Safety Officer
Participant Manual

NIDM, New Delhi
Unit 1: Course Introduction
Participant Manual
Objectives

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

- Identify the course objective and position-specific resource materials for the position of Safety Officer
- Describe the course objective
Unit 1
Course Introduction

Topic
Course Title Slide

Key Points

ALL-HAZARDS
SAFETY OFFICER

Visual 1-1
Unit 1

Topic
Course Title Slide

Key Points
Unit 1
Course Introduction

Key Points

Unit Terminal Objective

Identify course objectives and position-specific resource materials for the position of Safety Officer.

Unit Enabling Objectives

• Describe the course objectives
Unit 1

Course Introduction

Topic

Unit Overview

Key Points

Unit Overview

• Introductions

• Expectations

• Course Objective

• Course Scope
Topic: Introductions

Key Points

* **Instructor introduction**
  
  Brief background

* **Student introduction**

  • Self introductions
  
  • Incident response experiences
  
  • Why be a Safety Officer?
Follow instructions from the instructor for discussing the expectations for this course.
Upon completion of this course, participants will demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Safety Officer.

**Key Points**

Upon completion of this course, participants will demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Safety Officer.
The course has been designed to be four days in length.

Through a combination of lecture, discussion, and exercises, participants, upon course completion, will be provided the knowledge to meet the objectives of the course. Participant interaction and participation will be integral to this process.

Participants will be required to successfully complete a closed-book final exam in order to obtain a certificate of completion.

- 60% or higher will be required to pass
- Final exam questions will be based on the Unit Enabling Objectives

The course was designed under the assumption that participants would have completed Basic/Intermediate IRS Course and any one of the command & General Staff Position Course prior to attending this training.

The course material was not developed to substantively delve into the topics covered in those courses; rather, this is a position-specific course focusing on the duties and responsibilities of one member of an IRT in an all-hazards context.
**Topic**

All-Hazards Curriculum

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**Key Points**

Follow instructions from the instructor for discussing this curriculum.
Small Boat & the Ship: The 99% & 1% Solution

Regardless of the scale of the incident, you will require the same types of resources and competencies, the only difference between incidents being the level at which they are applied.

This course will focus training at a high-level of application, allowing participants to scale and apply the lessons learned to the types or levels of incidents to which they may respond.
Key Points

The Flower Diagram illustrates the concept that successful performance of the tasks, duties, activities in any position requires both core and incident-specific competencies.

- **Core competencies** are the competencies required of a Safety Officer regardless of discipline

- **Hazard-specific competencies** are those required to perform in a particular discipline (law enforcement, fire, public health, Hazardous Material, public works, etc.)

- The center of the flower represents the core competencies of the position

- The petals represent the hazard-specific competencies associated with specific disciplines

- You can not be competent as a Safety Officer with only the center of the flower or only the petals – “the flower needs to be complete” to ensure qualification
Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
**Key Points**

**IRS Form 006 - Check-in & Deployment List**

For this course: At the beginning of each day of the course, be sure to sign-in on the posted 006.

**IRS Form 003 - Unit Log**

For this course: You are responsible for filling in a 003 each day and handing it in to the instructors at the end of the day.

IRS Form 003 should capture the three “3 A’s”: Actions, Agreements, Accidents.

Handout 1-1 may be used as a model for how the 003’s should be filled in each day. For each unit in this course, participants should list the three most important things that they learned in that unit.
Unit Terminal Objective

Identify course objectives and position-specific resource materials for the position of Safety Officer.

Unit Enabling Objectives

- Describe the course objective
Exercise 1
Unit 1

Purpose

The purpose of this exercise is to provide participants with an opportunity to identify functions essential to the Safety Officer that they perform regularly at their daily jobs.

Objectives

Participants will:

- Identify common functions performed on a regular basis as part of their job and match those to duties and responsibilities of a Safety Officer.
- Be able to identify basic requirements of the Safety Officer position required in NDMA guidelines.

Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including small group discussion and presentation of group findings. Participants will review the Safety Officer’s Roles and responsibilities and identify their current job responsibilities that are similar to those required in NDMA guideline. Each group will present their findings to the rest of the group.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Review the Roles and responsibilities of safety officer as given in NDMA guidelines, identify functions and duties that you perform during your regular job and that are listed in the NDMA guidelines (refer page 2 of 2 of Exercise 1).
3. Write the common functions, duties, and responsibilities on Flip Chart.
4. Present your list to the rest of the class.

Facilitators moderate discussions, answer questions, and provide additional information as required.

Exercise 1 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Discussion/Documentation</td>
<td>15 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>15 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Roles and Responsibilities of Safety Officer (SO)

The SO’s function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO is authorised to stop or prevent unsafe acts. So may also given general advice on safety of affected communities.

The SO will:

i. recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situation and review it regularly;

ii. ask for assistants and assign responsibilities as required;

iii. participate in planning meetings for preparation of IAP;

iv. review the IAP for safety implications;

v. obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;

vi. review and approve the site safety plan, as and when required;

vii. maintain record of various activities performed as pr IRS Form – 004 (enclosed in Annexure-IV); and

viii. perform such other duties as assigned by IC.
**Unit Log – IRS Form 003**

(Major Components)

Attach a separate sheet if space is insufficient

<table>
<thead>
<tr>
<th>1. Name of the incident: Taking SO Course</th>
<th>2. Name of the Section: Unit 1 of SO Course</th>
<th>3. Operational Period: 1000 hrs to 1700 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Prepared

- **Date:** 20/07/2012
- **Time:** 09:30 AM

5. Name of the Units

6. Work Assigned with Resources

7. Name of the Site

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Not completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R.Muralidhar Raju</th>
</tr>
</thead>
<tbody>
<tr>
<td>To learn unit 1 of SO course, with the help of Participant Manual and instructor (S)</td>
</tr>
<tr>
<td>Class Room in NIDM, New Delhi.</td>
</tr>
</tbody>
</table>


9. Specify accident / incident / weather conditions which may increase severity of incident.

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Locations</td>
<td>Action taken or suggested</td>
</tr>
<tr>
<td>10.00 AM</td>
<td>Class Room, NIDM, New Delhi</td>
<td>To attend 1st Session, Unit 1 of SO Course</td>
</tr>
<tr>
<td>1.00 PM</td>
<td>Dinning Hall</td>
<td>Lunch</td>
</tr>
<tr>
<td>2. PM</td>
<td>Break out Rooms</td>
<td>To participate in exercise 1</td>
</tr>
</tbody>
</table>

10. Name and designation of officer prepared by.

**Handout 1-1: Example completed IRS 003 Unit Log (For participants)**
**Unit Log – IRS Form 003**

(Major Components)

Attach a separate sheet if space is no sufficient

<table>
<thead>
<tr>
<th>1. Name of the incident:</th>
<th>Adoni Communal Riots</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of the Section:</td>
<td>Operation (Police Department)</td>
</tr>
<tr>
<td>3. Operational Period:</td>
<td>1700 hrs to 0500 hrs</td>
</tr>
</tbody>
</table>
| 4. Prepared | Date: 05/09/2011  
Time: 02:00 PM |
| 5. Name of the Units | Civil Police  
AR Police & APSP  
RAF/CRPF |
| 6. Work Assigned with Resources | 1) Register FIRs in to the incidents and take up investigations.  
2) Identify and arrest accused responsible for stone pelting.  
3) Identify trouble mongers/History sheeters & take them into preventive custody.  
4) Patrol the area  
1) Be at pickets with PPE, i.e. Shield, helmets & lathies  
2) Ensure that Section 144 Cr.PC is implemented and 4 or more persons are not allowed to gather at any place.  
3) Divert traffic from affected areas.  
1) Conduct Flag marches on the given routes.  
2) Be available at picket with proper PPE.  
3) Don’t allow stone pelting, Arson and looting. |
| 7. Name of the Site | |
| 8. Status of Work. | (a)  
(b)  
Completed  
Not completed |
| 9. Specify accident / incident / weather conditions which may increase severity of incident. | (a)  
(b)  
(c)  
Time  
Locations  
Action taken or suggested |
| 10. Name and designation of officer prepared by. | |

**Brief facts of case**: While Ganesh procession was passing in front of Madina Mosque, some people from inside the mosque pelted stone on the processenists.

**Action Suggested**:  
1) First warn the accused to stop pelting stones.  
2) Open mild lathi charge and disperse them.  
3) Videograph the incident.  
4) Bring situation under control.  
5) After situation has come under control, lodge FIR in to the incident of stone pelting  
6) Take up investigation in the case.

**Handout 1-1: Example completed IRS 003 Unit Log (Adoni communal Riots)**
Objectives

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

- Describe the roles and responsibilities of the Safety Officer in assuming the position and creating an attitude of safety at an incident
- List materials a Safety Officer would include in a Safety Officer Kit
- Discuss the Safety Officer’s responsibility to complete IRS Form 003 – Unit Log
Unit 2
Overview of the Safety Officer Role

**Topic**  
Unit Introduction

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**Key Points**
Unit Terminal Objective:

- Describe the roles and responsibilities of the Safety Officer in fulfilling that role and creating an attitude of safety at an incident

Unit Enabling Objectives:

- List materials you as a Safety Officer would include in a Safety Officer Kit
- Discuss the Safety Officer’s responsibility to complete the Unit Log (IRS Form 003)
Unit 2  Overview of the Safety Officer Role

Topic  Unit Overview

Key Points

- Safety Officer Role
- General Responsibilities
- Safety Officer Kit
- Planning Process
Explain the Following Key Points

Develop and recommend measures for ensuring personnel safety, and assess and/or anticipate hazardous and unsafe situations.
Explain the Following Key Points

Develop and recommend measures for ensuring personnel safety, and assess and/or anticipate hazardous and unsafe situations.
Key Points

Safety is an attitude at the incident, starting with the Safety Officer—your job is to get incident personnel to think “Safety First.”
Each incident will have only one main Safety Officer who reports directly to the Incident commander. However, the Safety Officer may have assistants as needed. An Assistant Safety Officer may have specific responsibilities such as air monitoring/sampling, air operations, hazardous materials, division, or camp assignments, or may help address span-of-control issues at complex incidents. An assistant Safety Officer may be appointed to bring in the hazard specific knowledge.

Assistant Safety Officers will be discussed in detail in Unit 8.
General Responsibilities

- The Safety Officer must ensure the safety, welfare, and accountability of incident personnel and affected communities.

- What are the four core responsibilities of the Safety Officer?

Key Points

The Safety Officer must ensure the safety, welfare, and accountability of incident personnel.

What are the four core responsibilities of the Safety Officer?

- Recognize potentially hazardous situations
- Inform personnel and affected communities of hazards
- Ensure special precautions are taken when extraordinary hazards exist
- Ensure adequate rest is provided to all personnel
Key Points

The Safety Officer must establish and maintain positive interpersonal and interagency working relationships.

- Create a work environment that allows for diversity and provides equal opportunity for all personnel assigned to an incident
- Recognize functional capabilities of cooperating agencies/cooperators

The Safety Officer is responsible for ALL personnel at an incident, no matter what their roles.
Key Points

The Safety Officer should gather information necessary to make incident assignments. This is an ongoing task throughout all phases of the incident.

- General – information about the type of incident and status before you arrive
- Mobilization – how you will get to the incident and where to report
- Incident activities – what operations are underway or being considered
- Demobilization – how personnel, including you, are demobilized
**Key Points**

The Safety Officer should assemble information and materials needed for a Safety Officer Kit. The kit should be prepared prior to receiving an assignment. It will contain critical items needed for the assignment and items needed to function during the first two operational periods. The kit will be easily transportable and within agency weight limits.

Review Handout 2-1: Safety Officer Kit Contents.
Topic: Arriving at the Incident

Key Points

The Safety Officer should arrive at an incident properly equipped and check in.
### Topic

Safety Officer Role in the Planning Process

#### Key Points

The Safety Officer must be involved in the Tactics and Planning meetings pointing out potential safety hazards and risks associated with proposed operations.

The Safety Officer speaks at the Operational Period Briefing.

A larger version of the Planning P is available in the Supplemental Materials (Handout 2-2).
Unit 2 Overview of the Safety Officer Role

Topic Building Working Relationships

Key Points

Team dynamics:

- The Safety Officer does not take corrective action for unsafe situations, but identifies problems that need to be solved. You must have relationships with Section Chiefs and Unit Leaders so you know how best to communicate these issues to them.

Exchanging and obtaining information:

- The Safety Officer must have relationships with everyone at the incident to better communicate information to them.

- The Safety Officer must have the trust and confidence of incident personnel so they are willing to give information.

How others see the Safety Officer:

- The Safety Officer must be seen as a trusted partner so that his or her observations are welcome and incident personnel consider the importance of safety.

Handout 2-3: Expectations of IRT Members describes the types of information and actions that each member of the Command and General Staff can expect from Safety Officerbers, and shows what Safety Officer’s expectations are from other members of IRT.
Unit 2  Overview of the Safety Officer Role

**Topic**
Complete IRS Form 003 – Unit Log for Each Operational Period

**Key Points**

- List of individuals assigned to Safety
- List of significant events
- Submit to the Documentation Unit at the end of each operational period
Unit 2   Overview of the Safety Officer Role

**Topic**  Using the Unit Log for Each Operational Period

![Using the Unit Log](image)

**Key Points**

Information on the Unit Logs should be used to develop:

- Briefings
- Safety Messages
Unit 2
Overview of the Safety Officer Role

Topic
Objectives Review

Key Points

Unit Terminal Objective:

- Describe the roles and responsibilities of the Safety Officer in fulfilling the role and creating an attitude of safety on an incident

Unit Enabling Objectives:

- List materials you as a Safety Officer would include in a Safety Officer Kit
- Discuss the Safety Officer’s responsibility to complete the Unit Log (IRS Form 003)
Suggested items for your Safety Officer Kit:

- Appropriate guidelines for specific hazard (For example, chemical, collapse, fire etc.)
- Flags (several colours)
- Clipboard
- Note Book
- Torchlight and batteries
- Pencils and an assortment of markers
- Measurement tape
- Digital camera
- Hand-held tape recorder and extra batteries
- Compass
- Alarm clock
- Transistor
- Rain gear
- GPS
- Light Beddings
- Personal protective equipment
- Safety checklists
- Whistle
- Binoculars
- Programmable hand-held radio and spare batteries
- First Aid Kit
- Personal Medicine
- IRS forms
  - Medical Plan (IRS Form 008)
  - Unit Log (IRS Form 003)
- Formats
  - Site Safety & Control Plan
  - General Message
  - Incident Safety Analysis
- Agency specific form/injury and accident forms
- Personalized Safety Message forms
- Laptop/computer accessories
EXPECTATIONS OF IRT MEMBERS

I. Incident Commander, Command & General Staff
   A. Incident Commander’s expectations of Safety Officer
      1. Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly.
      2. Ask for assistants and assign responsibilities as required.
      3. Participate in planning meetings for preparation of IAP.
      4. Review the IAP for safety implications.
      5. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities.
      6. Review and approve the Site Safety Plan, as and when required.
      7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV).
      8. Perform such other duties as assigned by IC.
      9. Be fully engaged in the planning process, and provide an appropriate and timely feedback.
     10. Identify, manage, instruct and mitigate all hazards on the incident.
     11. Keeps IC informed on trends/causes of accidents and illnesses.
     12. Promote an attitude of 100% compliance with safety rules throughout the entire organization.
     13. Provide a relevant and effective safety message in each IAP.

   B. Planning Section Chief’s expectations of Safety Officer
      2. Continually update team on safety issues.
      3. Participate in IAP (Safety message and 204’s).
      4. Participate in Operational briefings.

   C. Logistics Section Chief expectations of Safety Officer
      1. Coordinate/cooperate with Medical Unit.
      2. Provide notification of hazards in facilities, transportation, etc.
      3. Provide input to Medical Plan and medical evacuation procedures.
      4. Coordinate/cooperate with police Department in accident investigation.
      5. Be an advisor.
      6. Provide information on accidents or injuries.
      7. Coordinate with Compensation/Claims Unit Leader.
      8. Ensure that all accident or injury reports are submitted to Finance in a timely manner.

Handout 2-3: Expectations of IRT Members
D. Operations Section Chief expectations of Safety Officer
   1. Have a close working relationship in development of tactics.
   2. Provide notification of any hazards or safety problems.
   3. Provide mitigations and ramifications for tactics.
   4. Provide close scrutiny of operations in field.
   5. Order enough resources to ensure safety in field.

E. Information & media Officer’s expectations of Safety Officer
   1. Summarize safety issues.
   2. Provide a daily report of any accidents/injuries.
   3. Process accident reports in a timely manner.
   4. Maintain constant exchange of information concerning safety matters such as excessive work hours or labour laws violations.
   5. Coordinate accident/injury information from Compensation/Claims Unit.

F. Liaison Officer’s expectations of Safety Officer
   1. Provide advice on hazards and issues particularly affecting involved agencies and organizations.
   2. Provide input on “safety readiness” of above.

II. Safety Officer

A. Safety Officer’s expectations of Incident Commander
   1. Emphasize safety in all communications and actions.
   2. Support recommendations for changes in tactics for safety reasons.

B. Safety Officer’s expectations of Public Information Officer
   1. Be sensitive to any accidents or other safety problems on the incident.
   2. Coordinate what is released to public, both media and locals.

C. Safety Officer’s expectations of Liaison Officer
   1. Provide specific information regarding problems with assisting and coordinating agencies.
   2. Identify potential safety problems regarding above.

D. Safety Officer’s expectations of Logistics Section Chief
   1. Supply personnel/equipment needs.
   2. Coordinate with Medical Unit.
   3. Process accident reports in a timely manner.
   4. Maintain constant exchange of information concerning safety matters such as excessive work hours or labour rules violations.
   5. Coordinate accident/injury information from Compensation/Claims Unit.

Handout 2-3: Expectations of IRT Members
E. Safety Officer’s expectations of Operations Section Chief
   1. Maintain a close working relationship in development of tactics.
   2. Understand of possible hazards.
   3. Be flexible enough to change tactics that cannot be mitigated.
   4. Provide information on unusual hazards occurring in field.
   5. No surprises.

F. Safety Officer’s expectations of Planning Section Chief
   1. Be included in strategy and tactics meetings.
   2. Provide briefings on situation, critical/sensitive areas, resource types and status.
   3. Be included in briefings.
   4. Provide updates/feedback on safety responses.
   5. Provide information on personnel/resources availability.

Handout 2-3: Expectations of IMT Members
Unit 3: Obtaining Incident Safety Information
Participant Manual
Objectives

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

- Identify the information that the Safety Officer must obtain when beginning work at an incident and potential sources for obtaining that information.

- List information that the Safety Officer would obtain from his or her supervisor during an initial briefing.

- Assess information from the Incident Action Plan (IAP) to obtain an overview of the incident.

- List ways of obtaining information on potentially unsafe situations.

- Understand the types of laws, regulations, and policies with which a Safety Officer should be familiar.

- List the types of information a Safety Officer would gather from Technical Specialists and describe the significance of each.
Unit 3                               Obtaining Incident Safety Information

Topic                               Unit Introduction

Key Points
Unit 3  Obtaining Incident Safety Information

**Unit Objectives**

**Unit Terminal Objective:**
- Identify the information that the Safety Officer must obtain when beginning work on an incident, and discuss methods for gathering that information.

**Unit Enabling Objectives:**
- List information that a Safety Officer would obtain from his or her supervisor during an initial briefing.
- Assess information from the IAP to obtain an overview of the incident.
- List ways of obtaining information on potentially unsafe situations.
- Understand the types of laws, regulations, and policies with which a Safety Officer should be familiar.
- List the types of information a Safety Officer would gather from Technical Specialists and describe the significance of each.

**Key Points**
Unit 3                               Obtaining Incident Safety Information

Topic                                Unit Overview

- Initial briefing
- Incident action plan
- Laws and regulations
- Obtaining information
### Topic
Initial Briefing

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**Initial Briefing**

As the Safety Officer, you are responsible for obtaining the information necessary to do your job.

*You are responsible for asking adequate questions!* 

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**Key Points**

- Obtain briefing from your Incident Commander (or supervisor, group leader, etc.).

- You are responsible for obtaining the information necessary to do your job. You are responsible for asking adequate questions and seek clarifications on all your doubts.
Unit 3  
Obtaining Incident Safety Information

**Topic**  
Handout 3-1: Initial Briefing

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**Handout 3-1: Initial Briefing**

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**Key Points**
Incident Action Plan

- IRS forms are “controlled notes”

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

- Review Handout 3-2: Sample IAP with the following slides describing the information presented by each form
ERROR: stackunderflow
OFFENDING COMMAND: ~

STACK:
Exercise 2 Overview
Unit 3

Purpose

The purpose of this exercise is to provide participants with an opportunity to explore the sources of any necessary safety information that is not contained in an existing written Incident Action Plan upon their arrival at an incident.

Objectives

Participants will:

- Brainstorm the hazard-specific information you would need before reporting, or upon reporting, to a given type of incident.
- Identify where you would obtain that information if there was no written IAP.

Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including small group discussion and presentation of group findings. Participants will gather in groups to discuss the information they would need to gather for reporting to an assigned type of incident, and brainstorm potential sources of that information if it is not contained in an Incident Action Plan. Each group will receive an assigned incident type: flood, fire, hostage situation, biological event. Each group will present their findings to the rest of the group.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Receive your group’s assigned incident from the Instructors.
3. Brainstorm the hazard-specific information you would need to gather to understand and identify the safety issues on your incident type.
4. List potential sources of that information if it were not contained in a written IAP (e.g., in a hazardous materials incident, you would need to know about the toxicity of the chemical, and could use the Materials Safety Data Sheet for that chemical).
5. Present your list to the rest of the class.

Facilitators assign incident types, moderate discussions, answer questions, and provide additional information as required.

Exercise 2 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
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<tr>
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</tr>
<tr>
<td>Debrief/Review</td>
<td>15 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Suggested information you should ask about during an Initial Briefing:

- Current Status
- Incident Size
- Numbers (personnel, operational groups, etc.)
- Incident Staging
- Contaminants of Concern
- Terrain
- Exposures
- Threats
- Weather Conditions
- Current Resource Commitments
- Incoming and Demobilizing Resources
- Identified Hazards/Risks
- Reportable Injuries/Accidents
- Incident Communications status
- Organizations, Policies, and Operating Procedures
  - Restrictions
    - Archeological site
    - Culturally or historically protected site
    - Restrictions on operations in residential areas
  - Host Agency Jurisdiction
    - Unified Command
    - Multiple jurisdictions
  - Meeting Schedule, Operational Period(s)
  - Others Needs
    - Status Report
    - Attendance at Meetings
- Special Considerations
  - Urban Interface
  - Cultural
- Transportation System
  - Your needs
INCIDENT OBJECTIVES

1. Incident Name
Adoni Communal Riots

2. Date
05/09/2011

3. Time
2.00 PM

4. Operation Period
5/9/2011 to 6/9/2011 (1700 hrs to 0500 hrs)

5. General Control objectives for incident (include alternatives)

A. Ensure safe operations for all incident personnel by adhering to best safety practices for communal riots.
B. Provide EMS to all injured civilians in the incident area by 1800 hrs.
C. Impose section 144 Cr.P.C. by not allowing assembly of 4 or 5 more people.
D. Maintain Law and Order in the area.
E. Register FIRs on the reported incidents.
F. Take up investigations into main stone pelting incident and in other cases.
G. Arrest the accused involved and trouble mongers.
H. Inform Media (Electronic & Print) about the Law and Order situation and preparedness of Police Department.
I. Place Fire tenders at vulnerable localities to douse fire in case of arsons by trouble mongers.
J. Remove stones/Debris which were used during stone pelting by 2000 hrs.
K. Restore telephone lines/services by tomorrow.
L. Restore electricity.
M. Provide transportation for mobilizing Para military forces.

6. Weather Forecast for the period.
On 5/9/2011, Wednesday, Generally cloudy sky, Max temperature to be around 34 degrees with minimum expected to be 24 degrees Celsius, Sunset: 1855 hrs., moonrise: 0808 hrs.
On 6/9/2011, Thursday Sunrise:0547 hrs, Generally cloudy sky, Maximum Temp to be 33 degrees Celsius with minimum expected to be 24 degrees celsius, relative humidity 54%, Rainfall: Nil

7. General Safety Message
1. Remember to wear protective gear at all times, Law enforcement men should have shield, helmet and Lathies.
2. Temperature and Humidity will be high during operational period therefore all incident personnel should consume lots of water.
3. All personnel will ensure that they have proper communication links established between law enforcement, fire and EMS.
4. All Tactical activities must be coordinated between all disciplines

8. Attachments
1) Organization Assignment List (IRS Form 005)
2) Communication Plan (IRS Form 009)
3) Medical Plan (IRS Form 008)

9. Prepared by (PSC)
Ravi Gupta

10. Appd. By (I/C)
Jaipal Singh

Handout 3-2 Sample Incident Action Plan
This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

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<tbody>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Time: 02.00 PM</td>
</tr>
</tbody>
</table>

4. Name of the section to whom work assigned: **Law Enforcement (Police Department)**

5. Name of the supervisory officer concerned: **Shemushi Bajpai**

6. Name of the responder: **Civil Police, AR Police, RAF, CRPF, APSP**

7. List of task assigned

   a) Impose section 144 Cr.PC and prevent assembly of 4 or more persons.
   b) Maintain Law and Order in the area.
   c) Register FIR on the reported incidents.
   d) Take up investigation in to the main stone pelting case which happened at Madina Masjid, Victoria Pet and other incidents.
   e) Identify and arrest the accused persons at the earliest.
   f) Take trouble mongers/History sheetes/Rowdy elements into preventive custody by 0500 hrs.
   g) Inform Media (Electronic & Print) about the Law and Order situation and preparedness of Police Department for handling the situation.

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**

9. Approved by: **Ravi Gupta (PSC)**
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4. Name of the section to whom work assigned: **Medical & Health Department**

5. Name of the supervisory officer concerned: **Dr. Ranganatham, MBBS, MS**

6. Name of the responder: **Various Doctors**

7. List of task assigned
   
   1) Shift injured to nearby Medical facilities.
   
   2) Give first Aid to people those who have minor injuries.
   
   3) Admit seriously injured to Hospital.
   
   4) Give and continue treatment of injured people.
   
   5) Inform Police about injured and dead for Medico legal cases.

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**

9. Approved by: **Ravi Gupta (PSC)**

---

**Handout 3-2 Sample Incident Action Plan**
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4. Name of the section to whom work assigned: **Fire Department**
5. Name of the supervisory officer concerned: **Sanjay Singh**
6. Name of the responder: **Fire Fighters**.
7. List of task assigned
   a) Place Fire Tenders at vulnerable locations by 1800 hrs, where trouble mongers are likely to indulge in Arson and looting.
   b) Evacuate people from buildings on fire immediately.
   c) Immediately put off fire wherever seen.
   d) Inform Police Department about any incident of arson.

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**
9. Approved by: **Ravi Gupta (PSC)**
This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

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4. Name of the section to whom work assigned: **Municipal Corporation**

5. Name of the supervisory officer concerned: **Raghunath Reddy**

6. Name of the responder: **The Sanitary workers etc.**

7. List of task assigned

   1) Remove the stones/Debris from the roads which were used by trouble mongers/accused persons during stone pelting incidents.
   2) Repair street lights which were broken during stone pelting.
   3) Ensure supply of Drinking water in all the taps so that APSP, CRPF, RPF get water in their camps.

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**

9. Approved by: **Ravi Gupta (PSC)**
This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

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4. Name of the section to whom work assigned: AP Transco
5. Name of the supervisory officer concerned: Daljeet Singh
6. Name of the responder: Muralidhar, Sudhakar Reddy, Obulesu, Mohan

7. List of task assigned
   a) Ensure 24 hrs power supply so that miscreants do not take advantage of darkness.
   b) Replace broken lines by 0500 hrs.
   c) Keep representative of AP Transco in Police Control Room.

8. Name and designation of Officer prepared by: Manohar Lal (RUL)
9. Approved by: Ravi Gupta (PSC)
This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

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|                          |                        | Time: **02.00 PM** |

4. Name of the section to whom work assigned: **BNSL**

5. Name of the supervisory officer concerned: **Bhaskar Reddy**

6. Name of the responder: **Giridhar, Ravi Manohar Chary**

7. List of task assigned

   1) **Restore telephone lines which were broken during riots and ensure that land lines start working in 2 hrs.**
   2) **Repair damage to Cell tower.**
   3) **Keep a representative in Police Control Room.**

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**

9. Approved by: **Ravi Gupta (PSC)**

---

**Handout 3-2 Sample Incident Action Plan**
This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

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</tr>
</tbody>
</table>

4. Name of the section to whom work assigned: **APSRTC**

5. Name of the supervisory officer concerned: **Sridhar**

6. Name of the responder: **P. Ramakrishnudu, Depot Manager**

7. List of task assigned

1) **Supply Buses for transporting Para Military Forces.**

2) **Divert buses to different routes from area under curfew.**

8. Name and designation of Officer prepared by: **Manohar Lal (RUL)**

9. Approved by: **Ravi Gupta (PSC)**
Medical Plan – IRS From 008
(Major Components)

Attach a separate sheet if space is not sufficient

1. Name of the incident: Adoni Communal Riots
2. Operational Period: 1700 hrs to 0500 hrs
3. Prepared: Date: 05.09.2011
   Time: 02.00 PM
4. Total Nos. of medical aid camp to be establish: One

4.1 Sl. No. 4.2 Location (s) 4.3 Resources Available in the medical camp
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adoni, Madina Mosque Area</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>No.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4.4 No. of Medical Officers No. of Paramedics Other (ANN & trained volunteers) Specify
4.5 Life saving drugs / Appliances Facilities of referral services and Blood Banks Any other (Specify)
4.6 Yes No Yes No

5. Status of Ambulance Services Available

6. Availability of regular Medical Facilities (Specify in Nos.)
<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>6.1 Govt</th>
<th>Yes</th>
<th>6.2 Private</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Ambulance Service Provider</td>
<td>Address &amp; Contact No.</td>
<td>Paramedics</td>
<td>No</td>
<td>Locations</td>
<td>Sub-Centre</td>
<td>PHC</td>
</tr>
<tr>
<td>Rajiv Arogyasri</td>
<td>Telephone no. 108</td>
<td>Madina Mosque, Adoni</td>
<td>Yes</td>
<td>YSR Circle</td>
<td>Govt.Area Hospital</td>
<td>Near Police Control Room</td>
</tr>
</tbody>
</table>

7. Road map of the area circulated among the ambulance service

8. Referral Medical Facilities in the Neighborhood
<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Location</td>
</tr>
<tr>
<td>Kurnool Town</td>
<td>Kurnool Town</td>
<td></td>
</tr>
<tr>
<td>Govt.General Hospital</td>
<td>Govt.General Hospital</td>
<td></td>
</tr>
<tr>
<td>Trauma / Cardio</td>
<td>Trauma / Cardio</td>
<td></td>
</tr>
</tbody>
</table>

9. Name and designation of officer prepared by (Medical Unit)
   Dr. Gurunath Rao (MUL)

10. Approved By
    Atul Singh (S.O.)

Handout 3-2 Sample Incident Action Plan
### Communication Plan – IRS From 009
(Major Components)
Attach a separate sheet if space is not sufficient

1. Name of the Incident: **Adoni Communal Riots**
2. Operational Period: **1700 hrs to 0500 hrs**
3. Prepared:
   - Date: **05.09.2011**; Time: **02.00 PM**

#### 3. List of locations where communication is available

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of location</td>
<td>Organisation</td>
<td>Requirement of Power Supply</td>
<td>Type of Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wireless</td>
<td>Telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HF</td>
<td>VHF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. List of locations where communication has to be setup: **Not Required**

#### 5. Arrangements for repair and replacement of faulty sets
**Adoni II town PS, where Radio work shop is existing.**

#### 6. In stock available sets (Specify Nos. kind and type):
**Static Sets: 5 Nos, Hand Held Sets: 20 Nos.**

7. Networking plan for integrating inter-organizational communication facility with the local setup (Army / NDRF, etc.) – weather repeater or relay setup is required or not **Not Required**

8. Transport required for supervision and maintenance: **One LMV is required**

9. Name and designation of officer prepared by: **M. Sudhir (Communication Unit Leader)**

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**Handout 3-2 Sample Incident Action Plan**
Safety Message

September 5, 2011
Night Shift 1700 hrs – 0500 hrs

Hazardous Atmosphere

PPE!!!
Warning Alarms!!!
Escape Routes!!!
Accountability!!!

- Know where you and your crew members are at “all” times.

Lookouts
Communication
Escape Route
Safety Zones

You are your own “safety Officer”!

Atul Singh
Safety Officer

Handout 3-2 Sample Incident Action Plan
Unit 4: Identifying Hazards and Risks
Participant Manual
Objectives

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

- Understand the distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer

- Define “risk” and “hazard” and describe the difference between the two terms
Unit 4  Identifying Hazards and Risks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Objective</th>
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</table>

**Unit Terminal Objective**

Understand the distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer

**Key Points**

**Terminal Objective:**

- Understand the distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer

**Enabling Objective:**

- Define “risk” and “hazard” and describe the difference between the two terms
Unit 4    Identifying Hazards and Risks

Topic   Unit Overview

Key Points

- Define “hazard” and “risk”
- Identify hazards
- Identify risks
Unit 4    Identifying Hazards and Risks

Topic   Hazards

Key Points

Basic concepts of safety and risk management

- Hazards – things in the environment that can cause harm to people or equipment
- Hazards are things; they may or may not be modified
  - Open manholes particularly during rains
  - Wet roadways during a flood
  - Toxic fumes during a chemical spill
Risks – the chances that people take in relationship to the hazards.

- Risks are a human activity; they can be reduced or increased
- Walking while talking and not seeing open manhole
- Walking under a leaning wall after a building collapse
- Entering a confined space with a lack of oxygen

Mishap – when the hazard (thing) comes together with the risk (activity), the result is a mishap or accident.
Hazard vs. Risk:

- Distinguishing between “risk” and “hazard” is one of the core fundamentals of safety engineering and risk management. Appropriately applying that distinction lends credibility to the entire safety function, especially in a review of incident activities.

- A hazard does not necessarily put you at risk. Everything that responders do is hazardous; hazards and the risks associated with them are everywhere. When hazards are known, steps can be taken to minimize or eliminate risk.

- When we go up or down stairs, it is possible we might fall, but it is likely we will not. Stairs are a hazard, and the likelihood of injury is known as the risk, often expressed as a fraction (such as 1 in 100 or 1 in a million).

- Everything we do exposes us to hazards. However, it is HOW we do things that determines the risk. Driving a car is inherently dangerous, but only driving at high speeds creates a “risk” that the Safety Officer must be aware of and work to mitigate.

- Some hazards are only significant if they occur in large amounts or for long periods of time. Smoking one cigarette in your life will not have much effect, but smoking three packs a day for 40 years will likely lead to significant health problems and is therefore a risk.
Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Key Points

The Safety Officer is expected to be highly experienced, but still might not know all the hazards that are present.

The main way potential safety problems are identified is through experience and knowledge. By knowing what sort of hazards and risks caused accidents in the past, a person might look at the work that is going to take place and predict what kind of safety problems there will be in the future. There are no new accidents, just the same old accidents happening to new people!
Unit 4
Identifying Hazards and Risks

Topic
Identify High-Potential Risks

Key Points
Identify risks with the highest potential for serious accident or injury. For example:

- Transportation distance, time, and type
- Tactical assignment
- Specialized equipment
- Building collapse
- Night Operations
Unit 4    Identifying Hazards and Risks

Topic   Identify High-Potential Risks (cont.)

Key Points

- Transportation
Unit 4    Identifying Hazards and Risks

Topic    Identify High-Potential Risks (cont.)

Key Points

• Transportation – boats
Unit 4    Identifying Hazards and Risks

Topic       Identify High-Potential Risks (cont.)

Key Points

• Transportation – troop carrier
Topic: Identify High-Potential Risks (cont.)

Key Points

- Transportation – helicopters
Key Points

- Tactical assignment
Key Points

- Power saws
Unit 4  Identifying Hazards and Risks

Topic  Identify High-Potential Risks (cont.)

Key Points

- Specialized equipment
Building collapse
Key Points

- Night operations
Identify High-Potential Risks (cont.)

Key Points

- Air operations
### Key Points

#### Snags

#### Bio-Hazards

**Biological:**
- Poison plants (oak, ivy)
- Insects and snakes
- Large mammals

**Topography:**
- Rocks, slope
- Water

**Chemical/Fire Behavior:**
- Fuel type
Weather:

- Lightning
- Temperature
- Red flag warnings/fire weather watch
- High wind
- Structural collapse
Key Points

• Snags
Key Points

• Biohazards
Key Points

• Biohazards (cont.)
Unit 4     Identifying Hazards and Risks

Topic     Identify High-Potential Risks (cont.)

Key Points

• Biological/Toxin
Key Points

- Biological (cont.)
Key Points

• Topography
Topic: Identify High-Potential Risks (cont.)

Key Points

• Chemical/Fire Behavior
Identify High Potential Hazards (cont.)

- Chemical/Fire Behavior (cont.)
Identify High Potential Hazards (cont.)

• Weather
Key Points

• Weather (cont.)
Identify High Potential Hazards (cont.)

• Structural collapse
Unit 4    Identifying Hazards and Risks

Topic    Activity: Exercise 4

Key Points

- Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Topic      Objectives Review

Key Points

Terminal Objective

- Understand the distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer

Enabling Objective

- Define “risk” and “hazard” and describe the difference between the two terms
### Exercise 3
**Exercise 3 - Overview-Unit 4**

#### Purpose
The purpose of this exercise is to provide participants with an opportunity to identify the hazards and risks.

#### Objectives
Participants will:

- Fill in accompanying exercise handout, discussing in groups whether each item is a hazard or a risk.

#### Exercise Structure
This exercise is scheduled to last approximately 30 minutes, including small group discussion and presentation of group findings. Participants will gather in groups to discuss the items in the worksheet and determine whether each is a hazard or a risk. Each group will present their findings to the rest of the class.

#### Rules, Roles, and Responsibilities
Following are the specific activities/instructions for your participation in the exercise:

- Within your work group, select a group spokesperson.
- Complete the (H or R) column of the worksheet by determining whether each item is a hazard or a risk.
- Present your responses to the rest of the class.
- Facilitators moderate discussions, answer questions, and provide additional information as required.
## Exercise 3 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Reading Background Information</td>
<td>10 minutes</td>
<td>Individual</td>
</tr>
<tr>
<td>Discussion/Document</td>
<td>15 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>20 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Hazard or Risk Worksheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify the following items as Hazards (H) or Risks (R)</td>
<td>H or R</td>
<td></td>
</tr>
<tr>
<td>Excessive vehicle speed in an incident base or camp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving an ambulance at high speed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directing traffic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exposed electrical wires</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling needles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of power equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fog or dust on roads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snakes/bugs/bears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of heavy equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night operations in unfamiliar surroundings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown product/chemical release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unstable structural damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuating residents door-to-door</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking untreated tap water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Untreated tap water at an incident base</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exercise 4
Exercise 4 - Overview-Unit 4

Purpose

The purpose of this exercise is to provide participants with an opportunity to identify the hazards and risks posed by tactical operations.

Objectives

Participants will:

- Become familiar with the Train Derailment Scenario IAP (Handout 4-1).
- Identify and list potential hazards posed by the tactical operations planned in the Train Derailment Scenario IRS Form 015 - Operational Planning Worksheet.
- Decide upon a list of 10 hazards and risks for use in later exercises.

Exercise Structure

This exercise is scheduled to last approximately 45 minutes, including small group discussion, presentation of group findings, and class discussion. Participants will first individually review the Train Derailment Scenario and become familiar with the incident and proposed operations. Then, they will gather in groups to discuss hazards and risks associated with the tactical operations presented in the scenario’s IRS Form 015. Each group will present their findings to the rest of the class, which will then identify a list of 10 hazards and risks suitable for use in later exercises.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

- Read over the Incident Action Plan for the Train Derailment Scenario.
- Within your work group, select a group spokesperson.
- Identify and list potential hazards posed by the tactical operations planned in the IRS Form 015 - Operational Planning Worksheet for the Train Derailment Scenario (Handout 4-1).
- Present your responses to the rest of the class.
- Determine, as a class, a list of 10 interesting hazards and risks suitable for further discussion in later exercises.

Instructors moderate discussions, answer questions, and provide additional information as required.
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<tr>
<td>Debrief/Review</td>
<td>20 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Incident Objective</td>
<td>1. Incident Name</td>
<td>2. Date</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
<tr>
<td>4. Operation Period</td>
<td>Train derailment</td>
<td>01.07.2012</td>
</tr>
</tbody>
</table>

01.07.12, 1000 hrs to 01.07.12, 2200 hrs.

5. General Control objectives for incident (include alternatives)

1) Provide safety to public and safe work atmosphere to responders.
2) Transport all injured to Medical facilities.
3) Identify hazardous material and potential threats to the public and its flow into Gomati and Ganges Rivers.
4) Establish safety for fire fighters and extinguish fire at the earliest.
5) Prepare and initiate plan to prevent flow of hazardous materials into Gomati River and Ganges River by 1600 hrs.
6) Complete damage survey within 24 hrs.
7) Clean hazardous material in next 3 days.
8) Restore Rail line within next 2 days.

6. Weather Forecast

Sunrise tomorrow: Saturday: 0547 hrs, Sunset today: Friday: 1855 hrs.
Moonrise today, Friday: 0808 hrs.
Generally cloudy sky, maximum temperature to be around 34 degrees Celsius with minimum expected to be 24° Celsius, Relative humidity: 54% Rainfall: Nil

7. General Safety message

A) Remember to wear appropriate PPE at all times if you don’t have one, requisition it from Logistic
B) Make sure that Look out are posted, everyone has adequate communications, Escape routes are identified and informed to all and each and every one is aware of safety Zones.

8. Attachments:
a) Organisation Assignment List.
b) Medical Plan.
c) Communication Plan

9. Prepared By (PSC) 10. Approved by (Incident Commander)
Ravi Gupta Jaipal Singh
1. Incident Name: **Train Derailment**

2. MAP Sketch. (Give details of affected site)

![Diagram of train derailment with labels for engine, fire, explosion, hazardous material, and a river.]
Handout 4-1: Train Derailment Scenario IAP

Organization Assignment List – IRS Form 005
(Major Components)
(Attach a separate sheet if space is not sufficient)

This assignment list will be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective Section chiefs.

<table>
<thead>
<tr>
<th>1. Name of the incident:</th>
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<th>3. Prepared:</th>
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<tbody>
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<td>Train Derailment</td>
<td>1000 hrs to 2200 hrs</td>
<td>Date: 01.07.2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 08.30 AM</td>
</tr>
</tbody>
</table>

4. Name of the section to whom work assigned: **Operations (Fire Fighting)**

5. Name of the supervisory officer concerned: **Surender Babu**

6. Name of the responder: **Anand & Mahender**

7. List of tasks assigned
   
   (a) Provide safety to public and safe work atmosphere to responders.
   
   (b) Evacuate any person struck up in train immediately.
   
   (c) Contain the fire by 1400 hrs.
   
   (d) Completely extinguish the fire by 1800 hrs.
   
   (e) Identify and eliminate any ignition source.

8. Name and designation of Officer prepared by: **Lal Bahadur (RUL)**

9. Approved by: **Ravi Gupta (PSC)**

Handout 4-1: Train Derailment Scenario IAP
Organization Assignment List – IRS Form 005  
(Major Components)  
(Attach a separate sheet if space is not sufficient)

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<tr>
<td></td>
<td></td>
<td>Time: 08.30 AM</td>
</tr>
</tbody>
</table>

4. Name of the section to whom work assigned: Operations (Hazardous Material Team)

5. Name of the supervisory officer concerned: Sudhir Rawat

6. Name of the responder: Sirish Pant

7. List of tasks assigned
   (a) Complete identification of hazardous materials and train contents.
   (b) Coordinate with Fire/Rescue.
   (c) Contain spill around train and prevent flow of hazardous material in to river Gomati.
   (d) Provide decontamination for all incident personnel.

8. Name and designation of Officer prepared by:
   Lal Bahadur (RUL)

9. Approved by:
   Ravi Gupta (PSC)

Handout 4-1: Train Derailment Scenario IAP
Organization Assignment List – IRS Form 005
(Major Components)
(Attach a separate sheet if space is not sufficient)

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<td>1000 hrs to 2200 hrs</td>
<td></td>
</tr>
</tbody>
</table>

| Date: 01.07.2012         | Time: 08.30 AM          |

4. Name of the section to whom work assigned: **Operation (Police)**

5. Name of the supervisory officer concerned: **Shemushi Bajpai**

6. Name of the responder: **Civil Police, AR Police**

7. List of tasks assigned
   
   (a) Cordon off the area.
   
   (b) Allow access to authorized personnel only.
   
   (c) Maintain Order and don’t let onlookers gather in high numbers.
   
   (d) Complete evacuation with in the cordoned off area and in near vicinity.
   
   (e) Lodge FIR and begin investigation in to the incident.

8. Name and designation of Officer prepared by: **Lal Bahadur (RUL)**

9. Approved by: **Ravi Gupta (PSC)**

---

**Handout 4-1: Train Derailment Scenario IAP**
Organization Assignment List – IRS Form 005  
(Major Components)  
(Attach a separate sheet if space is not sufficient)

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<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>Time: 08.30 AM</td>
</tr>
</tbody>
</table>

4. Name of the section to whom work assigned: Operation (MEDICAL SERVICES)

5. Name of the supervisory officer concerned: Dr. Ram Narayana Reddy, MBBS, MS.

6. Name of the responder: Various Doctors in various Hospitals

7. List of tasks assigned
   
   (a) Transport the injured to Hospitals in Ambulances.
   
   (b) Give first aid to simple injured victims by 1200 hrs.
   
   (c) Continue treatment of victims till they are discharged.
   
   (d) Support Police, Fire, Hazardous Material team personnel with medical services.
   
   (e) Notify Police & relatives about patients.

8. Name and designation of Officer prepared by:
   Lal Bahadur (RUL)

9. Approved by:
   Ravi Gupta (PSC)

Handout 4-1: Train Derailment Scenario IAP
Organization Assignment List – IRS Form 005
(Major Components)
(Attach a separate sheet if space is not sufficient)

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<th>3. Prepared:</th>
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<td></td>
<td>Date: 01.07.2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 08.30 AM</td>
</tr>
</tbody>
</table>

| 4. Name of the section to whom work assigned: | Operation (REVENUE DEPT.) |

| 5. Name of the supervisory officer concerned: | Gopal Reddy |

| 6. Name of the responder: | Atul Sahni and others. |

<table>
<thead>
<tr>
<th>7. List of tasks assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Coordinate amongst Railways, Police, Fire and Emergency services, Hazardous Material team and Medical Department.</td>
</tr>
<tr>
<td>(b) Report to higher formations about the incident and updates from time to time.</td>
</tr>
<tr>
<td>(c) Assess damages and distribute any exgratia / Compensation etc.,</td>
</tr>
<tr>
<td>(d) Assess public facilities &amp; notify them for public use.</td>
</tr>
<tr>
<td>(e) Restore affected public services within next 24 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Name and designation of Officer prepared by:</th>
<th>9. Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lal Bahadur (RUL)</td>
<td>Ravi Gupta (PSC)</td>
</tr>
</tbody>
</table>

Handout 4-1: Train Derailment Scenario IAP
Medical Plan – IRS From 008  
(Major Components)  
Attach a separate sheet if space is not sufficient

<table>
<thead>
<tr>
<th>1. Name of the incident:</th>
<th>2. Operational Period:</th>
<th>3. Prepared:</th>
<th>4. Total Nos. of medical aid camp to be established:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train Derailment</td>
<td>1000 hrs to 2200 hrs</td>
<td>Date: 01.07.2012</td>
<td>One</td>
</tr>
<tr>
<td></td>
<td>Time: 08.30 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1 Sl. No.  4.2 Location (s)  

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Medical Officers</td>
<td>No. of Paramedics staff</td>
<td>Other (ANN &amp; trained volunteers)</td>
<td>Life saving drugs / Appliances</td>
<td>Facilities of referral services and Blood Banks</td>
<td>Any other (Specify)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3 Resources Available in the medical camp

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Location</th>
<th>No. of Medical Officers</th>
<th>No. of Paramedics staff</th>
<th>Other (ANN &amp; trained volunteers)</th>
<th>Life saving drugs / Appliances</th>
<th>Facilities of referral services and Blood Banks</th>
<th>Any other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Train derailment Site</td>
<td>4</td>
<td>16</td>
<td>10</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

5. Status of Ambulance Services Available

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>6.1 Govt</th>
<th>6.2 Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Ambulance Service Provider</td>
<td>Address &amp; Contact No.</td>
<td>Paramedics</td>
<td>(a)</td>
<td>(b)</td>
</tr>
<tr>
<td>Rajiv Arogyasri Tel. No. 108</td>
<td></td>
<td>No</td>
<td>Locations</td>
<td>Sub-Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>Sultanpur</td>
</tr>
</tbody>
</table>

7. Road map of the area circulated among the ambulance service

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Location</td>
</tr>
<tr>
<td>✓</td>
<td>Sultanpur</td>
<td>Bhaskar Medical College, Raipur, 2 kms from Sultanpur</td>
</tr>
</tbody>
</table>

9. Name and designation of officer prepared by (Medical Unit)

| Dr. Ram Narayana Reddy (MUL) |

10. Approved By

| Ram Manohar (S.O.) |
Communication Plan – IRS From 009
(Major Components)
Attach a separate sheet if space is not sufficient

1. Name of the Incident: **Train Derailment**
2. Operational Period: **1000 hrs to 2200 hrs**
3. Prepared:
   - Date: **01.07.2012**
   - Time: **08.30 hrs**

3. List of locations where communication is available

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of location</td>
<td>Organisation</td>
<td>Requirement of Power Supply</td>
<td>Type of Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wireless</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HF</td>
</tr>
<tr>
<td>Raipur</td>
<td>Railways</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

4. List of locations where communication has to be setup

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of location</td>
<td>Organisation</td>
<td>Requirement of Backup Power Supply</td>
<td>Personnel requirement (Specify Nos. if required)</td>
<td>Type of Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wireless</td>
<td>Telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HF</td>
<td>VHF</td>
</tr>
<tr>
<td>Sultanpur</td>
<td>Railways</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. Arrangements for repair and replacement of faulty sets
   - **Radio Repair work shop is available at Raipur**

6. In stock available srs (Specify Nos. kind and type):
   - 4 static and 10 hand held sets (VHF)

7. Networking plan for integrating inter-organizational communication facility with the local setup (Army / NDRF, etc.) – weather repeater or relay setup is required or not
   - **Not Required**

8. Transport required for supervision and maintenance:
   - Yes, 4 Heavy vehicles & 10 LMV’s

9. Name and designation of officer prepared by: **Gurunath Rao, Communication Unit Leader**

Handout 4-1: Train Derailment Scenario IAP
Objectives

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

- Describe several techniques that can be used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention
- Identify methods used to prioritize hazards
- List the categories of mitigation that are used to prevent accidents
Unit 5
Prioritize and Manage Hazards and Risks

Topic
Unit Introduction

Key Points
Unit 5  
Prioritize and Manage Hazards and Risks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Objective</th>
</tr>
</thead>
</table>

Unit Terminal Objective:

- Describe several techniques that can be used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention

Unit Enabling Objectives:

- Identify methods used to prioritize hazards
- List the categories of mitigation that are used to prevent accidents
Unit 5 Prioritize and Manage Hazards and Risks

Topic Unit Overview

Key Points

- Risk management
- Hazard and risk prioritization
- Hazard and risk mitigation
Key Points

Review of definitions:

- **Hazards**: Things in the environment that can cause harm to people or equipment
- **Risks**: The chances that people take in relationship to the hazards
Key Points

- Monitor: To check, test, and observe for safe operations at an incident

- Mitigation: Regulations and controls to ensure safety
Key Points

Risk management is the process of:

- Identifying hazards and risks and analyzing their potential
- Setting priorities
- Implementing mitigation measures to reduce the potential to cause harm

Risk management enables leaders at all levels to do exactly what the term implies—manage risks. There are a variety of risks:

- Training risks
- Financial risks
- Safety risks (a specific type of risk management)
Unit 5  
Prioritize and Manage Hazards and Risks

Topic  
Risk Management Concepts

---

**Key Points**

Risk management concepts:

- All projects have hazards connected with them.
- Not being aware of the hazards involved may give you a false sense of security.
- Being aware of the hazards allows you to do something about them.
- No one can ever know ALL the hazards.
- There are ways to mitigate the damage that hazards cause if we identify them and make the effort.
- The goal is to try to reduce the activities from high hazard/high risk to low hazard/low risk.
- Due to limited resources, it is not possible to identify and control ALL hazards. However, all SERIOUS hazards should be addressed; that is, eliminated, mitigated, or controlled by management.
- This Incident Management Team considers this a key concept in risk management.
Unit 5    Prioritize and Manage Hazards and Risks

Topic   Risk Management Concepts (cont.)

Key Points

All hazards are not equally severe.

• Some hazards have minor consequences you can “live with” (e.g., overhead power lines).

• Others are so severe they cannot be tolerated (e.g., narrow dusty roads and night operations in steep terrain).

The project should balance the risks and benefits.

• A risk may be accepted if the benefits outweigh the costs.

• When there is high risk and low benefit, forget it!

You should put your priority on the “killer” items.

• Since not all hazards result in the same level of consequences, put most of your effort at reducing the hazards and risks in those areas that are most likely to result in severe injury or death, for example:
  • Use of unimproved helispots
  • Confined space entry
  • Collapse
Unit 5
Prioritize and Manage Hazards and Risks

Topic
Priority: Improved Helispots

Key Points

Killer Items

- Use of unimproved helispots
### Topic
**Priority: Confined Space Operations**

### Key Points

**Killer Items**

- Confined space operations
Once the hazards and risks have been identified, they must be prioritized to determine which are most serious and should be addressed first.

- With experience, setting priorities might become more of a mental process rather than something done on paper.
- Without some logical method of establishing priorities, the Safety Officer might spend too much effort on insignificant hazards.
Key Points

Most hazard analysis procedures have similar elements—they prioritize the hazards based on:

- Probability – the likelihood of an accident occurring
- Magnitude – the potential severity of an accident
- Preventability – the ease with which an accident could be prevented

If an accident is easy to prevent, you should make it a priority. With just a little effort you will be able to prevent a mishap from taking place.

If you walk past a hazard or risk, you have accepted it!
Key Points

Methods for prioritizing hazards:

• Priority Cube

• Priority Cross

• Priority Ladder

• Risk Assessment Code (RAC)

• Training, knowledge, and experience

The Safety Officer can use any logical method—whatever works for you and your organization—as long as decisions can be explained and justified.
Key Points

Priority Cross:

- Step 1: Does the hazard present the potential for a great loss? If “yes,” move to the left side of the cross. If “no,” move to the right side of the cross.

- Step 2: Is the hazard preventable? If “yes,” move to the top of the cross. If “no,” move to the bottom of the cross.

- Result: The intersection of your answer to the two questions places the hazard in one of the four boxes, labeled 1—4, with 1 being the highest priority and 4 the lowest.

Notes on the Priority Cross:

- The Priority Cross places a high priority on preventability—if you can do something about the hazard, then you should. The Safety Officer is always concerned with any risk taken at an incident, but you should focus your energies on the hazards and risks that you can easily monitor and mitigate—if it is predictable, it’s preventable.

- This method does not explicitly look at probability, but requires you to make subjective judgments. Almost any hazard could lead to a great loss, but you must decide how likely this would be to make the answer “yes.” The same is true with your evaluation of the ease of preventability.

- Some people feel the Priority Cross is too simple, but simple has its advantages —when a quick decision or prioritization is needed, this method works well.
Key Points

Priority Cube:

- Step 1: Rank the probability of encountering the hazard: 1 (high), 2 (moderate), or 3 (low).
- Step 2: Rank the preventability of the hazard: 1 (high), 2 (moderate), or 3 (low).
- Step 3: Rank the damage likely to be caused by the hazard: 1 (high), 2 (moderate), or 3 (low).
- Result: Add the three scores (probability, preventability, and damage) and obtain a score ranging from 3–9. The lower the total, the higher the priority.

Notes on the Priority Cube:

- The Priority Cube substitutes “damage” for what other methods call “magnitude” or “great loss.”
- This is a system that helps put some concrete numbers behind your intuition that something is “really bad” or “not a big deal” and tells you how different they really are.
### Key Points

**Priority Ladder:**

- **Concept:** Begin on the left (at the X). Answer the question at the top of that column, moving to the higher line in the next column if the answer is “yes,” and to the lower line if the answer is “no.”

- **Step 1:** Determine whether the operation in question is a high risk. Move to the right and up if it is high risk, or down if it is not a high-risk operation.

- **Step 2:** Determine whether the personnel involved are lacking in training and experience. Move to the right and up if they are untrained or inexperienced, or down if they are trained and experienced personnel.

- **Step 3:** Determine whether the personnel involved in the operation are fatigued or rested. Move to the right and up of they are fatigued, or down if they are well rested.

- **Step 4:** Determine whether the operation has a great loss potential. Move to the right and up if “yes,” or down if “no.”

- **Result:** The line in the right column where you end after answering these questions gives the priority, from 1 to 5, where 1 is the highest priority and 5 is the lowest.

**Notes on the Priority Ladder:**

- This method works best when assessing the risks of operations, and not simply hazards that exist. This might require you to reframe a problem so that it fits the method.

- The questions at the top of each column represent some of the main characteristics of high-priority risks, but can be changed to meet the situation or your preferences.
### Key Points

**Risk Assessment Code (RAC)**

- **Step 1:** Rank the Mishap Probability on the A–D scale. (A = Likely to occur immediately or within a short period; B = Probably will occur in time; C = May occur in time; D = Unlikely to occur)

- **Step 2:** Rank the Hazard Severity on the I–IV scale (I = Catastrophic; II = Critical; III = Marginal; IV = Negligible)

- **Result:** Determine the intersection of the rankings scores in the chart, which is a number from 1 to 5 that gives the priority. (1 = Critical; 2 = Serious; 3 = Moderate; 4 = Minor; 5 = Negligible)

**Notes on the RAC**

- Remember that a mishap is the combination of a risk and hazard, creating an accident. So Mishap Probability is the likelihood of an accident. If you have more information, for example on the training and experience of personnel, the probability might change.

- Unlike other methods, the RAC does not consider preventability. It simply says that the Safety Officer should focus on hazards or risks that are most severe and most likely.

- The RAC can be very useful for preplanning or for a hazard vulnerability assessment because everything is preventable with discretionary time.
### Key Points

**Methods Summary**

- There is no right answer!
- Variation can be explained by the factors used by different methods.
- Results will also vary based on your subjective judgment.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Cross</th>
<th>Cube</th>
<th>Ladder</th>
<th>RAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale (highest to Lowest priority)</td>
<td>1 to 4</td>
<td>3 to 9</td>
<td>1 to 5</td>
<td>1 to 5</td>
</tr>
<tr>
<td>Traffic</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Flooded Road</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Chemical Fire</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
Key Points

- This is the simplest method for prioritizing hazards because it means you have internalized the process and are able to do it instinctively.
Topic: Activity: Exercise 5

Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Key Points

The Incident Response Team must take prompt action to correct hazards and implement protective measures.

• Supervisors in the immediate area of the identified hazards must ensure that all employees are informed of the hazards and enforce appropriate protective actions.

• The Safety Officer and appropriate Section Chief must conduct follow up safety inspections to verify that corrections have been made.
Key Points

Most corrective actions will fall into one of the following categories:

- Design:
  - Eliminate the hazard by redesigning a feature or process ("re-engineering"). This is the best option if it’s possible.

- Safety Devices:
  - Personal Protective Equipment (PPE)
  - Guards over moving parts

- Warning Devices:
  - Backup alarms on vehicles
  - Sirens/air horns

- Special Procedures:
  - Standard operating procedures (e.g., standard fire orders, felling techniques, shoring mitigation procedures)

- Barrier tape
Key Points

Ways to prevent an accident

- Direct intervention
  - Follow appropriate guidelines and procedures.
- Educate incident personnel
  - Notice boards
  - Briefings
  - Safety Message
  - Personal contacts
- Discuss with Incident Commander and appropriate Section Chief/Unit Leader
- Follow up to ensure that corrective actions are taking place
- Identify Safety Officer with vest or position tag
Structure Fire

- What hazards and risks do you see here?
- How could they be mitigated?
Key Points

Some hazards are extremely easy to mitigate. If a job is identified as being highly hazardous and there is no way to reduce the hazard through one of the techniques mentioned, two other options to reduce the risk remain:

- Reduce exposure
- Avoidance
Key Points

Reduce Exposure

- If there is a moderate to high level of risk involved and the task still needs to be completed, expose the fewest possible number of people to the risk.

- Example: When dealing with a hazardous materials incident or unknown chemical exposure, make sure you have on the proper PPE.
Avoidance

- There are times when it’s OK to say “NO” to an assignment

Key Points

Avoidance

- Is it really necessary that we take this risk? Some consequences are so severe that it never justifies exposing personnel to the risks.

- There are times when it is OK to say “no” to an assignment.
Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
## Unit 5  
**Prioritize and Manage Hazards and Risks**

### Objectives Review

1. What methods are used to prioritize hazards, and how do they work?
2. What are the four categories of mitigation?

### Key Points

#### Unit Terminal Objective

- Describe several techniques that can be used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention.

#### Unit Enabling Objectives

- Identify methods used to prioritize hazards.
- List the categories of mitigation that are used to prevent accidents.
Exercise 5 - Overview-Unit 5

Purpose

The purpose of this exercise is to provide participants with an opportunity to prioritize hazards and risks.

Objectives

Participants will:

- Using an assigned method, prioritize the list of 10 hazards and risks that the class determined in Exercise 4.
- Compare the results of different prioritization methods.

Exercise Structure

This exercise is scheduled to last approximately 45 minutes, including small group discussion and presentation of group findings. Instructors will assign each group one of the four prioritization methods discussed in Unit 5. Participants will gather in groups to discuss the hazards and risks identified by the class in Exercise 4 and prioritize each hazard or risk using their assigned method. Each group will present their findings to the rest of the group to compare the different prioritization methods.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Prioritize the hazards and risks that the class agreed to use at the end of Exercise 4.
3. Present your responses to the rest of the class.
4. Compare the results of prioritization using different methods.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 5 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Discussion/Document</td>
<td>15 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>20 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Exercise 6 - Overview-Unit 5

Purpose

The purpose of this exercise is to provide participants with an opportunity to identify potential mitigations for the hazards and risks identified in Exercise 4.

Objectives

Participants will:

- Identify potential mitigations for each hazard and risk identified during Exercise 4.

Exercise Structure

This exercise is scheduled to last approximately 45 minutes, including small group discussion and presentation of group findings. Participants will gather in groups to suggest potential mitigations for the hazards and risks identified in Exercise 4, beginning with the list of 10 hazards and risks determined by the class in that exercises. Each group will present their findings to the rest of the group.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Discuss potential mitigations for each hazard and risk identified in Exercise 4.
3. Present your responses to the rest of the class.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 6 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Discussion/Document</td>
<td>15 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>30 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Unit 6: Incident Safety Analysis
Participant Manual
Unit 6     Incident Safety Analysis

Objectives

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

- Understand the purpose, components, and use of Incident Action Plan Safety Analysis
- Describe the components of the Incident Action Plan Safety Analysis
- Given a scenario, complete the Incident Action Plan Safety Analysis
Unit 6    Incident Safety Analysis

Topic
Unit Introduction

Key Points
Unit 6    Incident Safety Analysis

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Objective</th>
</tr>
</thead>
</table>

**Unit Terminal Objective**

Understand the purpose, components, and use Incident Action Plan Safety Analysis

**Key Points**

Unit Terminal Objective

- Understand the purpose, components, and use of Incident Action Plan Safety Analysis

Unit Enabling Objectives

- Describe the components of Incident Action Plan Safety Analysis
- Given a scenario, prepare Incident Action Plan Safety Analysis
Unit 6 Incident Safety Analysis

Topic

Unit Overview

Key Points

- Incident Safety Analysis
- Developing Incident Action Plan Safety Analysis
- Prioritizing hazards, risks, and locations
- Displaying the information
Once the hazards have been identified and prioritized, the next step is to communicate specifically what will be done to mitigate them. One method for doing this is Incident Action Plan Safety Analysis.
**Incident Action Plan Safety Analysis**

- This Suggested format is a concise way of identifying hazards and risks present in different areas of the incident and specific ways of mitigating them.
Topic: Incident Action Plan Analysis

Key Points

Incident Action Plan Safety Analysis

- Focuses on Lookouts, Communications, Escape Routes, and Safety Zones (LCES)
**LCES Definition**

- **L** – Lookouts – Experienced, knowledgeable incident personnel
- **C** – Communications – Ensure there is adequate communication from incident locations, upward and downward (chain-of-command)
- **E** – Escape Routes – Make sure there are at least two
- **S** – Safety Zones – Areas cleared of identifiable hazards and used for escape. They are greatly enlarged areas that can be used by responders with relative safety in case of a blowup.
- As a general guideline, Safety Zones have a radius at least four times larger than the potential flame length of the fuel type. Add an additional 50 square feet per responder, or an additional 4 feet of radius per responder.
- An Search and Rescue (SAR) Safety Zone is usually a safe location within a building or disaster site that can be entered within the evacuation area. When an evacuation signal is sounded, all supervisors should conduct a roll call of their assigned personnel.
Unit 6    Incident Safety Analysis

**Topic**  
Tactics Meeting

---

**Key Points**

Tactics Meeting

- Operations Section Chief conducts the Tactics Meeting
- Safety Officer evaluates all safety issues associated with the IAP.
Unit 6    Incident Safety Analysis

**Topic**  Incident Action Plan Safety Analysis

**Key Points**

Operational Briefing

- Example of components of the IAP
Preparing IAP Safety Analysis (cont.)

Components of the Incident Action Safety Plan Analysis

- Location
- Tactical analysis elements
- Mitigations
- Other risk analysis elements
- Other risk mitigations
- Date prepared by Operations/Safety Officer and approved by Safety Officer

- Coordinate, develop, and approve Incident Action Plan Safety Analysis for each operational period with Operations Section Chief. This is completed prior to the Team Strategy Meeting. Check team schedule for times.

- The objective is to identify, prioritize, and mitigate the hazards and risks of each operational period by location.
Key Points

Examples of ways to identify hazards

- Personal observation and/or experience
- Checklist
- Communication with incident personnel
- Trends
- Locals
Key Points

Examples of risks

- Hazard mitigation
- Confined space
- Air operations
- Slip, trip, and fall
# Unit 6  Incident Safety Analysis

## Topic
Mitigation as Risk

### Key Points

Road conditions – long, dusty roads

- Hazards of and mitigation for dealing with long, dusty roads
Identify ways to mitigate the hazards and risks

Dusty, narrow roads – mitigations:

- Dust abatement
- One-way traffic pattern
- Lower posted speed limit
- Experienced drivers

These mitigations may cause the need for a long crew shuttle by bus. How do you mitigate complications from that?

- Camps
- Aviation
- Split operational periods
Preparing IAP Safety Analysis (cont.)

Prioritize the hazards and risks. For example:

- Road Conditions
- Transport Vehicles
- SAR

Key Points

Prioritize the hazards and risks.

For example, hazards you might identify as priorities are:

- Road conditions
- Transport Vehicles
- SAR
**Key Points**

For example:

- Public/responder health and safety
- Urban interface
- Tactical operations
- Air operations
- Search and rescue (SAR)
- Environmental concerns
- Hazardous Material Operations
Key Points

Public/Responder Health and Safety
Urban Interface and Public Health and Safety

- These areas are the most likely to have severe consequences because a large number of people can be injured:
  - Civilians/media
  - Political considerations
  - Hazardous Material, i.e., propane tanks, LPG cylinders
Decontamination of civilians is both a challenge and a safety issue. If there are hazardous materials being transported on roads (and there are), then this is something your IRT must be prepared to handle.
**Topic**  
Prioritization – Tactical Assignments

**Key Points**

Tactical assignments

- This is a high priority because there are numerous hazards with many people exposed to them, so the possibility of injury is high.

- Work is inherently dangerous.

- This is true for any frontline operation.

The scenario on the slide is from earthquake, where too many people are standing near heavy equipment and structures which may collapse any time.
**Key Points**

Air Operations

- Have less exposure to incident personnel, but much higher risk due to extreme consequences
Unit 6
Incident Safety Analysis

Topic
Prioritization – SAR

Key Points
SAR

- This is a high priority due to the unique hazards and complexity of the SAR response environment.
Key Points

Environmental Concerns

• Unknown exposures to ecosystems and public

Hazardous Material Operations

• Ensure protection of Hazardous Material personnel from physical, environmental, and chemical hazards/exposures
Mitigations for each Organization may be included at the end of list of tasks assigned.
Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Unit 6  
Incident Safety Analysis

**Topic**  
Objectives Review

---

**Key Points**

**Unit Terminal Objective**

- Understand the purpose, components, and use of Incident Action Plan Safety Analysis

**Unit Enabling Objectives**

- Describe the components of Incident Action Plan Safety Analysis
- Given a scenario, prepare Incident Action Plan Safety Analysis
### Exercise 7 - Overview-Unit 6

#### Purpose

The purpose of this exercise is to provide participants with an opportunity to practice informing responders of the hazards and risks of tactical operations, as well as the mitigations planned for those hazards and risks.

#### Objectives

Participants will:

- Prepare - Incident Action Plan Safety Analysis.
- Deliver the Incident Safety Analysis in a Planning Meeting session.

#### Exercise Structure

This exercise is scheduled to last approximately 75 minutes, including small group discussion and presentation of group findings. Participants will individually prepare Incident Action Plan Safety Analysis using the IRS Form 215 for the Train Derailment Scenario, and the mitigations listed in Exercise 6. In their groups, participants will select one participant’s Incident Action Plan Safety Analysis and fill in a wall-sized chart version, which will then be presented to the rest of the class.

#### Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Review the mitigations listed in Exercise 6 and the IRS Form 215 for the Train Derailment Scenario.
3. Within your work group, select a group spokesperson.
4. Fill out the wall-sized chart version of Incident Action Plan Safety Analysis with the spokesperson’s responses.
5. Present your responses to the rest of the class.

**Instructors** moderate discussions, answer questions and provide additional information as required.
# Exercise 7 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Individual Work</td>
<td>25 minutes</td>
<td>Individual</td>
</tr>
<tr>
<td>Discussion/Document</td>
<td>10 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>25 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Division/Group</td>
<td>Escape Routes</td>
<td>Extreme Conditions</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Fire</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Material</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical &amp; health</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incident Safety Analysis (Generic)

1. Incident Name: Train Derailment
2. Date/Time: 2012, 01-07, 08:30 AM
3. Operational Period (Date/Time): 01-07-12, 1000 hrs to 2200

Handout 6-1: Train Derailment Scenario Incident Action Plan Safety Analysis
Unit 7: Site Safety and Control Plan
Participant Manual
Objectives

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

- Understand and prepare Site Safety and Control Plan
- Describe the purpose, use, and components of Site Safety and Control Plan
<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Introduction</th>
</tr>
</thead>
</table>

**Key Points**

![Image of safety and control plan](image-url)
Topic  Unit Objective

Unit Terminal Objective

- Understand and prepare Site Safety and Control Plan

Unit Enabling Objective

- Describe purpose, use, and components of Site Safety and Control Plan
Unit 7    Site Safety and Control Plan

**Topic**    Unit Overview

---

**Key Points**

Site Safety & Control

- Use
- Purpose
- Components
Key Points

Site Safety and Control plan is a useful tool that provides a checklist the Hazardous Material Group Supervisor can use prior to the Entry Team’s operations in the Exclusion Zone.

It enhances your Standard Operating Procedures (SOPs) and safeguards personnel working in a hazardous area.

It provides information needed to define risks associated with operations in an uncontrolled hazardous materials environment.
Topic | Purpose
--- | ---

**Purpose**

- National and State laws
- Enhance safety of the Hazardous Material Group’s operations

**Key Points**

National and State laws

- Appropriate State laws

Enhance the safety of the Hazardous Material Group’s operations

- Becomes a checklist for the pre-entry safety briefing of the Entry Team.
- Identifies adjustments to SOPs and Safe Work Practices within the Exclusion Zone
### Key Points

Responsibility for development and implementation of the Site Safety and Control Plan rests with the Hazardous Materials Group Supervisor.

The Hazardous Material Group Supervisor can delegate completion of the Site Safety and Control Plan to the Assistant Safety Officer.

Overall responsibility for incident safety rests with the Incident Commander.
Key Points

- Incident name
- Date prepared
- Operational period
- Section I. Site Information
- Section II. Organization
- Section III. Hazard/Risk Analysis
- Section IV. Hazard Monitoring
- Section V. Decontamination Procedures
Key Points

- Section VI. Site Communications
- Section VII. Medical Assistance
- Section VIII. Site Map
- Section IX. Entry Objectives
- Section X. SOPs & Safe Work Practices
- Section XI. Emergency Procedures
- Section XII. Safety Briefing
Topic: Activity: Exercise 8

Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Unit 7           Site Safety and Control Plan

Topic Objectives Review

Key Points

Terminal Objective

• Understand and complete the Site Safety and Control Plan.

Enabling Objective

• Describe the purpose, use, and components of a Plan Site Safety and Control Plan.

• This activity should be done at the end of each unit.
Purpose

The purpose of this exercise is to provide participants with an opportunity to practice planning to keep hazardous materials operations as safe as possible by outlining the information that must be identified before a Hazardous Materials Team enters the hazard area.

Objectives

Participants will:
— Prepare the Site Safety and Control Plan.

Exercise Structure

This exercise is scheduled to last approximately 45 minutes, including individual work and class review of the sample answers. Participants will individually prepare the Site Safety and Control Plan using information provided and the Train Derailment Scenario. Rather than discussion in groups or presenting answer to the class, the Instructor will review a completed example form and allow participants to compare their responses.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Review the information provided in this exercise and the Train Derailment Scenario.
2. Individually, prepare the Site Safety and Control Plan.
3. Compare your responses to the sample provided in the handout and reviewed by the instructor.

Facilitators moderate discussions, answer questions and provide additional information as required.

Exercise 8 Schedule

<table>
<thead>
<tr>
<th>Exercise Introduction and Overview</th>
<th>2 minutes</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Work</td>
<td>30 minutes</td>
<td>Individuals</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>15 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR PREPARING THE SITE SAFETY AND CONTROL PLAN

A Site Safety and Control Plan must be prepared by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incident Name/Number</td>
<td>Print name and/or incident number.</td>
</tr>
<tr>
<td>2.</td>
<td>Date and Time</td>
<td>Enter date and time prepared.</td>
</tr>
<tr>
<td>3.</td>
<td>Operational Period</td>
<td>Enter the time interval for which the form applies.</td>
</tr>
<tr>
<td>4.</td>
<td>Incident Location</td>
<td>Enter the address and or map coordinates of the incident.</td>
</tr>
<tr>
<td>5-16</td>
<td>Organization</td>
<td>Enter names of all individuals assigned to IRS positions. (Entries 5 &amp; 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring.</td>
</tr>
<tr>
<td>17-18</td>
<td>Entry Team/Decontamin</td>
<td>Enter names and level of PPE of Entry &amp; Decon personnel. (Entries 1 – Element 4 mandatory buddy system and backup.)</td>
</tr>
<tr>
<td>19.</td>
<td>Material</td>
<td>Enter names and pertinent information of all known chemical products. Enter “UNK” if material is not known. Include any that apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)</td>
</tr>
<tr>
<td>20-23</td>
<td>Hazard Monitoring</td>
<td>List the instruments that will be used to monitor for chemical.</td>
</tr>
<tr>
<td>24.</td>
<td>Decontamination Procedures</td>
<td>Check “NO” if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions.</td>
</tr>
<tr>
<td>25-27</td>
<td>Site Communications</td>
<td>Enter the radio frequency(ies) that apply.</td>
</tr>
<tr>
<td>28-29</td>
<td>Medical Assistance</td>
<td>Enter comments if “NO” is checked.</td>
</tr>
<tr>
<td>30.</td>
<td>Site Map</td>
<td>Sketch or attach a site map that defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)</td>
</tr>
<tr>
<td>31.</td>
<td>Entry Objectives</td>
<td>List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters that will alter or stop entry operations.</td>
</tr>
<tr>
<td>32-33</td>
<td>SOP’s, Safe Work Practices, and Emergency Procedures</td>
<td>List in Comments if any modifications to SOP’s and any emergency procedures that will be affected if an emergency occurs while personnel are within the Exclusion Zone.</td>
</tr>
<tr>
<td>33-36</td>
<td>Safety Briefing</td>
<td>Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time, when the safety briefing has been completed.</td>
</tr>
</tbody>
</table>
### SITE SAFETY AND CONTROL PLAN (Suggested Format)

<table>
<thead>
<tr>
<th>1. Incident Name :</th>
<th>2. Date prepared :</th>
<th>3. Operational Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

**Section I. Site Information**

<table>
<thead>
<tr>
<th>4. Incident Location :</th>
</tr>
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<tbody>
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<td></td>
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</table>

**Section II. Organization**

<table>
<thead>
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<table>
<thead>
<tr>
<th>7. Tech. Specialist – HM Reference:</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>8. Safety Officer.</th>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>9. Entry Leader.</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>10. Site Access Control Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Asst. Safety Office – HM :</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Decontamination Leader :</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. Safe Refuge Area Mgr:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>14. Environmental Health :</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>15.</th>
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</table>

<table>
<thead>
<tr>
<th>16.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Section III. Hazard/Risk Analysis**

<table>
<thead>
<tr>
<th>17. Entry Team : (Buddy System)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name :</td>
</tr>
<tr>
<td>PPE Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decon 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decon 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decon 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decon 4</td>
</tr>
</tbody>
</table>

**Section IV. Hazard Monitoring**

<table>
<thead>
<tr>
<th>18. Decontamination Element :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name : PPE Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decon 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Decon 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Decon 3</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Decon 4</th>
</tr>
</thead>
</table>

**Section III. Hazard/Risk Analysis**

<table>
<thead>
<tr>
<th>19. Material:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container Type</td>
</tr>
<tr>
<td>Qty.</td>
</tr>
<tr>
<td>Phys. State</td>
</tr>
<tr>
<td>PH</td>
</tr>
<tr>
<td>IDLH</td>
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**Comment :**

**Section IV. Hazard Monitoring**

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**Section V. Decontamination Procedure**

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**Comment :**

**Section VI. Site Communications**

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<table>
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**Section VII. Medical Assistance**

<table>
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**Comment :**
### Section VIII. Site Map

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<tr>
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<th>Assembly Areas [X]</th>
<th>Escape Routes [ ]</th>
<th>Other [X]</th>
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### Section IX. Entry Objectives

#### 31. Entry Objectives:

### Section X. SOP’s and Safe Work Practices

#### 32. Modifications to Documented SOP’s or Work Practices:

<table>
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<tr>
<th>YES: x</th>
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</thead>
</table>

**Comment:**

### Section XI. Emergency procedures

#### 33. Emergency procedures:

### Section XII. Safety Briefing

#### 34. Asst. Safety Officer – HM Signature:

**Safety Briefing Completed (Time):**

<table>
<thead>
<tr>
<th>35. HM Groups Supervisor Signature:</th>
<th>36. Incident Commander Signature:</th>
</tr>
</thead>
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**Handout7-1: Train Derailment Scenario Site Safety & Control Plan**
Objectives

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

• Identify and list elements of an Incident Safety Plan

• Given a scenario, prepare a Safety Message for an Incident Action Plan (IAP)

• Given a scenario, prepare and present a safety briefing

• Describe a process used to determine the need for and ordering Assistant Safety Officers
Unit 8
Incident Safety Plan

Topic
Unit Introduction

Key Points
Unit 8    Incident Safety Plan

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Unit Terminal Objective**

- Use multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and briefings

**Unit Enabling Objectives**

- Identify and list elements of an Incident Safety Plan
- Given a scenario, prepare a Safety Message for an IAP.
- Given a scenario, prepare and present a safety briefing
- Describe a process used to determine the need for and ordering Assistant Safety Officers
Unit 8  
Incident Safety Plan

Topic  
Unit Overview

Key Points

- Incident Safety Plan
- IRS Forms 005 & 009
- Viewing incidents
- Disseminating information
- Briefing
- Assistant Safety Officer
The Incident Safety Plan establishes a safe working attitude and environment for all personnel at an incident. It is an individualized plan tailored to each incident, but is not necessarily a formal, written document. Although the Safety Officer is the focus of the plan, it consists of all the pieces and parts of the safety attitude that must be projected by the entire Incident Response Team (IRT). Some parts of the Incident Safety Plan are:

- Incident Action Plan
- Safety Message (may or may not be included in the IAP)
- Safety awareness
- Briefings
- Incident notice boards
- News releases
- Incident Status Summary
- Timely correction of problems
Key Points

After the list of task assigned ends, you can put special instructions to each unit this will expand upon the hazards and mitigations specific to each unit that were developed in the Incident Safety Analysis.
Topic: Safety Message

"SAFETY MESSAGE"

This is a widespread flood. Expect it to continue. Your best decisions will be made during the evening, so:
1. ANTICIPATE
2. PLAN MORE THAN ONE OPTION
3. CONTINGENCY PLAN EVERYTHING
4. IMPLEMENT LESS TO HIGHEST DEGREE
5. NEVER STOP COMMUNICATING

A. Evacuation of residents and employees will continue throughout the operational period. Assist where you can, always plan for public safety as well as your own.
B. Use the security frequency when dealing with residents and anyone else.
C. Focus on aircraft when using them around structures and personnel.
D. Be certain residents are clear of the area before calling in aircraft.
E. Scout out proper and escorted personnel, if, control access and work area.
F. Pay attention when driving. Roads are steep and narrow. Many are one lane. Keep headlights on, speed limit of 20 mph, watch for rocks.
G. Panic behavior needs to be dealt with immediately. Call security for assistance and do your best to control panic behaviors or evacuate;
H. Establish and maintain lockdown, keep communications fluent and regular;
I. The Safety Officer —

July 2012 Safety Officer – Participant Manual Page 8-8
Unit 8 Incident Safety Plan

Topic IRS Form 002 – Incident Status Summary

Key Points
Key Points
Unit 8 Incident Safety Plan

Topic IRS Form 008 – Medical Plan

---

Key Points

---
Key Points

The Safety Officer will maintain a visible presence during all operational periods and must have or perform:

- Proper outfit (Personal Protective Equipment, tools, ID)
- Personal contacts
- Briefings
- Respond to requests
- Visit to incident area
- Inspections and reviews
Key Points

What do you see here that worries you?
<table>
<thead>
<tr>
<th>Key Points</th>
</tr>
</thead>
</table>

What do you see in this picture that worries you?
Topic: Disseminate Information

Key Points

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

- Tactics meeting
- Lunch meeting, if applicable
- One-on-one discussions
Key Points

Ensure that all agencies are included in safety planning.

- Briefings
- Safety Messages
Key Points

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

- Information & Media Officer
- Local law enforcement
- Town meetings
- Security Manager
Unit 8    Incident Safety Plan

Topic   Incident Bulletin Board

Key Points

Post safety information on the incident notice board.

- Coordinate with the Logistics Section Chief, Base Camp Manager, and Information & Media Officer

- Safety corner

- Multiple locations/high visibility (e.g., meal lines, shower area, sleeping area)

- Post information in all areas of Incident Command Post, such as:

  - Kitchen area
  
  - Staging area
  
  - Information trailer/tent
Key Points

As the Safety Officer analyzes the inherent hazards and risks, these should be prioritized and documented. The Safety Message should stress the primary, or most serious, hazards and risks. Don’t attempt to cover everything at one time.

Safety Messages should be:

- Written for each IAP
- Prepared for each operational period
- Completed within the Planning Section Chief’s timeframes
Key Points

Safety messages should be (cont.):

• Formatted in an outline or brief sentences

• Easy to follow, clear, and concise

• Organized with information grouped logically

• Signed by the Safety Officer

Ensure the Safety Message is posted in all incident locations.

Toward the end of an incident, as things begin to wind down, find relevant subjects to address from one operational period to the next. This is where your checklists come into play. Discuss new subjects without excluding the important issues. Use humor, but only sparingly.
Unit 8  Incident Safety Plan

Topic  Handout 8-1

Key Points

* Review Handout 8-1: Sample Safety Message
Activity: Exercise 9

Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Safety briefings are presented at the start of each operational period. They should not use jargon or acronyms, and should be short (5 minutes maximum).

At the Incident Command Post/Field Office, an assigned Safety Officer will give the briefing. Assistant Safety Officers will brief at remote locations, or one can give the main incident briefing if the Safety Officer is at another site.

Give a dynamic briefing:

• Be prepared! Practice beforehand if necessary.

• Have a written outline in case your mind goes blank.

• Speak loud enough or use a public address system.

• Convey a PASSION for safety.

• Establish rapport, “sell yourself.”

A briefing should not be a reading of the Safety Message, although it can highlight points from the Safety Message. Bring up additional points not in the message.
Key Points

Safety Briefings should identify:

- Existing hazards and potential risks for that period
- Specific location of hazards/risks (division, camp, etc.)
- Appropriate Occupational Safety and Health Administration signage
- Appropriate hand signs used for alarm evacuations
Key Points

- Mitigation/avoidance measures
- Basic responder safety/health issues
- Any changes since the plan was written
| Topic | Activity: Exercise 10 |

**Key Points**

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Key Points

The Safety Officer determines the need for Assistant Safety Officers.

- Safety Officers are assigned to incident areas through a risk analysis such as LCES procedures. Assistant Safety Officers are assigned to the most complex areas and where they would be most effective in preventing injuries or accidents.

- Recommendations can be made by the Logistics Section Chief (Incident Command Post, incident base, and camps), Operations Section Chief (staging areas), and Air Nodal Officer (Air Operations Branch Director) (helibase).
High-Risk Operation

Key Points
Need for Assistant Safety Officers (cont.)

- Consider assigning Assistant Safety Officers to:
  - Groups and divisions
  - Structural collapse
  - Hazardous Material incidents
  - Staging areas
  - Camps

Assistant Safety Officers should be assigned based on their skill sets, experience, and demeanors.
Topic: Staging Areas

Key Points
Key Points

• Safety Officers are an extra pair of eyes and ears that can assist personnel in determining hazards, assisting in high-risk operations, and in locating escape routes/safety zones, line locations, urban interfaces, hazardous materials, etc.

• Communication needs to be established between the Assistant Safety Officers and the Safety Officer.
Key Points

• For large and complex incidents, a Safety Officer may assign Assistant Safety Officers to supervise other Assistant Safety Officers in order to maintain span of control (3 to 7) and/or help with Safety Messages, Incident Action Plan Safety Analysis, and briefings.

• To order Assistant Safety Officers, a resource order is placed through the Supply Unit Leader with number, specific skill set required and requested time of arrival.
Unit 8    Incident Safety Plan

Topic   Objectives Review

**Key Points**

**Unit Terminal Objective**

- Use multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and briefings

**Unit Enabling Objectives**

- Identify and list elements of an Incident Safety Plan
- Given a scenario, prepare a Safety Message for the IAP
- Given a scenario, prepare and present a safety briefing
- Describe a process used to determine the need for and order Assistant Safety Officers
Exercise 9 Overview – Unit 8

Purpose

The purpose of this exercise is to provide participants with an opportunity to create a Safety Message.

Objectives

Participant will:
- Develop a general Safety Message for inclusion in the Train Derailment Scenario Incident Action Plan.

Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including individual work and small group discussion. Participants will individually develop a Safety Message using the Train Derailment Scenario that has been presented in previous exercises. Then, each group will discuss and critique the work of the other members of the group.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Review the Train Derailment Scenario information that has been presented in previous exercises.
3. Within your work group, review the work of each group member and offer constructive criticism or comments.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 9 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Individual Completion</td>
<td>15 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>15 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Exercise 10 Overview – Unit 8

Purpose
The purpose of this exercise is to provide participants with an opportunity to deliver a Safety Briefing.

Objectives
Participants will:
- Develop and deliver a Safety Briefing for the Train Derailment Scenario Incident Action Plan.

Exercise Structure
This exercise is scheduled to last approximately 30 minutes, including individual work and small group discussion. Participants will individually develop a Safety Briefing using the Train Derailment Scenario that has been presented in previous exercises. Then, participants will present their briefings to the members of their groups.

Rules, Roles, and Responsibilities
Following are the specific activities / instructions for your participation in the exercise:
1. Review the Train Derailment Scenario information that has been presented in previous exercises.
2. Individually, develop a Safety Briefing for this operational period.
3. Deliver your Safety Briefing to your work group.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 10 Schedule

<table>
<thead>
<tr>
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<th>Participation Type</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Individual Completion</td>
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<tr>
<td>Discussion/Review</td>
<td>20 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
“SAFETY MESSAGE”
This is a COMPLEX fire. Expect it to continue. Your best decisions will be made during the morning, so:

1. Anticipate
2. Plan more than one option (Alternatives)
3. Prepare Contingency plan for every thing
4. Implement LCES to Highest Degree
5. Never stop communication

A. Evacuation of residents and employees will continue throughout the operational period.
   Assist where you can, always plan for public safety as well as your own.
B. Use the security frequency when dealing with residents and any evacuees.
C. Focus on aircraft when using them around structures and power lines.
D. Be certain residents are clear of the area before calling in aircraft.
E. Scout out overhead power lines; flag; control access and work area
F. Pay attention when driving. Roads are steep and narrow. Many are one lane. Keep headlights on, speed limit of 20 kmph, watch for evacuees.
G. Panic behavior needs to be dealt with immediately. Call security for assistance and do your best to control panic behaviors in evacuees.
H. Establish and maintain lookouts, keep communications fluent and regular, find your safe areas and make them known. Use utmost caution if you plan to use any of the roads as escape routes.
I. Report any suspicious actions or situations immediately to police.
J. Keep consuming lots of water, watch for spotting, watch for snag fall.

Handout 8-1: Sample Safety Message
Safety Message

September 5, 2011
Night Shift 1700 hrs – 0500 hrs

Hazardous Atmosphere

PPE!!!
Warning Alarms!!!
Escape Routes!!!
Accountability!!!
  o Know where you and your crew members are at “all” times.

Lookouts
Communication
Escape Route
Safety Zones

You are your own “safety Officer”!

Atul Singh
Safety Officer

Handout 8-2: Train Derailment Scenario
Safety Message
Unit 9: Coordination with the Logistics Section
Participant Manual
Objective

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

- Discuss the Safety Officer’s interactions with the Logistics Section (and its various subunits) to ensure that personnel needs are safely met.
- Describe the interaction between the Safety Officer and the Medical Unit.
- Discuss the Safety Officer’s role in monitoring food, potable water supplies, and inspections of sanitation services.
- Discuss the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department.
- List hazards that a Safety Officer might encounter on an inspection of the base and camp facilities.
- Describe the interaction between the Safety Officer and the Ground Support Unit Leader.
Unit 9
Coordination With The Logistics Section

Topic
Unit Title

Key Points
Unit 9    Coordination With The Logistics Section

Topic    Unit Objectives

Unit Terminal Objective

Discuss the Safety Officer’s interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met.

Key Points

Unit Terminal Objective

- Discuss the Safety Officer’s interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met

Unit Enabling Objectives

- Describe the interaction between the Safety Officer and the Medical Unit

- Discuss the Safety Officer’s role in monitoring food, potable water supplies, and inspection of sanitation services

- Discuss the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department

- List hazards that a Safety Officer might encounter on an inspection of the base and camp facilities

- Describe the interaction between the Safety Officer and the Ground Support Unit Leader
Unit 9    Coordination With The Logistics Section

Topic

Unit Overview

Key Points

Safety Officer interactions with:

- Medical Unit
- Local Health Inspector
- Ground Support Unit
Key Points

The Safety Officer is required to approve IRS Form 008 – Medical Plan.

- In the event the Medical Unit is not in place, the Safety Officer may be required to develop IRS Form 008 – Medical Plan.
  - This includes Medical Evacuation procedures.
  - The Safety Officer also coordinates with the Air Nodal Officer (Air Operations Branch Director) (emergency helicopter) and Communications Unit Leader (emergency frequency) to prepare the Medical Evacuation Plan.
Key Points

- If the Medical Plan has been completed, it is the Safety Officer’s responsibility to approve it for each operational period.

- The Safety Officer reviews the daily log of the Medical Unit to determine personnel conditions and identify trends of personnel injuries.
Key Points

The Safety Officer is responsible for ensuring that reportable injuries/illnesses of personnel are treated and the documentation is complete.

- The paperwork/documentation is completed by the Medical Unit Leader and the Compensation Unit Leader.

- The Safety Officer is also responsible for ensuring that a summary of the accidents, injuries, and illnesses is reported at the closeout of the incident with the agency administrator/agency official.

- The Safety Officer should be immediately alerted when accidents requiring medical attention occur.
Monitoring Food, Potable Water & Sanitation Services

• Inspections
• Verify compliance of sanitation rules with the Food Unit Leader and Base/Camp Manager

Key Points

Inspections

• The Safety Officer makes spot inspections to ensure compliance with health and safety guidelines per contract.

• Record in IRS Form 003 – Unit Log.

Verify compliance with sanitation rules with the Food Unit Leader and Base/Camp Manager. Some examples:

• Fans are placed over serving tables if flies and other insects are a problem.

• All catering personnel are checked for health problems.

• All servers are to wear plastic gloves.

• Limit the distribution of sports type drinks, soft drinks, etc.

• Ask for and accommodate health inspectors.

• Dates appear on stored food items.
Unit 9    Coordination With The Logistics Section

Topic    Sanitation Rules

Key Points

Sanitation Rules
Unit 9  
Coordination With The Logistics Section

Topic  
Serving Tables

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Serving Tables

---

Key Points

Serving Tables
Topic: Dates on stored food items

Key Points:

- Food needs to be dated and properly stored
- Ensure that perishable items have not gone bad
- Check if meat is iridescent
- If something is cooked, be cautious as it may go bad with time
Everything in this picture looks sanitary, but what are some issues that could exist even in a facility as clean as this?
Verification of potable water supplies

- Inspect potable water sources, as well as hauling and storage containers with appropriate Unit Leaders.

In case of deficiency:
- Review and discuss corrective actions with the appropriate Unit Leaders.

Documentation – General Message
Unit 9    Coordination With The Logistics Section

Topic    Potable Water

Key Points

Ensure water containers are certified.
Unit 9  Coordination With The Logistics Section

Topic  Gray Water Storage

Key Points

Gray Water Storage
Unit 9

Coordination With The Logistics Section

Topic: Inspect Sanitation Services

Key Points
Key Points

The Safety Officer, in conjunction with the Logistics Section (Food Unit Leader, Facilities Unit Leader), is required to inspect camp facilities, food, and sanitation services.

- Verify that the Logistics Section provides Inspectors to review the food and sanitation services on the incident.

- Contact the host Agency Representative for assistance with area procedures, protocol, phone numbers, and contact persons.
Key Points

- Coordinate a time for the inspection(s) with appropriate Unit Leaders. Complete documentation of the deficiencies and comments.

- All deficiencies or suggestions should be implemented by the appropriate Unit Leaders, the followup report sent to the local department, and a copy kept in the incident closeout package.
In many areas health departments will make unannounced inspections of camps and facilities.
Topic  Inspect Incident Facilities

Key Points

- Conduct a general inspection of the base and camp facilities and follow up periodically throughout the incident for compliance with all health and safety standards.

- Identify and review all unsafe conditions with the appropriate Unit Leader.
Unit 9    Coordination With The Logistics Section

Topic    Activity: Exercise 11

Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Topic: Hazards and Corrective Actions

Key Points

Identify the appropriate Unit Leader for corrective action of the following issues and locations:

- Electrical hazards (including power tools)
- Staging area
- Tripping hazards
- Sleeping location
- Base/camp
- Traffic
- Fueling area
- Trash
- Proper disposal of batteries
- Snags
Topic: Base or Camp

Key Points
**Key Points**

**Inspections**

- Conduct periodic inspections of vehicles and equipment to ensure that all safety, mechanical, and maintenance standards are met (e.g., proper grounding of electrical and static spark generating equipment)
  - Crews and equipment
  - Repair/maintenance areas
  - Parking areas
  - Fueling areas
  - Fuel containment procedures
  - Hazardous material storage (mixed fuels, anti-freeze, oily rags)
  - Proper signing of fueling area (no smoking, placards, flammables)
Unsafes vehicles are a safety risk and could carry contraband. The Safety Officer is responsible for ensuring safe operation of the vehicles being used.
Key Points

The safety issue at a fueling area, or anywhere that fueling of vehicles is taking place, is a fuel spill—either someone isn’t paying attention, the automatic shutoff fails, or even just a few drops fall to the ground.
Topic: Hazardous Materials Storage

Key Points

Based on this image, what are the Safety Officer’s responsibilities?
Key Points

Ensure that inspections have been done on all roads that will be used for transportation of personnel and equipment.

- Monitor compliance with speed limits
- Ensure roads have adequate width and grade
- Perform maintenance and dust abatement
- Close or repair roads that have been identified as unsafe for vehicle travel

Review the Incident Transportation Plan.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Dust Control</th>
</tr>
</thead>
</table>

**Key Points**

Dust control is important in a city incident as well, especially one on a construction site, for both personnel and public health and safety.
Key Points

As the Safety Officer, you might have to make a determination that a road is too unsafe to be used until it is repaired, even if it is repaired by incident crews rather than local public works agency, or you might decide to make a road one-way and put up barriers and traffic controllers.
Monitor operator’s compliance with standards set by the responsible agency:

- Duty hours
- Log book and equipment records
- Ensure the Ground Support Unit Leader has verified that operators are licensed for the vehicles and equipment they are assigned
- Spot check for driver’s licenses
- Ensure that drivers and operators who might visit the incident are properly trained in the use of Personal Protective Equipment and Standards for Survival
- Ensure that drivers and operators receive daily operational period safety briefings
Unit 9    Coordination With The Logistics Section

Topic    Monitor Vehicle and Operator Duty Hours

Key Points
Unit 9    Coordination With The Logistics Section

Topic   Objectives Review

Key Points

Unit Terminal Objective

• Discuss the Safety Officer’s interactions with the Logistics Section (and its various subunits) to ensure that personnel needs are safely met

Unit Enabling Objectives

• Describe the interaction between the Safety Officer and the Medical Unit

• Discuss the Safety Officer’s role in monitoring food, potable water supplies, and inspections of sanitation services

• Discuss the coordination role of the Safety Officer with the Logistics Section Chief when requesting assistance from the local health department
Objectives Review (cont.)

4. What hazards might a Safety Officer encounter on an inspection of the base and camp facilities?
5. How does the Safety Officer interact with the Ground Support Unit Leader?

Key Points

Unit Enabling Objectives (cont.)

- List hazards a Safety Officer might encounter on an inspection of the base and camp facilities

- Describe the interaction between the Safety Officer and the Ground Support Unit Leader
Exercise 11 Overview Unit 9

Purpose

The purpose of this exercise is to provide participants with an opportunity to list potential hazards that may be found at an incident base or camp, and to identify the appropriate Unit Leader for corrective action.

Objectives

Participants will:

- List potential hazards that may be found at an incident base or camp.
- Identify the appropriate Unit Leader for corrective action.
- Prepare General Message for one hazard.

Exercise Structure

This exercise is scheduled to last approximately 45 minutes, including small group discussion and presentation of group findings. Participants will gather in groups to brainstorm hazards that may be found at an incident base or camp, and determine the appropriate Unit Leader within the Logistics Branch that would be responsible for taking corrective action. In addition, each student will individually prepare General Message, to inform one Unit Leader of one of the potential hazards they anticipate. Each group will present their findings to the rest of the group.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Brainstorm hazards that may be found at an incident base or camp.
3. Determine which Logistics Section unit would be responsible for correcting the hazard.
4. Individually, prepare General Message for one of the hazards.
5. Present your responses to the rest of the class.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 2 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Discussion/Documentation</td>
<td>20 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>25 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Objectives

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

• Identify unsafe actions and situations that could be undertaken by personnel while working on the incident, how to prevent those safety risks, and how to stop unsafe operations

• Describe the methods used by the Safety Officer to promote the general health and welfare of incident personnel

• List ways of ensuring that work/rest guidelines are followed

• Given examples of unsafe aviation situations, describe corrective actions and who they would contact

• List areas of concern for the Safety Officer while in the field

• Describe the Safety Officer’s authority to stop or prevent an unsafe act
<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit Title</th>
</tr>
</thead>
</table>

**Key Points**
Unit Terminal Objective

Identify unsafe situations and actions taken by incident personnel, how to prevent those safety risks, and how to stop unsafe operations.

Key Points

Unit Terminal Objective

- Identify unsafe actions and situations that could be undertaken by personnel while working on the incident, how to prevent those safety risks, and how to stop unsafe operations

Unit Enabling Objectives

- Describe the methods used by the Safety Officer to promote the general health and welfare of incident personnel
- List ways of ensuring that work/rest guidelines are followed
- Given examples of unsafe aviation situations, describe corrective actions and who they would contact
- List areas of concern for the Safety Officer while in the field
- Describe the Safety Officer’s authority to stop or prevent an unsafe act
Unit 10    Operations and General Health and Welfare

Topic

Unit Overview

Key Points

Monitoring

- Personal Protective Equipment
- Work/rest guidelines
- Air operations
- Equipment and personnel safety
- Tools
- Atmospheric and environmental sampling
Topic: Monitor Food, Water, Medical, and Rest Needs

Key Points

Methods to monitor incident personnel to determine whether their needs are being met as related to food, water, medical, and rest include:

- Incident Commander/Crew Supervisor debriefings
- Work/rest guidelines
- Individual interviews
- Crew time reports/timesheets
- Complaints and low morale
- Medical trends
- Personal observations
Topic: Inclement Weather

Key Points

Coordinate with appropriate Unit Leader to anticipate needs (clothing, facilities) for inclement weather.
Unit 10    Operations and General Health and Welfare

**Topic**
Monitor Incident Personal Protective Equipment (PPE)

**Key Points**

Ensure Personal Protective Equipment (PPE) is compatible with assignment hazard/risk:

- Goggles for nozzle operators
- Hard hats for field personnel
- Hearing protection for noisy environments (tool sharpener, pump operator, generators)
- Gloves, boots, helmets, etc.

Visually check team members preparing for duty and on the line to see that they are wearing or have all required PPE and are using it.

Ensure that all PPE is in good working order:

- Clean
- Proper fitting
Topic: Required Personal Protective Equipment (PPE)

Key Points
Key Points

What do you see that is wrong in this picture?
Unit 10    Operations and General Health and Welfare

**Topic**

PPE Compatible With Assignment

---

**Key Points**
Key Points

Tactical and non-tactical personnel, engaged in tactical assignments, will be supplied PPE and trained in its use prior to being assigned.

- Media
- Bus drivers
- Agency administrators
- Technical specialists
- Equipment operators
Unit 10    Operations and General Health and Welfare

Topic    Monitor Work/Rest Guidelines

Key Points

Monitor the length of the operational period, check time records, and identify operational period lengths of assigned personnel with the Time Unit.

• Conduct crew interviews

• Reference agency policy

Adhere to work/rest guidelines (2:1 – 2 hours of work to 1 hour of rest).
Key Points

Aviation mishaps often result in serious injuries, high expense, and high visibility. The Safety Officer should devote time to monitoring air operations (rotary and fixed wing) at an incident.
Monitor air operations activities.

The Incident Response Team is responsible for the safety of all incident aviation operations, even if the base of aviation operations and general health and welfare is miles from the actual incident.

Field operations should be examined to see whether air operations pose hazards to people on the ground.

Monitor air operations to ensure that air safety requirements are being implemented and followed.

Conduct flight Safety Briefing.
Topic
Coordinate With Ground Personnel

Key Points
Key Points

Document all identified hazards or unsafe conditions.

Review compliance with agency flight duty policy/duty limitations with appropriate manager.

May order an Assistant Safety Officer for Air Operations to monitor appropriate policy/duty limitations.
Ensure Compliance With Agency Flight Duty Policies

Key Points

How do you ensure that flight duty policies are being followed?
Monitor Air Operations Activities (cont.)

- Review aircraft incident/accident reports
- Provide assistance to Air Nodal Officer (Air Operations Branch Director (AOBD)) in dealing with preventative measures to ensure risks have been minimized or eliminated

Key Points

Review aircraft incident/accident reports.

Provide assistance to Air Operations Branch Director in dealing with preventive measures to ensure risks have been minimized or eliminated.
Monitor Air Operations Activities (cont.)

Confer daily with the Air Nodal Officer (Air Operations Branch Director) on general aviation activities.

High-hazard operations should be identified in the Safety Message.

Periodically attend the Air Operations Briefings.
Unit 10    Operations and General Health and Welfare

**Topic**  
Monitor Equipment and Personnel Safety

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**Key Points**

- Equipment and personnel working in close proximity
- Heavy equipment working above crews (fallout).
- Unsupervised equipment working
- Equipment not suited for task
- Private equipment (not signed up) working on incident independently (no supervision, communication, or PPE)
**Key Points**

This is a picture where unauthorized encroachments are being removed by heavy equipment, what problem you see here?
Key Points

Trying to move a truck with heavy equipment is very dangerous, but they are trying it with no spotter. And where are they taking the truck?
There is a person in the water between the two heavy machines. This is a very dangerous situation!
Topic: Equipment Working Above Crews

Key Points

Need to be aware of where crews are in relation to heavy loads whenever things are being lifted.
**Key Points**

Communication channels:

- Command
- Tactical
- Support
- Air-to-ground

Command channels working properly:

- Can responder communicate with base?

Tactical channels working properly:

- Availability/number of tactical channels—congestion
- Discrete frequencies

Cellular phone use/abuse:

- Driving while using phone
- Interoperability
Key Points

When might you need to use a human repeater (a communications link where an individual receives a message on one radio and repeats the communication on another radio frequency)?
Monitor Travel and Transportation

- Ground
- Hazardous material
- Foot travel
- Helispots

Key Points

- Ground
- Hazardous material
- Foot travel
- Helispots
Topic
Appropriate Equipment to Meet the Need

Key Points
Need appropriate equipment to meet the need—helicopters have load limits and higher elevations change those limits.
Topic: Hazardous Material Properly Secured in Transport

Key Points
Topic: Monitor Hand Tools

Key Points:

- Blunt blades
- Broken or splintered handles
- Wrong tool for the proposed action
Monitor Hand Tools (cont.)

Key Points
Unit 10    Operations and General Health and Welfare

**Topic**  Monitor Power Tools

---

**Key Points**

- Blunt blades
- Bent bars/blades
- Loose/missing parts
- Poor operating condition
Monitor Urban Interface

What are the major hazards of working in an urban area?

Key Points

- Triage (identify nondefensible structures)
- Identify major risks/hazards
Monitor Responder Safety

- Are personnel qualified for their positions?
- Are briefings being given (operational period, field)?
- Are Lookouts, Communications, Escape Routes, Safety Zones (LCES) being adhered to?
- “Watch Out” situations

Refer to Handout: 10-1
Topic: Exercise Emergency Authority to Stop and Prevent Unsafe Acts

Key Points:

Use direct intervention to correct any extremely dangerous acts.

These include activities where serious damage can result, or which are outside the scope of the IAP. This is not an all-inclusive list:

- Structural/building collapse
- Burnout operations with personnel above you
- Riding in a restricted aircraft
- Aerial ignition with personnel below
- Hazardous materials response that lacks safety zone or escape route

When intervening to prevent unsafe acts, the Safety Officer speaks with the authority of the Incident Commander. It is not about rank—it’s about safety.

The Incident Commander can override the Safety Officer and take responsibility for the risk. The Safety Officer may not have all the information about an operation, such as the impact of stopping an action or the necessity of taking a risk.
Topic  Monitor Dangerous Operations/Immediate Threats

Key Points

- Stop operations that are an immediate threat to health and safety.

- The Safety Officer’s authority to intervene is generally restricted to situations where serious injury or death is imminent unless you intervene.

- Document the incident in your notes and on Unit Log (IRS Form 003).

- Contact the Division Supervisor and inform the Incident Commander.
What other actions in Search and Rescue (SAR) environment would cause you to use your emergency authority to intervene?
The normal procedure is to work with the appropriate Unit Leader or Supervisor. The Safety Officer will need to use his or her discretion. Even though an act might not cause an immediate threat to individual well being, it can require immediate intervention (e.g., food preparation worker not wearing gloves).

Inform and discuss with Incident Commander.

Document action on Unit Log (IRS Form 003).
Unit 10    Operations and General Health and Welfare

Topic  Objectives Review

Objectives Review

1. What methods can the Safety Officer use to promote the general health and welfare of incident personnel?
2. How can the Safety Officer ensure that the work/rest guidelines are followed?
3. What corrective actions would you take and who would you contact when you identify unsafe aviation situations?

Key Points

Unit Terminal Objective

• Identify unsafe actions and situations that could be undertaken by personnel while working on an incident, how to prevent those safety risks, and how to stop unsafe operations

Unit Enabling Objectives

• Describe the methods used by the Safety Officer to promote the general health and welfare of incident personnel

• List ways of ensuring that the work/rest guidelines are followed

• Given examples of unsafe aviation situations, describe corrective actions and who you would contact
Topic
Objectives Review (cont.)

Key Points

Unit Enabling Objectives (cont.)

- List areas of concern for the Safety Officer while in the field.
- Describe the Safety Officer’s authority to stop or prevent an unsafe act.
1. Incident not scouted and sized up.
2. Safety zones and escape routes not identified.
3. Unfamiliar with weather and local factors influencing the disaster.
4. Uninformed on strategy, tactics and hazards.
5. Instructions and assignments not clear.
6. No communication link with responders or supervisor.
7. Taking actions without safe anchor point.
8. On a hillside where rolling material can injure responders below.
10. Wind increases and/or changes direction.
11. Terrain or other hazards make escape to safety zones difficult.
Unit 11: Special Situations
Participant Manual
Objectives

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

- Describe the Safety Officer’s responsibility in dealing with accidents and special situations in an incident
- List situations in which a Critical Incident Stress Management/Critical Incident Stress Counseling Team could be activated
- List the five basic steps in initiating an accident investigation
- Discuss situations that require special reports
Unit Terminal Objective

· Describe the Safety Officer’s responsibility in dealing with accidents and special situations at an incident

Unit Enabling Objective

· List situations in which a CISM/CISC Team could be activated

· List the five basic steps in initiating an accident investigation

· Discuss situations that require special reports
Unit 11    Special Situations

Topic    Unit Overview

Key Points

Unit Overview

• Critical incidents
• Accident reports
• Special reports
### Key Points

Critical incidents are things that cause an extreme emotional response for incident personnel.
Key Points

Definition: “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.”

Critical incidents are events, situations, sights, sounds, or smells that have lasting effects on incident personnel. Some examples include:

- Death of a peer (on duty or off duty)
- Rescue that becomes a recovery
- Any mass casualty incident
- Entrapment or deployment
- Serious injury or death of an emergency team member
- Event that threatens a responder’s own life
- Event that attracts unusual media attention
- Event that has distressing sights, sounds, or smells
- Near misses (Miraculous Escape)
- Any other incident that an Incident Commander/Safety Officer deems relevant
Key Points

Ensure activation of CISM/CISC Team, when necessary.

The CISM/CISC Team is ordered through the Supply Unit Leader with a resource order.

- If needed, this duty can be delegated to the Safety Officer by the Incident Commander.

Make certain that the Incident Commander, Information & Media Officer, and Agency Administrator are informed of the incident.
The Safety Officer is responsible for initiating enquiry into the accident.

Accidents, serious injuries, fatalities, or near misses should not interfere with the primary duties and responsibilities of the Safety Officer, but will require Safety Officer involvement during the initial stages.

The Safety Officer should turn over all responsibilities to designated personnel (Medical Unit Leader, Emergency Medical Technicians, Security Manager) as soon as possible.

The Safety Officer must ensure appropriate accident/incident reports and other safety reports are completed and submitted.
Unit 11    Special Situations

Topic    Accident Investigation

Key Points
Topic: Reporting Accidents

Key Points

Any incident operational and/or support personnel (Logistics, Finance, Planning, etc.) may initiate emergency actions according to the procedures of the Medical Plan.
Procedures for dealing with serious accidents, injuries, fatalities, and near misses must be established as soon as possible and made known to everyone.

The Incident Response Team might have established Standard Operating Procedures (SOPs) to determine which position of the Command and General Staff is responsible for the next step after the initial call comes in from the incident.
Step 1: After an accident, the first priority is to properly care for the injured—Airway, Breathing, and Circulation (ABCs).

Incident dispatch starts medical personnel on the way (either frontline medical personnel or medical personnel from the nearest camp, Incident Command Post or base) as per the Incident Action Plan Medical Plan (IRS Form 008).

Incident dispatch also contacts the proper assigned Section Chief or Unit Leader to start further action.
Key Points

Step 2: Next step is to secure the scene from further injuries or disturbance (flagging, barricades, signing, etc.) and start the preliminary investigation. This will be done by jurisdictional Police Station. After Police is informed about the accident they will lodge an FIR under appropriate Penal Sections of IPC and under take investigations.

Take notes, photographs, measurements, witness statements, etc.
You must have everything documented so you can report what happened. You will need to inform the Incident Commander, work with the Compensation and Claims Unit, and possibly deal with legal proceedings related to the incident.
Step 3: Cooperate with State and local authorities (law enforcement agencies) that have jurisdiction.

The Safety Officer might also contact the Logistics Section Chief and request the Security Manager to come to the scene and take over scene preservation.
Key Points

Step 4: Notify the Finance Section Chief, Medical Unit Leader, Information & Media Officer, Liaison Officer, and Incident Commander in the order established ahead of time.
Step 5: Ensure that accident enquiry/investigation documentation is complete (medical treatment, final investigation report from Local Police, compensation and claims, etc.) for the Incident Commander, other appropriate Command Staff, and ultimately for the Incident Closeout Package.
A special report is any report of an “incident within an incident” beyond the Unit Log (IRS Form 003).
Special reports might be necessary because of the following situations:

- Accidents/injuries
- Public health concerns
- Biological hazards
- Contagious diseases
Topic: Activity: Exercise 12

Key Points

Follow instructions from the instructor for completing the exercise activities as well as any instructions in the supplemental materials.
Unit 11 Special Situations

Topic Objectives Review

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**Objectives Review**

1. What are some situations in which a Critical Incident Stress Management/Critical Incident Stress Counseling Team could be activated?
2. What are the five basic steps in initiating an accident investigation?
3. What types of situations require special reports?

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**Key Points**

**Terminal Objective**

- Describe the Safety Officer’s responsibility in dealing with accidents and special situations at an incident

**Enabling Objective**

- List situations in which a CISM/CISC Team could be activated
- List the five basic steps in initiating an accident investigation
- Discuss situations that require special reports
Exercise 12 Overview – Unit 11

Purpose

The purpose of this exercise is to provide participants with an opportunity to determine whether or not certain scenarios require the Safety Officer to create a Special Report.

Objectives

Participants will:
- Decide whether a given scenario requires a special report.

Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including individual work and small group discussion. Participants will consider the provided paragraphs and individually determine whether or not each scenario would require a Special Report. Then, in groups, participants will compare and discuss answers and reach a consensus, which will then be presented to the rest of the class.

Rules, Roles, and Responsibilities

Following are the specific activities / instructions for your participation in the exercise:

1. Review the scenario paragraphs included in this exercise.
2. Individually, determine whether or not each scenario requires a special report.
3. Within your work group, select a group spokesperson.
4. Discuss your responses to each paragraph and reach a consensus.
5. Present your responses to the rest of the class.

Instructors moderate discussions, answer questions and provide additional information as required.

Exercise 12 Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Participation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Introduction and Overview</td>
<td>2 minutes</td>
<td>Classroom</td>
</tr>
<tr>
<td>Individual Work</td>
<td>5 minutes</td>
<td>Individuals</td>
</tr>
<tr>
<td>Discussion/Documentation</td>
<td>10 minutes</td>
<td>Small Groups</td>
</tr>
<tr>
<td>Debrief/Review</td>
<td>15 minutes</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Determine which of the following scenarios would require the Safety Officer to fill out a Special Report.

Scenario 1

Three members of the IRT report to the Medical Unit after experiencing nausea and vomiting. Each had eaten lunch within the last two (2) hours. Several other incident personnel have complained of stomach pains and indigestion over the last 24 hours.

Scenario 2

A jeep carrying three incident personnel crashed into an embankment along the side of a road. The jeep was undamaged, and each of the passengers received only minor bruises and scratches. One of the passengers was the Operations Section Chief.

Scenario 3

A supply truck hit a pothole while driving towards the incident base, popping a rear tire and dislodging some of the cargo. The truck was carrying drums of diesel fuel for incident vehicles, and one drum spilled out onto the road.

Scenario 4

At a hazardous materials spill incident, a large quantity of bleach spilled into a river, threatening local water supplies and public water spaces. The Incident Commander informed the Agency Executive and the public that the spill would be contained in three days. However, progress has been slower than expected, and the Operations Section Chief requested additional time at the Day 3 Planning Meeting.
Unit 12: Demobilization and Closeout
Participant Manual
Objectives

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

- Describe the Safety Officer’s role in ensuring safety and disbanding the Safety Unit during incident demobilization and closeout
- List actions involved in the Safety Officer’s demobilization checkout
- Describe the Safety Officer’s role in the closeout with the Agency Administrator
Unit 12    Demobilization and Closeout

Key Points
Unit Terminal Objective

Describe the Safety Officer’s role in ensuring safety and disbanding the Safety Unit during incident demobilization and closeout.

Key Points

Unit Terminal Objective

- Describe the Safety Officer’s role in ensuring safety and disbanding the Safety Unit during incident demobilization and closeout

Unit Enabling Objectives

- List actions involved in the Safety Officer’s demobilization checkout
- Describe the Safety Officer’s role in the closeout with the Agency Administrator
## Unit 12
Demobilization and Closeout

### Topic
Unit Overview

### Key Points

- Demobilization and checkout
- Agency debriefing
- Performance evaluations
Topic
Demobilization and Checkout

Key Points
Treat demobilization like any other incident activity. The same actions are required:

- Receive instructions from supervisor
- Brief staff on procedures and their responsibilities
- Ensure that incident and agency procedures are followed
- Complete and submit documentation – Demobilization Checkout
Demobilization and Closeout

**Topic**
Review Demobilization Check-Out

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**Key Points**

Demobilization Checkout

- Discuss demobilization process at the Incident Command Post
- Review Demobilization Checkout
Key Points

Generally, only the Safety Officer will participate in the closeout (not assistants).

As directed by the Incident Commander, provide a debriefing to the Agency Administrator regarding incident safety history, including:

- Accidents
- Hazards
- Corrective actions
- Recommendations and recognition
Key Points

Ensure copies of Incident Safety Analysis, Unit Log (IRS Form 003), Safety Narrative, and Medical Narrative (if applicable) are given to Documentation Unit.

Prepare a post-incident safety narrative.

Include the following items:

- Number of injuries and accidents
- General safety situations and problems encountered
- Description of significant incidents and recommendations for corrective action
- Suggestions of areas where preventive measures can be taken
Unit 12  Demobilization and Closeout

Topic  Demobilize Unit Personnel

Key Points

- Coordinate release time with the Logistics Section Chief
- Ensure documentation is complete and submitted before leaving the incident
- Sign off on tasks completed in Task Book for subordinates
Personnel Performance Evaluations

- Subordinate incident personnel performance evaluations should be completed, as required by the Incident Response Team or agency policy.

- Communication of expectations is critical to success:
  - Model the expected behavior as a function of leadership; if you want an injury-free incident operation, model safe practices.
  - The things you pay attention to will become the individual and team priorities.

- Two target groups will need evaluation:
  - Trainees
  - Exceptional performers (exceptionally good or exceptionally poor).
Topic

Performance Evaluations Should:

- Emphasize results rather than processes
- Be candid and objective
- Concentrate on situations, not people
- Emphasize the important issues

Key Points

Performance evaluations should have the following characteristics:

- Candid and objective
- Emphasize results rather than processes
- Concentrate on situations, not people
- Emphasize the important issues
- Based on objectives and direction provided
Performance Evaluations should have the following characteristics (cont.):

- Be finalized in face-to-face exchange
- Completed before the individuals are released from the incident
- Discussed with the individuals
- Facilitate a process to deal with substandard performance or conduct
- Prepared, documented and distributed
Key Points

- Evaluate individuals as required by agency policy
- Complete Individual Performance Rating or equivalent agency form
  - Incident Personnel Performance Rating may be used
  - Provide a copy of the rating to the individual
  - List training if needed or desired
- Discuss performances with individuals
- Maintain accuracy and fairness
- Submit signed form to Documentation Unit
Unit 12 Demobilization and Closeout

Topic Objectives Review

Objectives Review

1. What are three actions involved in the Safety Officer Demobilization Checkout?
2. What is the Safety Officer’s role in the closeout with the Agency Administrator

Key Points

Unit Terminal Objective

• Describe the Safety Officer’s role in ensuring safety and disbanding the Safety Unit during incident demobilization and closeout

Unit Enabling Objectives

• List actions involved in the Safety Officer’s demobilization checkout

• Describe the Safety Officer’s role in the closeout with the Agency Administrator
Unit 12    Demobilization and Closeout

**Topic**

Review of Course Expectations

**Key Points**
Unit 12    Demobilization and Closeout

Topic    Course Final

Key Points
All-Hazards Safety Officer
Final Exam
(35 Points)

1. **Matching.** Identify the part of the Incident Action Plan (IAP) where you may find the necessary information: (4 pts.)

   i. How many tactical organizations are working in this operational period? A. IRS Form 009
   ii. Who is the Food Unit Leader? B. IRS Form 008
   iii. How do I contact the Incident Command Post? C. IRS Form 005
   iv. What happens if someone is injured during incident operations? D. IRS Form 001

2. What is the difference between “risk” and “hazard”? (1 pt.)

   a. Hazards are things that hurt other people, and risks are things that hurt me
   b. Hazards are immediate threats to safety, and risks are potential threats to safety
   c. Hazards are the chances that people take, and risks are things in the environment that can cause harm
   d. Hazards are things in the environment that cause harm, and risks are chances that people take in relationship to those hazards

3. **True or False:** The Safety Officer should immediately stop any potentially hazardous actions taken by incident personnel. (1 pt.)

   a. True
   b. False
4. A Safety Officer does NOT have primary responsibility for writing which of the following documents? (1 pt.)
   a. Incident Safety Analysis.
   b. Medical Plan (IRS Form 008)
   c. Site Safety & Control Plan
   d. Safety Message

5. Which of the following is an alternative if corrective actions and mitigations to prevent accidents will not be sufficient to make an activity safe? (1 pt.)
   a. Safety devices
   b. Design out
   c. Avoidance
   d. Ignore the risk

6. Which of the following could serve as a Technical Specialist for the Safety Officer? (1 pt.)
   a. Incident Commander
   b. Chemical plume modeling software
   c. Personal experience
   d. Structural Engineer

7. True or False: The Safety Officer Kit should include all the supplies that the Safety Officer will need during a deployment of any length. (1 pt.)
   a. True
   b. False

8. What is the common guideline for work and rest? (1 pt.)
   a. 2 hours work to 1 hour rest
   b. 2 hours rest to 1 hour work
   c. 2 days working, one day off
   d. Only work 2 hours each day

9. True or False: The Safety Message is the only place for the Safety Officer to communicate safety information in an IAP. (1 pt.)
   a. True
   b. False
10. Place these accident investigation protocol steps in the proper sequential order. (4 pts.)

a. Notify and cooperate with Local Police authorities
b. Complete documentation
c. Notify incident personnel
d. Care for the injured
e. Secure the scene

11. What is the Incident Safety Plan? (1 pt.)

b. A document the Safety Officer uses to communicate the safety perspective on an incident
c. The IAP
d. The Safety Officer’s organization of Assistant Safety Officers in the Safety Unit

12. Which of the following statements about Personal Protective Equipment (PPE) is true? (1 pt.)

a. All personnel working on the incident will bring their own PPE with them
b. The Safety Officer should trust incident personnel to use appropriate PPE
c. The Safety Officer must ensure that all personnel are trained on the use of PPE
d. Gloves are the only part of PPE that the Safety Officer should worry about

13. Which of the following is the most accurate statement? (1 pt.)

a. The Safety Officer must memorize agency and jurisdictional safety regulations
b. The Safety Officer can ignore National safety guidelines and follow common sense
c. The Safety Officer can ask a Technical Specialist for guidance on appropriate safety regulations and guidelines
d. The Safety Officer can decide which agency and jurisdictional safety regulations to follow on an incident

14. True or False: Any Safety Officer can give the safety portion of the morning briefing. (1 pt.)

a. True
b. False
15. Which of the following is NOT an initial method for information gathering upon arrival at an incident? (1 pt.)

   a. Agency debriefing documents
   b. Initial briefing from supervisor
   c. Incident personnel
   d. Personal observations

16. Which of the following is a method used to prioritize hazards? (1 pt.)

   a. First come, first served
   b. Priority Circle
   c. Priority Cube
   d. Priority Eliminator

17. True or False: Assistant Safety Officers are ordered like all other resources. (1 pt.)

   a. True
   b. False

18. Matching: Identify the appropriate Logistics Section Unit Leader for corrective action for the following safety issues: (4 pts.)

   i. No sneeze guards on salad bar         A. Ground Support Unit
   ii. Noisy sleeping area                  B. Facilities Unit
   iii. Leaking fuel tanks                  C. Resource Provisioning Unit
   iv. Tool sharpeners too close to walkways D. Food Unit

19. Which of the following is a special report? (1 pt.)

   a. Answer: Accident Report
   b. Unit Log (IRS Form 003)
   c. Agency closeout package
   d. General Message

20. True or False: The Logistics Section Chief can refuse unannounced inspections by the local health department if it comes during a shift change. (1 pt.)

   a. True
   b. False
21. Which of the following are concerns for the Safety Officer when dealing with Air Operations? Choose all that apply. (3 pts.)
   a. Communication with personnel on the ground
   b. Wires
   c. Price of jet fuel
   d. Trees

22. Which of these situations would NOT warrant activation of a Critical Incident Stress Management/Counseling? (1 pt.)
   a. Death of incident personnel
   b. Flat tire on the way to dinner
   c. Injuries to children
   d. Miraculous escape from serious injury or death

23. True or False: The Incident Commander and Liaison Officer are the only IRT members that deal with agency representatives. (1 pt.)
   a. True
   b. False

24. Which of the following is NOT one of the “three A’s” that the Safety Officer should include on the Unit Log (IRS Form 003)? (1 pt.)
   a. Actions
   b. Announcements
   c. Agreements
   d. Accidents