

INCIDENT COMMAND SYSTEM

Position Manual

SAFETY OFFICER- HIGH RISE INCIDENT

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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

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CHECKLIST

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time action while others are ongoing for the duration of an incident.

HIGH RISE INCIDENT SAFETY OFFICER CHECKLIST:

- a. Check in and obtain briefing from the Incident Commander.
- b. Assess situation and request needed personnel and resources.
- c. Participate in planning meetings.
- d. Evaluate the Incident Action Plan for organizational safety elements.
- e. Review and sign the Incident Medical Plan (ICS Form 206).
- f. Monitor the fire ground and communication channels for hazards, unsafe acts and improper activities.
- g. Take action to limit hazards or correct or stop unsafe actions.
- h. Initiate as needed and confirm the ongoing investigation of any incident related accidents or personnel injuries.
- i. Secure operations and demobilize personnel as determined by the Demobilization Plan.
- j. Maintain Unit/Activity Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION: The Incident Safety Officer is a member of the Command Staff and reports directly to the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority. The Incident Safety Officer or his or her assistants have emergency authority to alter, suspend or terminate unsafe acts or conditions when imminent danger is involved.

Assistant Safety Officers may be appointed as required and will report directly to the Incident Safety Officer. Due to the complexity of the operation and dangers inherent in high-rise firefighting, a Safety Group may be implemented to manage operational safety issues. Until a Safety Officer is assigned, the Incident Commander has responsibility for monitoring incident safety.

PERSONNEL: The number of personnel needed to perform the functions of the Safety Officer will depend upon the complexity of the incident, the size of the building and of the fire fighting organization. All incident activities and locations will require monitoring. A single Safety Officer will likely be unable to oversee all areas and perform the duties adequately. When fire involves areas above the fourth floor, or multiple floors are

involved, additional Assistant Safety Officers should be appointed to cover the interior activities. It is recommended that individual acting as Safety Officer should be ICS 401 or National Fire Academy Incident Safety Officer trained.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the High Rise Incident Safety Officer are stated below. Following each activity are listed the procedures for implementing the activity:

- a. Check in and obtain briefing from the Incident Commander. The briefing should provide information on the following:
 1. The location, current size and estimated potential of the fire incident.
 2. A copy of the Incident Action Plan or current plan components including the incident organization and objectives, the building layout and location of the various organizational units, and the radio communication channels being used.
- b. Assess situation and request needed personnel and resources:
 1. Survey the building and fire ground and assess the progress of control and rescue efforts. Identify potential hazards in the fire area, in the Staging Area, stairwells, and ground level areas. These should include the Base, Incident Command Post, and at the various Logistics functions.
 2. Review the Incident Action Plan. Identify span of control problems, risk elements, communication weaknesses and other safety related items.
 3. Determine needed staff and supplies and make requests.
 4. Brief Assistant Safety Officers on the potential hazards, work locations, operational and safety priorities. Provide appropriate communications devices. Organize resources for the most effective operation.
- c. Participate in planning meetings with Command and General Staff:
 1. Review proposed strategy and control operations to identify potentially hazardous situations to command officers. Suggest means to abate identified hazards.
 2. Summarize safety concerns as requested by the Incident Commander. Prepare a Safety Message if required for long duration incidents.
 3. Confirm jurisdictional agency and Incident Command policy on elevator use, and procedure.
- d. Review and sign the Incident Medical Plan (ICS Form 206). Insure that all elements of the medical plan are addressed including removal of injured personnel from the building, treatment and evacuation to medical facilities. Assure that personnel rehabilitation and health monitoring are included in the plan.
- e. Monitor the fire ground and communication channels for hazards, unsafe acts and improper activities.

- f. Take action to limit hazards or correct or stop unsafe actions:
 - 1. Identify hazards to the line officer in control of the area or at the next planning meeting as appropriate.
 - 2. Correct or stop unsafe actions through the normal chain of command as appropriate to the situation. Without delay control immediately threatening situations.

- g. Initiate as needed and confirm the ongoing investigation of any incident related accidents or personnel injuries:
 - 1. Respond to the location of reported accidents or personnel injuries.
 - 2. Ensure that appropriate medical attention is being provided. Arrange for the preservation of the scene and items related to the injury or accident. Confirm that the Incident Commander has initiated the appropriate investigation team.
 - 3. Identify actions that can be taken to prevent re-occurrence of similar injuries or accidents. Communicate findings to the Incident Commander and other line officers.

- h. Secure operations and demobilize personnel as determined by the Demobilization Plan.

- i. Maintain Unit/Activity Log (ICS Form 214). The Safety Officer position requires the use of notes, check sheets, and records to remain effective. Provide such documents to the Incident Commander for incident analysis.