTITUTE 28

Notification



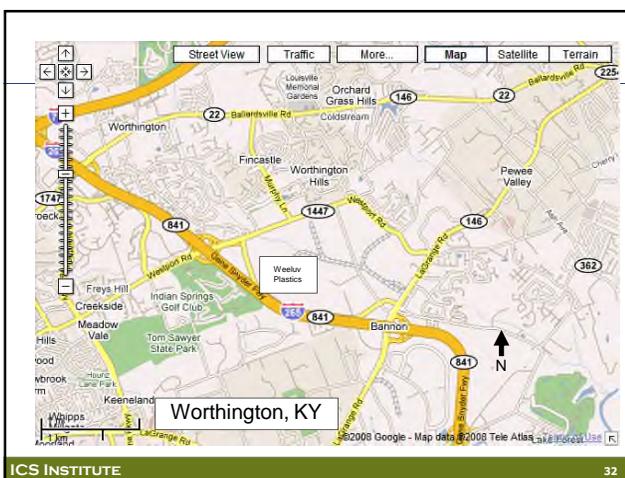
ICS INSTITUTE 29

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.







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

EPA ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

**Safety Officer
Initial Response and Assessment**

◆ George Brozowski

ICS INSTITUTE

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

ICS INSTITUTE 1

Initial Response and Assessment

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



ICS INSTITUTE 2

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

ICS INSTITUTE 6

On-scene Operations Safety Analysis

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



ICS INSTITUTE 7

Develop a Health and Safety Plan

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



ICS INSTITUTE 8

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

ICS INSTITUTE 9

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

ICS INSTITUTE 10

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

ICS INSTITUTE 11

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

 **ICS INSTITUTE**
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March 20 - 24, 2017 | Pittsburg, PA

Safety Officer
Risk Characterization and Hazard Mitigation

◆ Cris D'Onofrio

ICS INSTITUTE

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

ICS INSTITUTE 1

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

ICS INSTITUTE 2

Hazard – unstable building



ICS INSTITUTE 3

Risk – entering building



ICS INSTITUTE 4

Hazard/Risk Analysis



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

ICS INSTITUTE 5

Hazard/Risk Analysis

- ◆ Physical
 - Slip, trip and fall
 - Being struck by
 - Falling objects
 - Heavy equipment
 - Electrical



ICS INSTITUTE 6

Hazard/Risk Analysis

- ◆ Biological
 - Microbes
 - Animals
 - Plants



Credit: USDA



Credit: J. Anderson/USDA



Credit: Richard S. Simmons/USFWS



Credit: U.S. Department of Agriculture

ICS INSTITUTE 7

Hazard/Risk Analysis

- ◆ Weather
- ◆ Stress/Fatigue
- ◆ Driving
- ◆ Security



ICS INSTITUTE 8

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

ICS INSTITUTE 9

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

ICS INSTITUTE 10



Orphan Containers



ICS INSTITUTE

12

Orphan Containers



ICS INSTITUTE

13

Storage



ICS INSTITUTE

14

Hazardous Materials



ICS INSTITUTE

15

Storage



ICS INSTITUTE

16

Storage



ICS INSTITUTE

17





Debris Removal

A photograph of a yellow excavator with a hydraulic breaker attachment, working on a demolition site. The excavator is surrounded by a large pile of debris, including wood, metal, and other construction materials. The background shows a partially demolished building under a clear blue sky.

ICS INSTITUTE 20





ICS INSTITUTE 22





Air Operations



ICS INSTITUTE 25

Air Operations



ICS INSTITUTE 26

Boating



ICS INSTITUTE

27

Boating



ICS INSTITUTE

28

Hazard/Risk Mitigation

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

ICS INSTITUTE

29

Engineered Controls

- ◆ Use or substitution of engineered machinery or equipment
 - Safety interlock
 - Trench box
 - Barrier

ICS INSTITUTE 30

Engineered Controls



ICS INSTITUTE 31

Administrative Controls

Patient: Doctor, it hurts when I do this.
Doctor: Then don't do that.



ICS INSTITUTE 32

Administrative Controls

- ◆ Administrative controls (or work practice controls):
 - Procedures
 - Policies/rules
 - Training
 - Supervision



Administrative Controls



Personal Protective Equipment

- ◆ PPE is something worn to protect against hazard/risk:
 - Gloves
 - Respirators
 - Fall protection
 - Hearing protection

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

Debris Removal



Hazard/Risk Mitigation

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



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.

ICS INSTITUTE 39

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

ICS INSTITUTE 40

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

ICS INSTITUTE 41

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

ICS INSTITUTE 42

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.

ICS INSTITUTE 43

Hazard and Risk Prioritization

Methods for prioritizing hazards

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

ICS INSTITUTE 44

The Priority Cross

1. Great Loss Potential?

		YES	NO
2. Preventable?	YES	1	2
	NO	3	4

1 = highest priority 4 = lowest priority

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

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

ORM – Justification of Risk

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

ICS INSTITUTE 48

ORM – Justification of Risk

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

ICS INSTITUTE 49

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

ICS INSTITUTE 50

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

ICS INSTITUTE 51

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

ICS INSTITUTE 52

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

ICS INSTITUTE 53

Risk Estimate Example

- ◆ Shoreline Waterside Patrol (clear, sunny day)
- ◆ Multiply numbers:
 - Severity: Minimal = 2
 - Probability: Unlikely = 2
 - Exposure: Average = 2
 - Total = 8

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

Exercise

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



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

 **ICS INSTITUTE**
Incident Command System

March 20 - 24, 2017 | Pittsburg, 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

ICS INSTITUTE 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.

ICS INSTITUTE 2

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.

ICS INSTITUTE 3

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.

ICS INSTITUTE 4

Incident Brief 201

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

ICS INSTITUTE 5

Incident Brief 201

◆ 201 Topics:

- Potential of Incident
- Current Organization
- Resource Summary

ICS INSTITUTE 6

Incident Brief 201

◆ Initial Actions:

- Listen for actions taken
- Write down likely hazards encountered
- Record any controls implemented to address hazards

ICS INSTITUTE 7

Incident Brief 201

◆ Initial Objectives:

- Identify any safety objectives
- If none are mentioned, begin to formulate one

ICS INSTITUTE 8

Incident Brief 201

◆ **Current Actions:**

- Listen for actions taken
- Write down likely hazards encountered
- Record any controls implemented to address hazards

ICS INSTITUTE 9

Incident Brief 201

◆ **Planned Actions:**

- Listen for planned actions
- Write down likely hazards encountered
- Begin to develop a list of controls to address hazards

ICS INSTITUTE 10

Incident Brief 201

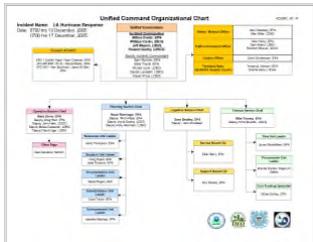
◆ **Potential of Incident:**

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

ICS INSTITUTE 11

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.



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.

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?

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

ICS INSTITUTE 15

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 INSTITUTE 16

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 INSTITUTE 17

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 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

 **ICS INSTITUTE**
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

**Safety Officer
Initial UC Meeting**

◆ Brian Kovak

ICS INSTITUTE

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.

ICS INSTITUTE 1

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.

ICS INSTITUTE 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.

ICS INSTITUTE 3

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 INSTITUTE 4

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 INSTITUTE 5

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.

ICS INSTITUTE 6

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 INSTITUTE 7

Module Objectives

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

ICS INSTITUTE 8

EPA ICS INSTITUTE
Incident Command System

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**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 INSTITUTE 1

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

The diagram illustrates the Operational Period Planning Cycle. It features a circular flow of phases: 'TACTICS MEETING', 'PREPARING FOR THE PLANNING MEETING', 'PLANNING MEETING', 'IAP PREP & APPROVAL', 'OPERATIONS BEGINNING', 'EXECUTE PLAN & ASSESS PROGRESS', and 'NEW OPS PERIOD BEGINS'. A red box highlights the 'IC/UC DEVELOPS / SETS OBJECTIVES MEETING' phase, which is part of the 'PLANNING MEETING' stage. Below the cycle, the 'Initial Response' phase is shown, including 'INCIDENT / EVENT', 'NOTIFICATIONS', 'INITIAL RESPONSE AND ASSESSMENT', 'INCIDENT BRIEF ICS-201-EPA FORM', and 'INITIAL ICS MEETING'. The EPA logo is at the bottom right.

ICS INSTITUTE 2

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 INSTITUTE 3

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 INSTITUTE 4

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 INSTITUTE 5

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 INSTITUTE 6

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 INSTITUTE 7

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 INSTITUTE 8

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 INSTITUTE 9

Safety Objectives

◆ Example

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



ICS INSTITUTE 10

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 INSTITUTE 11

EPA ICS INSTITUTE
Incident Command System

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**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 INSTITUTE 1

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.**

The diagram illustrates the Operational Period Planning Cycle. It starts with an Incident/Event, followed by Initial Response (Incident Brief, ICS-201-EPA Form, Initial Response and Assessment, Notifications). This leads to the Incident Command (IC) developing and setting objectives, which then feeds into the Command and General Staff Meeting. From there, the cycle continues through the Planning Meeting (IAP Prep & Approval), Operations (New Ops Period Begins), and back to the Planning Meeting (Execute Plan & Assess Progress). The Command and General Staff Meeting is highlighted with a red box.

ICS INSTITUTE 2

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 INSTITUTE 3

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 INSTITUTE 4

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 INSTITUTE 5

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 INSTITUTE 6

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 INSTITUTE 7

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 INSTITUTE 8

Safety Status Briefing	
<ul style="list-style-type: none">◆ 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 INSTITUTE	9

Module Objectives	
<ul style="list-style-type: none">◆ 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 INSTITUTE	10

 **ICS INSTITUTE**
Incident Command System

March 20 - 24, 2017 | Pittsburg, PA

**Safety Officer
Tactics Meeting**

◆ Cris D'Onofrio

ICS INSTITUTE 0

Unit Objectives

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

ICS INSTITUTE 1

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 INSTITUTE 2

Purpose	
<ul style="list-style-type: none">◆ 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 INSTITUTE	3

SO Actions	
<ul style="list-style-type: none">◆ 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 INSTITUTE	4

SO Actions	
<ul style="list-style-type: none">◆ 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 INSTITUTE	5

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 INSTITUTE 9

SO Actions

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

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

ICS INSTITUTE 10

Tactics Meeting

ICS INSTITUTE 11

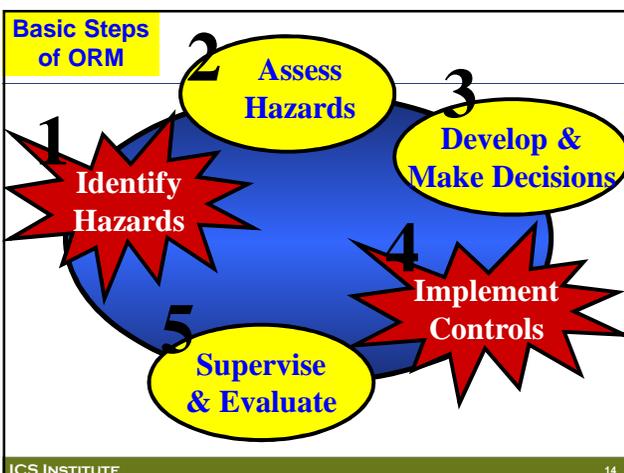


OPERATIONAL RISK MANAGEMENT

◆ 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 INSTITUTE 13



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

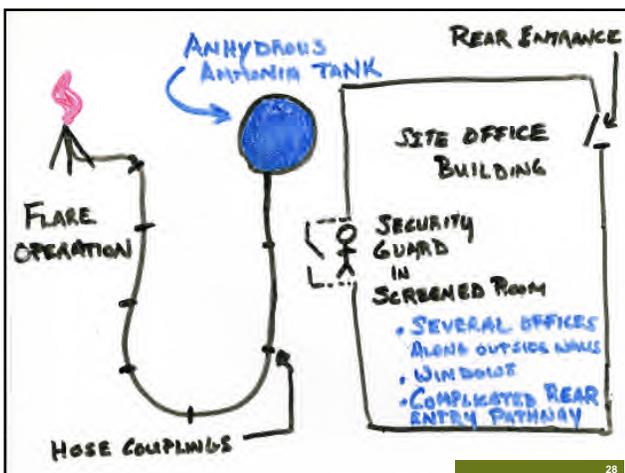
ICS 215A-ORM: Safety Message
Deepwater Horizons MC-252 Incident
6/26/2010

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

1. **Heat Stress:** Know the signs of heat stress-Follow ICS 208 Heat Stress Safety Alert
 - a. Follow work/rest ratios as per chart
 - b. Drink fluids; 3 quarts every four hours for average adult. Do not exceed 1.5 quarts per hour.
 - c. Enhance electrolytion: add extra salt to meals; eat bananas and citrus fruits; drink lemonade, orange juice, or tomato juice; and avoid excess caffeine/alcohol.
 - d. 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.
 - e. Wear light weight/light colored clothes.
2. **ATV/UTVs:** Follow ICS 208 ATV Safety Alert as of 6/23/2010
 - a. Drive within your abilities or don't drive at all
 - b. Max. on road speed -30 mph
 - c. Max. off road speed-10 mph
 - d. No on-road travel without an escort vehicle.
 - e. Escort vehicles must use flashers
 - f. Off-road avoid steep inclines and deep sand dunes.
3. **Hospital/Emergency Care:**
 - a. Call 911 in an emergency.
 - b. Use the ICS 206 for hospital locations/capabilities. Maintain a copy in your vehicle.
 - c. Post maps from your staging location to local hospitals at the command post.
 - d. Report all accidents/injuries near misses to your immediate supervisor and the EPA Health and Safety Officer.

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ICS INSTITUTE 27















ICS INSTITUTE

34



ICS INSTITUTE

35

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 INSTITUTE 36

Unit Objectives

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

ICS INSTITUTE 37

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 INSTITUTE 38

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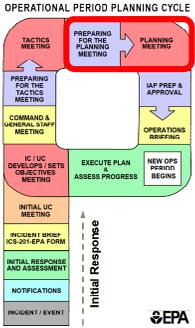
Safety Officer Planning Meeting

◆ 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.



ICS INSTITUTE 1

Purpose

- ◆ The purpose of the Planning Meeting is to receive verbal approval from the Unified Command 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 INSTITUTE 2

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 INSTITUTE 3

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 INSTITUTE 4

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 INSTITUTE 5

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 INSTITUTE 6

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 INSTITUTE 7

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 INSTITUTE 8

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.

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.



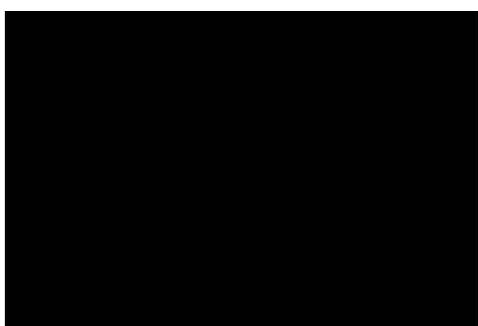
Safety Bulletin Board



SO Actions

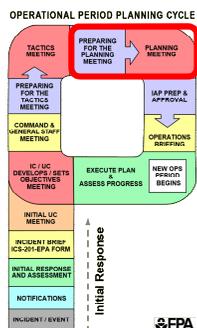
- ◆ Maintain listening mode. Provide input only when called upon or if a serious safety issue is raised.
- ◆ Provide a briefing when called upon. This may include using the 215A or may be as simple as providing a summary.
 - # injuries, near misses
 - Preventative/corrective actions
 - Top 3 hazards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

Planning Meeting



Unit Objectives

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



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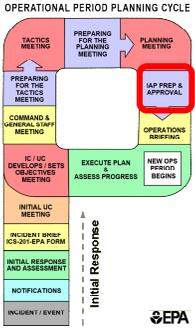
Safety Officer IAP Preparation and Approval

◆ 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)



ICS INSTITUTE 1

Unit Objectives

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

ICS INSTITUTE 2

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 INSTITUTE **3**

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 INSTITUTE **4**

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 INSTITUTE **5**

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).

The screenshot shows the 'INCIDENT ACTION PLAN SAFETY ANALYSIS' section of ICS Form 204. It is a grid with columns for various safety hazards (e.g., Fire, Explosion, Toxic, etc.) and rows for different units or tasks. The grid is used to track safety concerns and assign resources to address them.

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		Kay 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)

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.

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.).

Medical Plan

ICS 206: Medical Plan	1. Incident Name Harrisson 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			Paramedics Yes No
EMT-TCP Medical Clinic	LA Technical College, Merriam (980-2180)			EMT
EMEDS - Spine of Clarity (used & dest)	South Holmes St. N/O (used to University Bldg)			EMD
EMT-FEMSA EMAT (used)	Lawrence Rd, West Bank, Aspen, N/O			EMD
214 Candler Hospital (used & dest)	310 Cochrane Center, Hall 1, Gms 15 Protest, Atlanta, Ga 30420-0600			EMD
EMEDS - NALS NOLA, N/AH&A Air Station, N/O	400 Thruway, Ave. 102, L25, C. Clarks, 337-280-4466			
EMEDS - Chubbare	Chubbare High School, 1309 E. Judge Pines Dr DRE Group (type: 240-783-8871, 1.888.337.1456 1.849.988-780)			EMT, EMT
EMEDS - Chubbare Med Facility	8111 W Judge Pines Dr 701-884-9424			
EMEDS - EMAT (used)	Belle Chasse Middle School, 12401 Hwy 21, Belle Chasse			EMD/EMT
Calenda EMAT (used)	Belle Chasse Methodist Church, Hwy 21, Belle Chasse (STAT phone: 511-470-7845/8883)			
EMEDS 144th Airman, Army 350 (used)	Grenada Stn, LA (Army Base G1 High School)			
Army, FEMSA Base Camp (409-209-0022)	Pentagon High School, Pentagonium Parish 409-209-0022			EMT
EMEDS - University	Med Ctr of Louisiana - U Hospital (THIS HOSPITAL NOT CLOSED) 2025 North St. N/O East Thibodaux: 707-335-7401 Phone Merriam: 504-261-0108 New Orleans: 504-478-0127			

Medical Plan

6. Transportation						
A. Ambulance Services						
Name	Address	Phone	Paramedics Yes No			
East Jefferson Parish EMS	911 Acapulco	504-340-0371	X			
New Orleans EMS, Fire Police	911 Acapulco	504-575-4030	X			
Paraguard Parish EMS	Paraguard Parish Govt Off, Pen Tuhaz	504-915-1333	X			
US Coast Guard Med Resc Helo	Belle Chasse, N/AH&A Air Station	504-393-6031.3	X			
B. Incident Ambulances						
Name	Location	Paramedics Yes No				
7. Hospitals						
Name	Address	Trial Time Agt	Phone	Helped Yes No	Burn Center Yes No	
Ochsner Clinic Foundation	1514 Jefferson Hwy, SR 90, N/O	15m	504-843-3460	X		X
East Jefferson General	4300 Stennis Blvd, Metairie	15m	504-474-4387	X		X
West Jefferson	1101 Medical Center Blvd, Metairie	20m	504-347-0511	X		X
Texas Infirmary	2401 Poychar St, N/O	20m	504-887-7011	X		X
Madonnesant	2100 Belle Chasse Hwy, Gentex		504-382-3131			
Northshore Reg Med Ctr	100 Medical Center Drive, Slidell		985-640-7070	X		X
Slidell Memorial	1001 Grand Blvd, Slidell		985-640-8142	N		N
Lakeview Reg Med Ctr	91 E Fairway Dr (off Hwy 190), Covington		985-887-4000			

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.

Communications Plan

Incident Radio Communication Plan		4. Basic Radio Channel Utilization	
Radio Type/Code	Channel	Priority	Branch
RACAL/NFEC	1	TAC 1	ENVIRONMENTAL ASSESSMENT BRANCH
RACAL/NFEC	2	TAC 2	DROWNING WATER BRANCH
RACAL/NFEC	3	TAC 3	ER BRANCH
RACAL/NFEC	4	TAC 4	HAZARDOUS DEBRIS BRANCH
RACAL/NFEC	5	TAC 5	RECONSTRUCTION BRANCH
RACAL/NFEC	6	CLD - NORTH	N/O - AREA WISE CORDN ALL BRANCHES
RACAL/NFEC	7	CLD - SOUTH	N/O - AREA WISE CORDN ALL BRANCHES
RACAL/NFEC	8	Digital TAC 1	ENVIRON, DROWING WATER, ER
RACAL/NFEC	9	Digital TAC 2	HAZARDOUS DEBRIS, RECON
RACAL/NFEC	10		Blank Channel

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.

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 18

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 19

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

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

EPA ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburg, 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 INSTITUTE 1

Purpose

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

The diagram illustrates the Operational Period Planning Cycle. It starts with an Incident/Event, followed by Initial Response (Incident Brief, ICS-201-EPA Form, Initial Response and Assessment, Notifications, and Initial ICS Meeting). This leads to the Incident ICS Development/Setting Objectives Meeting, then the Command and General Staff Meeting. The cycle then moves to the Planning Meeting (IAP Prep & Approval), which includes the Operations Briefing. This is followed by the Execute Plan & Assess Progress phase, leading to the New Ops Period Begins, and finally back to the Tactics Meeting, which feeds into Preparing for the Planning Meeting, then Preparing for the Tactics Meeting, and finally back to the Incident ICS Development/Setting Objectives Meeting.

ICS INSTITUTE 2

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 INSTITUTE 3

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 INSTITUTE 4

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

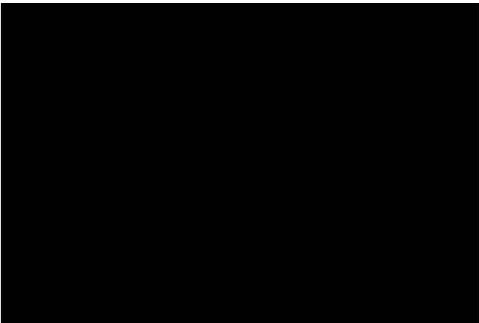
ICS INSTITUTE 5

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 INSTITUTE 6

Operations Briefing



ICS INSTITUTE 7

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 INSTITUTE 8

EPA ICS INSTITUTE
Incident Command System

March 20 - 24, 2017 | Pittsburg, 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 INSTITUTE 1

Purpose

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

The diagram illustrates the Operational Period Planning Cycle. It is a vertical flowchart with stages: INCIDENT / EVENT, NOTIFICATIONS, INITIAL RESPONSE AND ASSESSMENT, INCIDENT BRIEF ICS-201-EPA FORM, INITIAL ICS MEETING, IC / ICS DEVELOPS / SETS OBJECTIVES MEETING, COMMAND & GENERAL ICS MEETING, PREPARING FOR THE TACTICS MEETING, TACTICS MEETING, PREPARING FOR THE PLANNING MEETING, PLANNING MEETING, IAP PREP & APPROVAL, OPERATIONS BEGINNING, EXECUTE PLAN & ASSESS PROGRESS, and NEW OPS PERIOD BEGINS. The last two stages are highlighted with a red box. The EPA logo is at the bottom right.

ICS INSTITUTE 2

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 INSTITUTE

3

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 INSTITUTE

4

Information Exchange



ICS INSTITUTE

5

Who: Unified Command

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

ICS INSTITUTE 6

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 INSTITUTE 7

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 INSTITUTE 8

Who: Operations Section Chief

◆ Specifically provide:

- Task Hazard Analysis
- HASP
- Safety briefings to responders



ICS INSTITUTE 9

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

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 INSTITUTE 15

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 INSTITUTE 16

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 INSTITUTE 17

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 INSTITUTE 18

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 INSTITUTE 19

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 INSTITUTE 20

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

Who: Facilities Unit Leader

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



ICS INSTITUTE

24

Improve Facility Safety



ICS INSTITUTE

25

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 INSTITUTE

26

Vehicle Inspection



ICS INSTITUTE

27

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 INSTITUTE

28

Food Service



ICS INSTITUTE

29

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 INSTITUTE 30

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 INSTITUTE 31

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 INSTITUTE 32

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 INSTITUTE 33

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 INSTITUTE 34

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 INSTITUTE 35

 **ICS INSTITUTE**
Incident Command System

March 20 - 24, 2017 | Pittsburg, 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 INSTITUTE 1

Accident Investigation



ICS INSTITUTE 2

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 INSTITUTE 3

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 INSTITUTE 4

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 INSTITUTE 5

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.

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

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.

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 INSTITUTE 12

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 INSTITUTE 13

Accident Investigation (AI) Reports

- ◆ Significant injuries require an 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 INSTITUTE 14

AI Report Minimum Information
<ul style="list-style-type: none"> ◆ 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 INSTITUTE 15

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>
SOURCE: U.S.EPA Region 6 Superfund ICS INSTITUTE 16

SITREP
<p><u>SAFETY OFFICER</u></p> <ul style="list-style-type: none"> • On November 3, 2005, an Assistant Safety Officer (ASO) visited the Vermilion 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 INSTITUTE 17

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 INSTITUTE 18

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 INSTITUTE 19

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 INSTITUTE 20

CISM Specialist	
<ul style="list-style-type: none">◆ 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.	
ICS INSTITUTE	21

Unit Objectives	
<ul style="list-style-type: none">◆ 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 INSTITUTE	22

 **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 INSTITUTE 1

Safety Officer Actions

- ◆ Receive demobilization instructions from supervisor.
- ◆ Subordinate staff are briefed on demobilization procedures and responsibilities.

ICS INSTITUTE 2

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.

ICS Form 221		DEMobilization Check Out	
Form 221		ICS 221 (2016)	
1. Incident Name		2. Incident Date (MM/DD/YYYY)	
3. Incident Location		4. Incident Type	
5. Incident Description		6. Incident Status	
7. Incident Category		8. Incident Priority	
9. Incident Severity		10. Incident Impact	
11. Incident Cause		12. Incident Effect	
13. Incident Response		14. Incident Outcome	
15. Incident Lessons Learned		16. Incident Recommendations	
17. Incident Status		18. Incident Date	
19. Incident Location		20. Incident Time	
21. Incident Category		22. Incident Priority	
23. Incident Severity		24. Incident Impact	
25. Incident Cause		26. Incident Effect	
27. Incident Response		28. Incident Outcome	
29. Incident Lessons Learned		30. Incident Recommendations	
31. Incident Status		32. Incident Date	
33. Incident Location		34. Incident Time	
35. Incident Category		36. Incident Priority	
37. Incident Severity		38. Incident Impact	
39. Incident Cause		40. Incident Effect	
41. Incident Response		42. Incident Outcome	
43. Incident Lessons Learned		44. Incident Recommendations	
45. Incident Status		46. Incident Date	
47. Incident Location		48. Incident Time	
49. Incident Category		50. Incident Priority	
51. Incident Severity		52. Incident Impact	
53. Incident Cause		54. Incident Effect	
55. Incident Response		56. Incident Outcome	
57. Incident Lessons Learned		58. Incident Recommendations	
59. Incident Status		60. Incident Date	
61. Incident Location		62. Incident Time	
63. Incident Category		64. Incident Priority	
65. Incident Severity		66. Incident Impact	
67. Incident Cause		68. Incident Effect	
69. Incident Response		70. Incident Outcome	
71. Incident Lessons Learned		72. Incident Recommendations	
73. Incident Status		74. Incident Date	
75. Incident Location		76. Incident Time	
77. Incident Category		78. Incident Priority	
79. Incident Severity		80. Incident Impact	
81. Incident Cause		82. Incident Effect	
83. Incident Response		84. Incident Outcome	
85. Incident Lessons Learned		86. Incident Recommendations	
87. Incident Status		88. Incident Date	
89. Incident Location		90. Incident Time	
91. Incident Category		92. Incident Priority	
93. Incident Severity		94. Incident Impact	
95. Incident Cause		96. Incident Effect	
97. Incident Response		98. Incident Outcome	
99. Incident Lessons Learned		100. Incident Recommendations	

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.



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.

Course Closeout

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