सत्यमेव जयते

Training Module

Incident Response System

Safety Officer



nidm
Towards a disaster free India

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA

Safety Officer Participant Manual

NIDM, New Delhi

Unit 1: Course Introduction

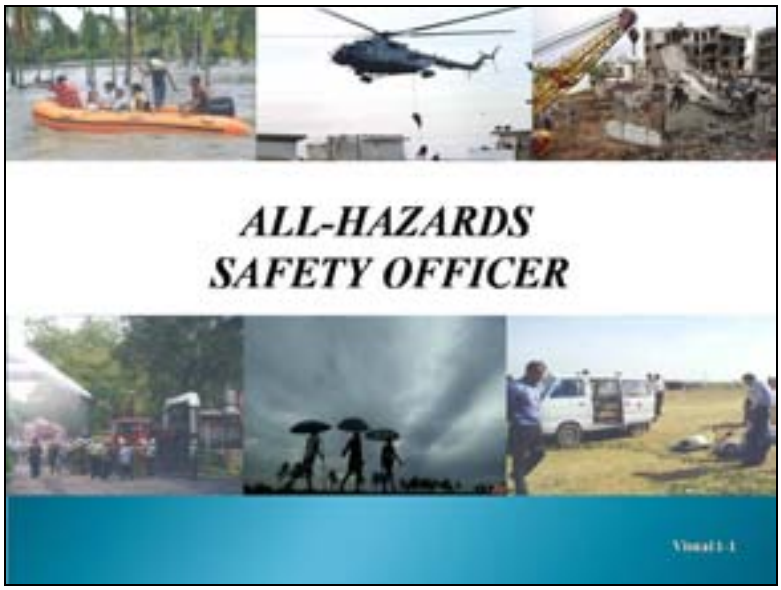
Participant Manual

Objectives

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

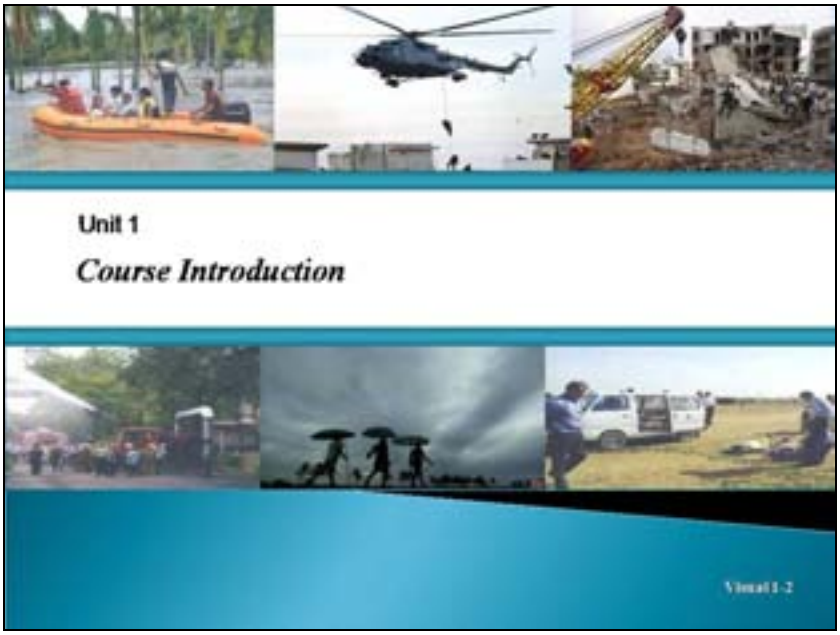
- Identify the course objective and position-specific resource materials for the position of Safety Officer
- Describe the course objective

Topic Course Title Slide



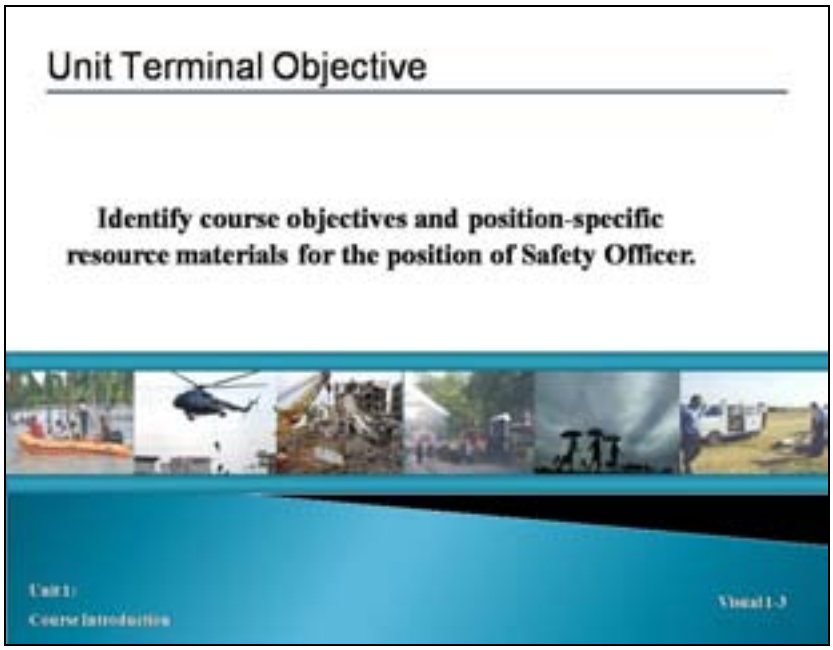
Key Points

Topic Course Title Slide



Key Points

Topic Unit Terminal Objective



Key Points

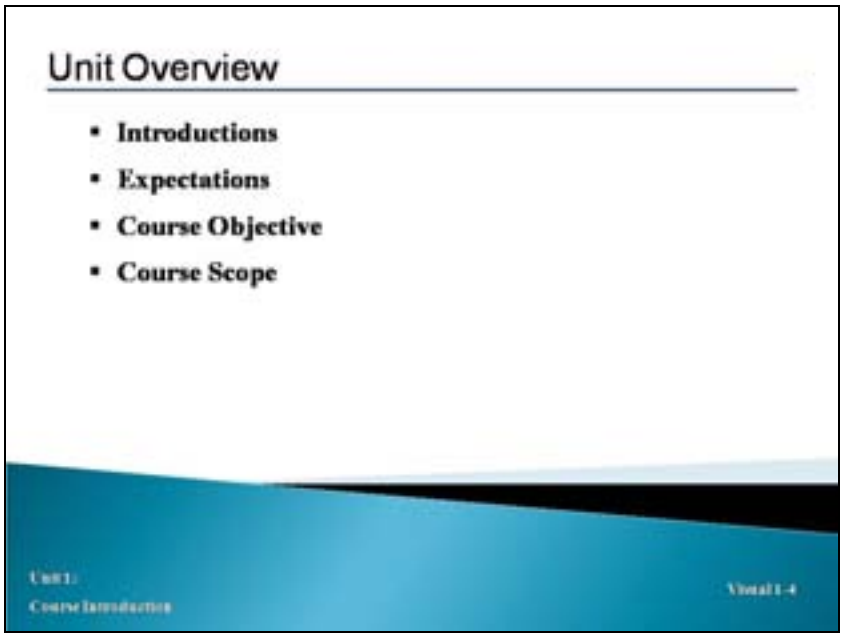
Unit Terminal Objective

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

Unit Enabling Objectives

- Describe the course objectives

Topic Unit Overview

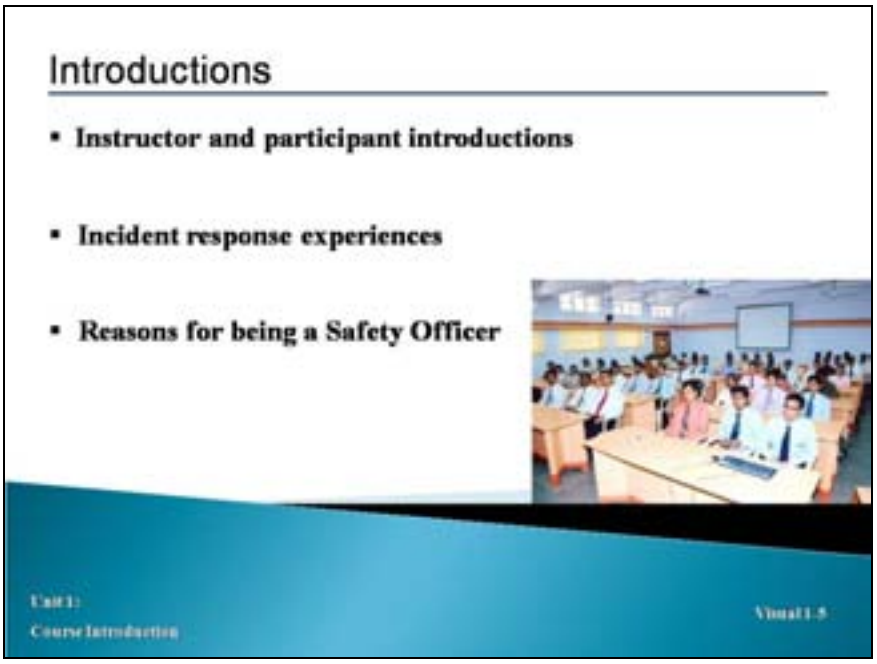


Key Points

Unit Overview

- Introductions
- Expectations
- Course Objective
- Course Scope

Topic Introductions



Key Points

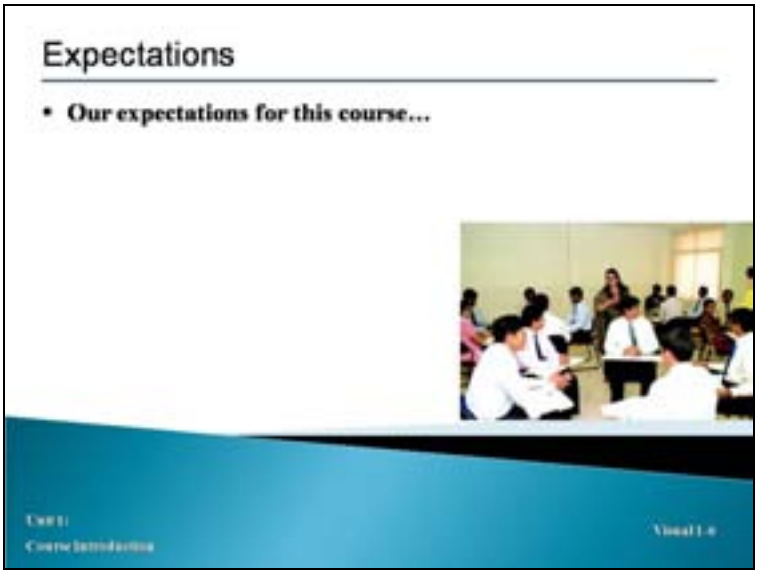
Instructor introduction

Brief background

Student introduction

- Self introductions
- Incident response experiences
- Why be a Safety Officer?

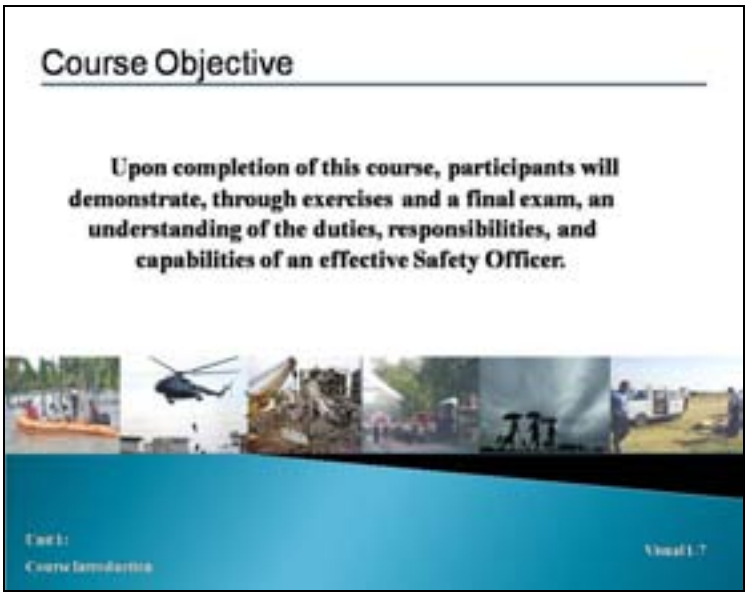
Topic Expectations



Key Points

Follow instructions from the instructor for discussing the expectations for this course.

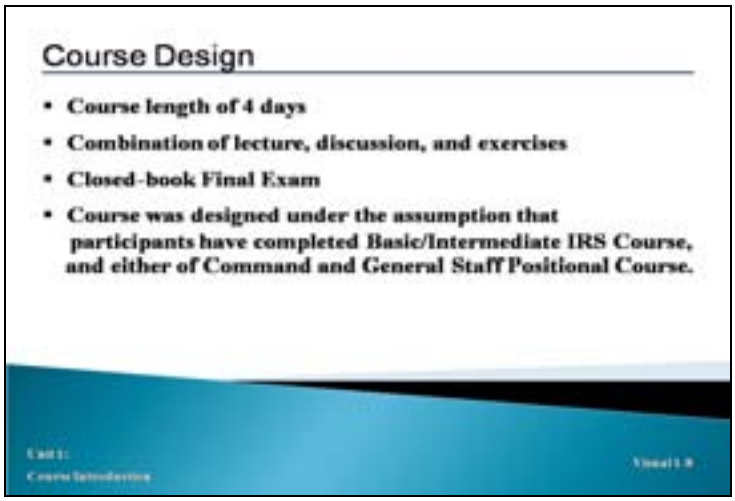
Topic Course Objective



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.

Topic Course Design



Key Points

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.

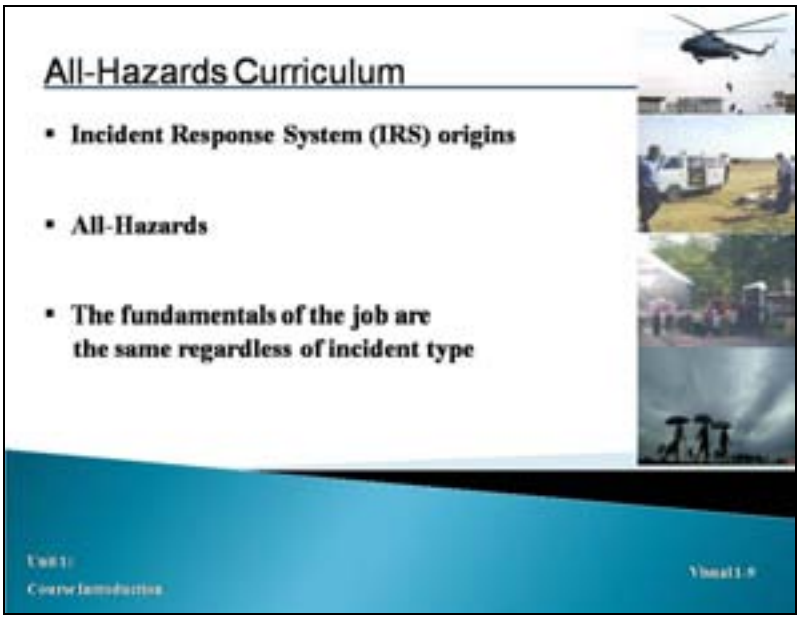
- 60% or higher will be required to pass

- 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.

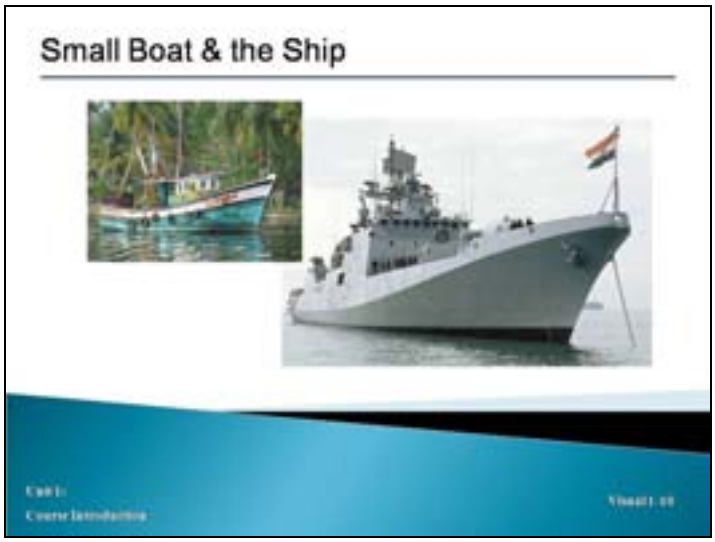
Topic All-Hazards Curriculum



Key Points

Follow instructions from the instructor for discussing this curriculum.

Topic Context of the Training



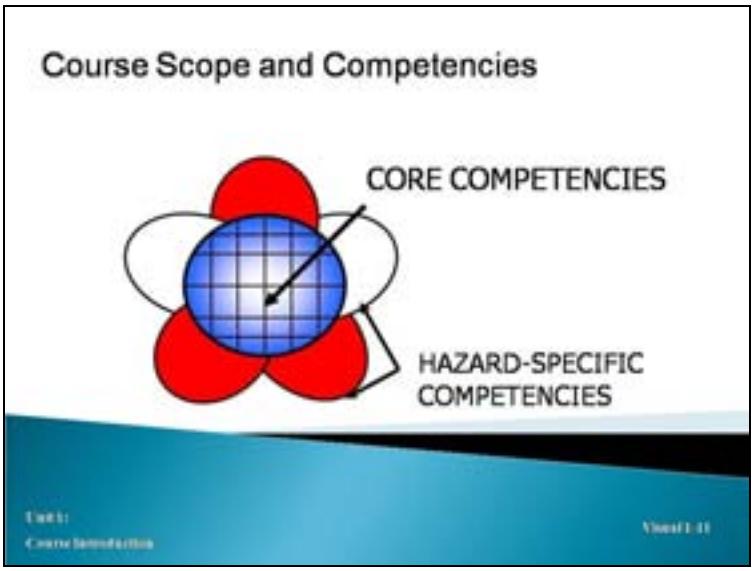
Key Points

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.

Topic Course Scope and Competencies

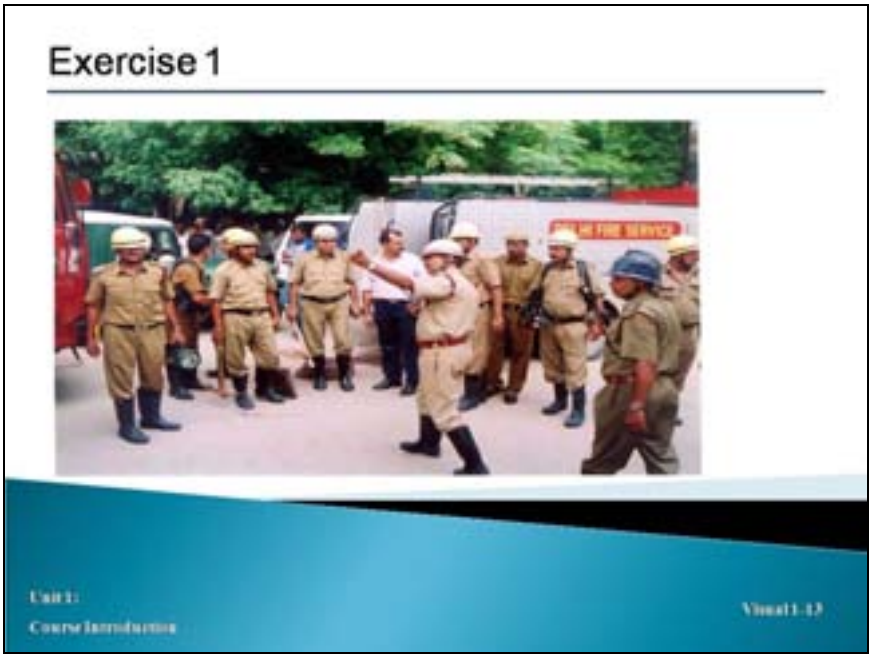


Key Points

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

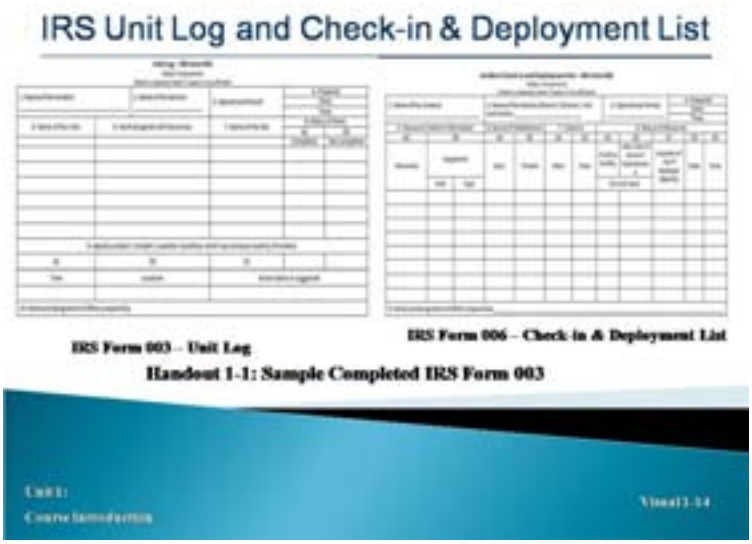
Topic Exercise 1



Key Points

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

Topic ICS Check-in and Unit Log



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.

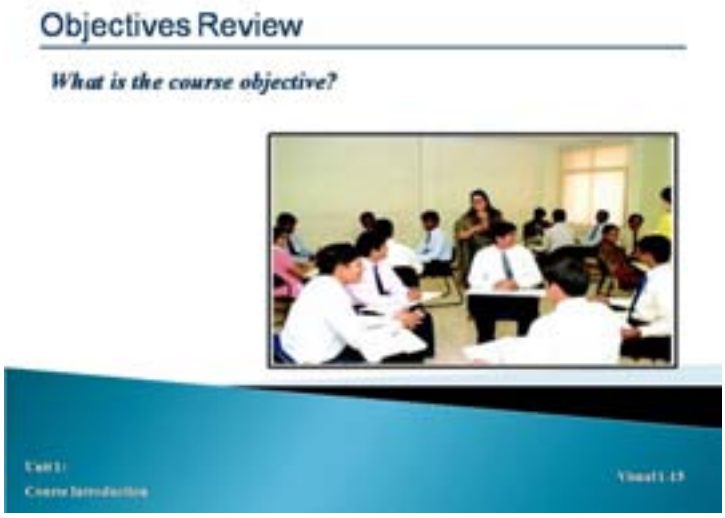
IRS Form 003 - Unit Log

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.

Topic Objectives Review



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 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

Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	15 minutes	Small Groups
Debrief/Review	15 minutes	Classroom

Exercise 1
Unit 1

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 no sufficient

1. Name of the incident: **Taking SO Course**	2. Name of the Section: **Unit 1 of SO Course**	3. Operational Period: **1000 hrs to 1700 hrs**	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	8. Status of Work.	
			(a)	(b)
			Completed	Not completed
R.Muralidhar Raju	**To learn unit 1 of SO course, with the help of Participant Manual and instructor (S)**	**Class Room in NIDM, New Delhi.**		√
9. Specify accident / incident / weather conditions which may increase severity of incident.				
(a)	(b)	(c)		
Time	Locations	Action taken or suggested		
10.00 AM	**Class Room, NIDM, New Delhi**	**To attend 1st Session, Unit 1 of SO Course**		
1.00 PM	**Dinning Hall**	**Lunch**		
2.PM	**Break out Rooms**	**To participate in exercise 1**		
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

1. Name of the incident: **Adoni Communal Riots**	2. Name of the Section: **Operation (Police Department)**	3. Operational Period: **1700 hrs to 0500 hrs**	4. Prepared Date: **05/09/2011** Time: **02:00 PM**	
5. Name of the Units	6. Work Assigned with Resources	7. Name of the Site	8. Status of Work.	
			(a) Completed	(b) Not completed
Civil Police	**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**	**At Police Station and areas which need to be patrolled for keeping situation under control.**		√
AR Police & APSP	**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) Madina Mosque, Victoriapet 2) Faridshah Mohalla 3) MM Road**		√
RAF/CRPF	**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.**	**1) Faridshah Mohalla 2) Budekal Masjid**		√

9. Specify accident / incident / weather conditions which may increase severity of incident.		
(a) Time	(b) Locations	(c) Action taken or suggested
1.30 PM	**Madina Mosque, Victoria pet Street**	**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.**

10. Name and designation of officer prepared by.

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

Unit 2: Overview of Safety Officer Role

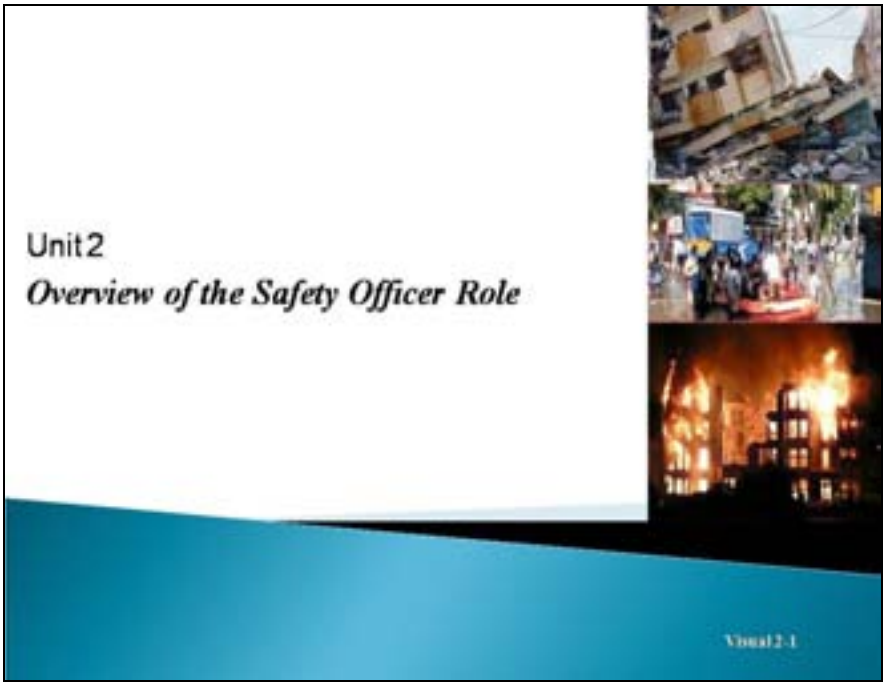
Participant Manual

Objectives

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

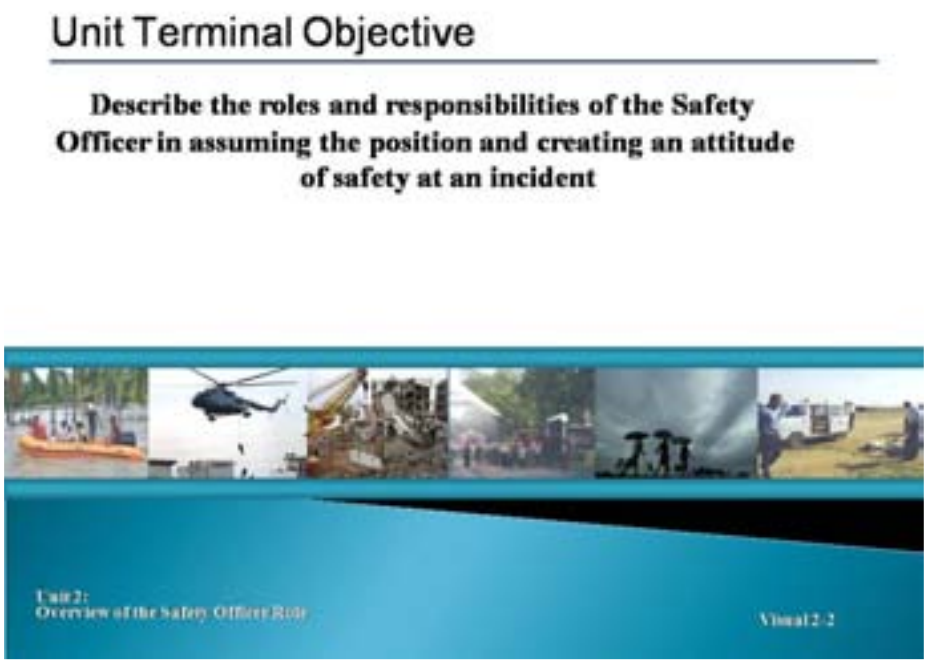
- Describe the roles and responsibilities of the Safety Officer in assuming the position and creating an attitude of safety at an incident
- List materials a Safety Officer would include in a Safety Officer Kit
- Discuss the Safety Officer's responsibility to complete IRS Form 003 – Unit Log

Topic Unit Introduction



Key Points

Topic Unit Objectives



Key Points

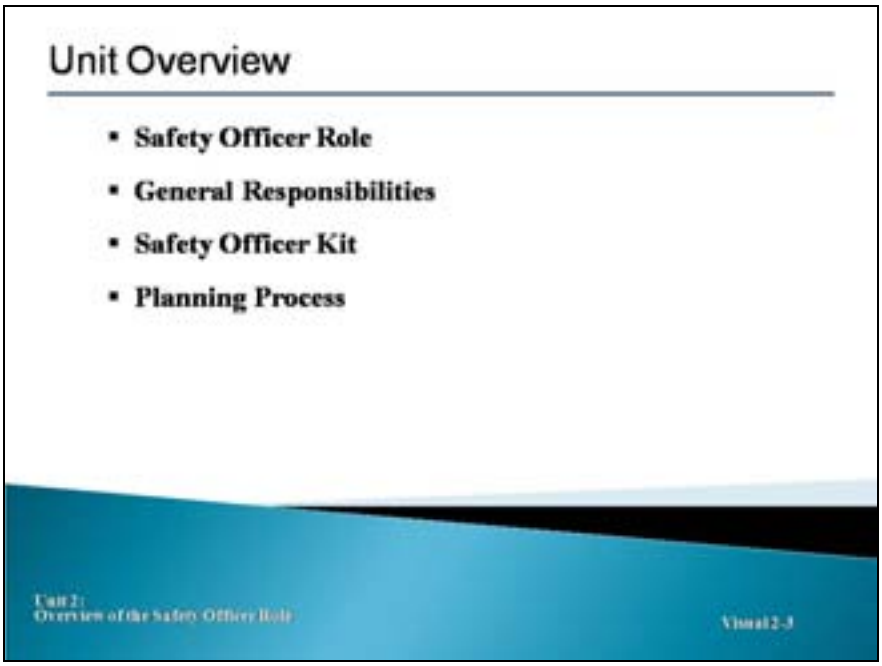
Unit Terminal Objective:

- 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)

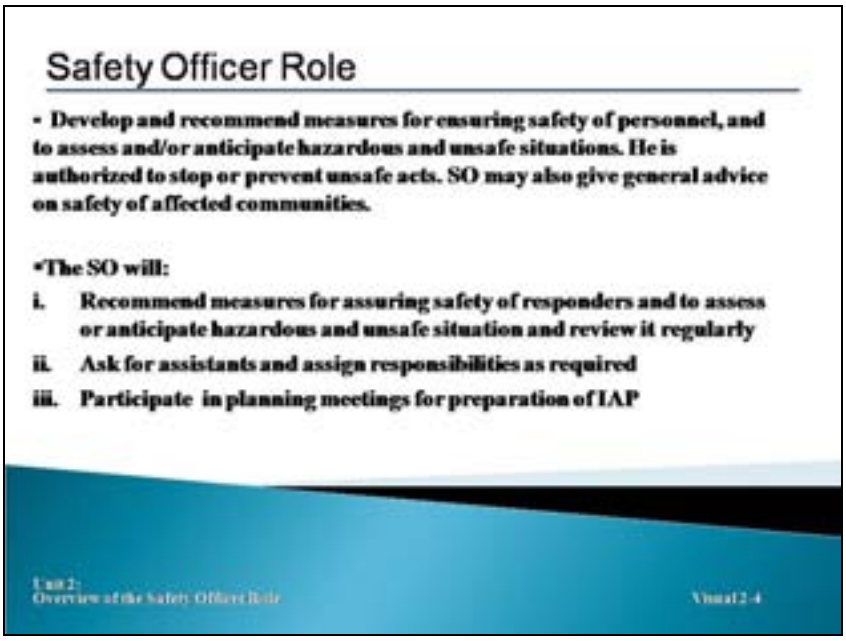
Topic Unit Overview



Key Points

- Safety Officer Role
- General Responsibilities
- Safety Officer Kit
- Planning Process

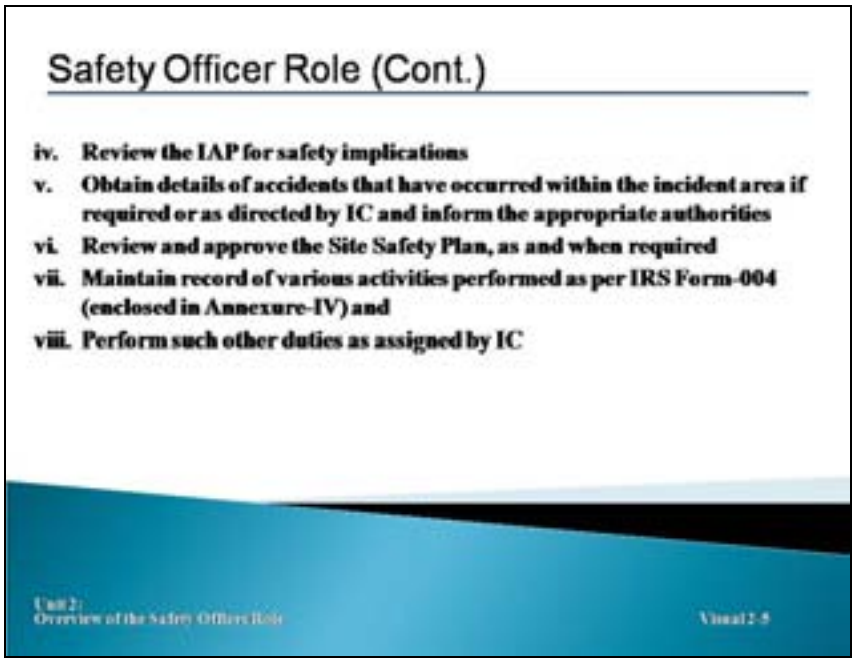
Topic Safety Officer Role



Explain the Following Key Points

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

Topic Safety Officer Role



Explain the Following Key Points

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

Topic Safety First, Death Last



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.”

Topic Assistant Safety Officers

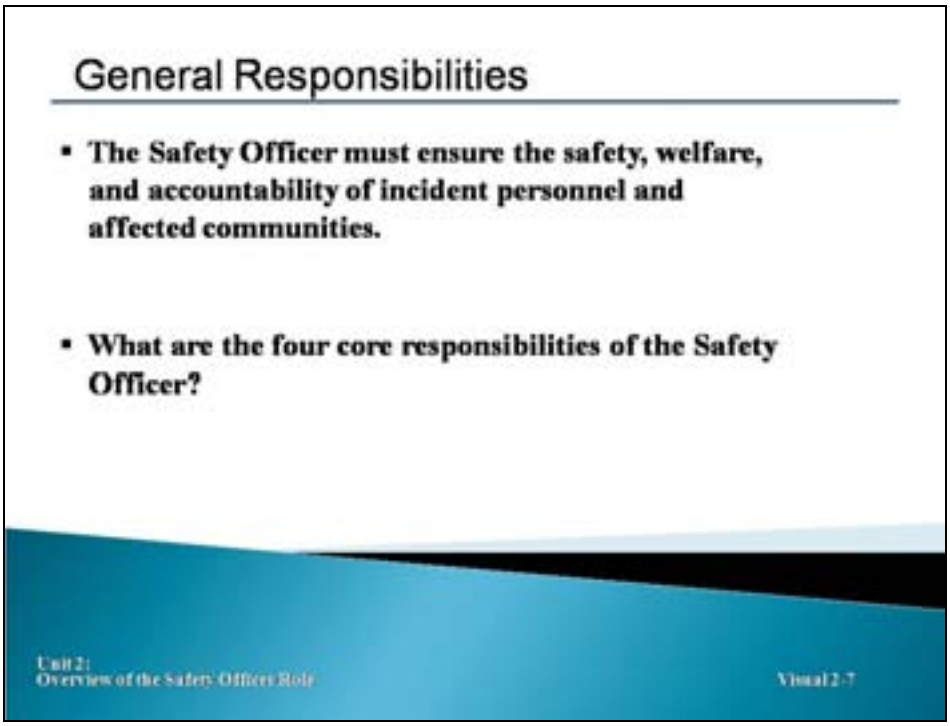


Key Points

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.

Topic General Responsibilities



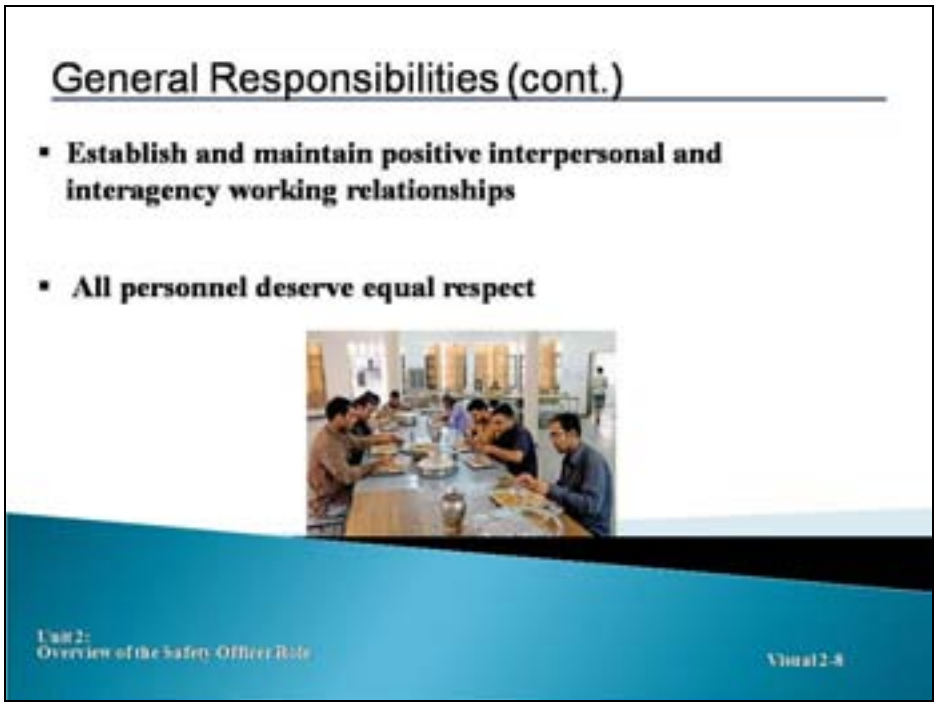
Key Points

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

Topic General Responsibilities (cont.)



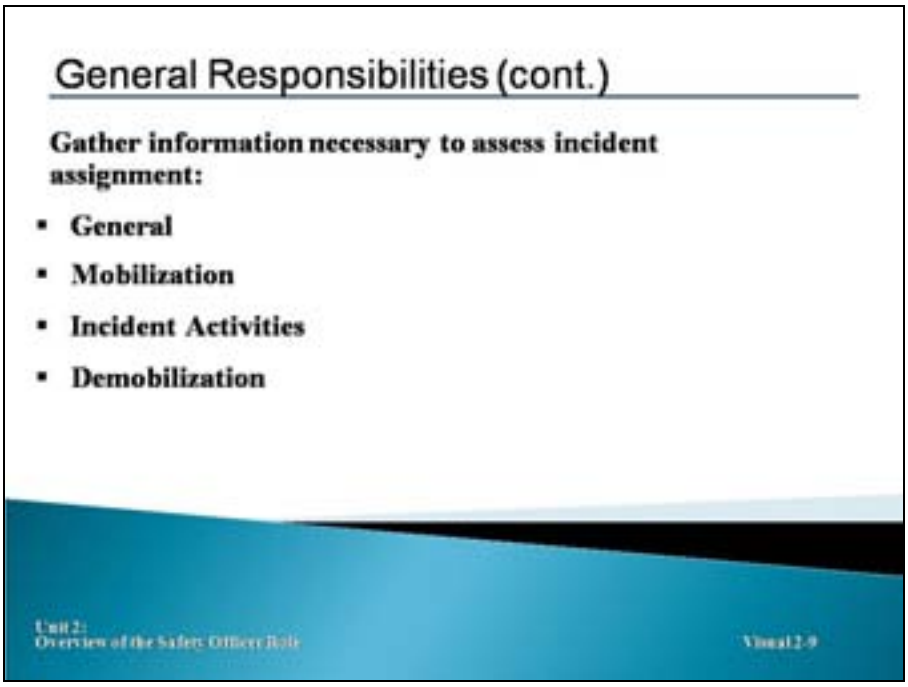
Key Points

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.

Topic General Responsibilities (cont.)



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

Topic Safety Officer Kit

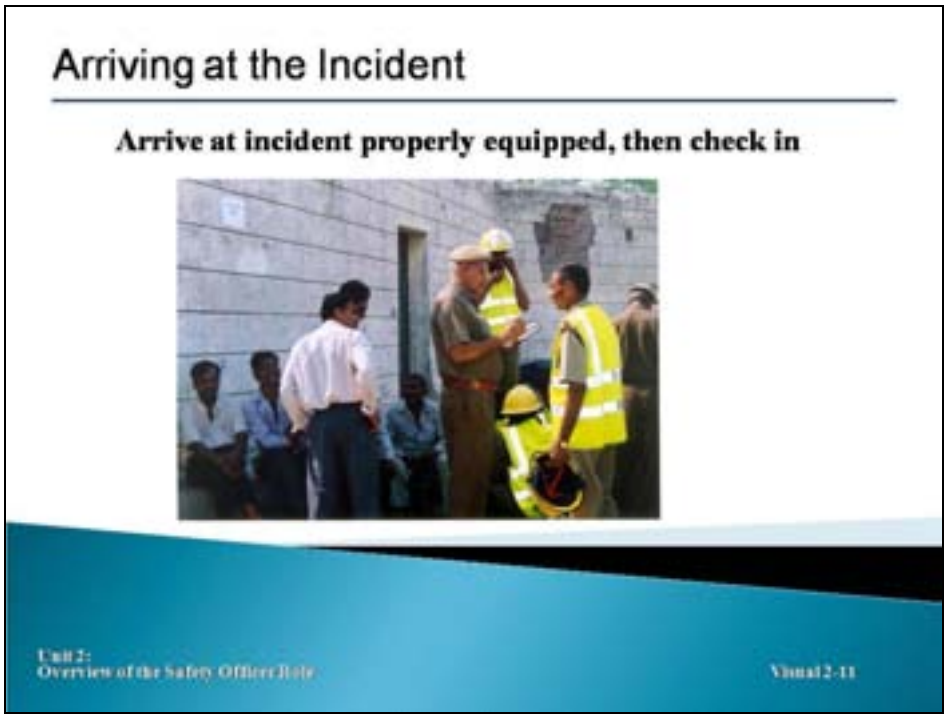


Key Points

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.

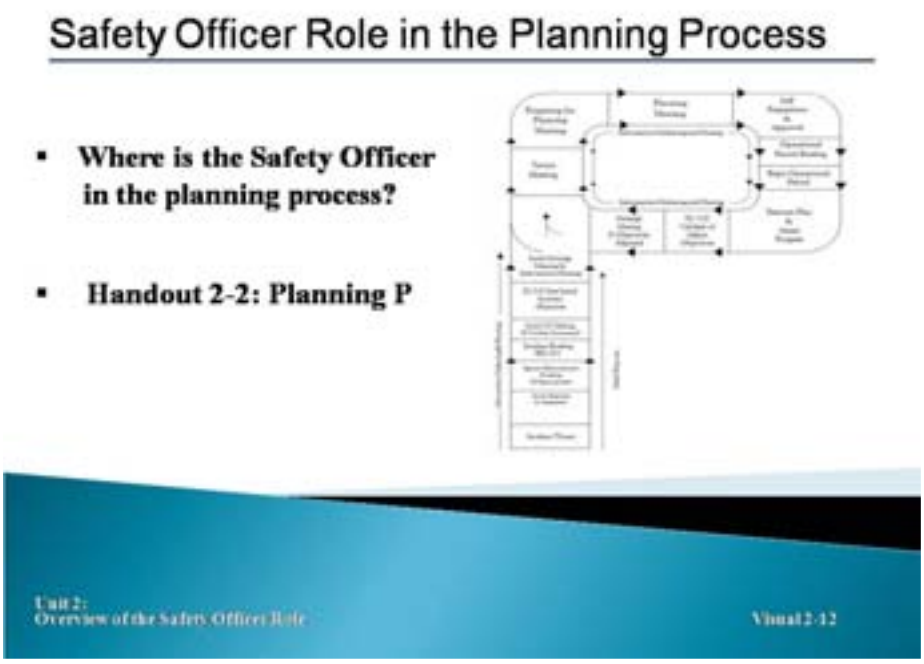
Topic Arriving at the Incident



Key Points

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

Topic Safety Officer Role in the Planning Process



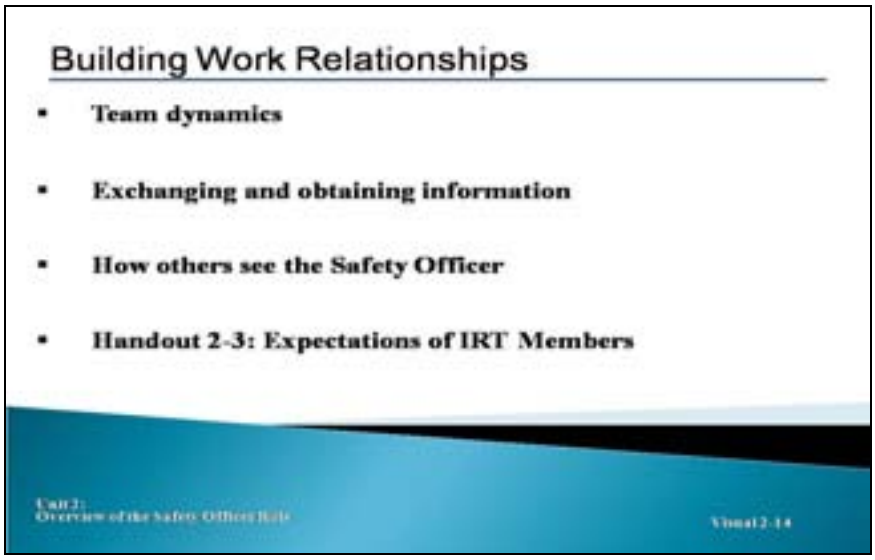
Key Points

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).

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:

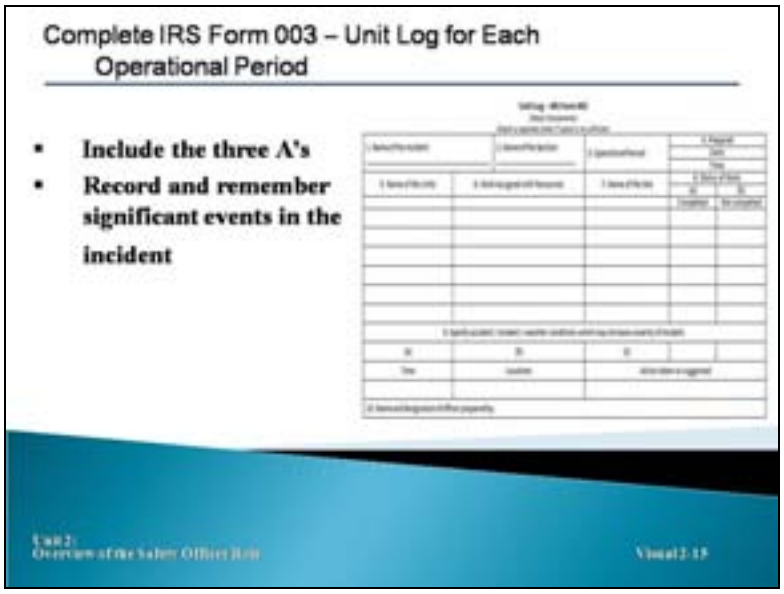
- The Safety Officer must have relationships with everyone at the incident to better communicate information to them.
- The Safety Officer must have the trust and confidence of incident personnel so they are willing to give information.

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.

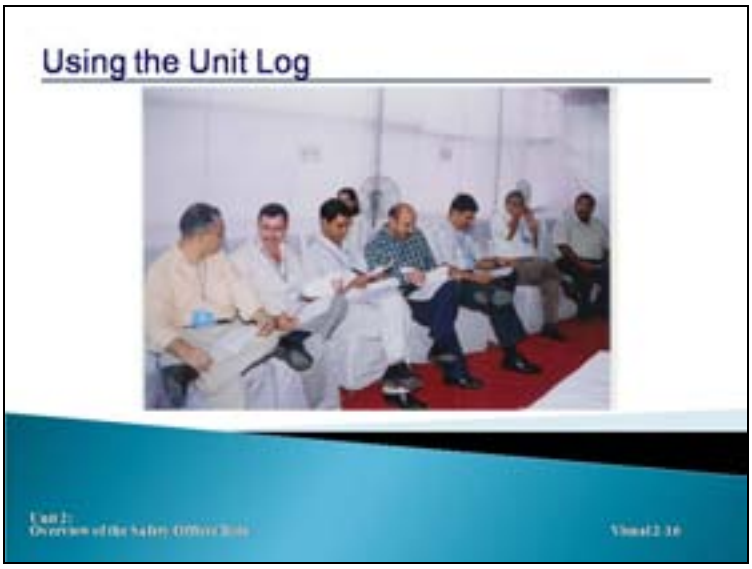
Topic Complete IRS Form 003 – Unit Log for Each Operational Period



Key Points

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

Topic Using the Unit Log for Each Operational Period

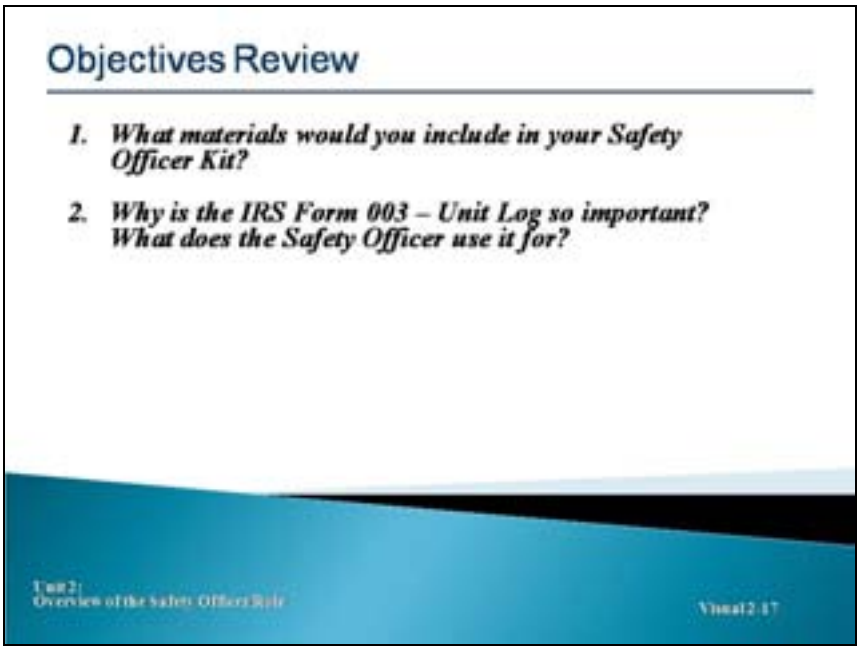


Key Points

Information on the Unit Logs should be used to develop:

- Briefings
- Safety Messages

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:

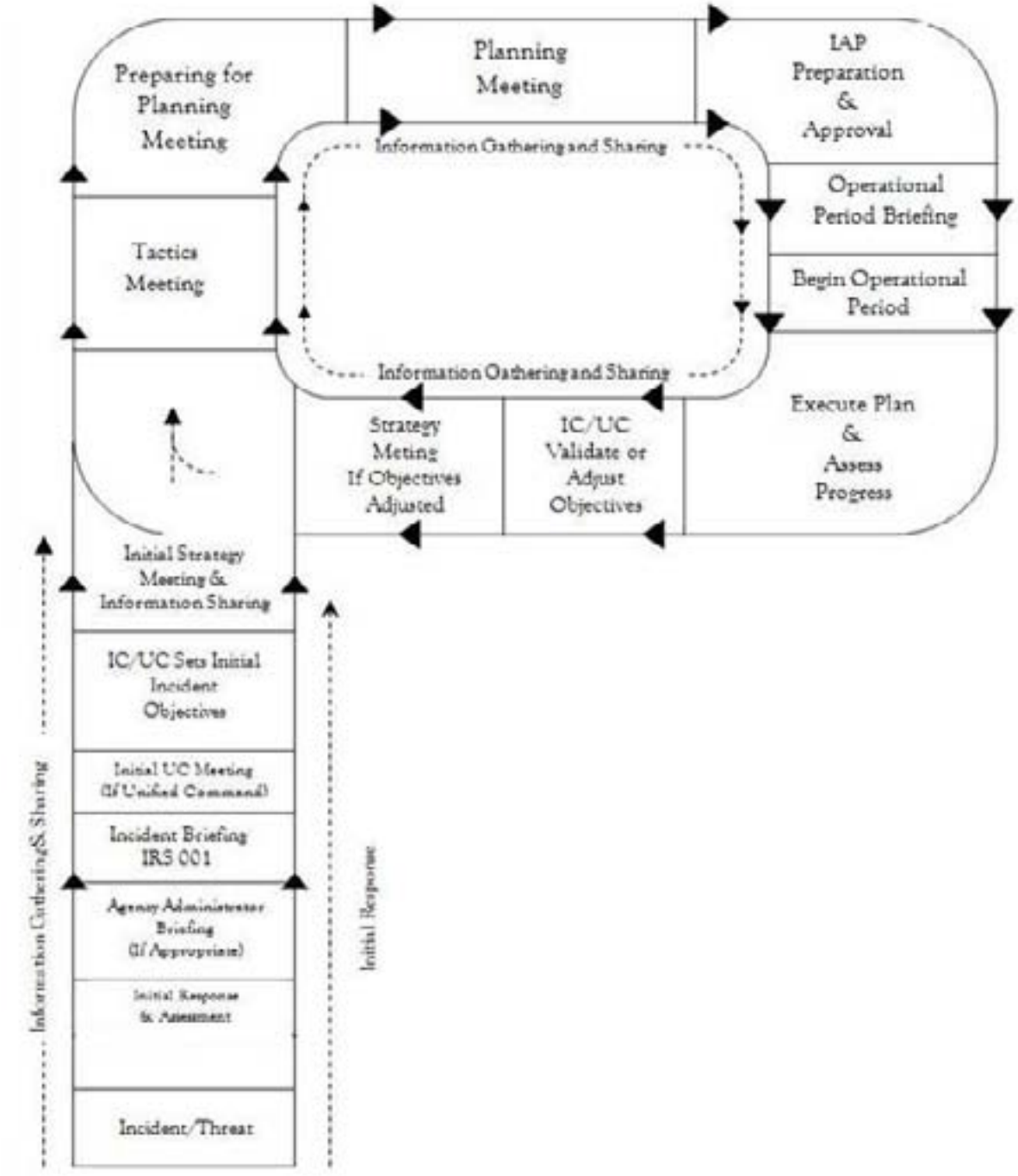
- List materials you as a Safety Officer would include in a Safety Officer Kit
- Discuss the Safety Officer's responsibility to complete the Unit Log (IRS Form 003)

Safety Officer Kit

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

Handout 2-1: Safety Officer Kit Contents



Handout 2-2: Planing P

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

1. Participate in Strategy/Tactics Meetings and preparation of Incident Action Plan Safety Analysis.
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.

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.

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.

Unit 3: Obtaining Incident Safety Information

Participant Manual

Unit 3 Obtaining Incident Safety Information

Objectives

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

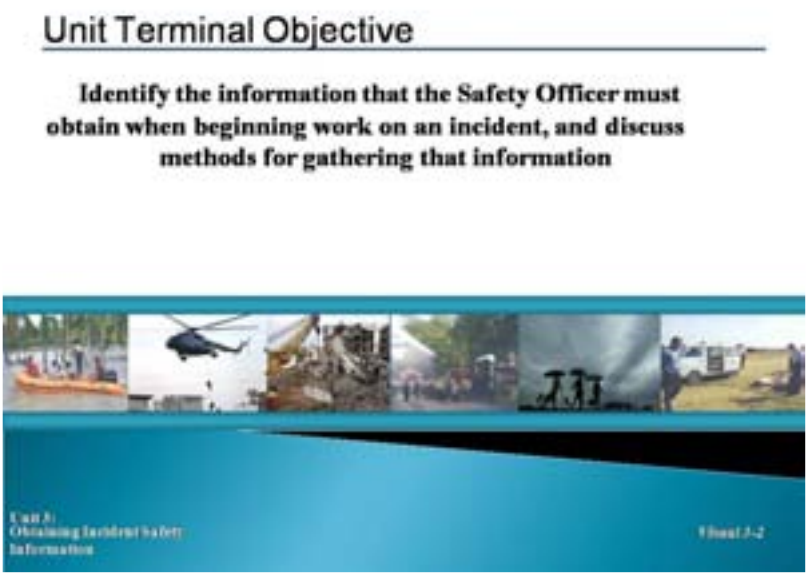
- Identify the information that the Safety Officer must obtain when beginning work at an incident and potential sources for obtaining that information
- List information that the Safety Officer would obtain from his or her supervisor during an initial briefing.
- Assess information from the Incident 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.

Topic Unit Introduction



Key Points

Topic Unit Objectives



Key Points

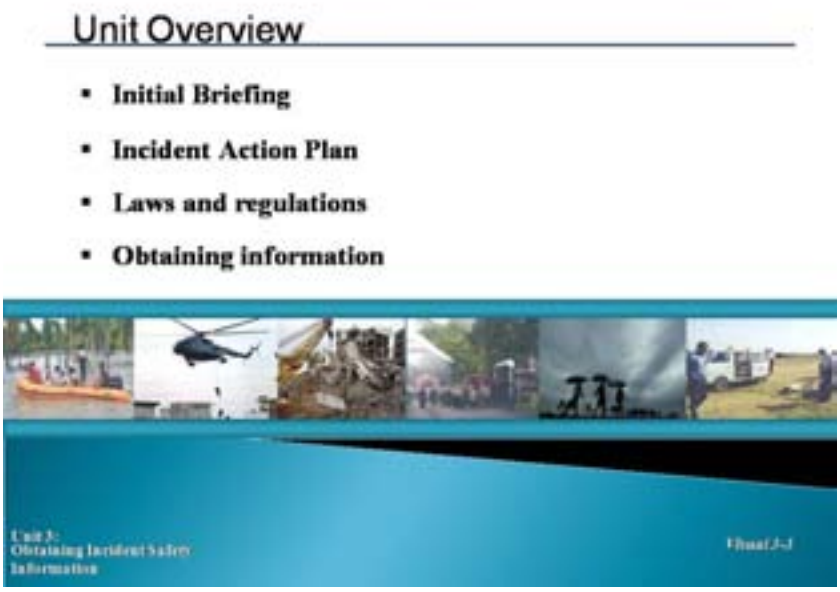
Unit Terminal Objective:

- Identify the information the Safety Officer must obtain when beginning work at 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.

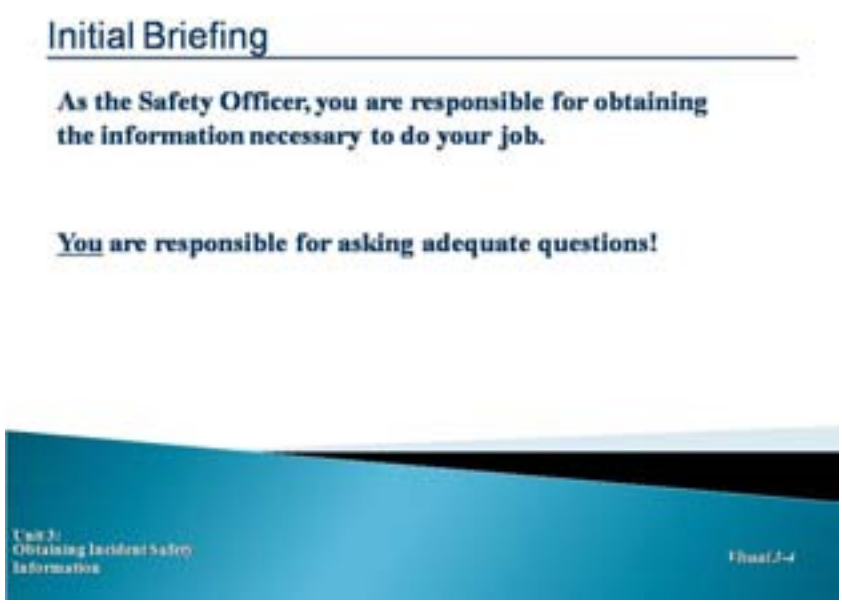
Topic Unit Overview



Key Points

- Initial briefing
- Incident action plan
- Laws and regulations
- Obtaining information

Topic Initial Briefing



Key Points

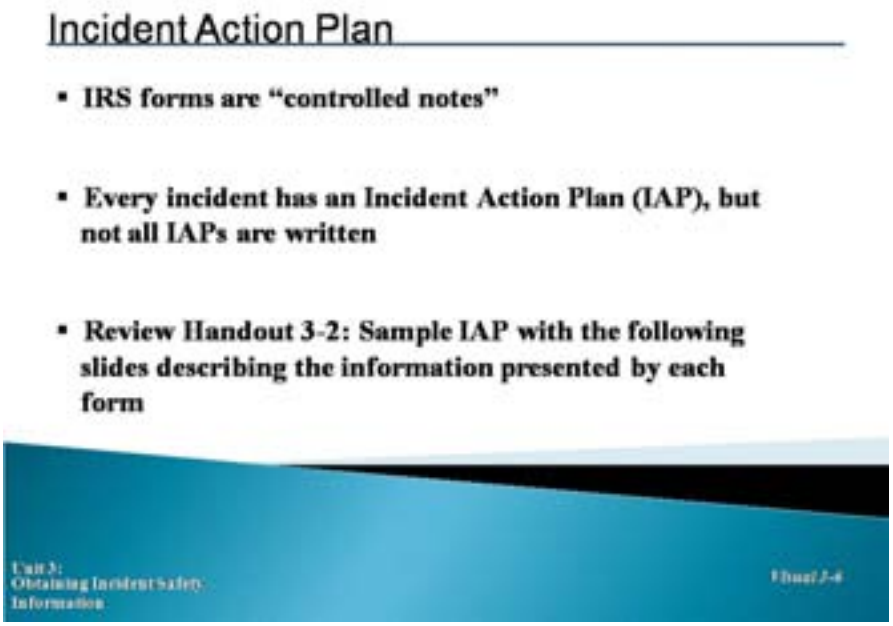
- Obtain briefing from your Incident Commander (or supervisor, group leader, etc.).
- You are responsible for obtaining the information necessary to do your job. You are responsible for asking adequate questions and seek clarifications on all your doubts.

Topic Handout 3-1: Initial Briefing



Key Points

Topic Incident Action Plan



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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

Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	15 minutes	Small Groups
Debrief/Review	15 minutes	Classroom

Initial Briefing

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**	

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.

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. 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)**	

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.

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. 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)**	

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>
<tr><td rowspan="3">1. Name of the incident:
Adoni Communal Riots</td><td rowspan="3">2. Operational Period:
1700 hrs to 0500 hrs</td><td>3. Prepared:</td></tr>
<tr><td>Date: 05.09.2011</td></tr>
<tr><td>Time: 02.00 PM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Fire Department</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Sanjay Singh</td></tr>
<tr><td colspan="3">6. Name of the responder: Fire Fighters.</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Manohar Lal (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Adoni Communal Riots</td><td>2. Operational Period:
1700 hrs to 0500 hrs</td><td>3. Prepared:
Date: 05.09.2011
Time: 02.00 PM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Municipal Corporation</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Raghunath Reddy</td></tr>
<tr><td colspan="3">6. Name of the responder: The Sanitary workers etc.</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Manohar Lal (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

Organization Assignment List – IRS Form 005

(Major Components)

(Attach a separate sheet if space is not sufficient)

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<table>
<tr><td>1. Name of the incident:
Adoni Communal Riots</td><td>2. Operational Period:
1700 hrs to 0500 hrs</td><td>3. Prepared:
Date: 05.09.2011
Time: 02.00 PM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: AP Transco</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Daljeet Singh</td></tr>
<tr><td colspan="3">6. Name of the responder: Muralidhar, Sudhakar Reddy, Obulesu, Mohan</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Manohar Lal (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Adoni Communal Riots</td><td>2. Operational Period:
1700 hrs to 0500 hrs</td><td>3. Prepared:
Date: 05.09.2011
Time: 02.00 PM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: BNSL</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Bhaskar Reddy</td></tr>
<tr><td colspan="3">6. Name of the responder: Giridhar, Ravi Manohar Chary</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Manohar Lal (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Adoni Communal Riots</td><td>2. Operational Period:
1700 hrs to 0500 hrs</td><td>3. Prepared:
Date: 05.09.2011
Time: 02.00 PM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: APSRTC</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Sridhar</td></tr>
<tr><td colspan="3">6. Name of the responder: P.Ramakrishnudu, Depot Manager</td></tr>
<tr><td colspan="3">7. List of task assigned
1) Supply Buses for transporting Para Military Forces.
2) Divert buses to different routes from area under curfew.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Manohar Lal (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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							
		(a)	(b)	(c)	(d)		(e)		(f)
		No. of Medical Officers	No. of Paramedics staff	Other (ANN & trained volunteers) Specify	Life saving drugs / Appliances		Facilities of referral services and Blood Banks		Any other (Specify)
					Yes	No	Yes	No	
1	**Adoni, Madina Mosque Area**	**2**	**4**	**4**		**No.**	**Yes**		**Only First Aid has to be given and injured who need further treatment have to be shifted to Hospital.**

5. Status of Ambulance Services Available				6. Availability of regular Medical Facilities (Specify in Nos.)										
(a)	(b)	(c)		6.1 Govt Yes					6.2 Private Yes					
Name of the Ambulance Service Provider	Address & Contact No.	Paramedics		(a)	(b)	(c)	(d)	(e)	(a)	(b)	(c)	(d)	(e)	(f)
			No	Loca-tions	Sub-Centre	PHC	Hospitals	Medical College	Locations	Clinic	Nursing Home	Hospitals	Medical College	RMP
Rajiv Arogyasri Telephone no. 108	**Madina Mosque, Adoni**	**Yes**		**YSR Circle**			**Govt.Area Hospital**		**Near Police Control Room**	**-**	**Balaji Nursing Home**			

7. Road map of the area circulated among the ambulance service		8. Referral Medical Facilities in the Neighborhood		
(a)	(b)	(a)	(b)	(c)
Yes	No	Location	Address	Specialization
✓		**Kurnool Town**	**Govt.General Hospital**	**Trauma / Cardio**

9. Name and designation of officer prepared by (Medical Unit)	10. Approved By
Dr. Gurunath Rao (MUL)	**Atul Singh (S.O.)**

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

(a)	(b)	(c)		(d)								
Name of location	Organisation	Requirement of Power Supply		Type of Communication								
				Wireless			Telephone			HAM Radio	Web	
				HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No									
Adoni I Town PS	**Police**	✓			✓		**0818 – 2340512**	**-**	**No**	**No**	**No**	**No**
Adoni II Town PS	**Police**	✓			✓		**0818 - 2340513**		**No**	**No**	**No**	**No**

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

(a)	(b)	(c)		(d)		(e)								
Name of location	Organisation	Requirement of Backup Power Supply		Personnel requirement (Specify Nos. if required)		Type of Communication								
						Wireless			Telephone			HAM Radio	Web	
						HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No	Yes	No									

5. Arrangements for repair and replacement of faulty sets **<u>Adoni II town PS, where Radio work shop is existing.</u>**	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)**	

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



Handout 3-2 Sample Incident Action Plan

Unit 4: Identifying Hazards and Risks

Participant Manual

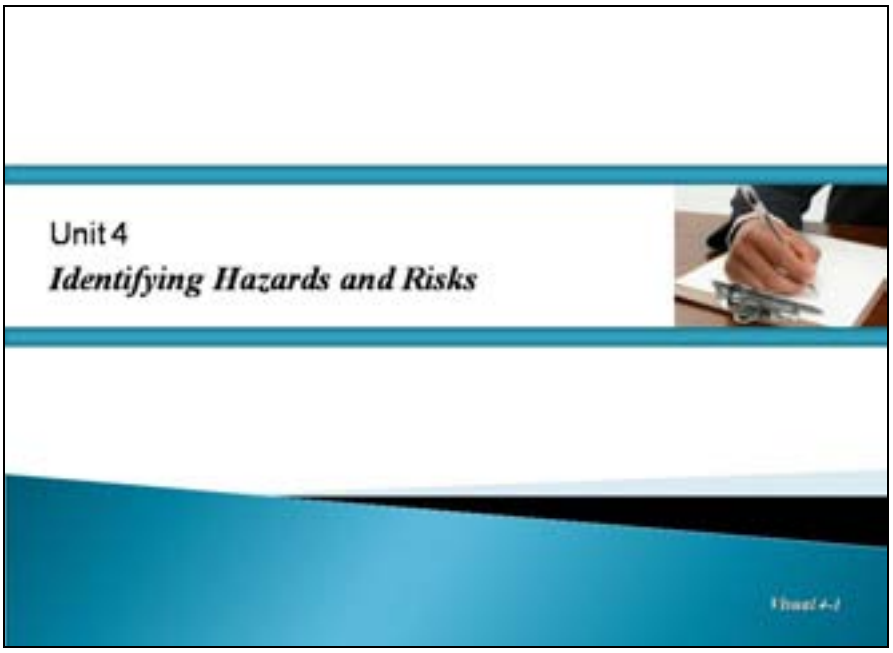
Unit 4 Identifying Hazards and Risks

Objectives

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

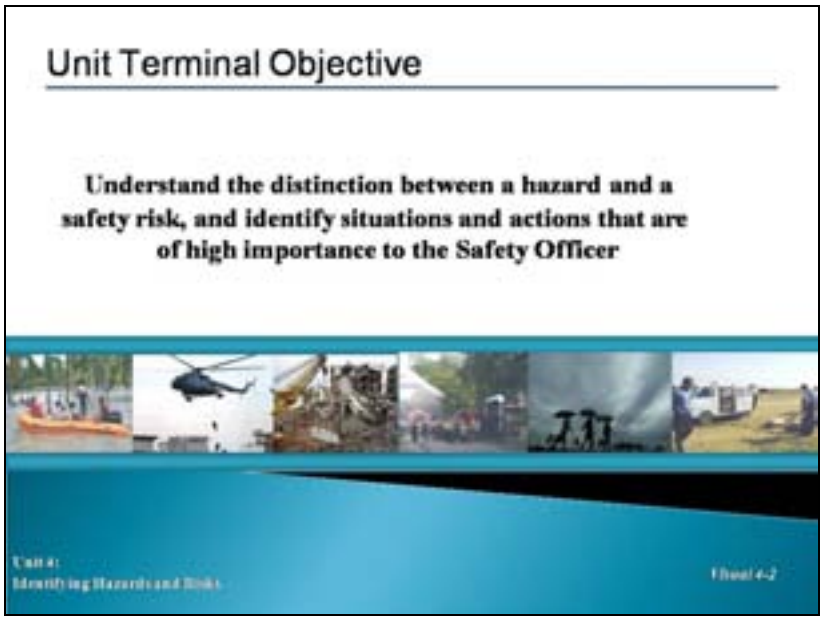
- Understand the distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer
- Define “risk” and “hazard” and describe the difference between the two terms

Topic Unit Introduction



Key Points

Topic Unit Objective



Key Points

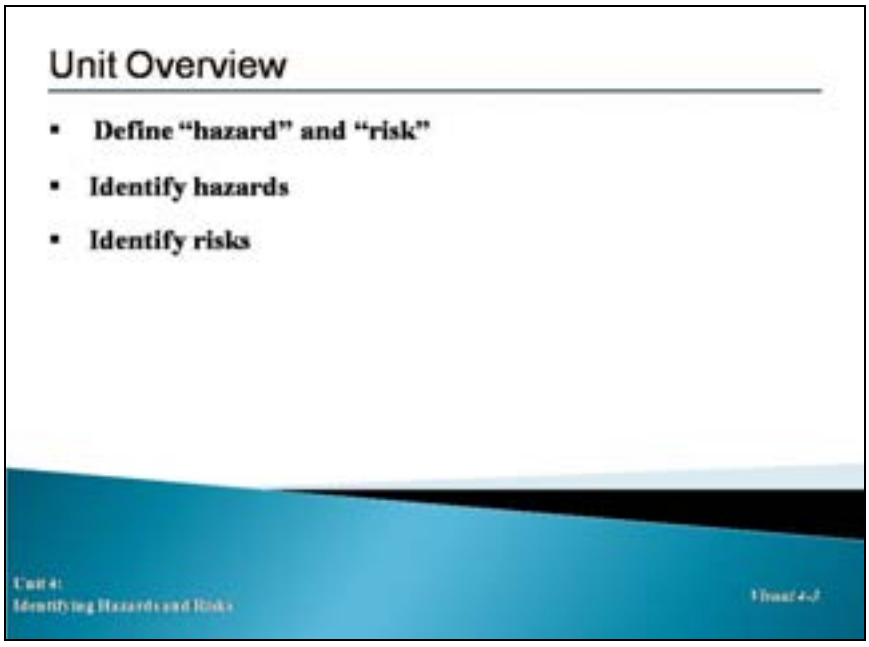
Terminal Objective:

- 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

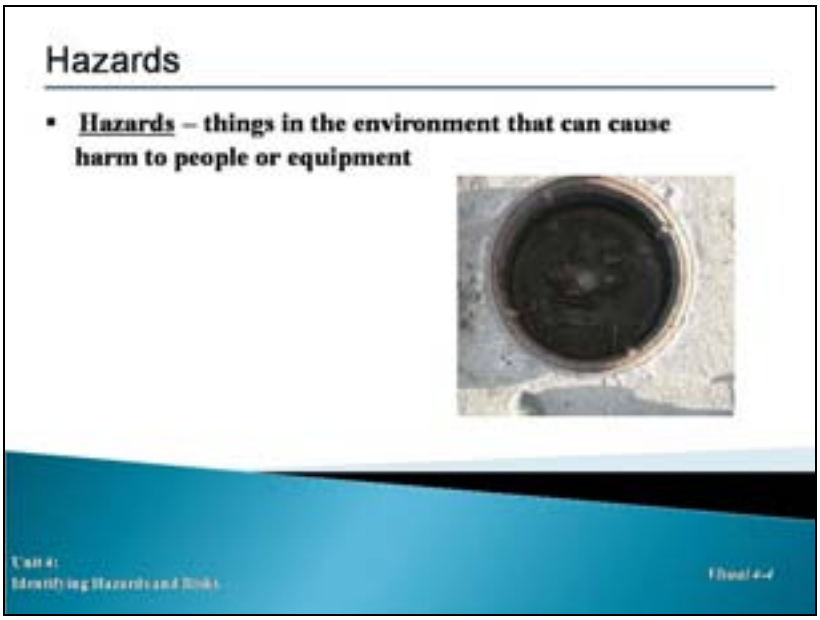
Topic Unit Overview



Key Points

- Define "hazard" and "risk"
- Identify hazards
- Identify risks

Topic Hazards

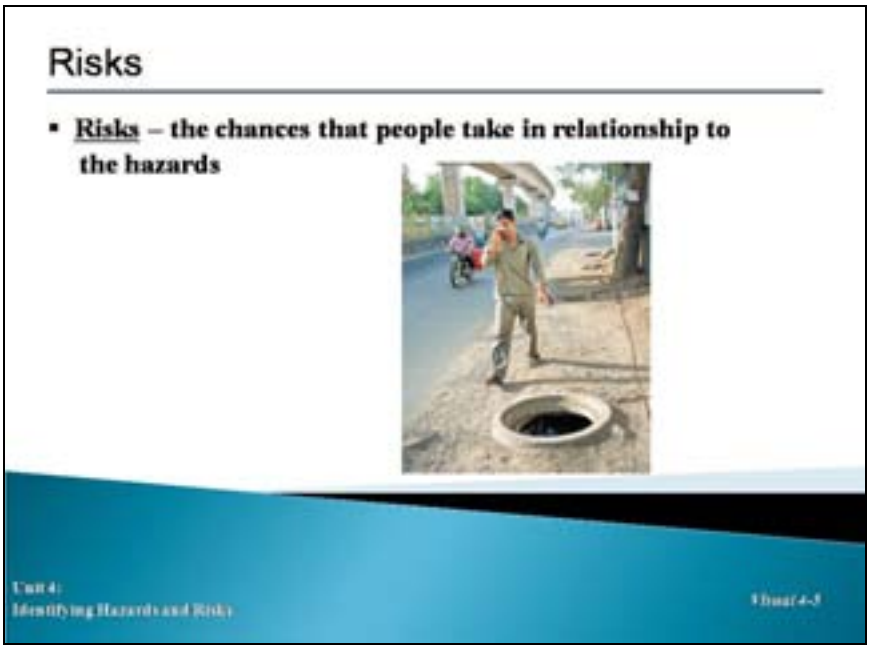


Key Points

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

Topic Risks



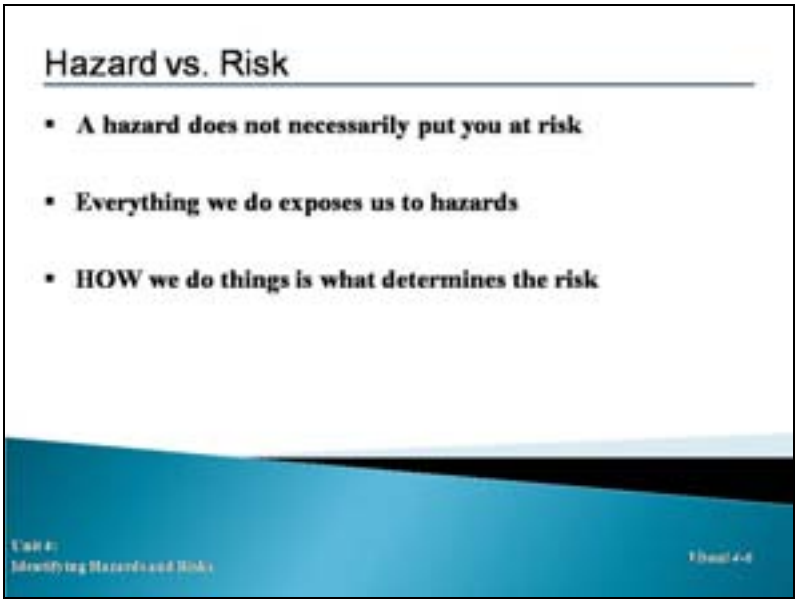
Key Points

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.

Topic Hazard vs. Risk

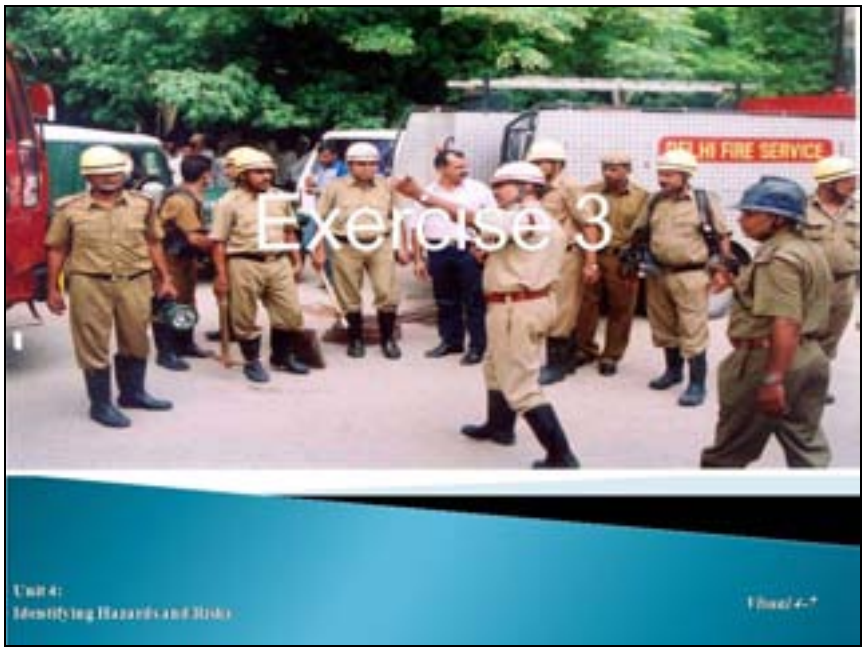


Key Points

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.

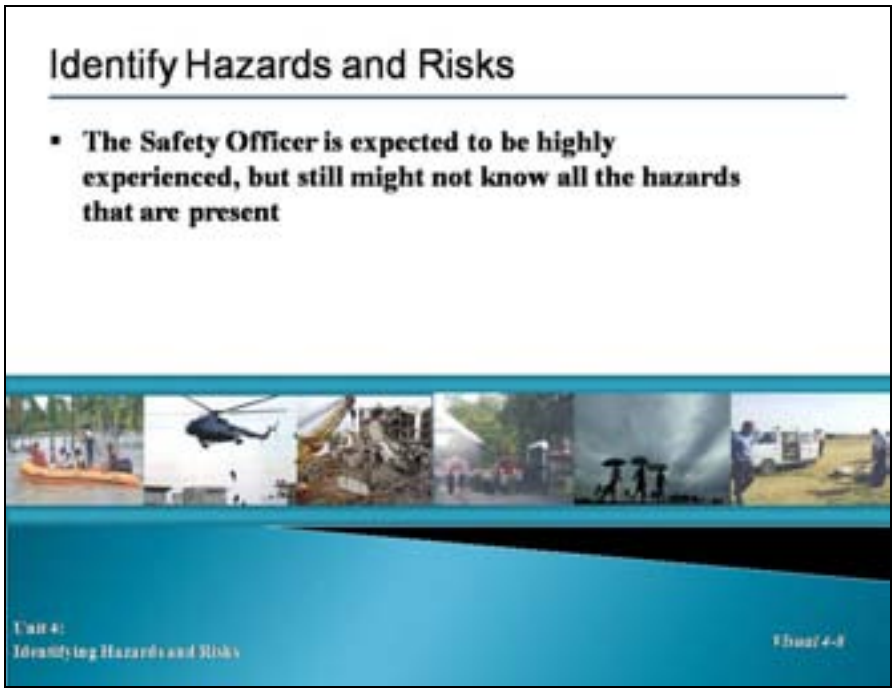
Topic Activity: Exercise 3



Key Points

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

Topic Identify Hazards and Risks

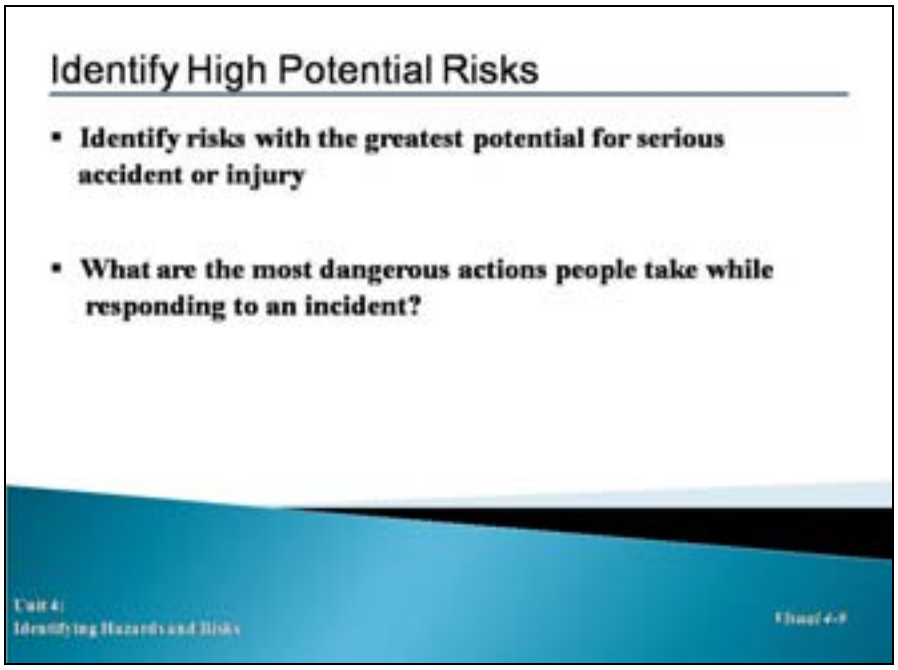


Key Points

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!

Topic Identify High-Potential Risks

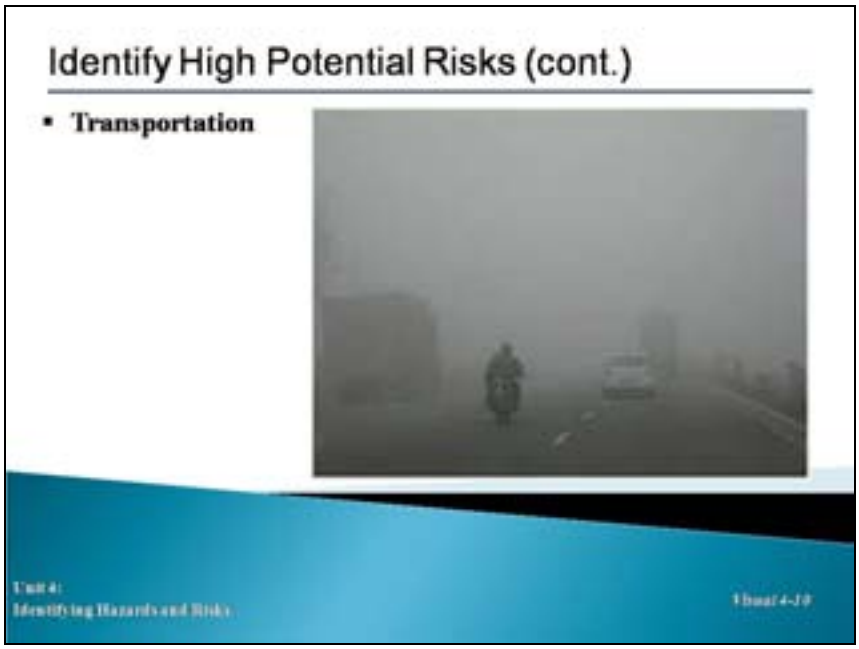


Key Points

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

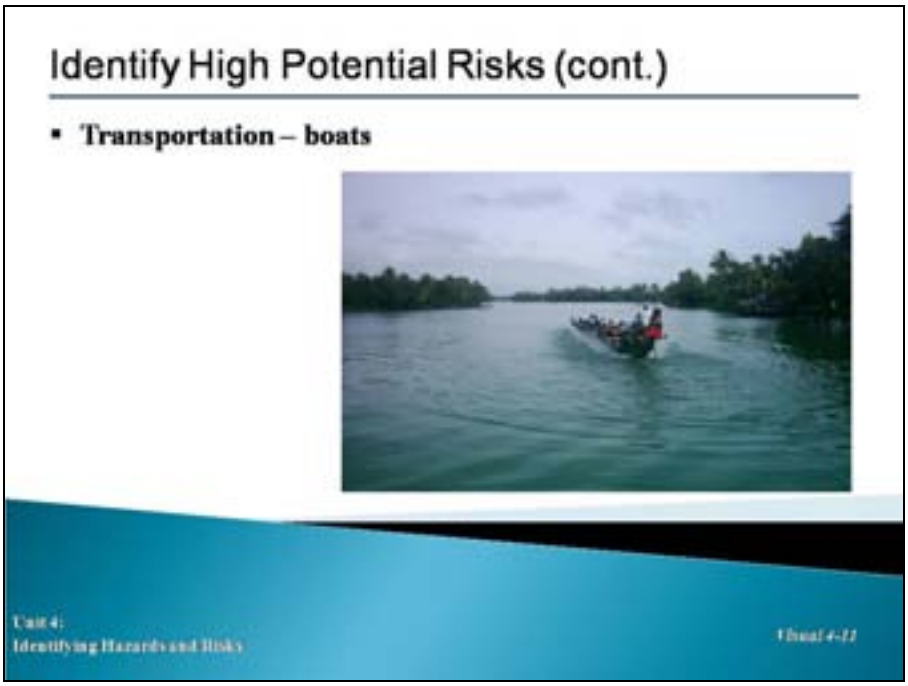
Topic Identify High-Potential Risks (cont.)



Key Points

- Transportation

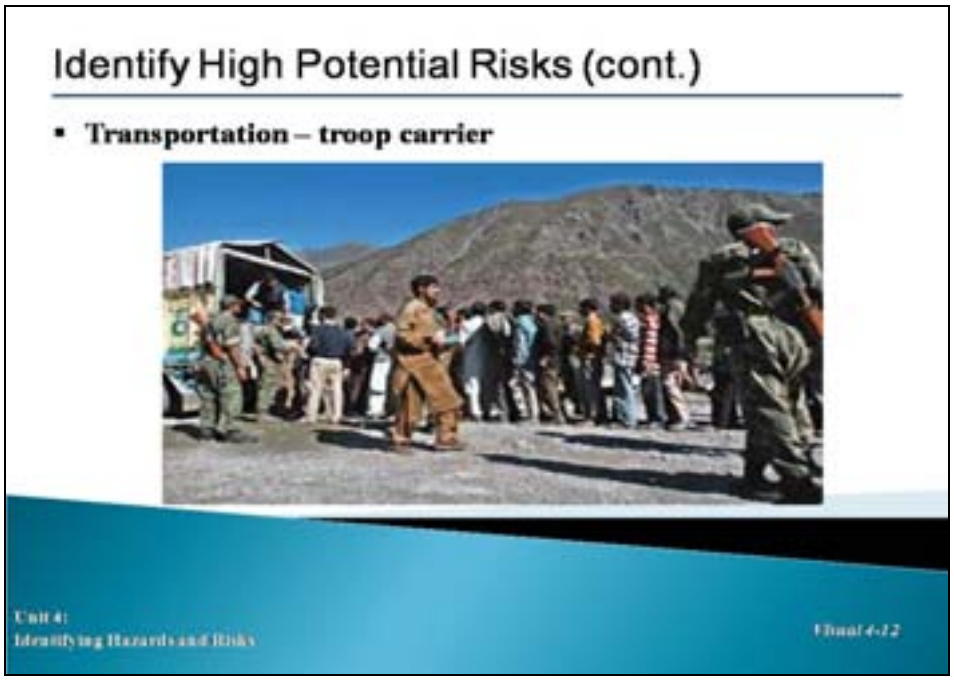
Topic Identify High-Potential Risks (cont.)



Key Points

- Transportation – boats

Topic Identify High-Potential Risks (cont.)



Key Points

- Transportation – troop carrier

Topic Identify High-Potential Risks (cont.)



Key Points

- Transportation – helicopters

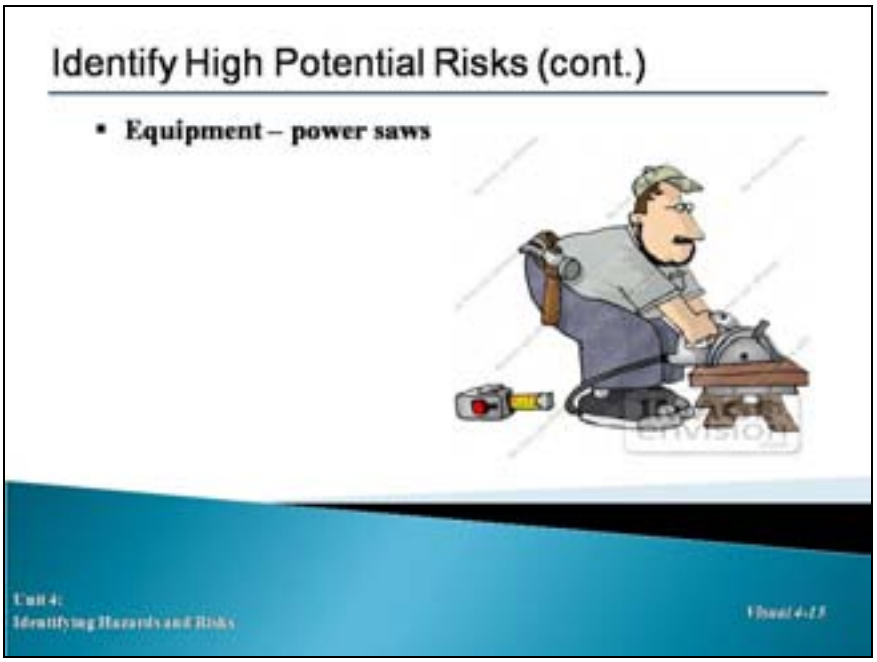
Topic Identify High-Potential Risks (cont.)



Key Points

- Tactical assignment

Topic Identify High-Potential Risks (cont.)



Key Points

- Power saws

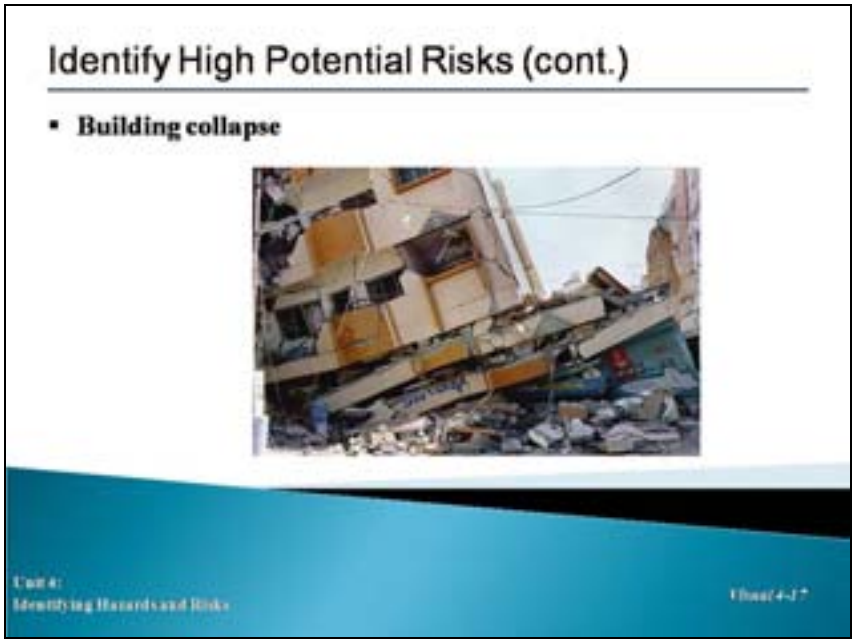
Topic Identify High-Potential Risks (cont.)



Key Points

- Specialized equipment

Topic Identify High-Potential Risks (cont.)



Key Points

- Building collapse

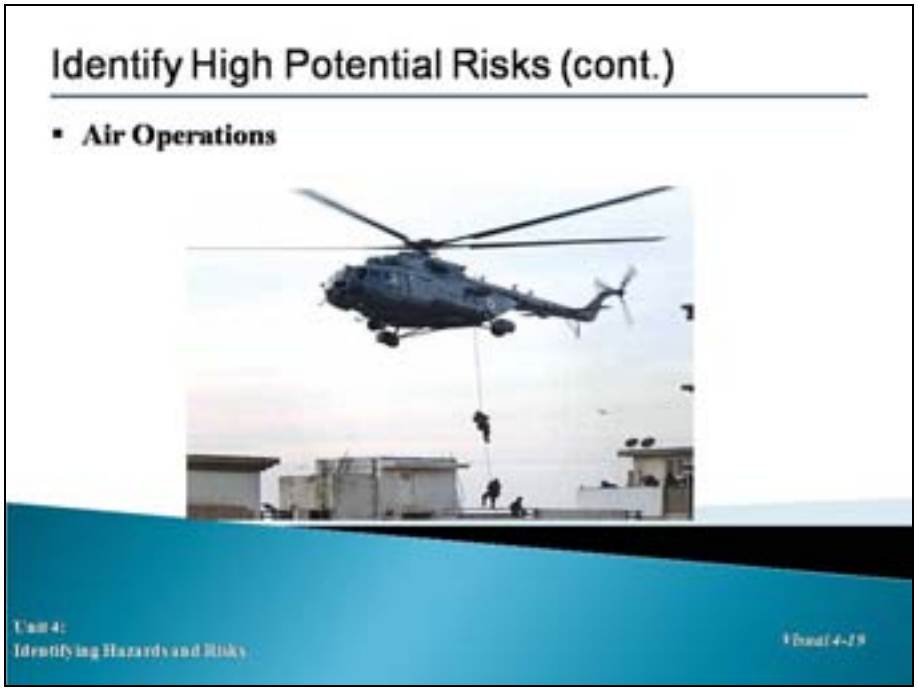
Topic Identify High-Potential Risks (cont.)



Key Points

- Night operations

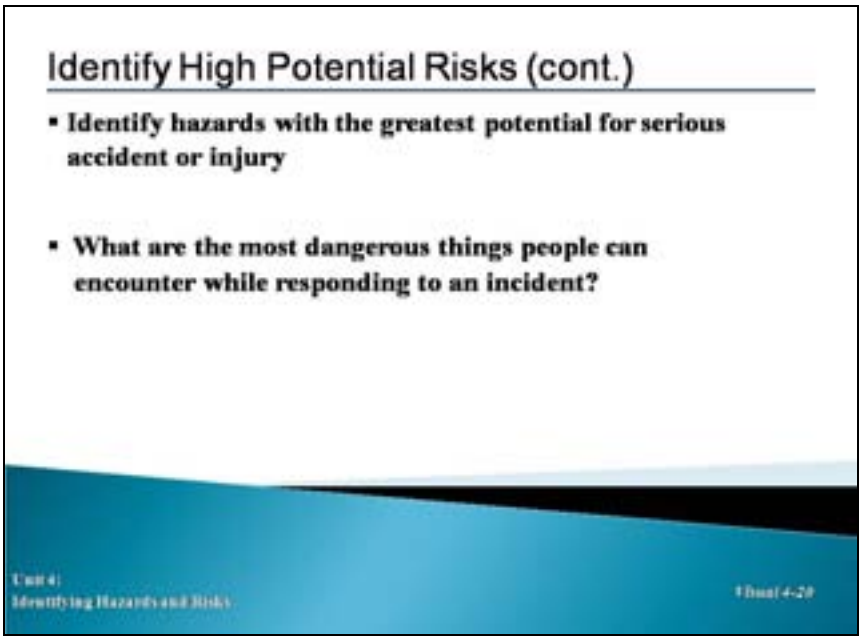
Topic Identify High-Potential Risks (cont.)



Key Points

- Air operations

Topic Identify High-Potential Risks (cont.)



Key Points

Snags

Bio-Hazards

Biological:

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

Topography:

- Rocks, slope
- Water

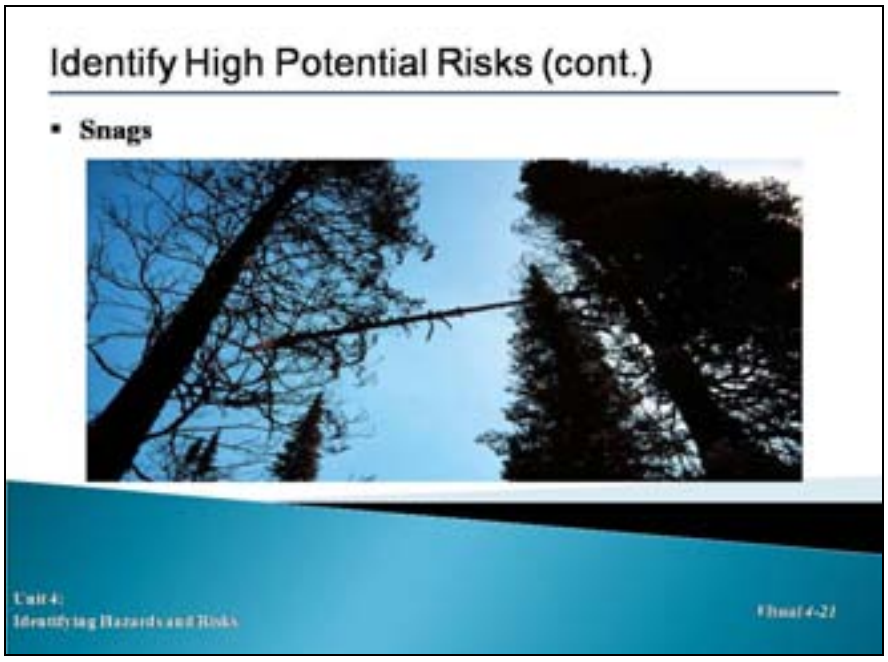
Chemical/Fire Behavior:

- Fuel type

Weather:

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

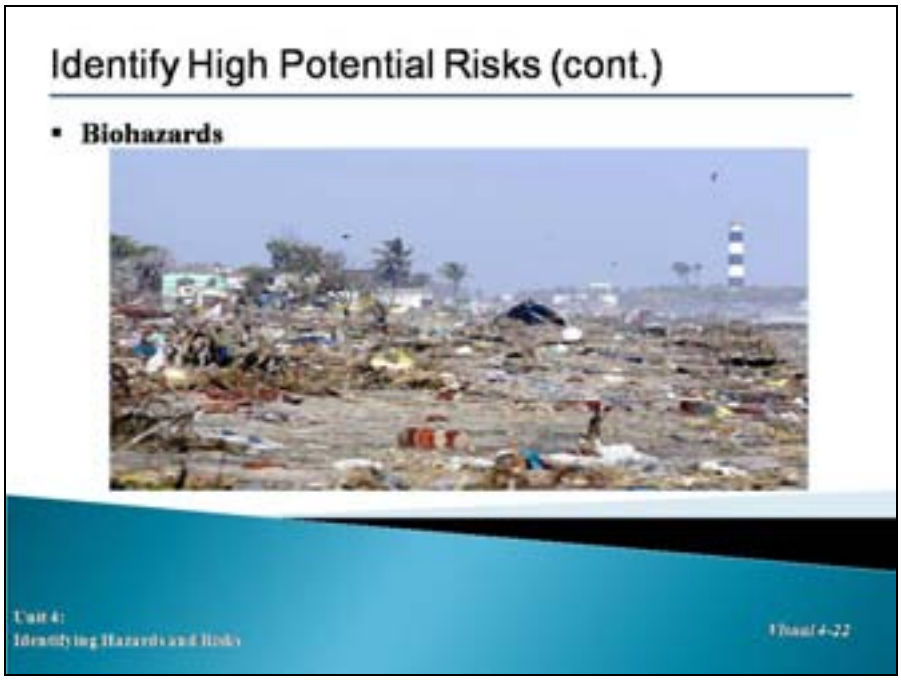
Topic Identify High-Potential Risks (cont.)



Key Points

- Snags

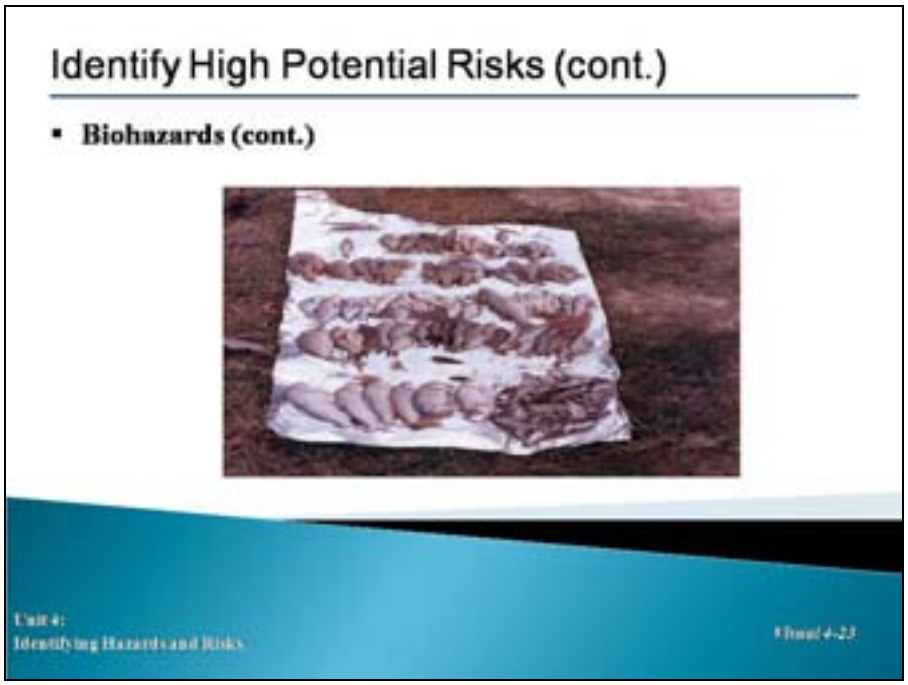
Topic Identify High-Potential Risks (cont.)



Key Points

- Biohazards

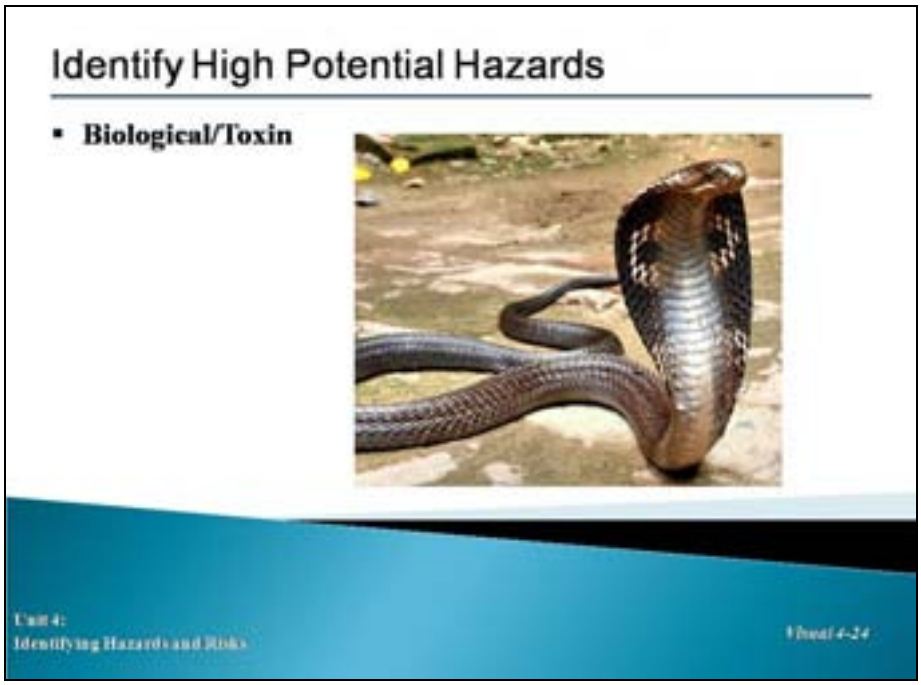
Topic Identify High-Potential Risks (cont.)



Key Points

- Biohazards (cont.)

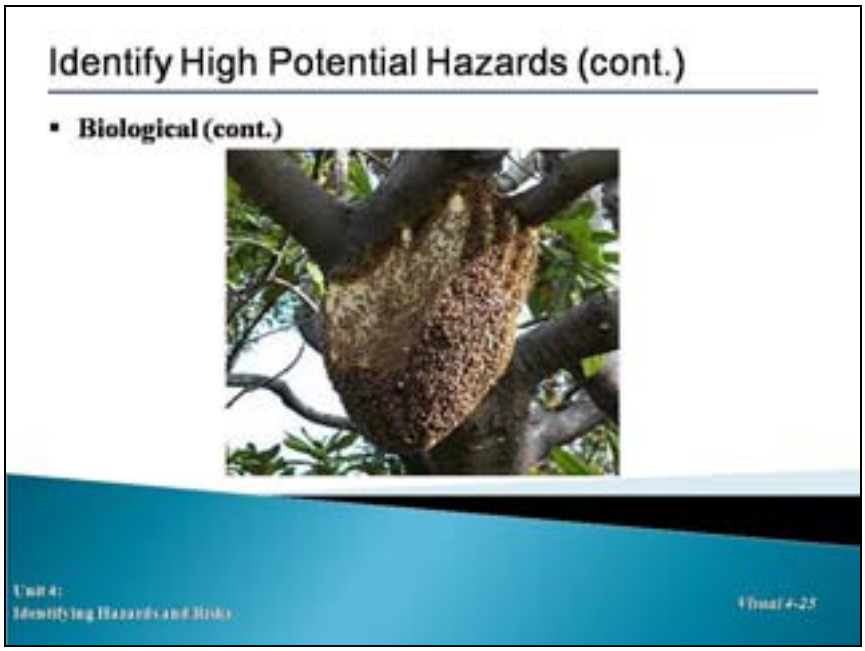
Topic Identify High-Potential Risks (cont.)



Key Points

- Biological/Toxin

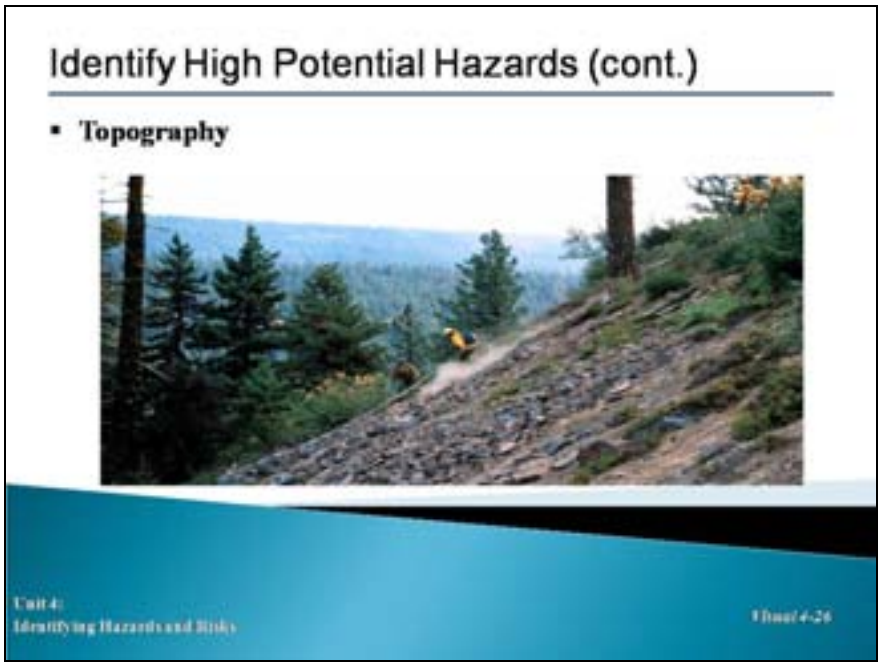
Topic Identify High-Potential Risks (cont.)



Key Points

- Biological (cont.)

Topic Identify High-Potential Risks (cont.)



Key Points

- Topography

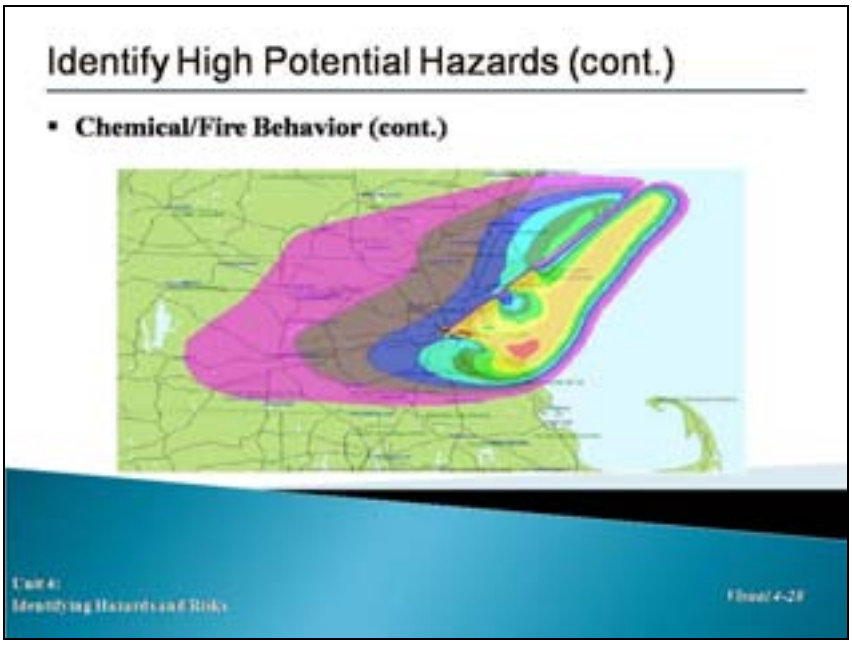
Topic Identify High-Potential Risks (cont.)



Key Points

- Chemical/Fire Behavior

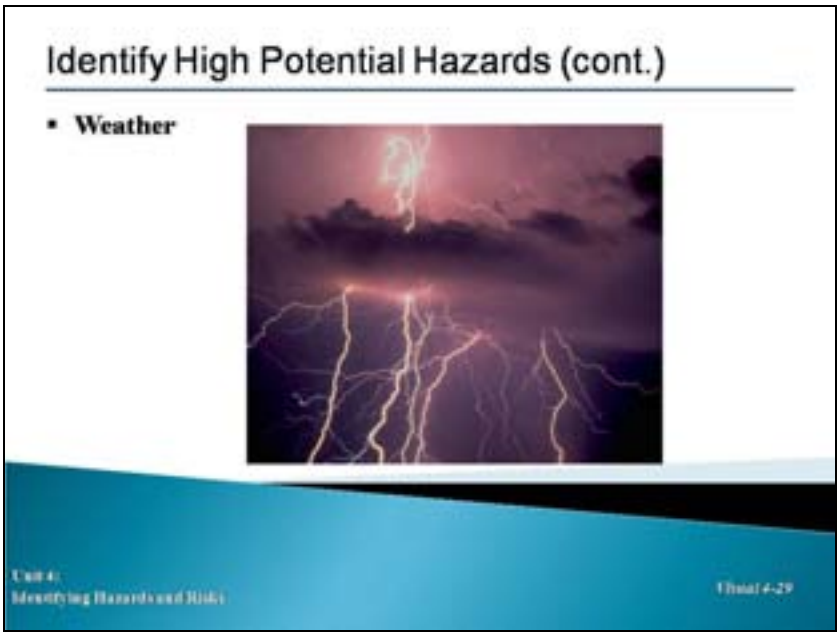
Topic Identify High-Potential Risks (cont.)



Key Points

- Chemical/Fire Behavior (cont.)

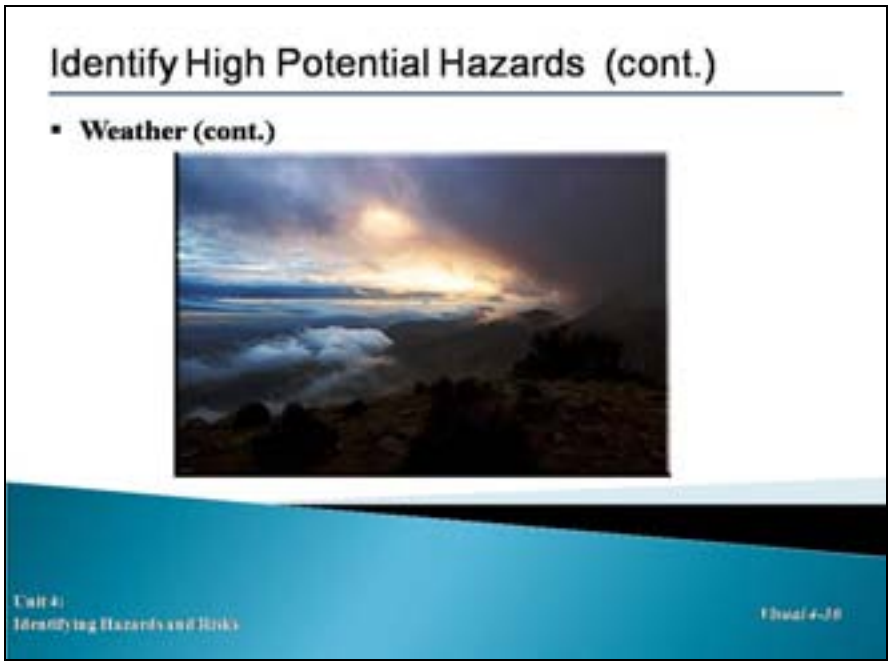
Topic Identify High-Potential Risks (cont.)



Key Points

- Weather

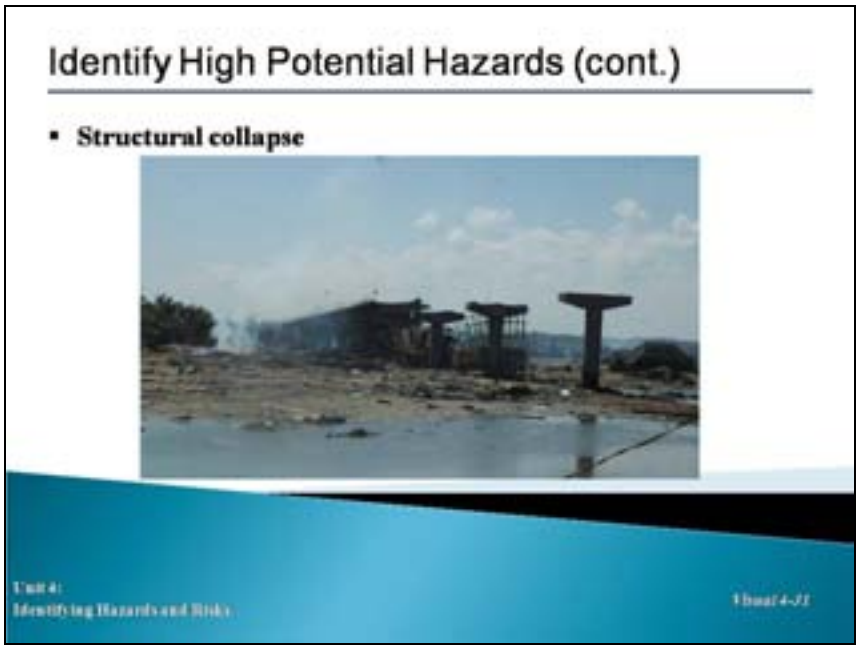
Topic Identify High-Potential Risks (cont.)



Key Points

• Weather (cont.)

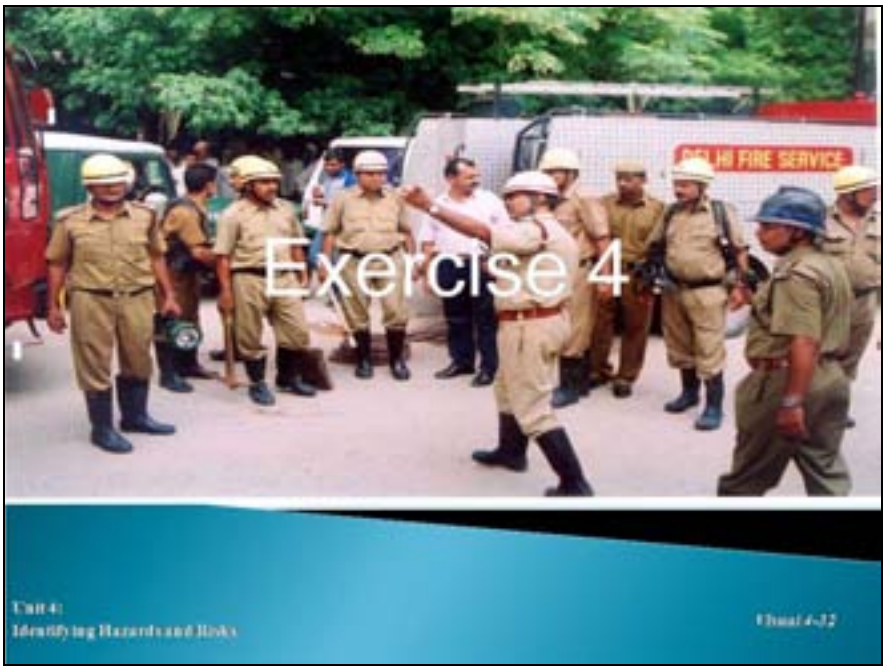
Topic Identify High-Potential Risks (cont.)



Key Points

- Structural collapse

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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Reading Background Information	10 minutes	Individual
Discussion/Document	15 minutes	Small Groups
Debrief/Review	20 minutes	Classroom

Hazard or Risk Worksheet

Identify the following items as Hazards (H) or Risks (R)	H or R
Excessive vehicle speed in an incident base or camp	
Driving an ambulance at high speed	
Directing traffic	
Exposed electrical wires	
Handling needles	
Use of power equipment	
Fog or dust on roads	
Snakes/bugs/bears	
Use of heavy equipment	
Night operations in unfamiliar surroundings	
Unknown product/chemical release	
Unstable structural damage	
Evacuating residents door-to-door	
Drinking untreated tap water	
Untreated tap water at an incident base	

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.

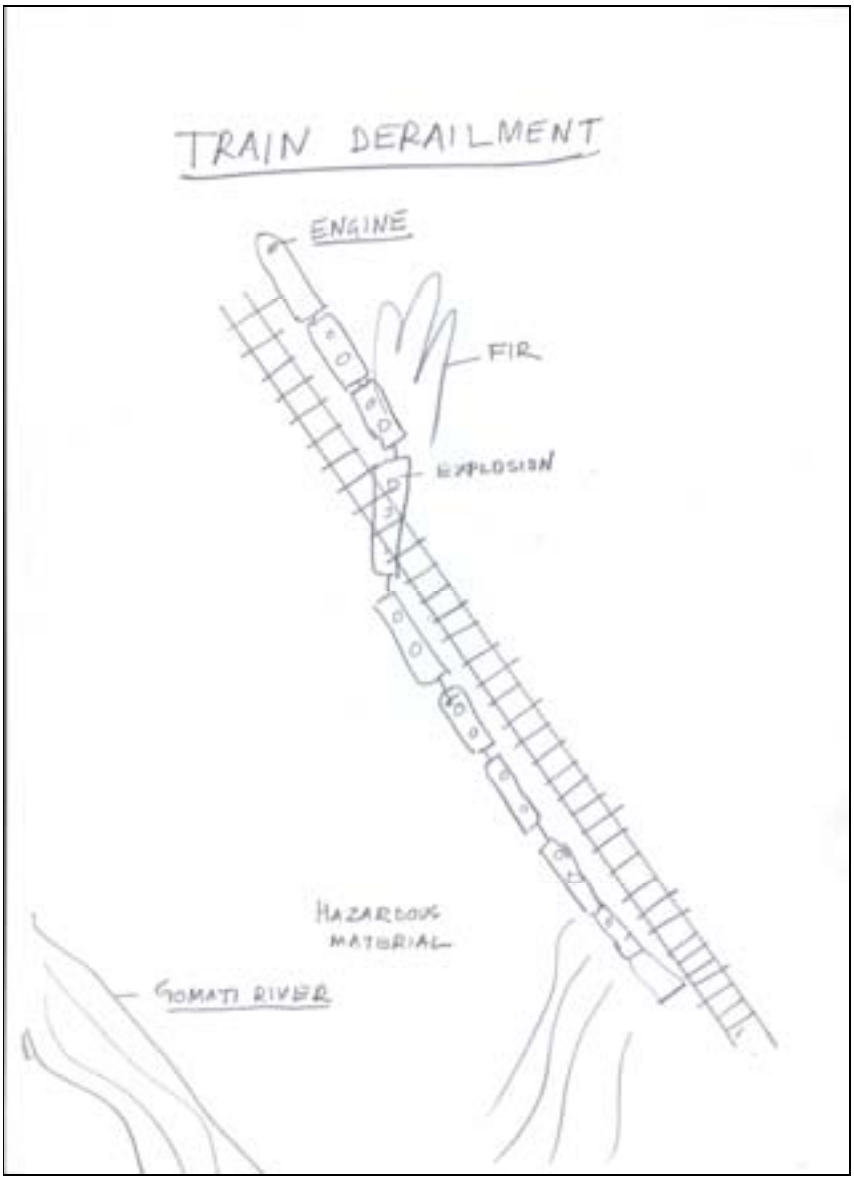
Exercise 4 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Reading Background Information	10 minutes	Individual
Discussion/Document	15 minutes	Small Groups
Debrief/Review	20 minutes	Classroom

Incident Objective	1.Incident Name **Train derailment**	2. Date **01.07.2012**	3. Time **08.30 AM**
4. Operation Period **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 in to 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) **Ravi Gupta**		10. Approved by (Incident Commander) **Jaipal Singh**	

Handout 4-1: Train Derailment Scenario IAP

1. Incident Name: **Train Derailment**
2. MAP Sketch. (Give details of affected site)



Date Prepared: **01.07.12**	Time Prepare: **0830 AM**

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>
<tr><td>1. Name of the incident:
Train Derailment</td><td>2. Operational Period:
1000 hrs to 2200 hrs</td><td>3. Prepared:
Date: 01.07.2012
Time: 08.30 AM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Operations (Fire Fighting)</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Surender Babu</td></tr>
<tr><td colspan="3">6. Name of the responder: Anand & Mahender</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Lal Bahadur (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Train Derailment</td><td>2. Operational Period:
1000 hrs to 2200 hrs</td><td>3. Prepared:
Date: 01.07.2012
Time: 08.30 AM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Operations (Hazardous Material Team)</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Sudhir Rawat</td></tr>
<tr><td colspan="3">6. Name of the responder: Sirish Pant</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Lal Bahadur (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Train Derailment</td><td>2. Operational Period:
1000 hrs to 2200 hrs</td><td>3. Prepared:
Date: 01.07.2012
Time: 08.30 AM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Operation (Police)</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Shemushi Bajpai</td></tr>
<tr><td colspan="3">6. Name of the responder: Civil Police, AR Police</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Lal Bahadur (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>
<tr><td>1. Name of the incident:
Train Derailment</td><td>2. Operational Period:
1000 hrs to 2200 hrs</td><td>3. Prepared:
Date: 01.07.2012
Time: 08.30 AM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Operation (MEDICAL SERVICES)</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Dr.Ram Narayana Reddy, MBBS, MS.</td></tr>
<tr><td colspan="3">6. Name of the responder: Various Doctors in various Hospitals</td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Lal Bahadur (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

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>1. Name of the incident:
Train Derailment</td><td>2. Operational Period:
1000 hrs to 2200 hrs</td><td>3. Prepared:
Date: 01.07.2012
Time: 08.30 AM</td></tr>
<tr><td colspan="3">4. Name of the section to whom work assigned: Operation (REVENUE DEPT.)</td></tr>
<tr><td colspan="3">5. Name of the supervisory officer concerned: Gopal Reddy</td></tr>
<tr><td colspan="3">6. Name of the responder: Atul Sahni and others.</td></tr>
<tr><td colspan="3">7. List of tasks assigned
(a) Coordinate amongst Railways, Police, Fire and Emergency services, Hazardous Material team and Medical Department.
(b) Report to higher formations about the incident and updates from time to time.
(c) Assess damages and distribute any exgratia / Compensation etc.,
(d)Assess public facilities & notify them for public use.
(e) Restore affected public services within next 24 hrs.</td></tr>
<tr><td colspan="2">8. Name and designation of Officer prepared by:
Lal Bahadur (RUL)</td><td>9. Approved by:
Ravi Gupta (PSC)</td></tr>
</table>

Medical Plan – IRS From 008

(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 AM**	4. Total Nos. of medical aid camp to be established: **One**

4.1 Sl. No.	4.2 Location (s)	**4.3 Resources Available in the medical camp**							
		(a)	(b)	(c)	(d)		(e)		(f)
		No. of Medical Officers	No. of Paramedics staff	Other (ANN & trained volunteers) Specify	Life saving drugs / Appliances		Facilities of referral services and Blood Banks		Any other (Specify)
					Yes	No	Yes	No	
1	**Train derailment Site**	**4**	**16**	**10**	✓			✓	

5. Status of Ambulance Services Available				6. Availability of regular Medical Facilities (Specify in Nos.)										
(a)	(b)	(c)		6.1 Govt Yes					6.2 Private Yes					
Name of the Ambulance Service Provider	Address & Contact No.	Paramedics		(a)	(b)	(c)	(d)	(e)	(a)	(b)	(c)	(d)	(e)	(f)
			No	Loca-tions	Sub-Centre	PHC	Hospitals	Medical College	Locations	Clinic	Nursing Home	Hospitals	Medical College	RMP
Rajiv Arogyasri Tel. No. 108		**1**	**2**	**Sulta-npur**	**-**	**Yes**	**Govt. Hospital**		**2 km from derailment site**			**Bhaskar General Hospital**	**Bhaskar Medical College**	

7. Road map of the area circulated among the ambulance service		8. Referral Medical Facilities in the Neighborhood		
(a)	(b)	(a)	(b)	(c)
Yes	No	Location	Address	Specialization
✓		**Sultanpur**	**Bhaskar Medical College, Raipur, 2 kms from Sultanpur**	**Trauma / Burn injuries**

9. Name and designation of officer prepared by (Medical Unit)	10. Approved By
Dr. Ram Narayana Reddy (MUL)	**Ram Manohar (S.O.)**

Handout 4-1: Train Derailment Scenario IAP

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

(a)	(b)	(c)		(d)								
Name of location	Organisation	Requirement of Power Supply		Type of Communication								
				Wireless			Telephone			HAM Radio	Web	
				HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No									
Raipur	**Railways**	✓					**0121-234568**	**098490617520**	**--**	**--**		

4. List of locations where communication has to be setup

(a)	(b)	(c)		(d)		(e)								
Name of location	Organisation	Requirement of Backup Power Supply		Personnel requirement (Specify Nos. if required)		Type of Communication								
						Wireless			Telephone			HAM Radio	Web	
						HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No	Yes	No									
Sultanpur	**Railways**	✓		**4**	**--**		**VHF**		**Reqd.**	**Available**	**--**	**--**	**govindsinghips@yahoo.co.in**	

5. Arrangements for repair and replacement of faulty sets	6. In stock available srts (Specify Nos. kind and type):
Radio Repair work shop is available at Raipur	**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

Unit 5: Prioritize and Manage Hazards and Risks

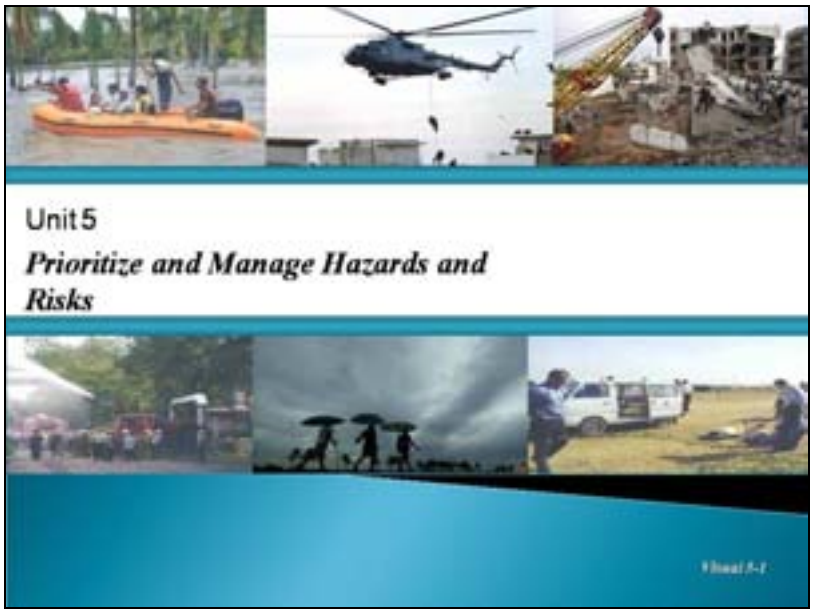
Participant Manual

Objectives

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

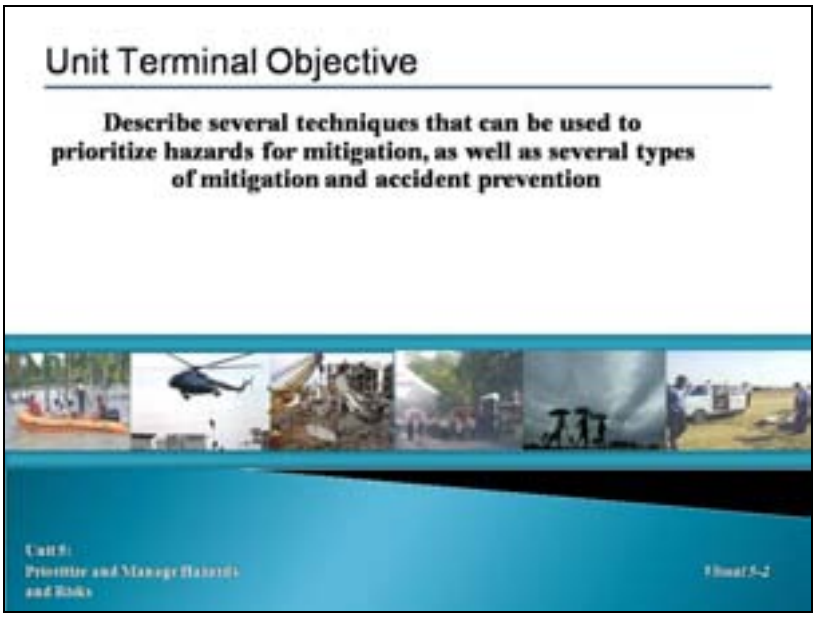
- Describe several techniques that can be used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention
- Identify methods used to prioritize hazards
- List the categories of mitigation that are used to prevent accidents

Topic Unit Introduction



Key Points

Topic Unit Objective



Key Points

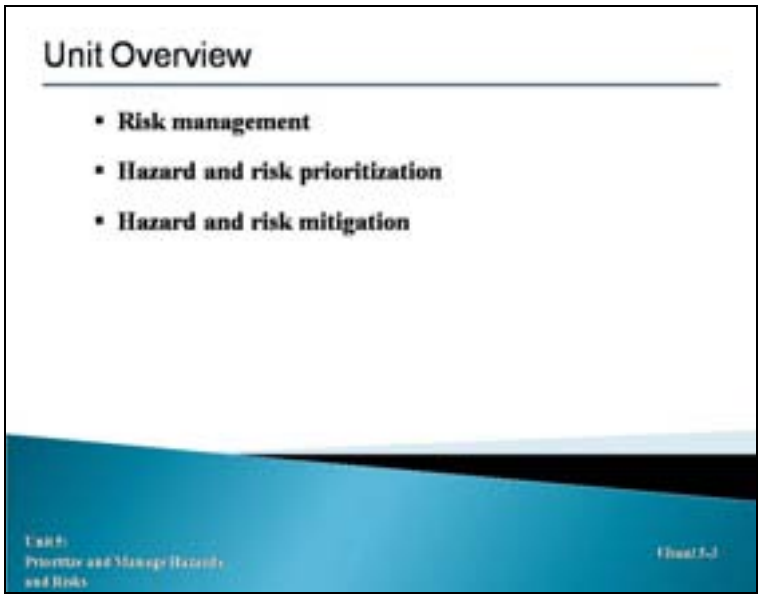
Unit Terminal Objective:

- 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

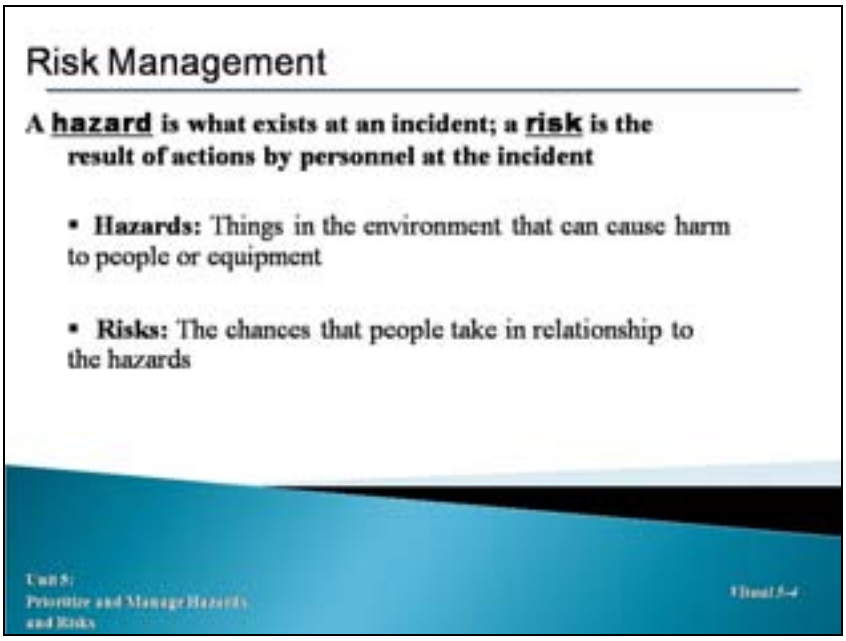
Topic Unit Overview



Key Points

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

Topic Risk Management

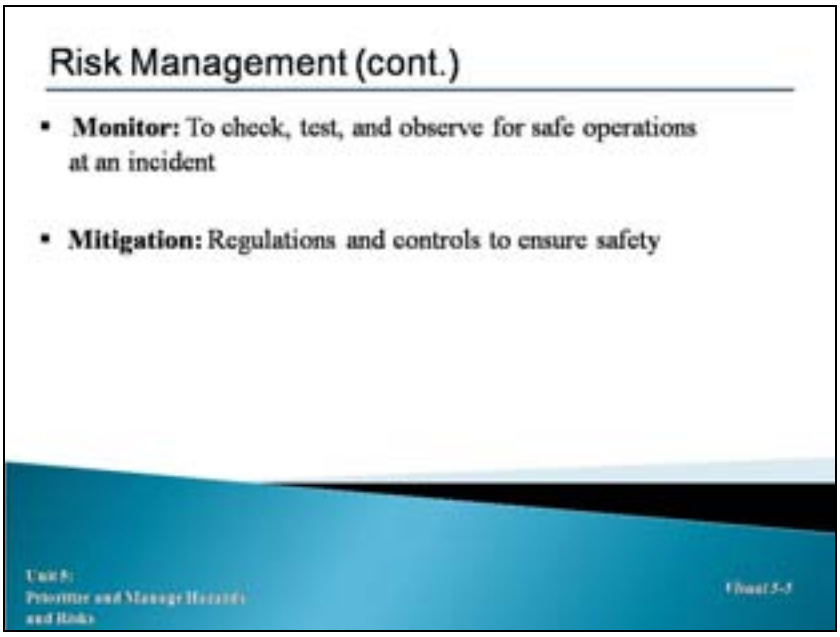


Key Points

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

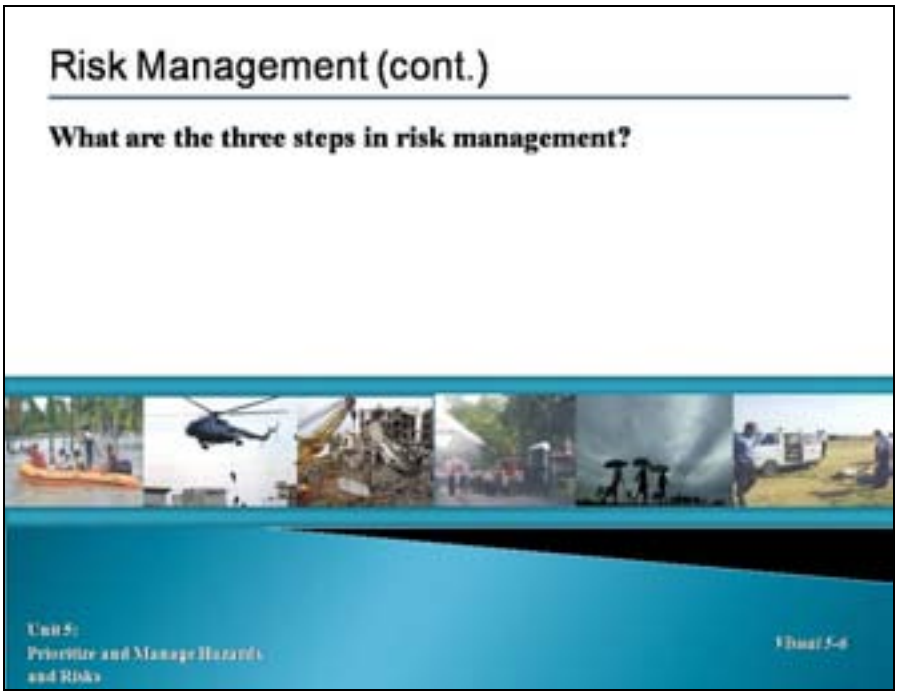
Topic Risk Management (cont.)



Key Points

- Monitor: To check, test, and observe for safe operations at an incident
- Mitigation: Regulations and controls to ensure safety

Topic Risk Management (cont.)



Key Points

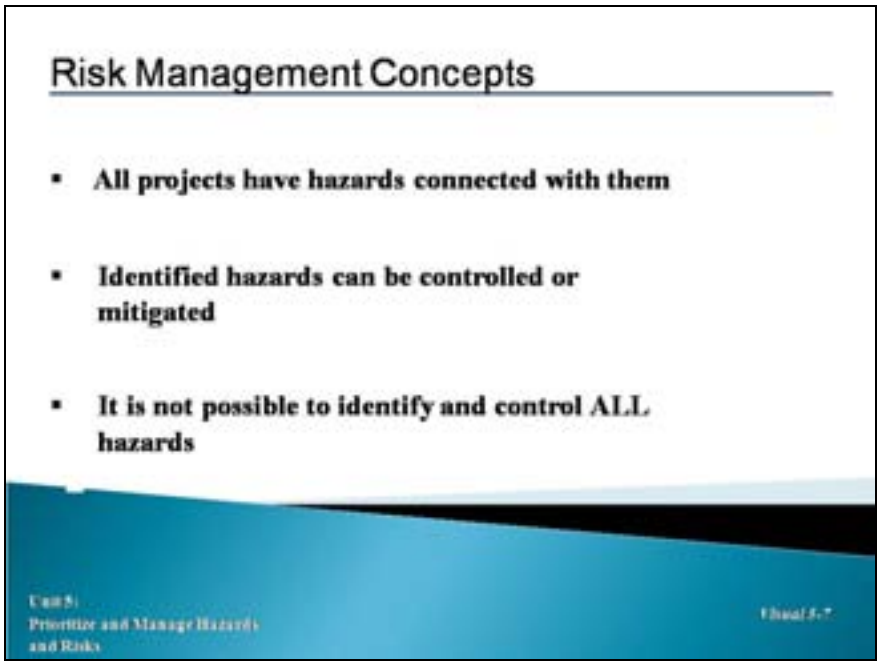
Risk management is the process of:

- 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)

Topic Risk Management Concepts

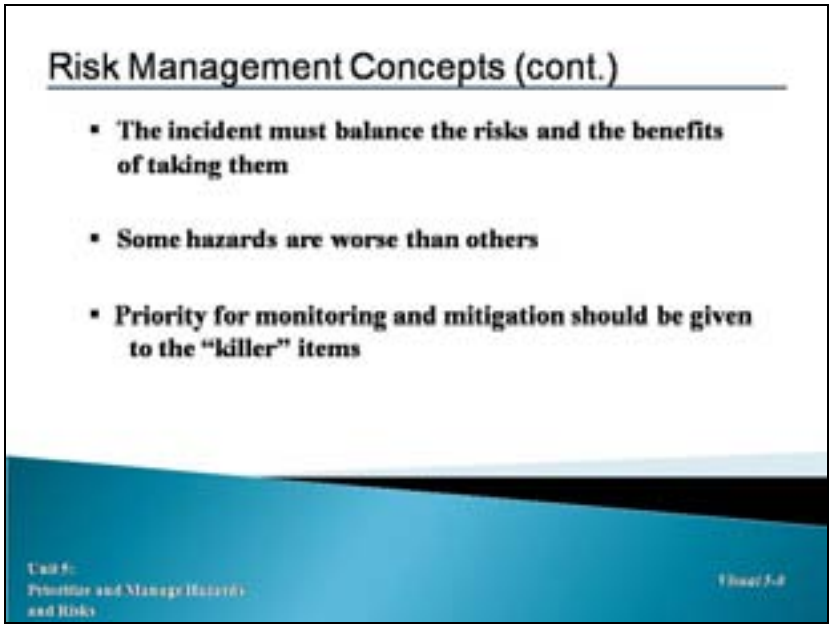


Key Points

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.

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).

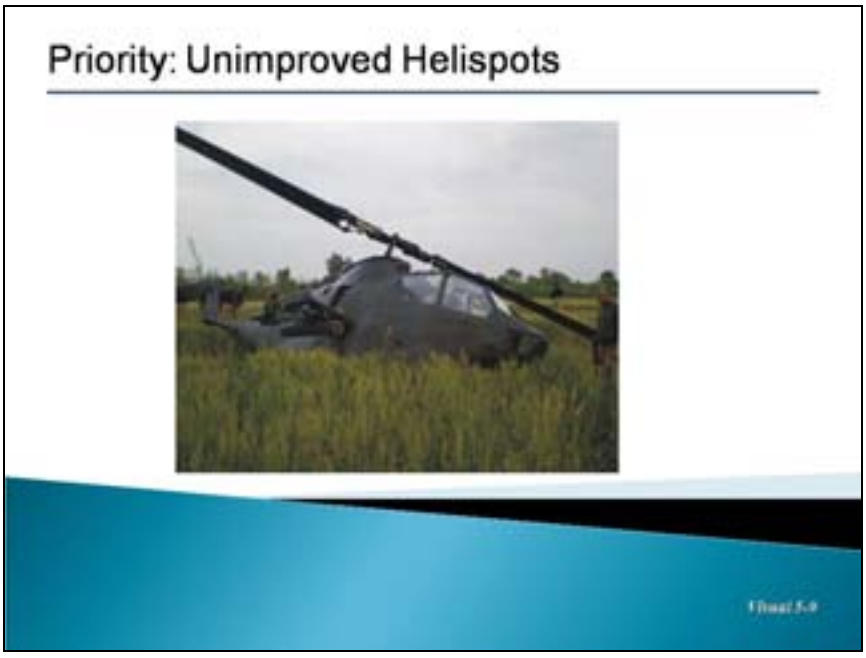
The project should balance the risks and benefits.

- 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

Topic Priority: Improved Helispots

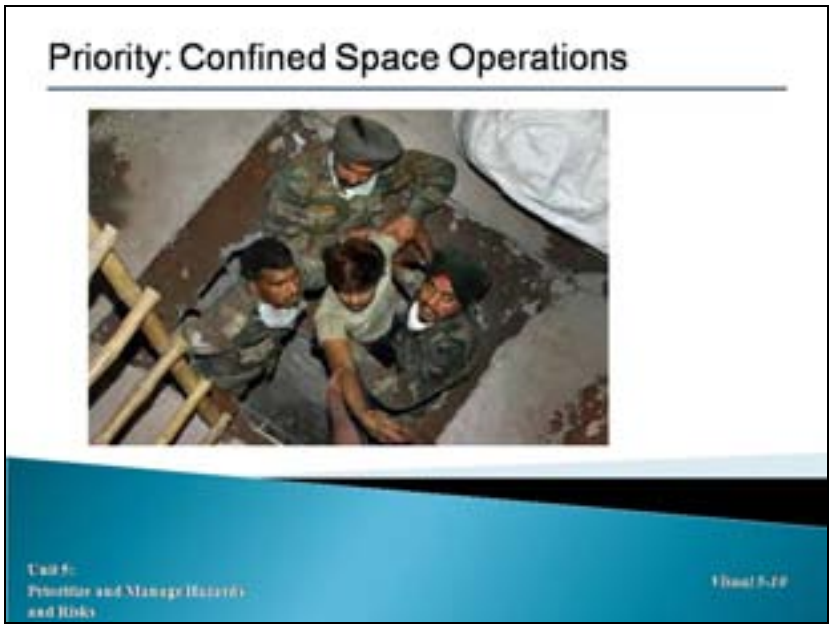


Key Points

Killer Items

- Use of unimproved helispots

Topic Priority: Confined Space Operations

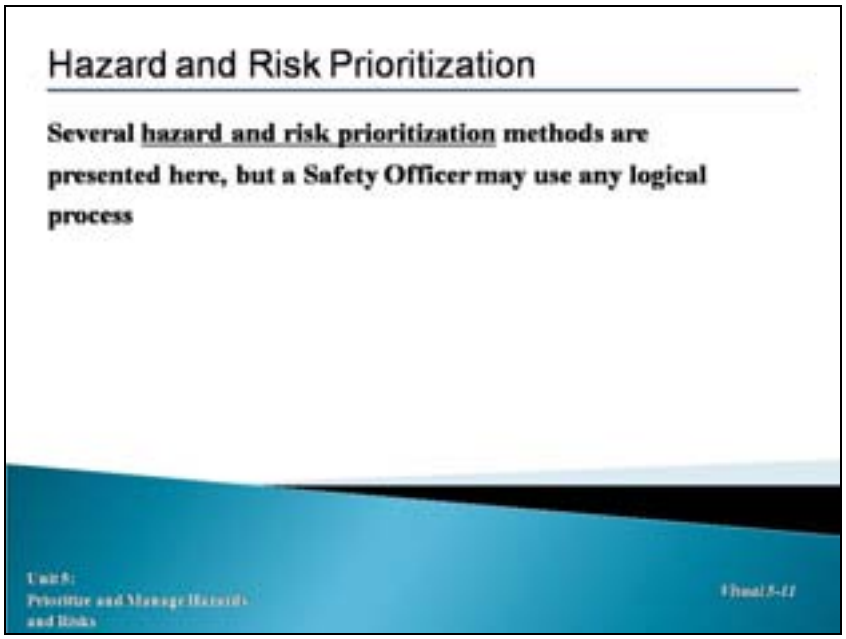


Key Points

Killer Items

- Confined space operations

Topic Hazard and Risk Prioritization

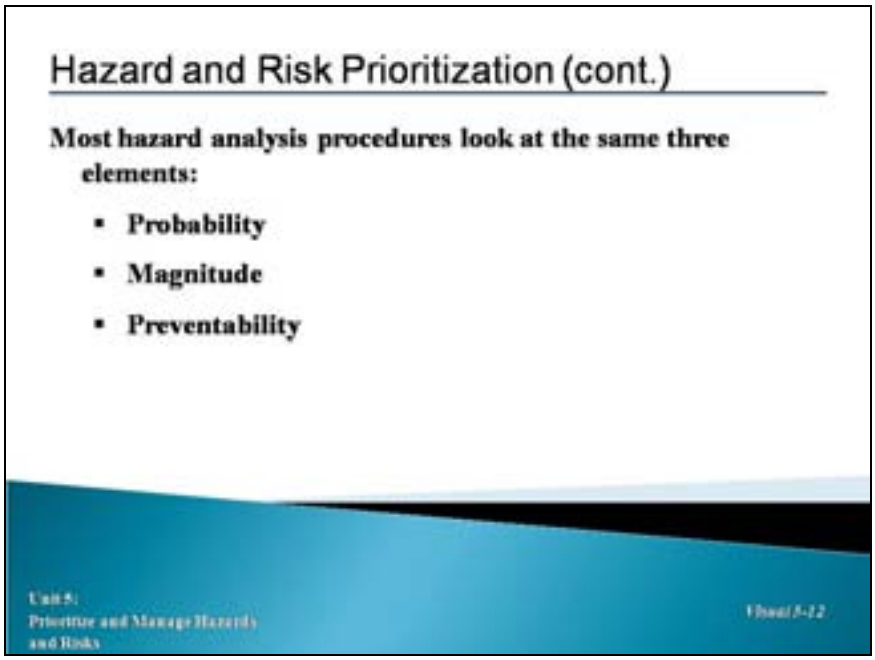


Key Points

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.

Topic Hazard and Risk Prioritization (cont.)



Key Points

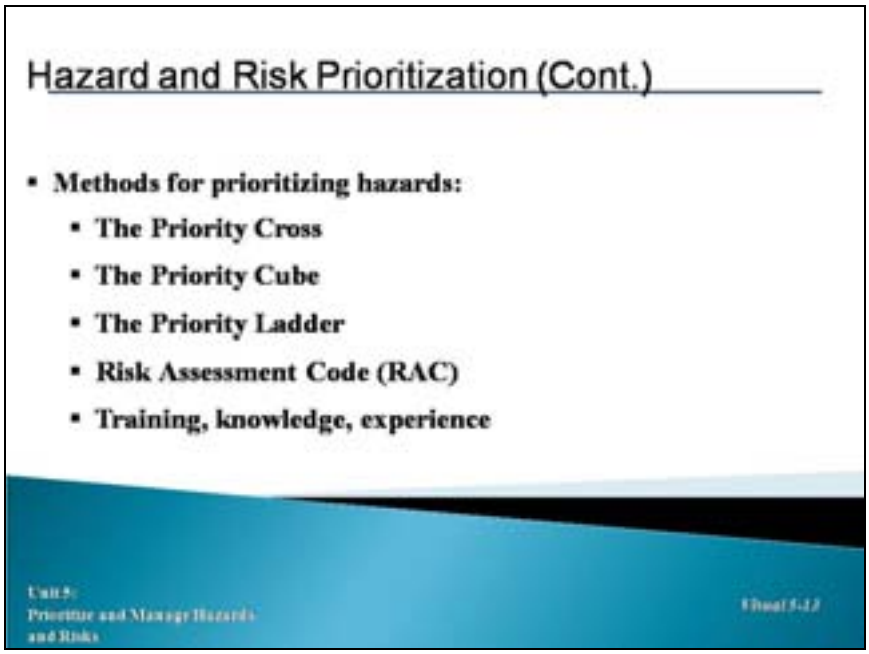
Most hazard analysis procedures have similar elements—they prioritize the hazards based on:

- 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!

Topic Hazard and Risk Prioritization (cont.)



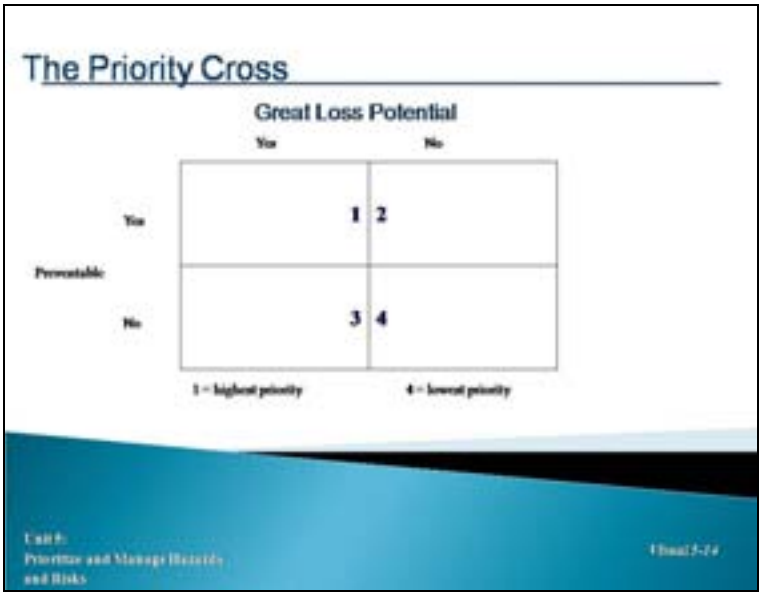
Key Points

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.

Topic Priority Cross



Key Points

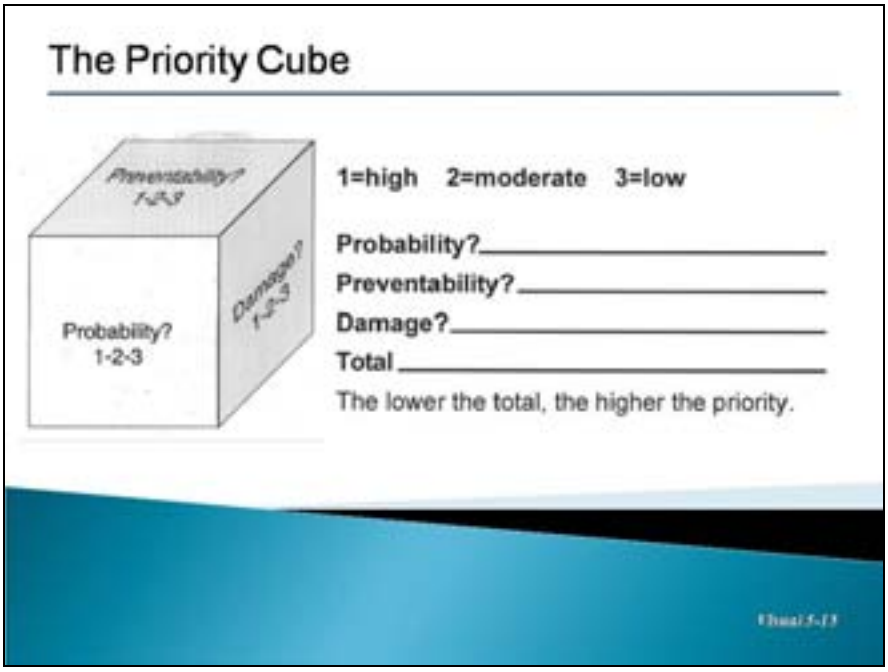
Priority Cross:

- 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.

Topic Priority Cross



Key Points

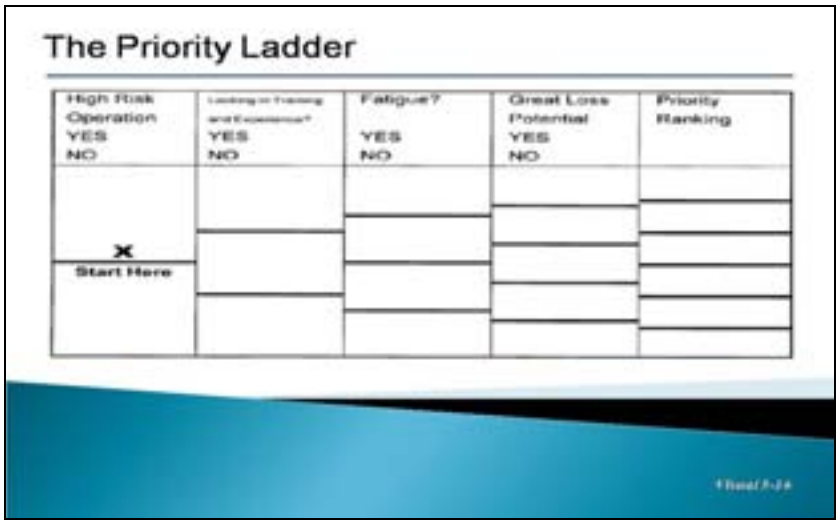
Priority Cube:

- 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.

Topic Priority Ladder



Key Points

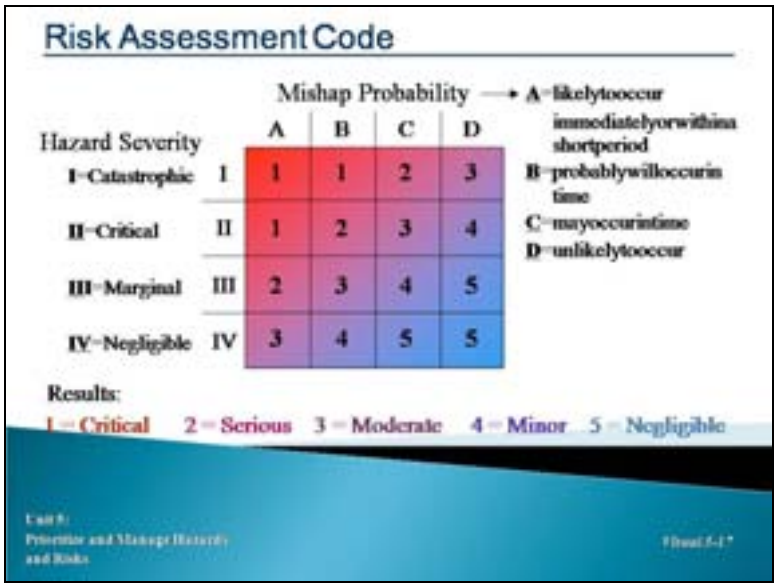
Priority Ladder:

- 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.

Topic Risk Assessment Code



Key Points

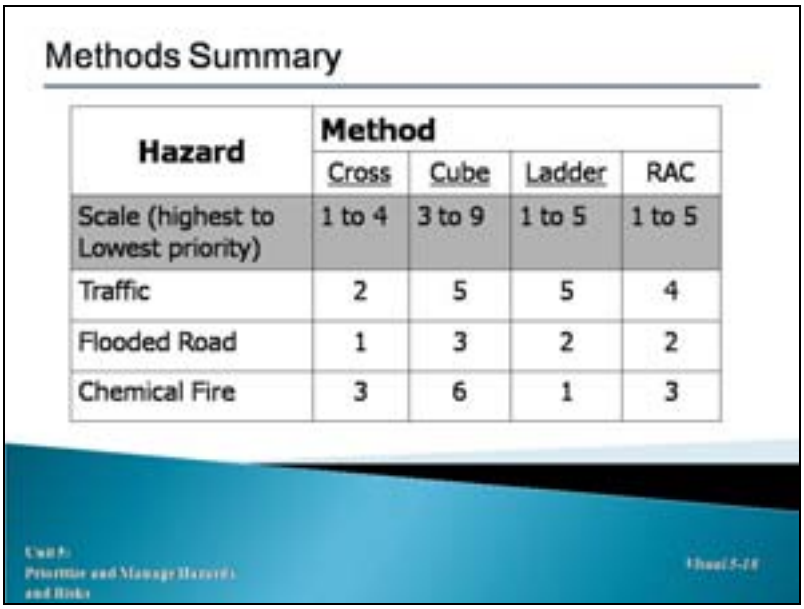
Risk Assessment Code (RAC)

- 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.

Topic Methods Summary

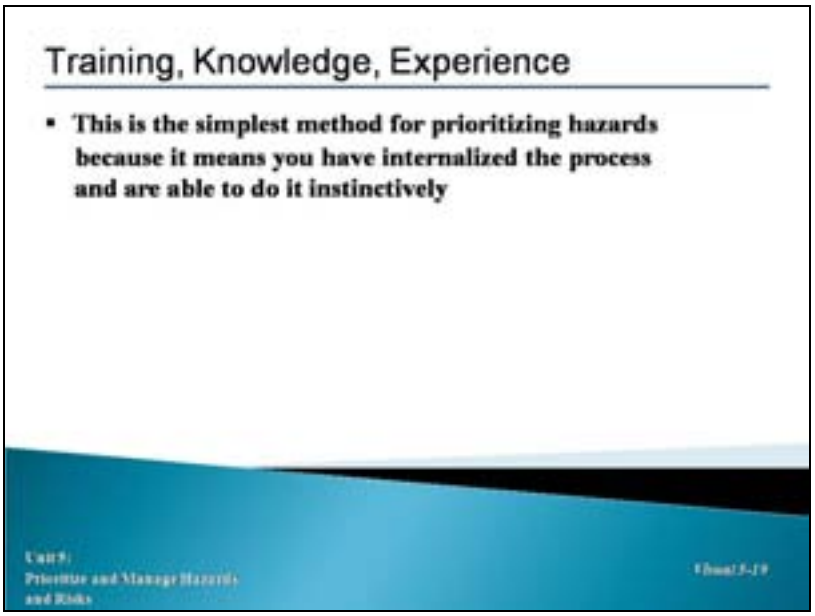


Key Points

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.

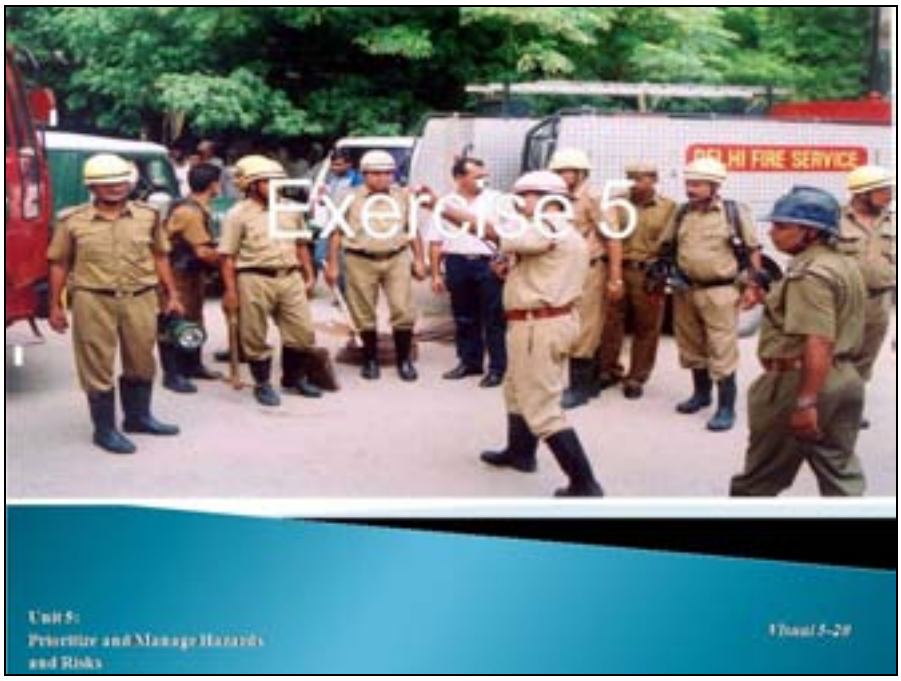
Topic Training, Knowledge, Experience



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.

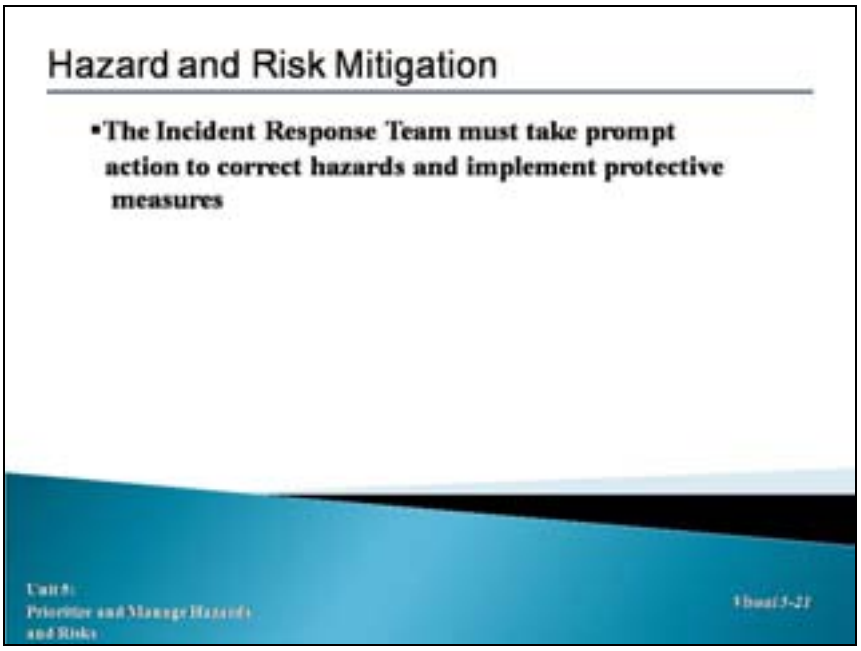
Topic Activity: Exercise 5



Key Points

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

Topic Hazard and Risk Mitigation

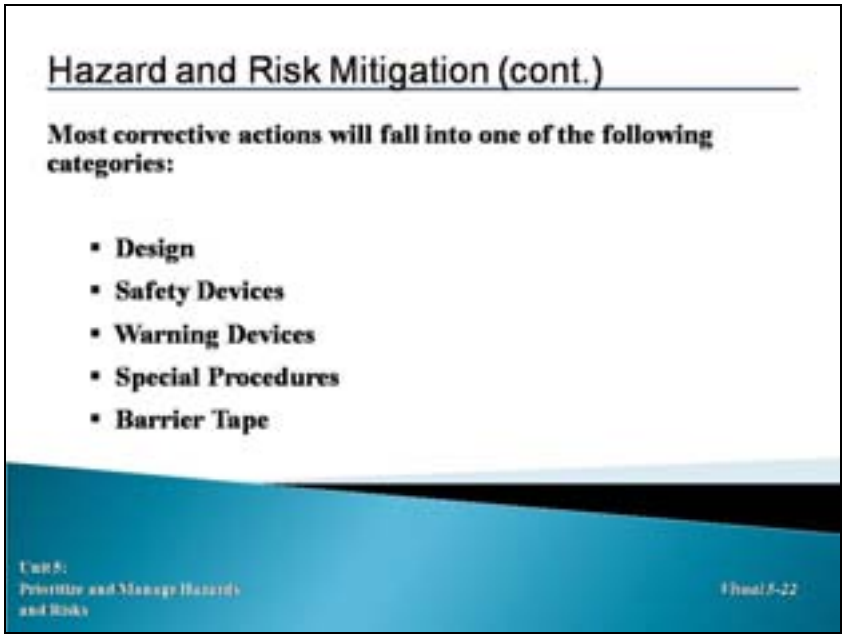


Key Points

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.

Topic Hazard and Risk Mitigation (cont.)

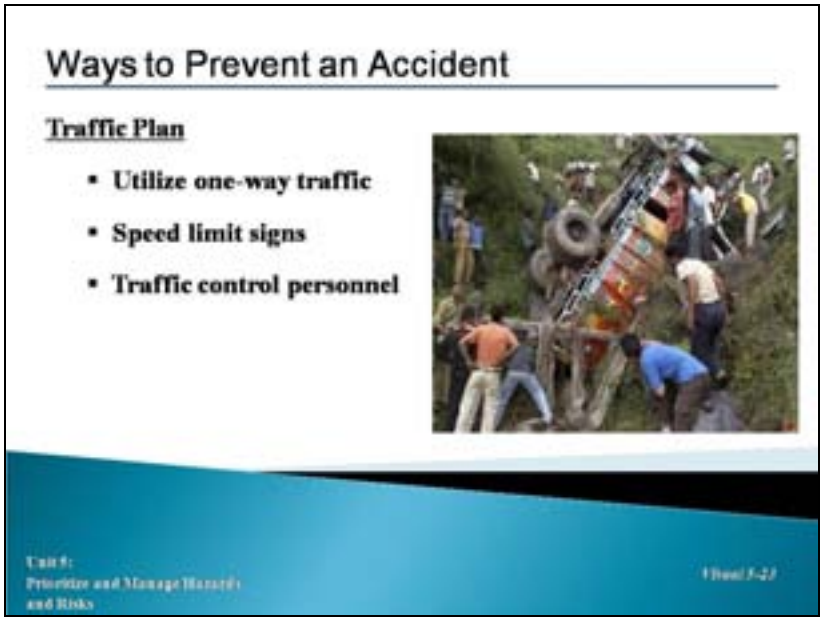


Key Points

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

- Designt:
  - 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

Topic Ways to Prevent an Accident

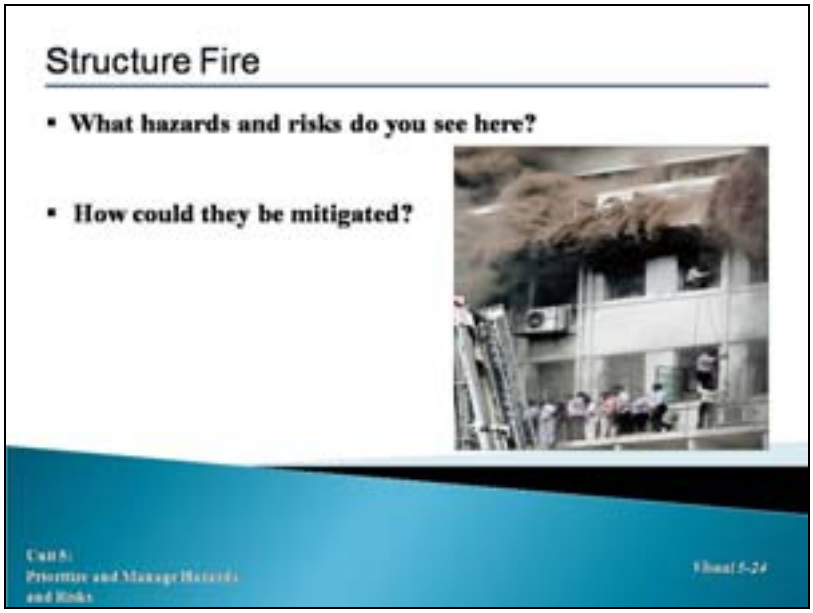


Key Points

Ways to prevent an accident

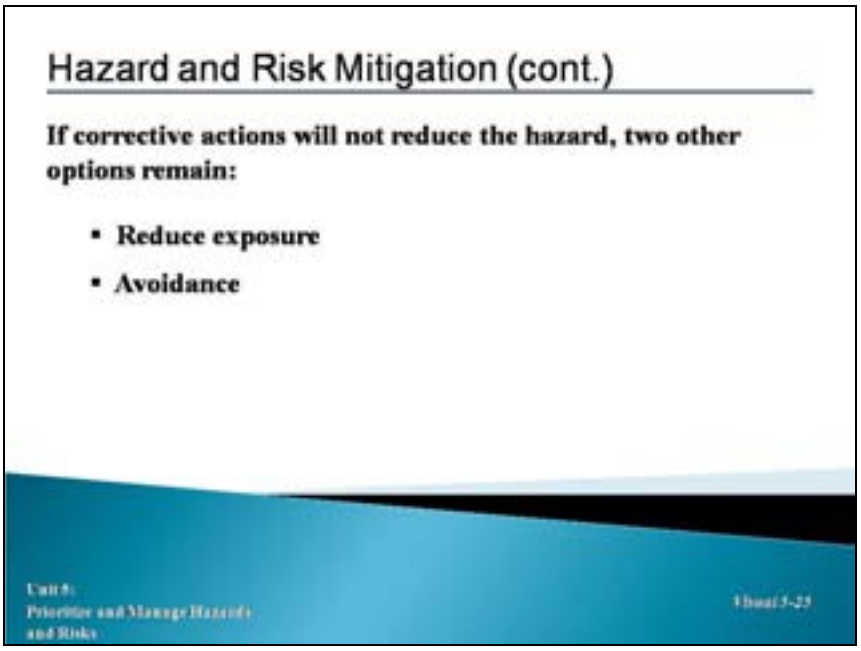
- Direct intervention
    - o Follow appropriate guidelines and procedures.
- Educate incident personnel
    - o Notice boards
    - o Briefings
    - o Safety Message
    - o Personal contacts
- Discuss with Incident Commander and appropriate Section Chief/Unit Leader
- Follow up to ensure that corrective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

Topic Structure Fire



Key Points

Topic Hazard and Mitigation (cont.)



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

Topic Hazard and Mitigation (cont.)

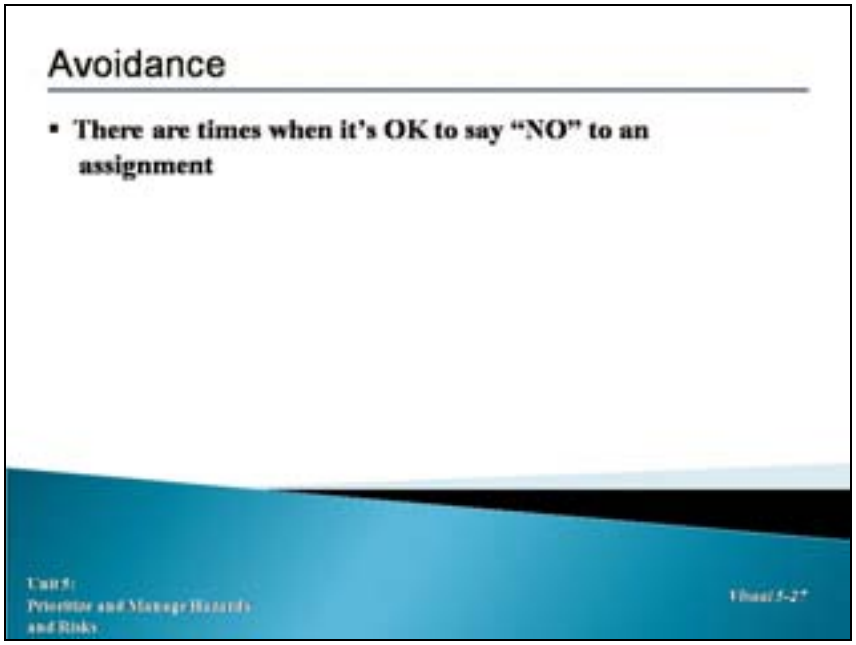


Key Points

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.

Topic Avoidance



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.

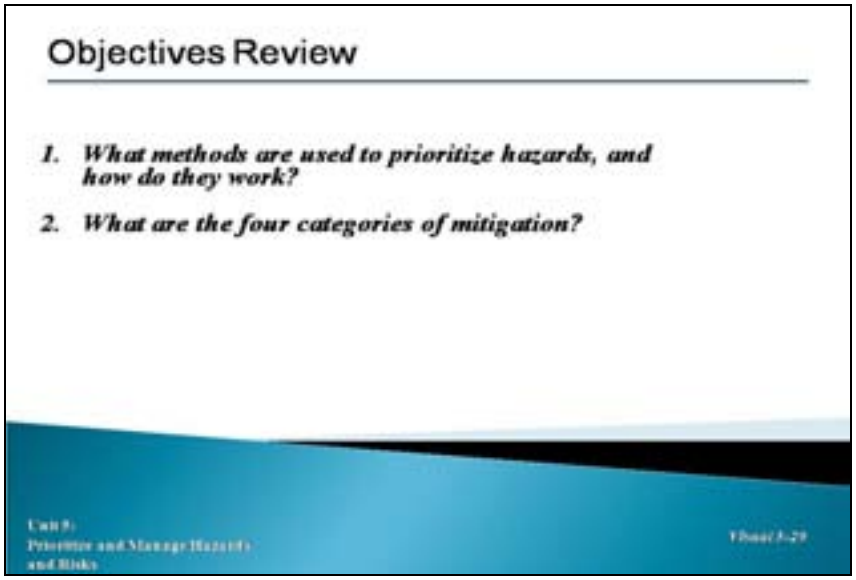
Topic Activity: Exercise 6



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

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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Document	15 minutes	Small Groups
Debrief/Review	20 minutes	Classroom

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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Document	15 minutes	Small Groups
Debrief/Review	30 minutes	Classroom

Unit 6: Incident Safety Analysis

Participant Manual

Unit 6 Incident Safety Analysis

Objectives

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

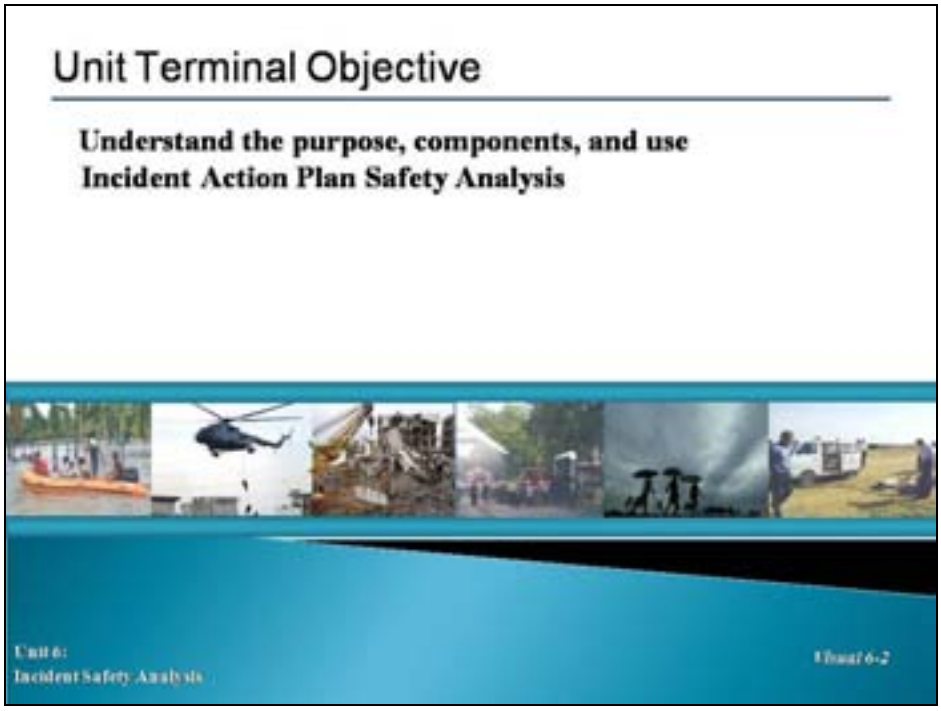
- Understand the purpose, components, and use of Incident Action Plan Safety Analysis
- Describe the components of the Incident Action Plan Safety Analysis
- Given a scenario, complete the Incident Action Plan Safety Analysis

Topic Unit Introduction



Key Points

Topic Unit Objective



Key Points

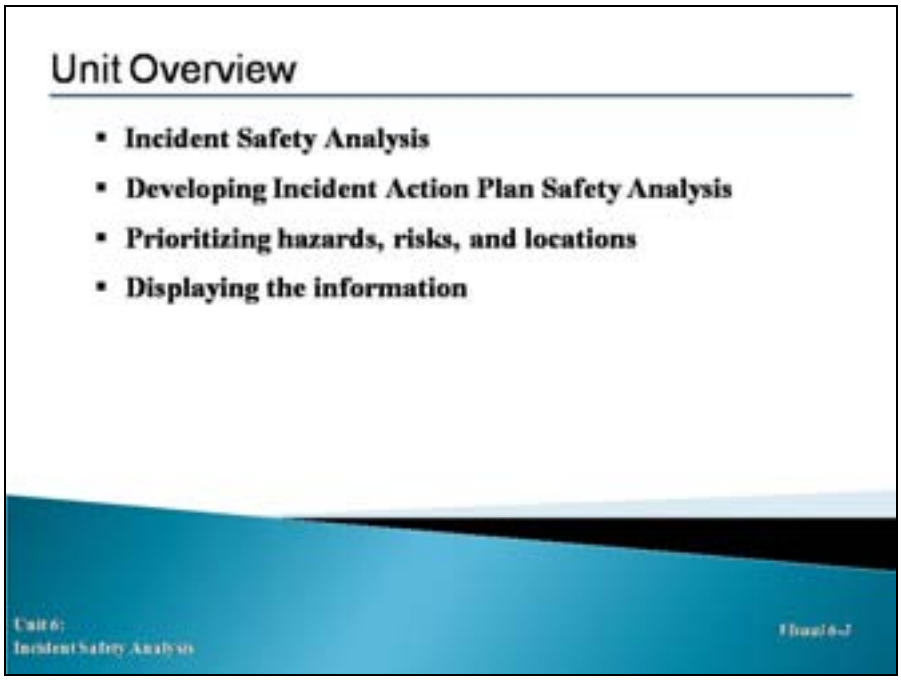
Unit Terminal Objective

- 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

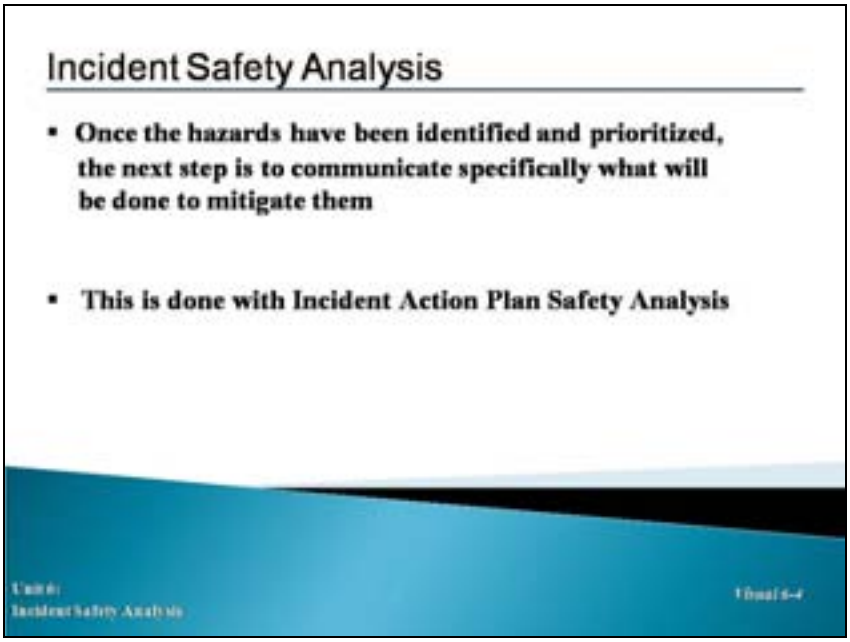
Topic Unit Overview



Key Points

- Incident Safety Analysis
- Developing Incident Action Plan Safety Analysis
- Prioritizing hazards, risks, and locations
- Displaying the information

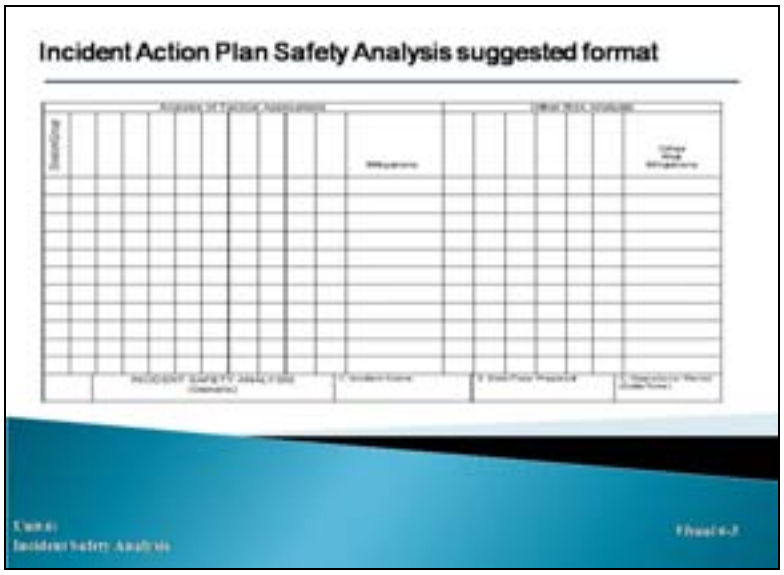
Topic Incident Safety Analysis



Key Points

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.

Topic Incident Action Plan Safety Analysis suggested format

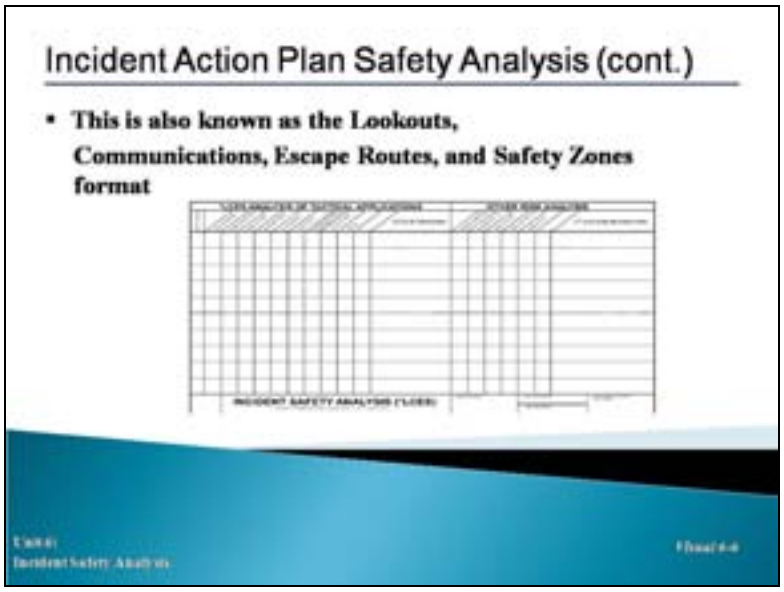


Key Points

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

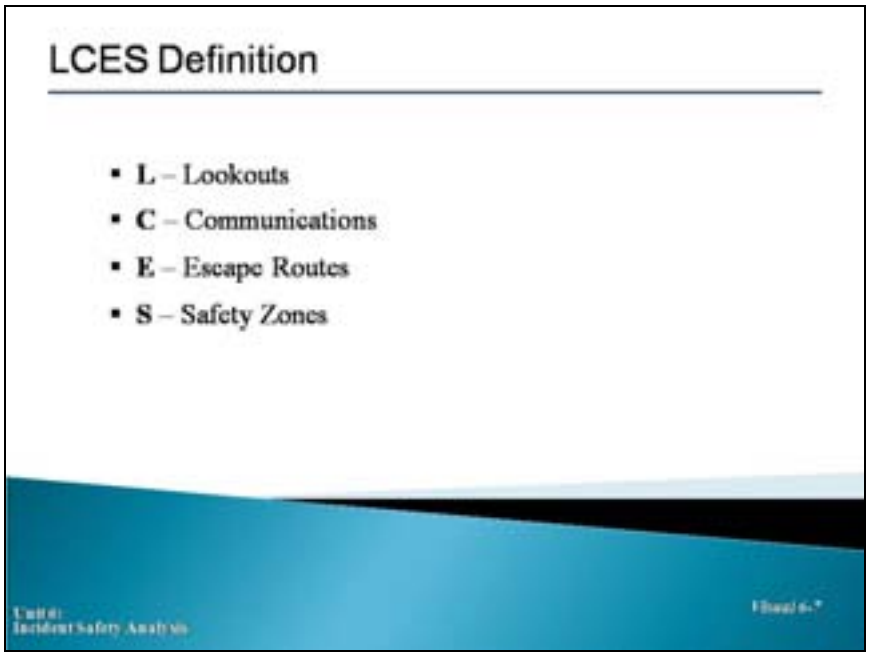


Key Points

Incident Action Plan Safety Analysis

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

Topic LCES Definition



Key Points

LCES

- 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.

Topic Tactics Meeting



Key Points

Tactics Meeting

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

Topic Incident Action Plan Safety Analysis

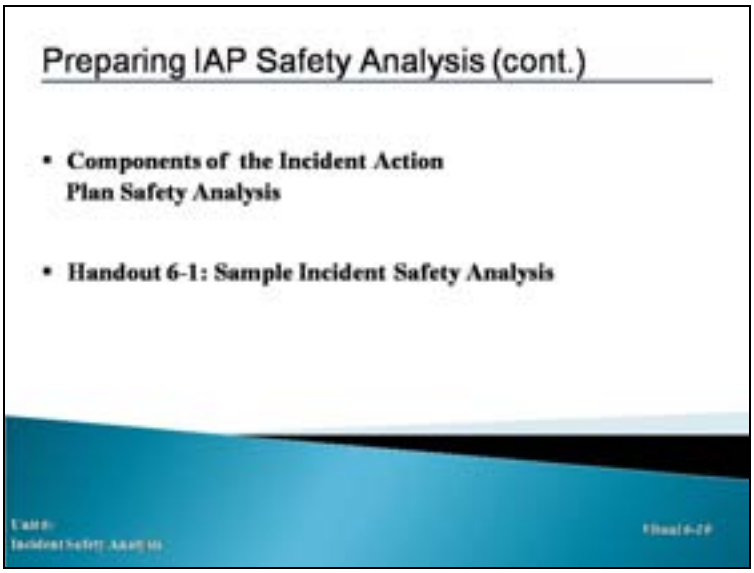


Key Points

Operational Briefing

- Example of components of the IAP

Topic Preparing IAP Safety Analysis (cont.)



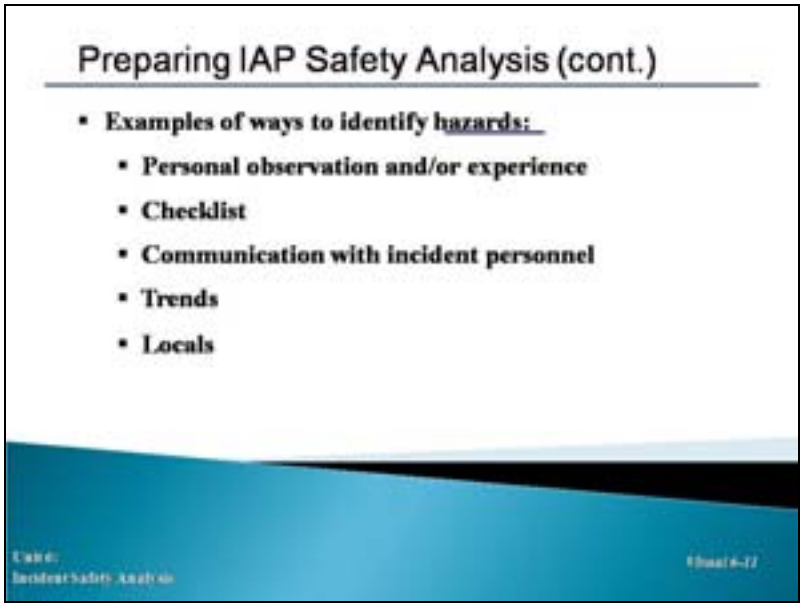
Key Points

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.

Topic Preparing IAP Safety Analysis (Cont.)

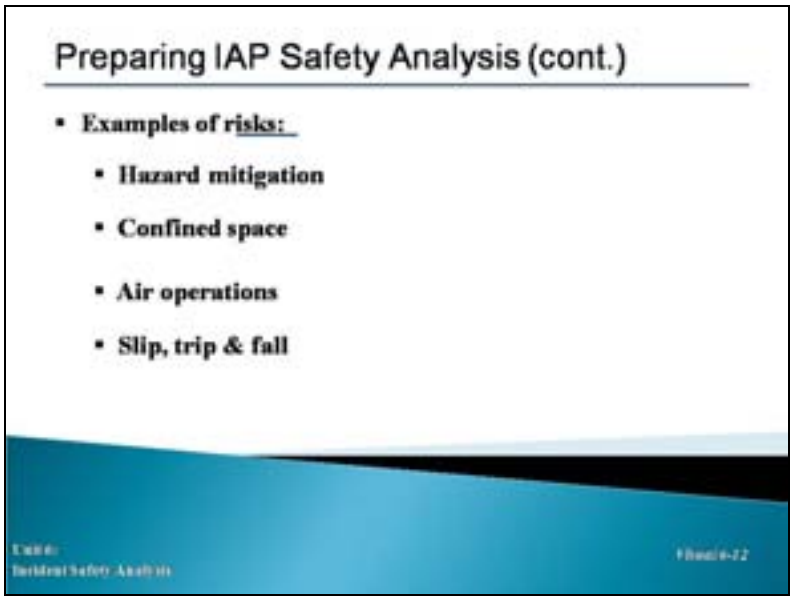


Key Points

Examples of ways to identify hazards

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

Topic Preparing IAP Safety Analysis (Cont.)

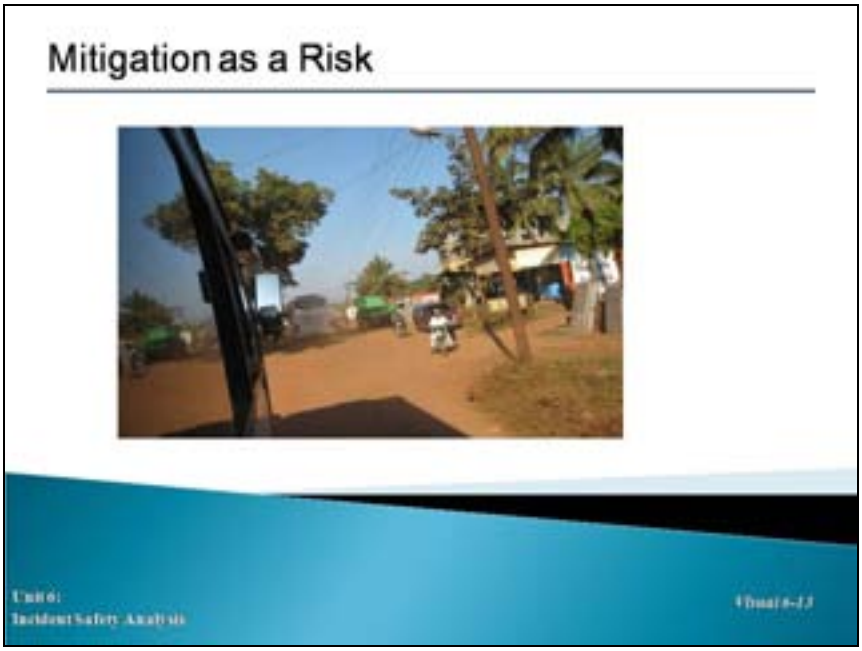


Key Points

Examples of risks

- Hazard mitigation
- Confined space
- Air operations
- Slip, trip, and fall

Topic Mitigation as Risk

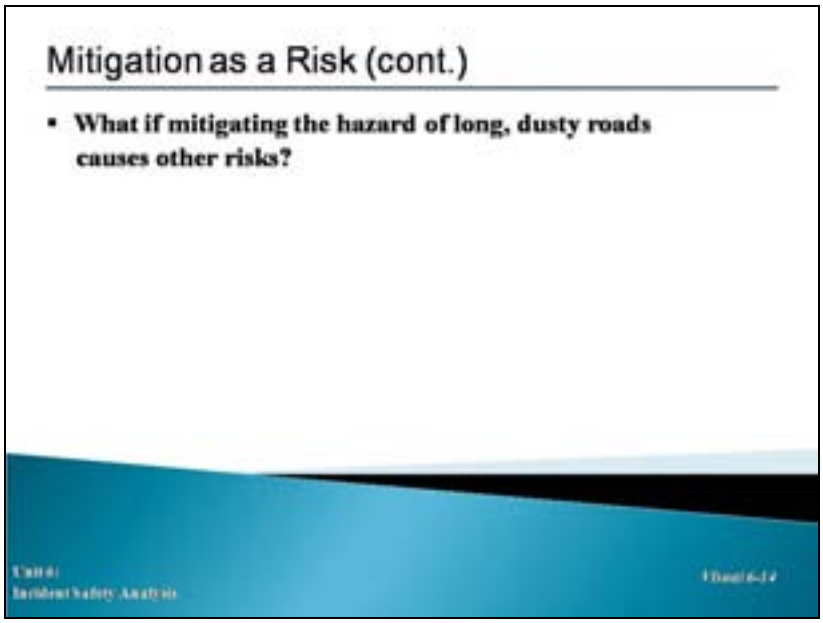


Key Points

Road conditions – long, dusty roads

- Hazards of and mitigation for dealing with long, dusty roads

Topic Mitigation as Risk (cont.)



Key Points

Identify ways to mitigate the hazards and risks

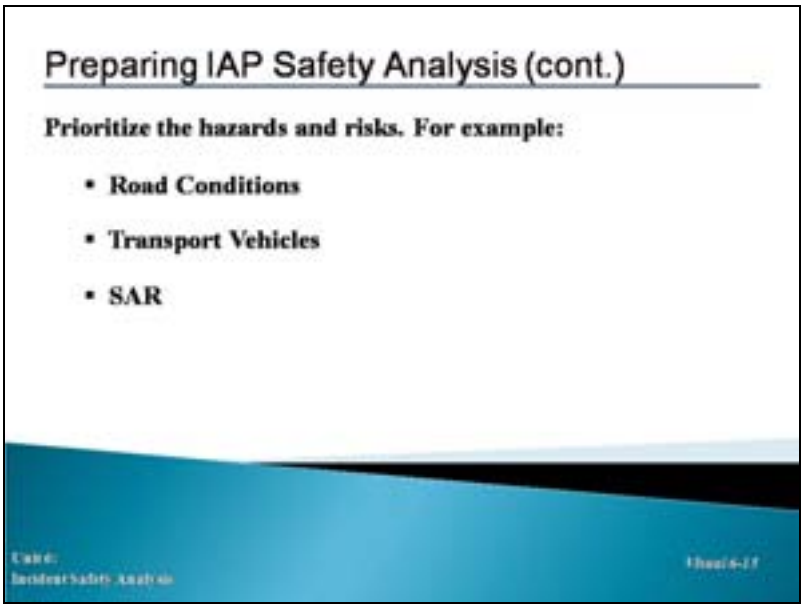
Dusty, narrow roads – mitigations:

- 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

Topic Preparing IAP Safety Analysis (cont.)



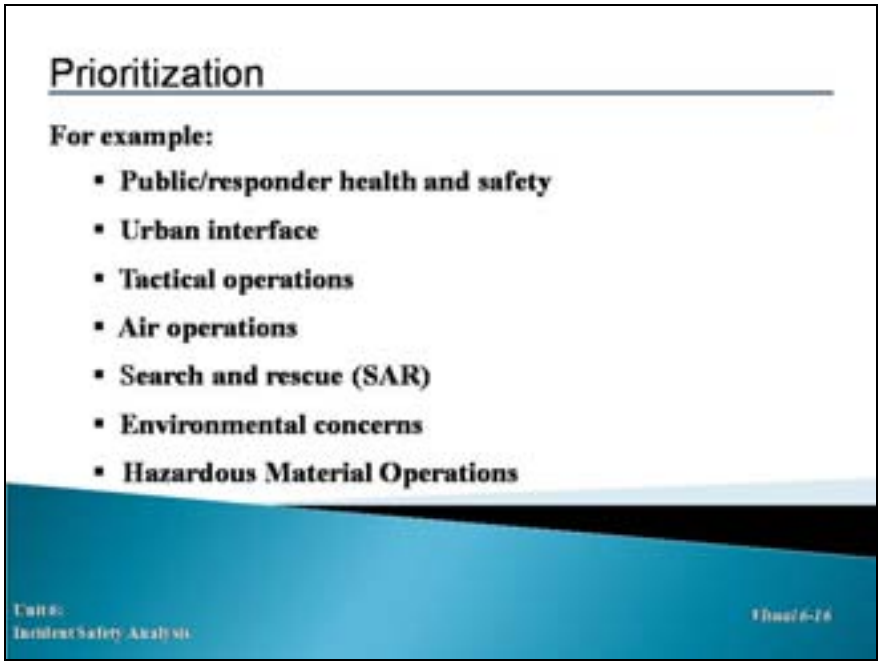
Key Points

Prioritize the hazards and risks.

For example, hazards you might identify as priorities are:

- Road conditions
- Transport Vehicles
- SAR

Topic Prioritization

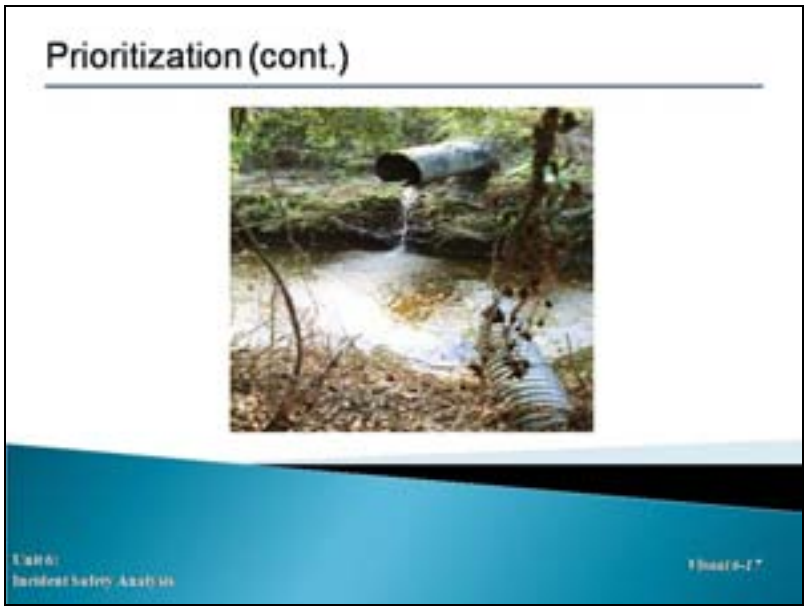


Key Points

For example:

- Public/responder health and safety
- Urban interface
- Tactical operations
- Air operations
- SAR
- Environmental concerns
- Hazardous Materials Operations

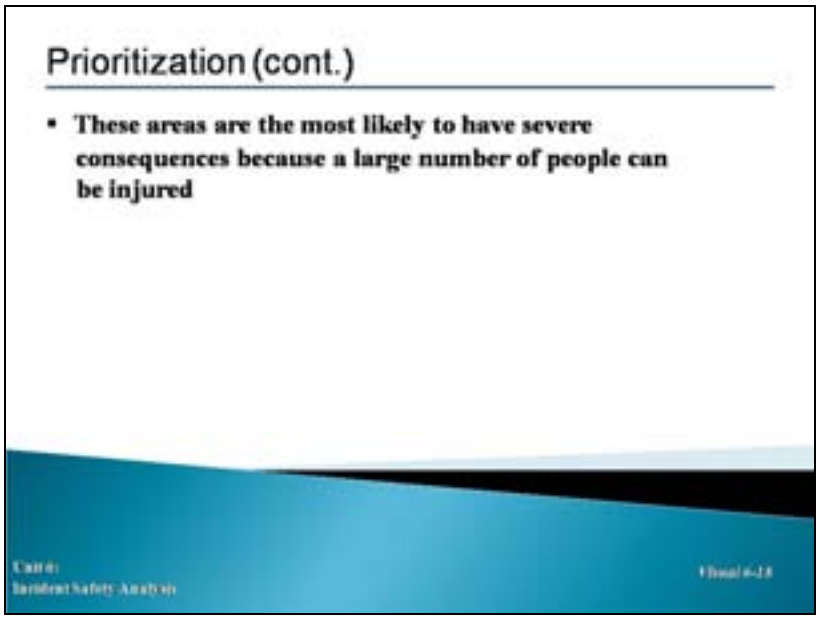
Topic Prioritization (cont.)



Key Points

Public/Responder Health and Safety

Topic Prioritization (cont.)

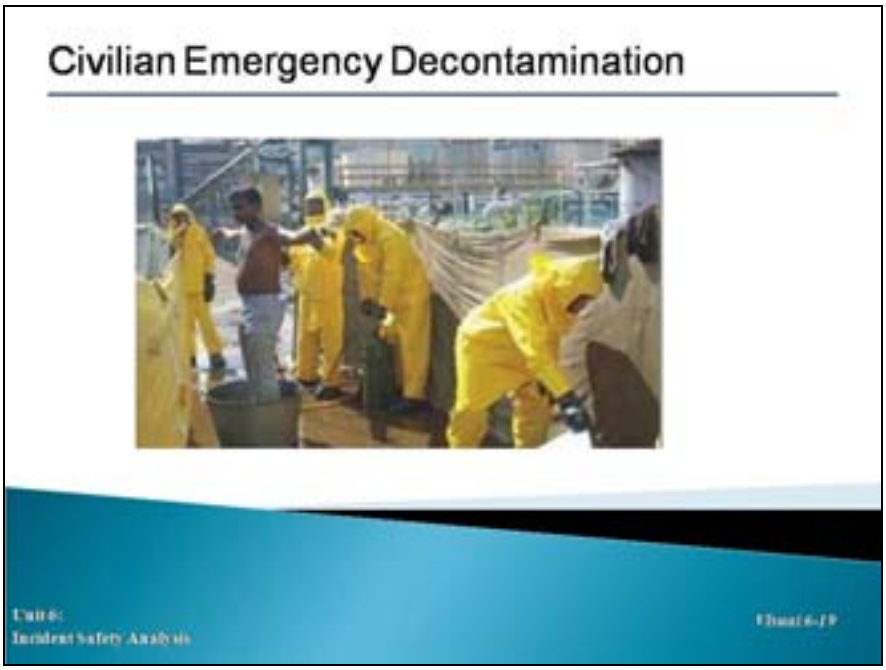


Key Points

Urban Interface and Public Health and Safety

- These areas are 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

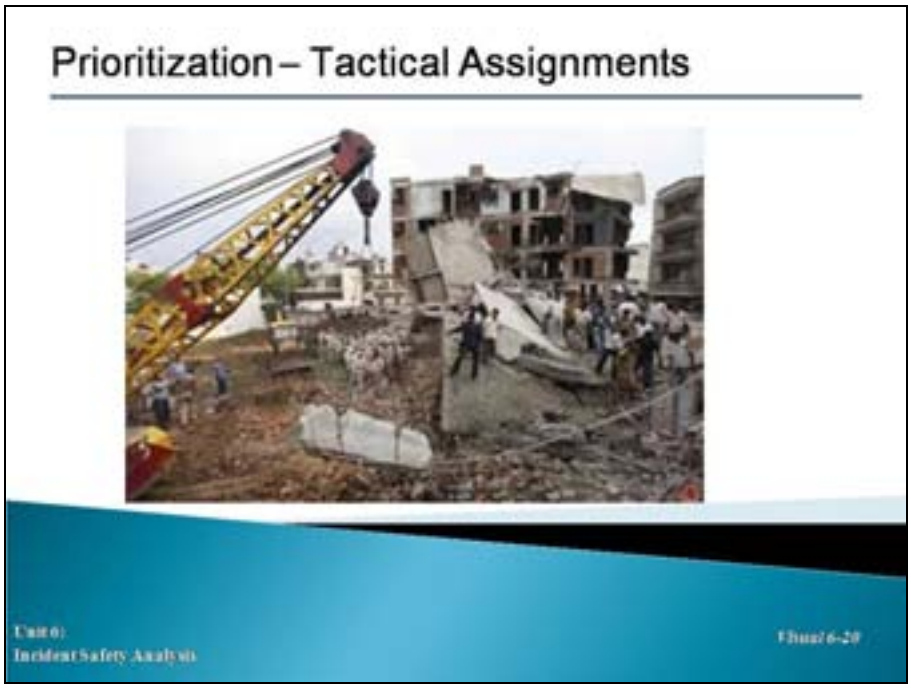
Topic Civilian Emergency Decontamination



Key Points

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



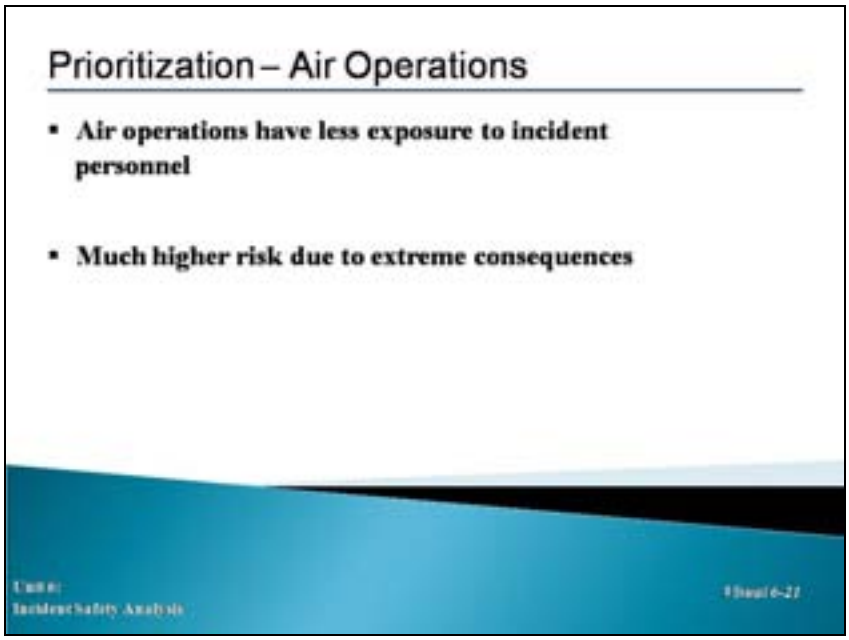
Key Points

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 earth quake, where to many people are standing near heavy equipment and structures which may collapse any time.

Topic Prioritization – Air Operations

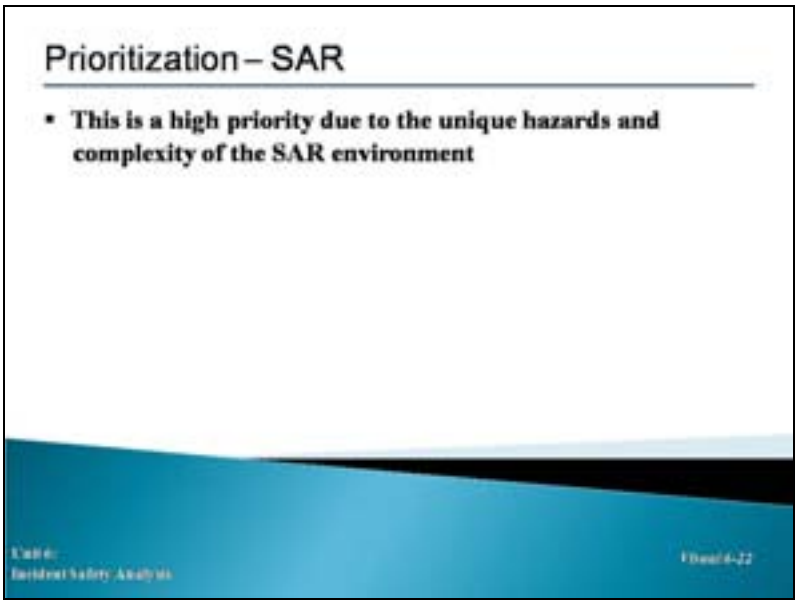


Key Points

Air Operations

- Have less exposure to incident personnel, but much higher risk due to extreme consequences

Topic Prioritization – SAR

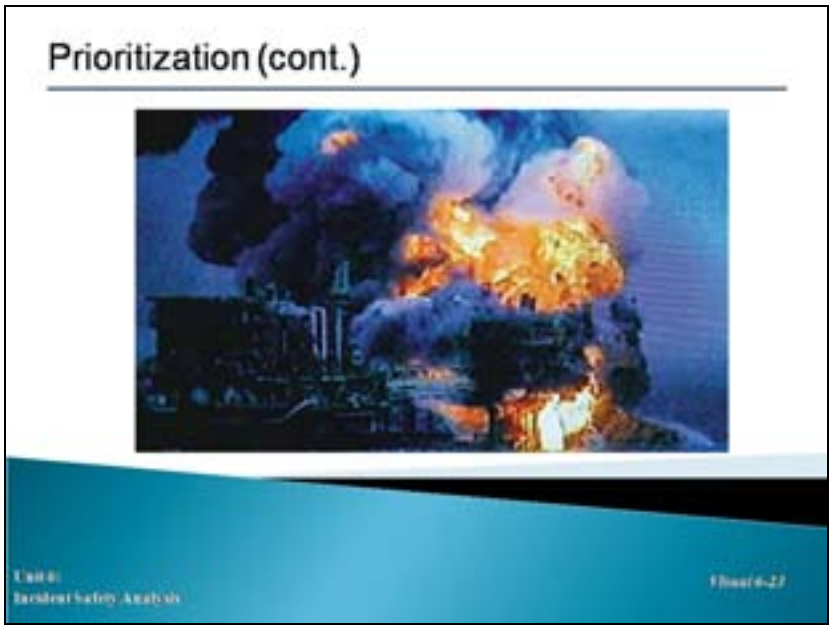


Key Points

SAR

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

Topic Prioritization (cont.)



Key Points

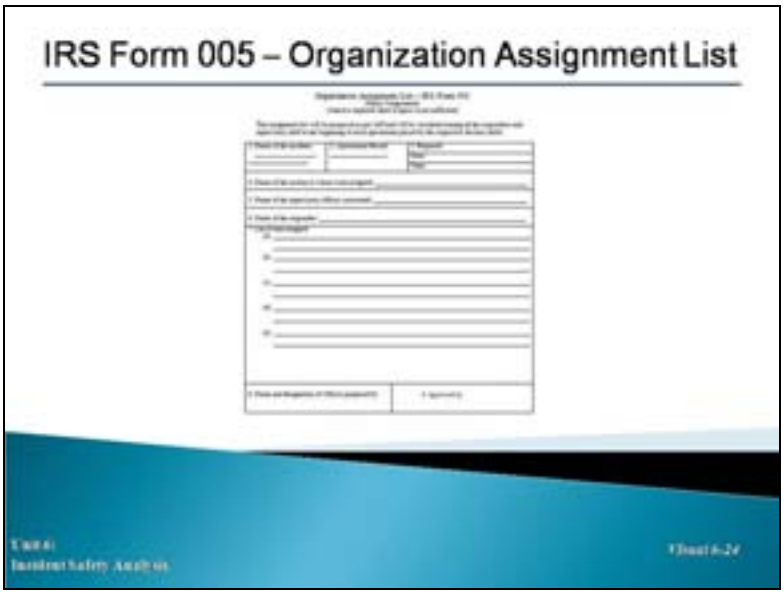
Environmental Concerns

- Unknown exposures to ecosystems and public

Hazardous Material Operations

- Ensure protection of Hazardous Material personnel from physical, environmental, and chemical hazards/exposures

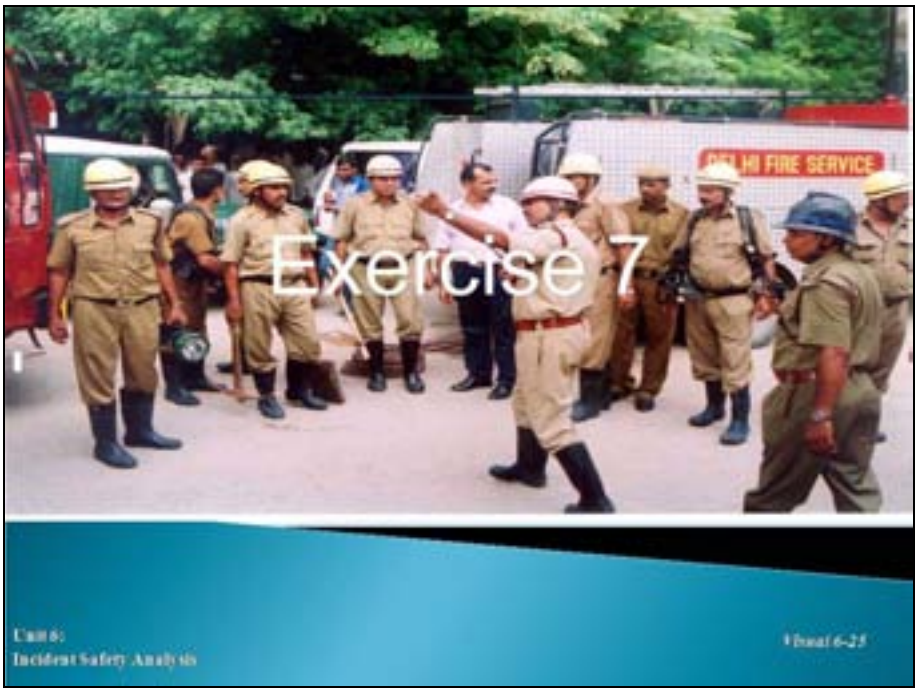
Topic IRS Form 005 – Organization Assignment List



Key Points

Mitigations for each Organization may be included at the end of list of tasks assigned.

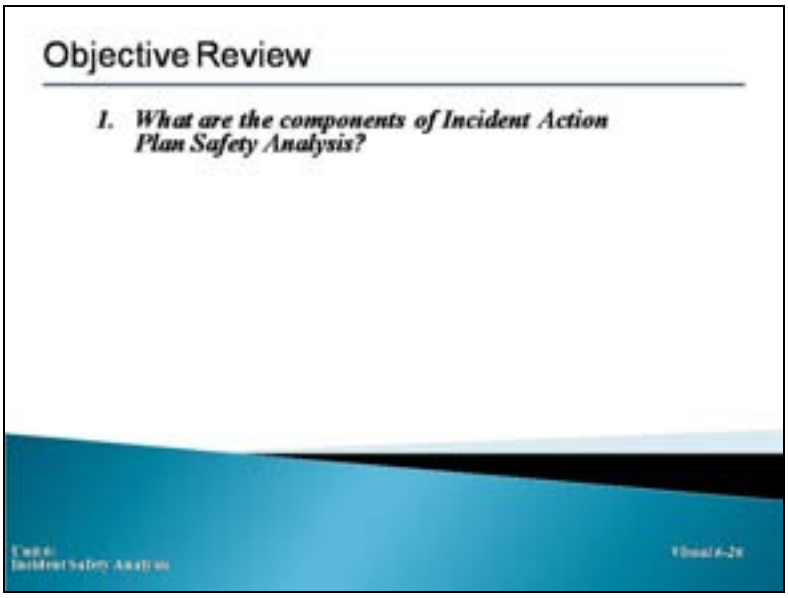
Topic Activity: Exercise 7



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

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.
2. Individually, prepare Incident Action Plan Safety Analysis.
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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Individual Work	25 minutes	Individual
Discussion/Document	10 minutes	Small Groups
Debrief/Review	25 minutes	Classroom

Analysis of Tactical Applications											Other Risk Analysis						
Division/Group	Escape Routes	Extreme Conditions	Proper PPE	Evacuation	Chemical Exposure	Runoff Control				Mitigations	Proper Hydration	Communication	Heat Exhaustion	Movement of Heavy Equipment			Other Risk Mitigations
Fire	X	X	X		X					Proper PPE / Escape Signals /Watch runoff/post lookout	X	X	X	X			Take lots of water/Post look outs
Hazardous Material	X	X	X		X	X				Proper PPE/ contain runoff	X	X	X	X			Take lots of water/ post look outs
Police	X			X						Mark escape routes/Control traffic of evacuees/ Have proper PPE		X		X			Monitor radio/ post traffic control
Medical & health	X	X	X		X					Proper PPE/Establish escape routes/Control contamination		X					Follow Radio plan
Revenue	X					X				Post lookout/Mark escape routes/Monitor radio		X					Take lots of water
		INCIDENT SAFETY ANALYSIS (Generic)								1.Incident Name Train Derailment		2. Date/Time prepared 01-07-2012, 8.30 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

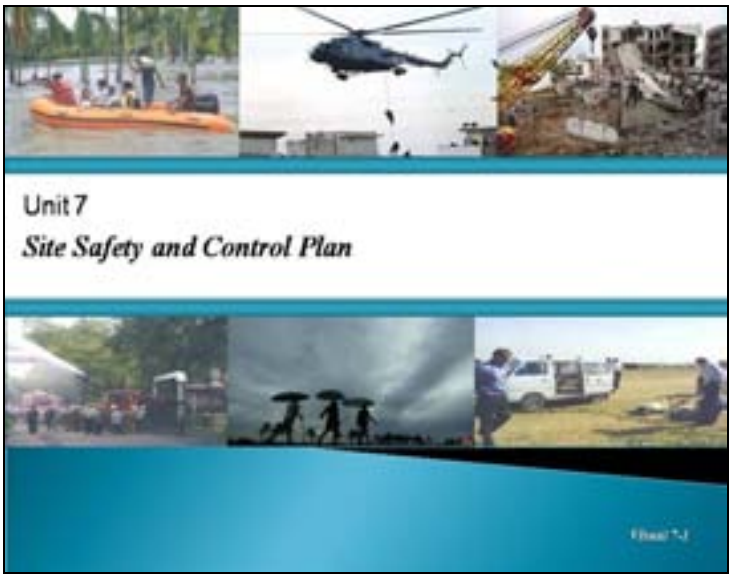
Unit 7 Site Safety and Control Plan

Objectives

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

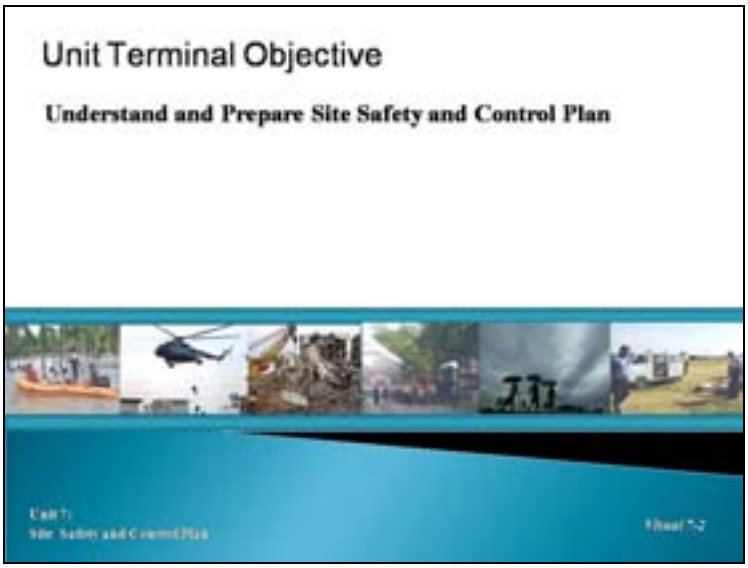
- Understand and prepare Site Safety and Control Plan
- Describe the purpose, use, and components of Site Safety and Control Plan

Topic Unit Introduction



Key Points

Topic Unit Objective



Key Points

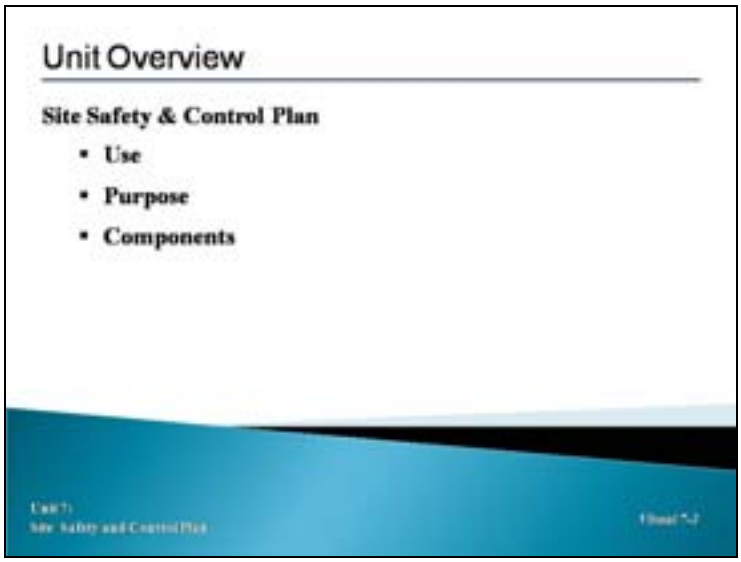
Unit Terminal Objective

- Understand and prepare Site Safety and Control Plan

Unit Enabling Objective

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

Topic Unit Overview

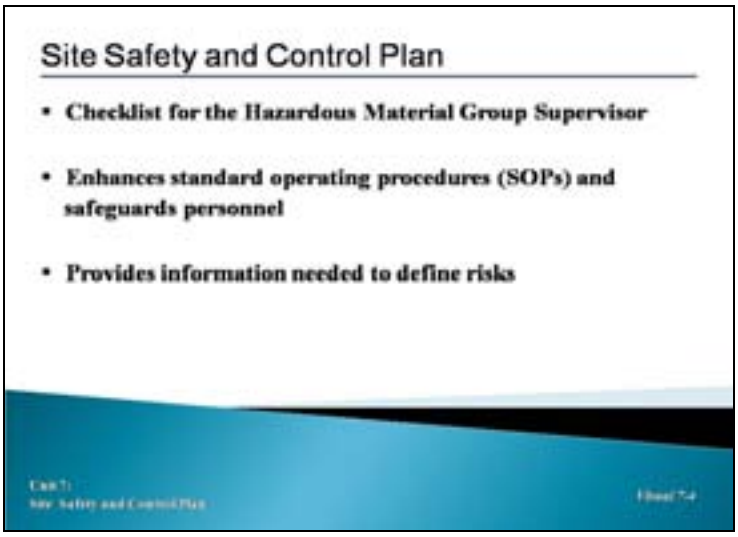


Key Points

Site Safety & Control

- Use
- Purpose
- Components

Topic Site Safety and Control Plan



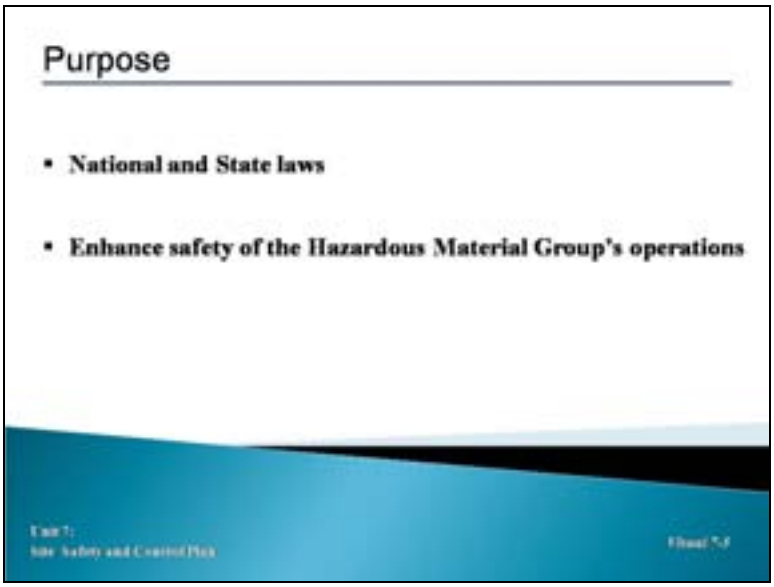
Key Points

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



Key Points

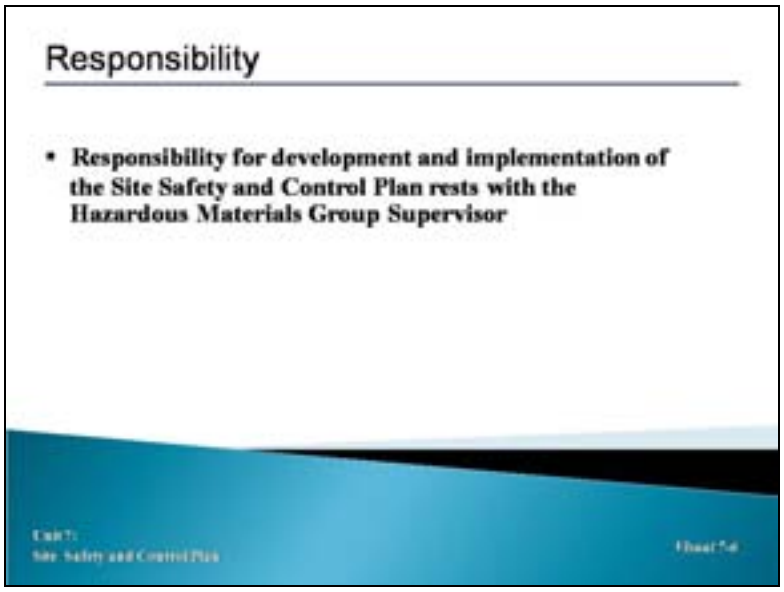
National and State laws

- 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

Topic Responsibility



Key Points

Responsibility for development and implementation of the Site Safety and Control Plan rests with the Hazardous Material 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.

Topic Preparing Site Safety and Control Plan



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

Topic Preparing Site Safety and Control Plan (cont.)



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

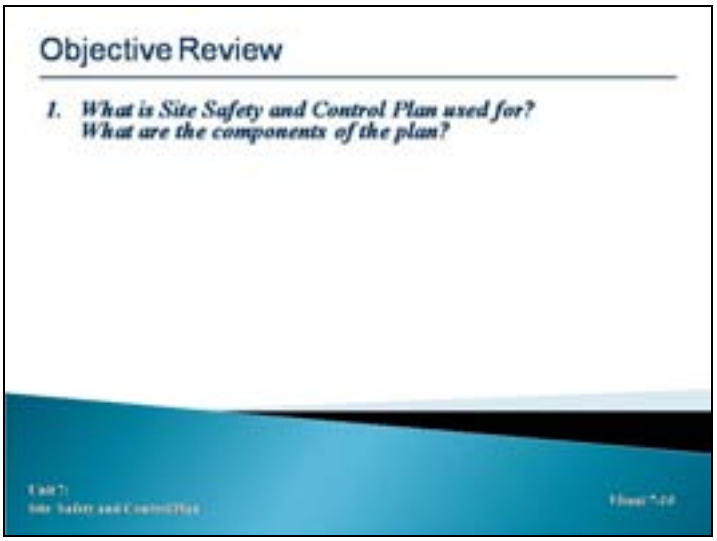
Topic Activity: Exercise 8



Key Points

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

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.

Exercise 8 Overview Unit 7

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

Exercise Introduction and Overview	2 minutes	Classroom
Individual Work	30 minutes	Individuals
Debrief/Review	15 minutes	Classroom

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.

Item Number	Item Title	Instructions
1.	Incident Name/Number	Print name and/or incident number.
2.	Date and Time	Enter date and time prepared.
3.	Operational Period	Enter the time interval for which the form applies.
4.	Incident Location	Enter the address and or map coordinates of the incident.
5-16.	Organization	Enter names of all individuals assigned to IRS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring.
17-18.	Entry Team/Decontamin	Enter names and level of PPE of Entry & Decon personnel. (Entries 1 – Element 4 mandatory buddy system and backup.)
19.	Material	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)
20-23.	Hazard Monitoring	List the instruments that will be used to monitor for chemical.
24.	Decontamination Procedures	Check “NO” if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions.
25-27.	Site Communications	Enter the radio frequency(ies) that apply.
28-29.	Medical Assistance	Enter comments if “NO” is checked.
30.	Site Map	Sketch or attach a site map that defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)
31.	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters that will alter or stop entry operations.
32-33.	SOP’s, Safe Work Practices, and Emergency Procedures	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.
33-36	Safety Briefing	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.

SITE SAFETY AND CONTROL PLAN (Suggested Format)	1. Incident Name :	2. Date prepared :	3. Operational Period: Time :
Section I. Site Information			
4. Incident Location :			
Section II. Organization			
5. Incident Commander :	6. HM Group Supervisor**.**		7. Tech. Specialist – HM Reference:
8. Safety Officer**.**	9. Entry Leader.		10. Site Access Control Leader:
11. Asst. Safety Office – HM :	12. Decontamination Leader :		13. Safe Refuge Area Mgr:
14. Environmental Health :	15.		16.

17. Entry Team : (Buddy System) Name :	PPE Level	18. Decontamination Element : Name	PPE Level
Entry 1		Decon 1	
Entry 2		Decon 2	
Entry 3		Decon 3	
Entry 4		Decon 4	

Section III.Hazard/Risk Analysis												
19. Material:	Container Type	Qty.	Phys. State	PH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment :												

Section IV.Hazard Monitoring	
20. LEL Instruments (s) :	21. O2 Instruments (s):
22. Toxicity/PPM Instruments (s) **:**	23. Radiological Instruments (s) :
Comment :	

Section V. Decontamination Procedure		
24. standard Decontamination Procedure	YES :	No:
Comment :		

Section VI. Site Communications		
25. Command Frequency :	26. Tactical Frequency :	27.Entry Frequency:

Section VII. Medical Assistance					
28. Medical Monitoring	YES :	NO:	29. Medical Treatment and Transport In-place:	YES:	No:
Comment :					

Handout7-1: Train Derailment Scenario Site Safety & Control Plan

Section VIII. Site Map	
30. Site Map : Weather [X] Command Post [X] Zones[ ] Assembly Areas[X] Escape Routes [ ] Other[X]	
Section IX. Entry Objectives	
31. Entry Objectives :	
Section X. SOP's and Safe Work Practices	
32. Modifications to Documented SOP's or Work Practices: YES: **x** NO:	
Comment :	
Section XI. Emergency procedures	
33. Emergency procedures:	
Section XII. Safety Briefing	
34. Asst. Safety Officer – HM Signature : Safety Briefing Completed (Time):	
35. HM Groups Supervisor Signature :	36. Incident Commander Signature:

Handout7-1: Train Derailment Scenario Site Safety & Control Plan

Unit 8: Incident Safety Plan

Participant Manual

Unit 8 Incident Safety 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

Topic Unit Introduction



Key Points

Topic Unit Objectives



Key Points

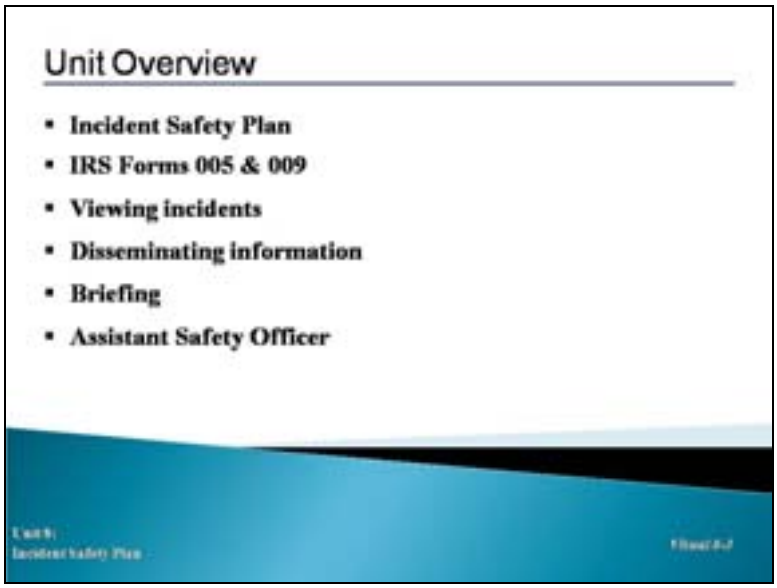
Unit Terminal Objective

- 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 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

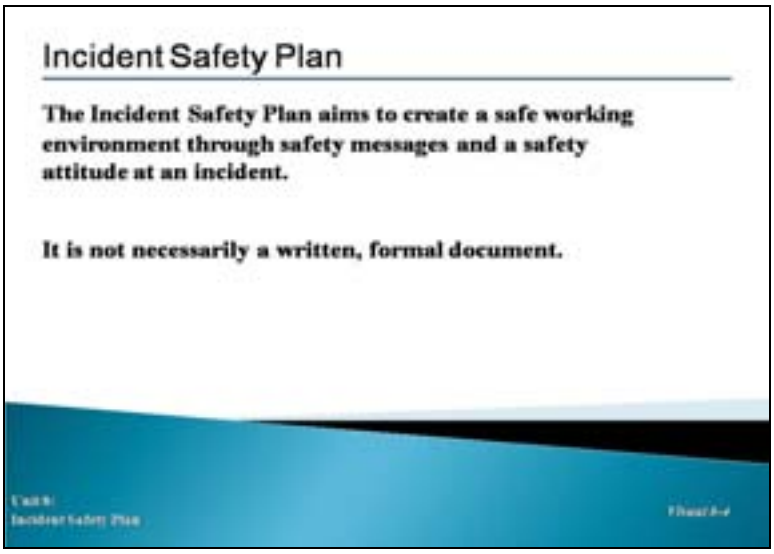
Topic Unit Overview



Key Points

- Incident Safety Plan
- IRS Forms 005 & 009
- Viewing incidents
- Disseminating information
- Briefing
- Assistant Safety Officer

Topic Incident Safety Plan

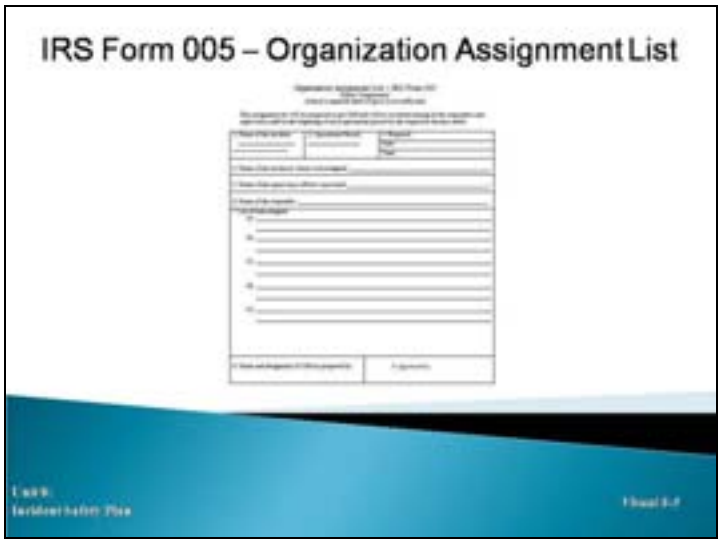


Key Points

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

Topic IRS Form 005 – Organization Assignment List



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 morning, so:

1. ANTICIPATE
2. PLAN MORE THAN ONE OPTION
3. CONTINGENCY PLAN EVERYTHING
4. IMPLEMENT LCES 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 any evacuees.
C. Focus on aircraft when using them around structures and powerlines.
D. Be certain residents are clear of the area before calling in aircraft.
E. Scout out propane and overhead powerlines, 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 extreme caution if you plan to use any of the roads as escape routes.
I. Report any suspicious actions or situations immediately to security.
H. Keep hydrated,watch for spotting, watch for snag fall.

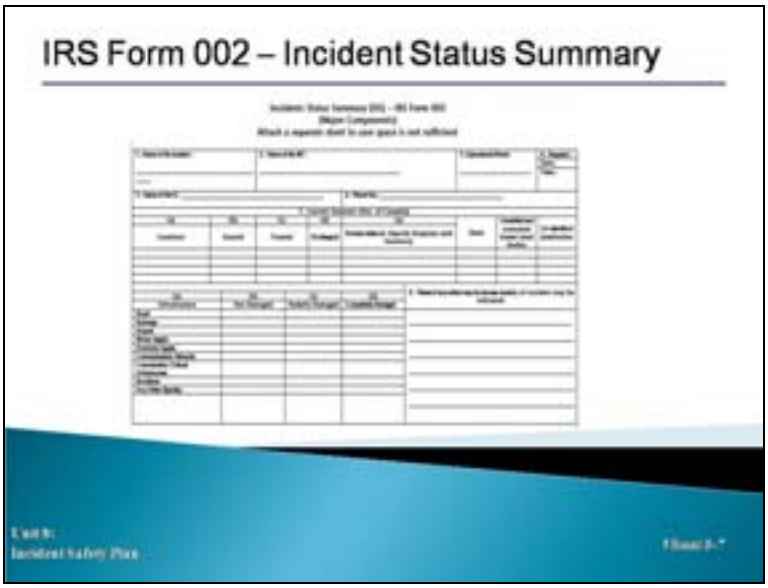
--- The Safety Officer ---

Unit 8:
Incident Safety Plan

Visual 8-4

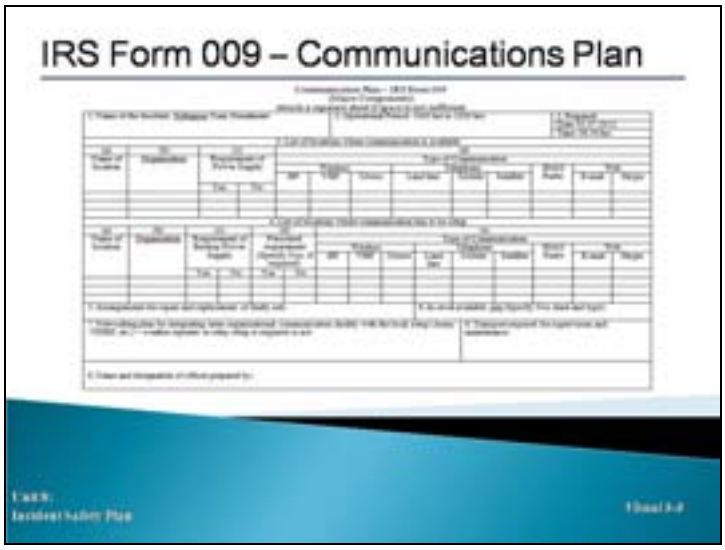
Key Points

Topic IRS Form 002 – Incident Status Summary



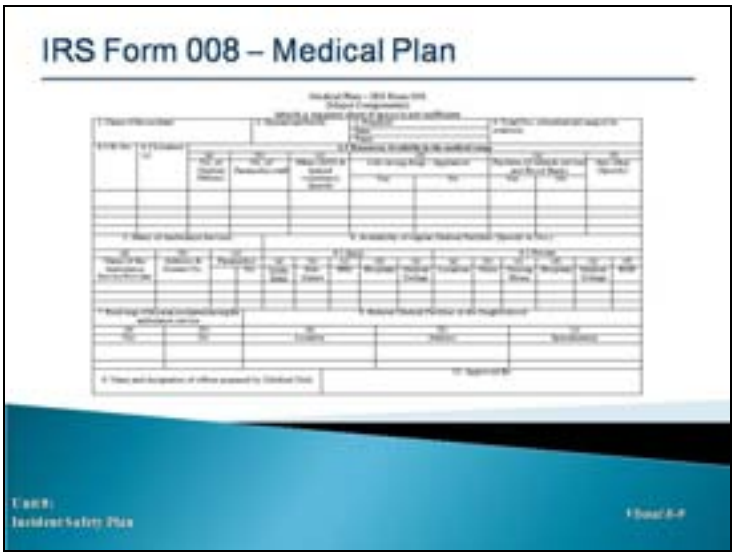
Key Points

Topic IRS Form 009 – Communications Plan



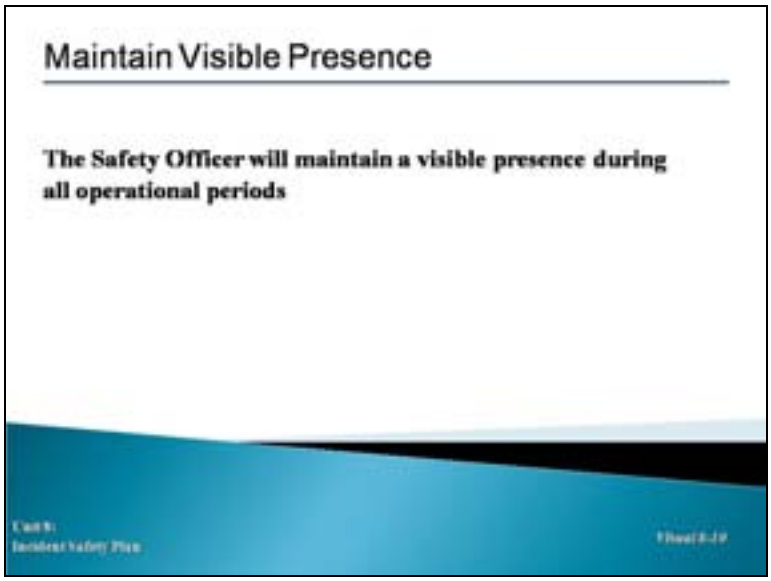
Key Points

Topic IRS Form 008 – Medical Plan



Key Points

Topic Maintain Visible Presence

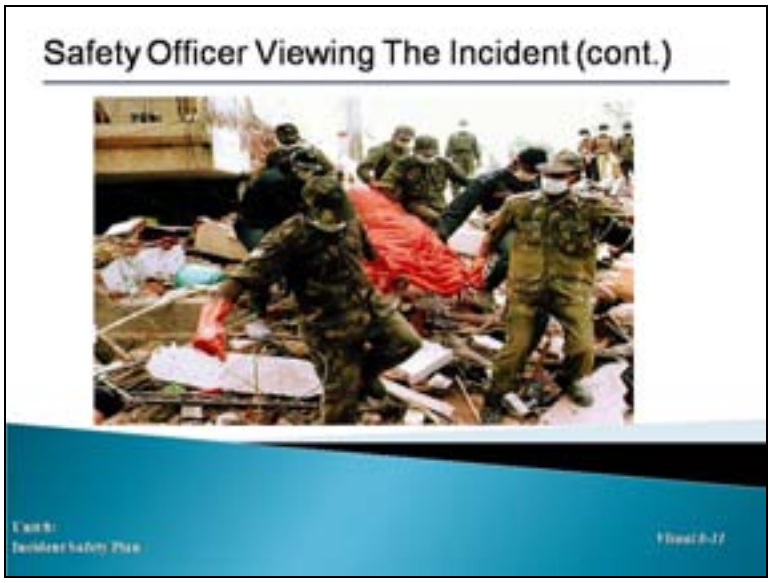


Key Points

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

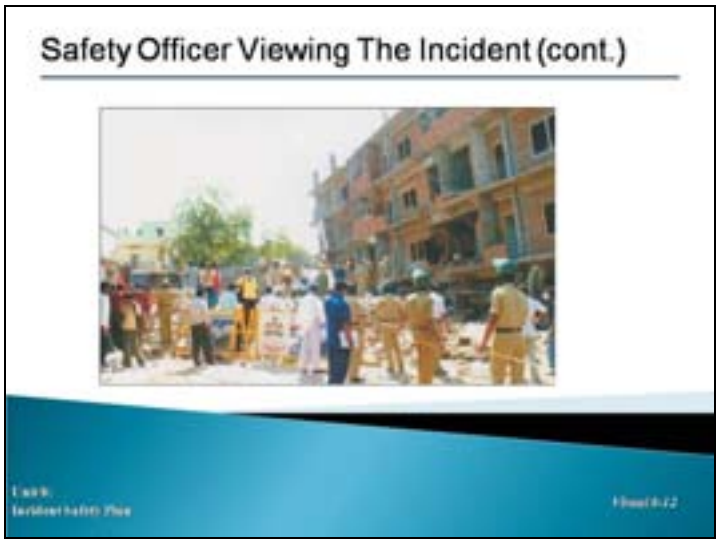
Topic Safety Officer Viewing the Incident (cont.)



Key Points

What do you see here that worries you?

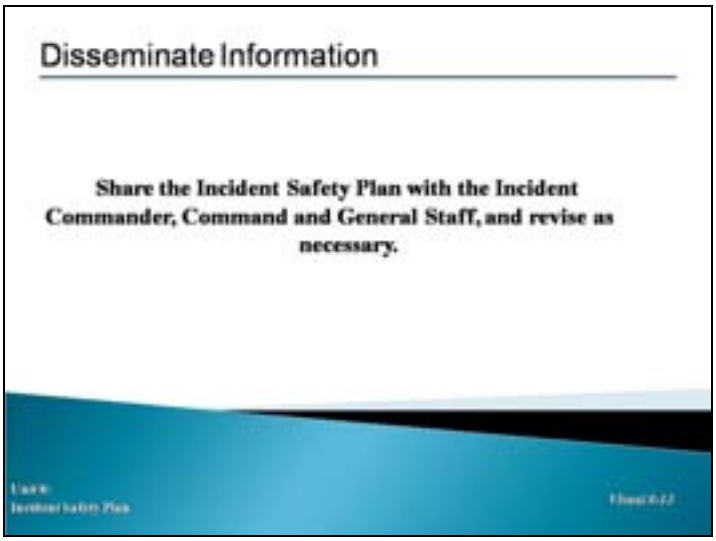
Topic Safety Officer Viewing the Incident (cont.)



Key Points

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

Topic Disseminate Information (cont.)

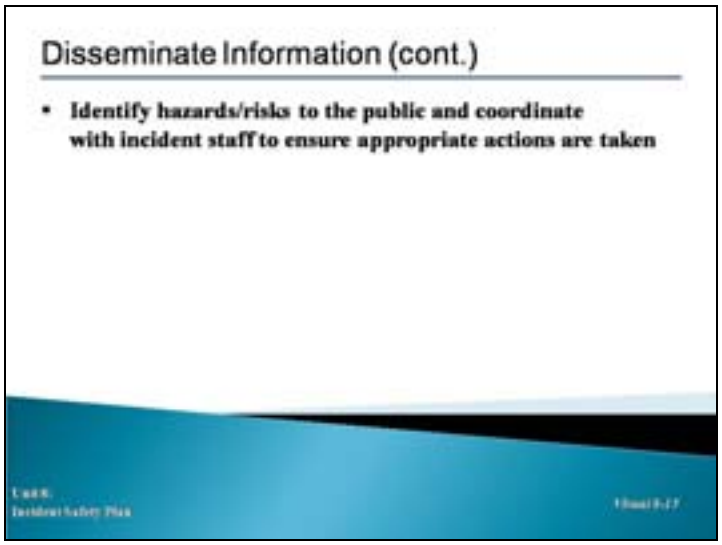


Key Points

Ensure that all agencies are included in safety planning.

- Briefings
- Safety Messages

Topic Disseminate Information (cont.)

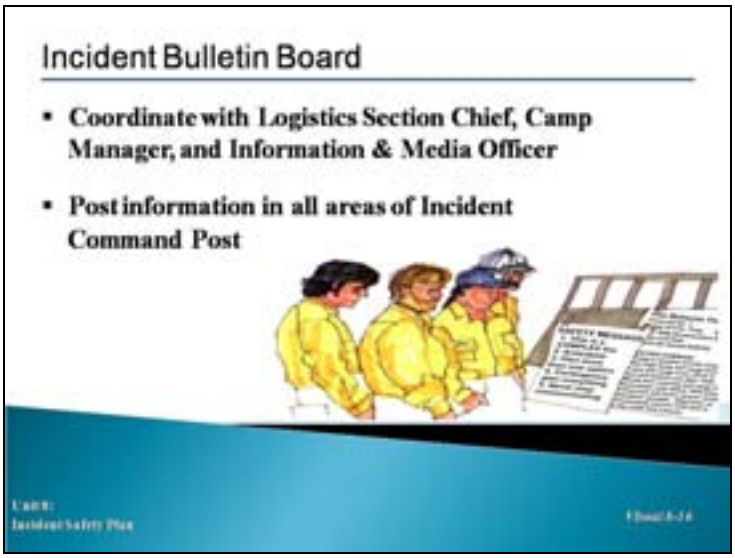


Key Points

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

Topic Incident Bulletin Board

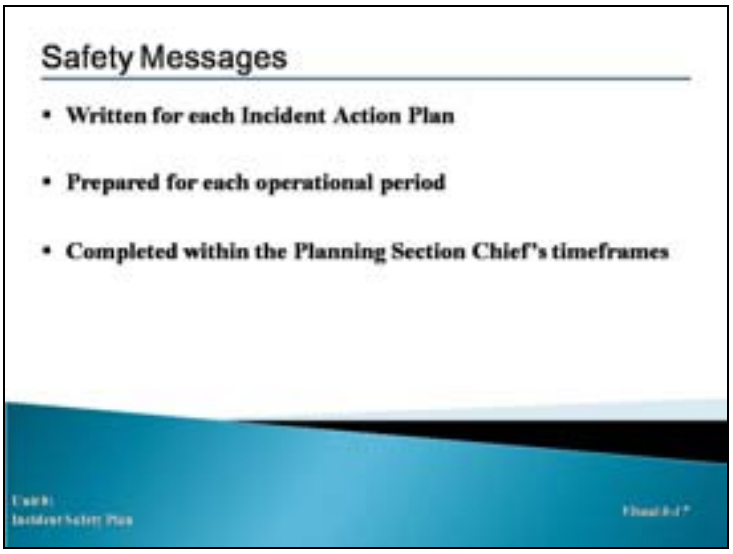


Key Points

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

Topic Safety Message



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

Topic Safety Messages (cont.)



Key Points

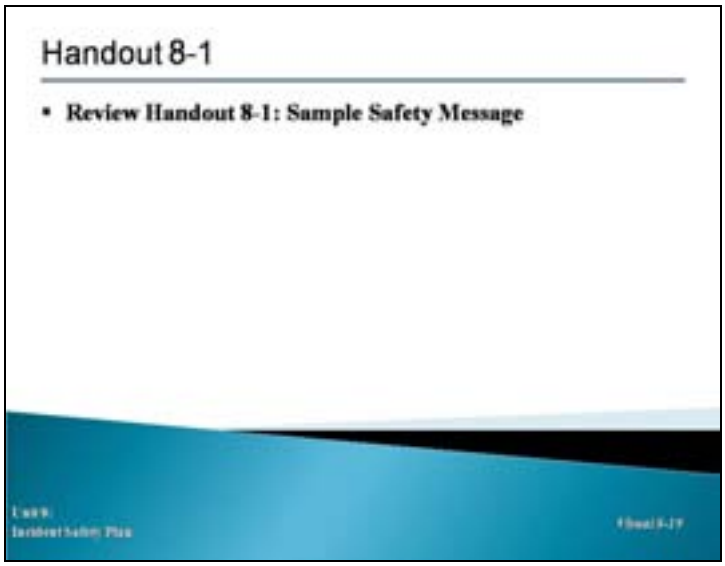
Safety messages should be (cont.):

- 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.

Topic Handout 8-1



Key Points

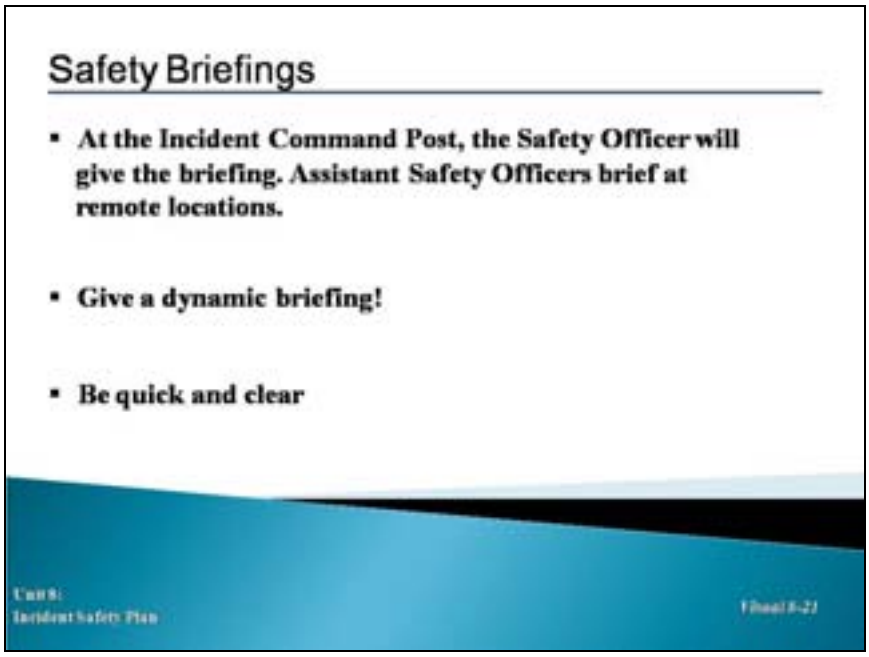
Topic Activity: Exercise 9



Key Points

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

Topic Safety Briefings



Key Points

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).

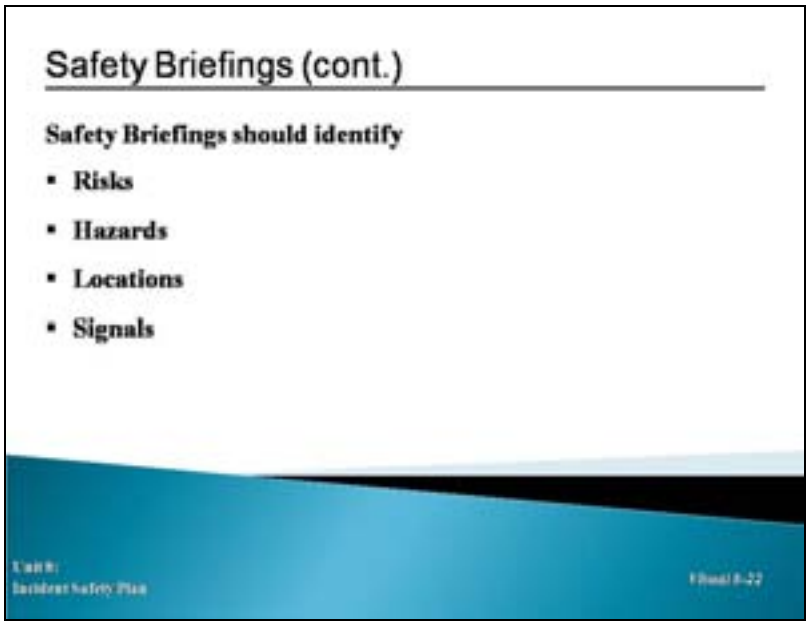
At the Incident Command Post/Field Office, an assigned Safety Officer will give the briefing. Assistant Safety Officers will brief at remote locations, or one can give the main incident briefing if the Safety Officer is at another site.

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.

Topic Safety Briefings (cont.)

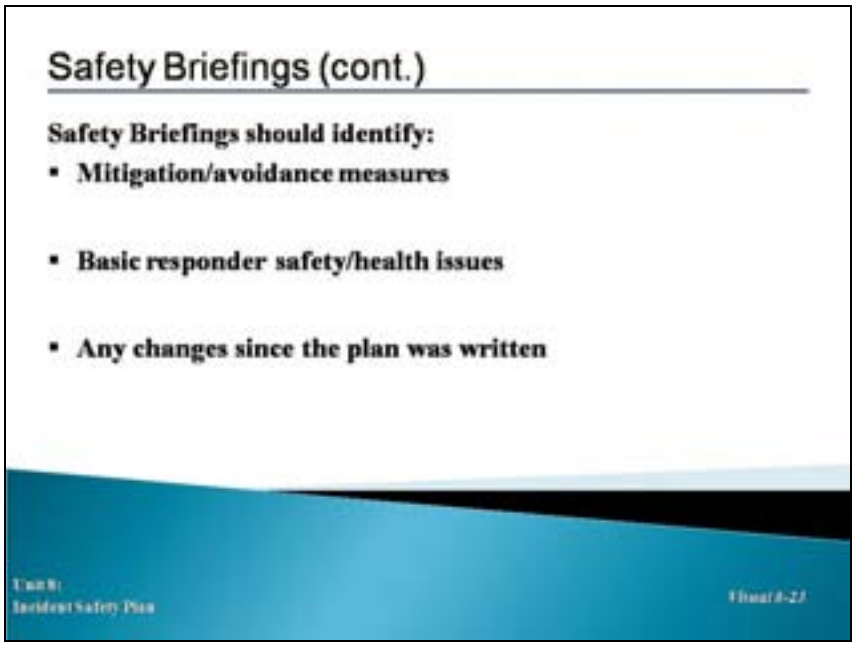


Key Points

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

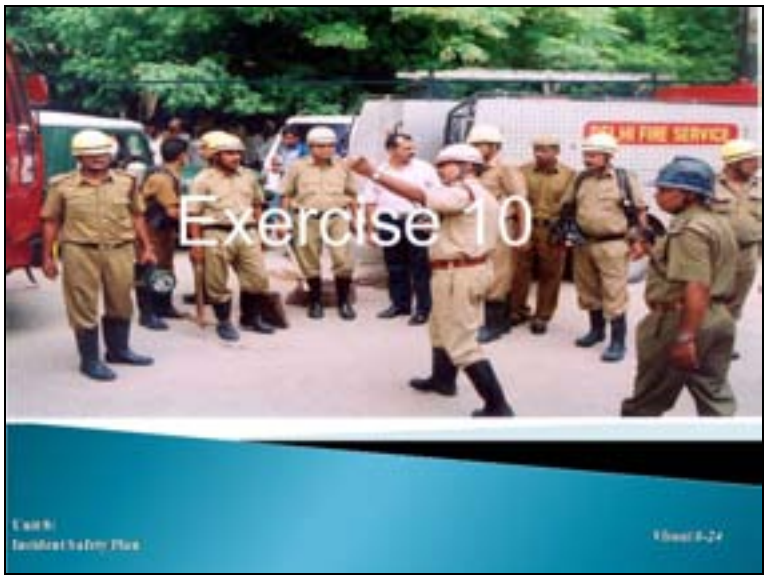
Topic Safety Briefings (cont.)



Key Points

- Mitigation/avoidance measures
- Basic responder safety/health issues
- Any changes since the plan was written

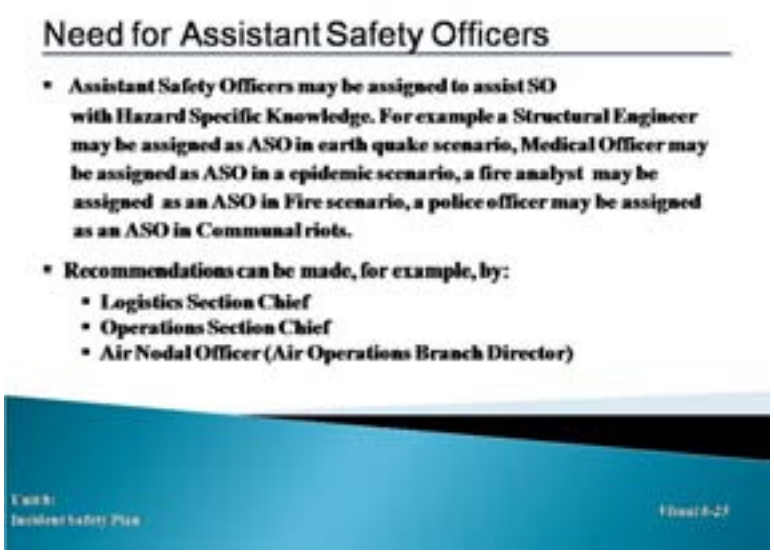
Topic Activity: Exercise 10



Key Points

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

Topic Need for Assistant Safety Officers



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.

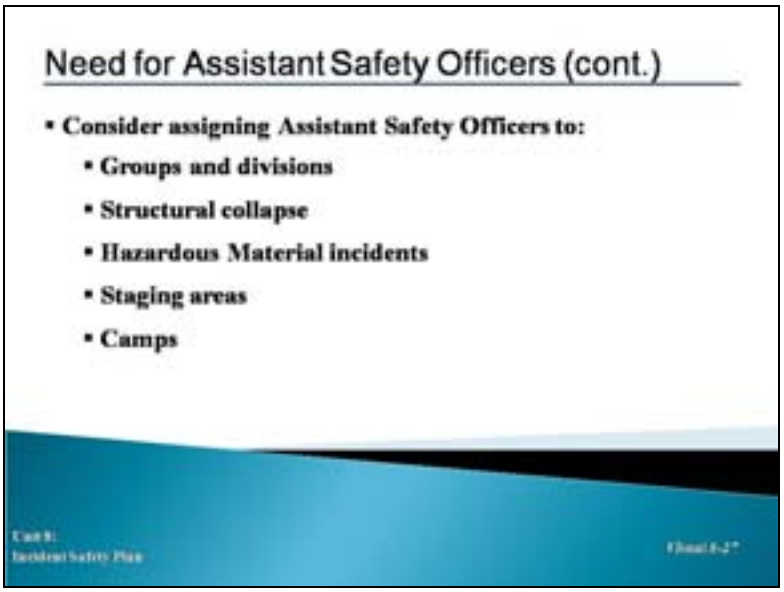
• Recommendations can be made by the Logistics Section Chief (Incident Command Post, incident base, and camps), Operations Section Chief (staging areas), and Air Nodel Officer (Air Operations Branch Director) (helibase).

Topic High-Risk Operation



Key Points

Topic Need for Assistant Safety Officers (cont.)



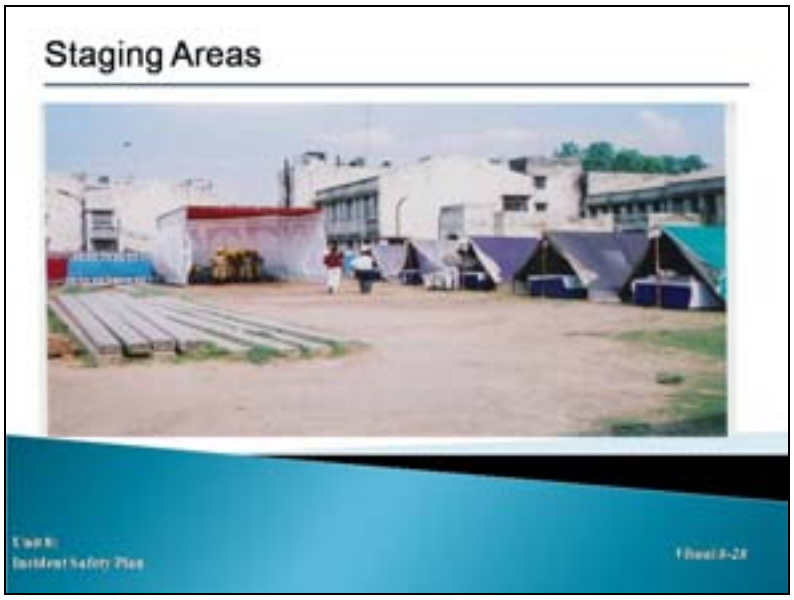
Key Points

Consider assigning Assistant Safety Officers to:

- Groups and divisions
- Structural collapse
- Hazardous Material incidents
- Staging areas
- Camps

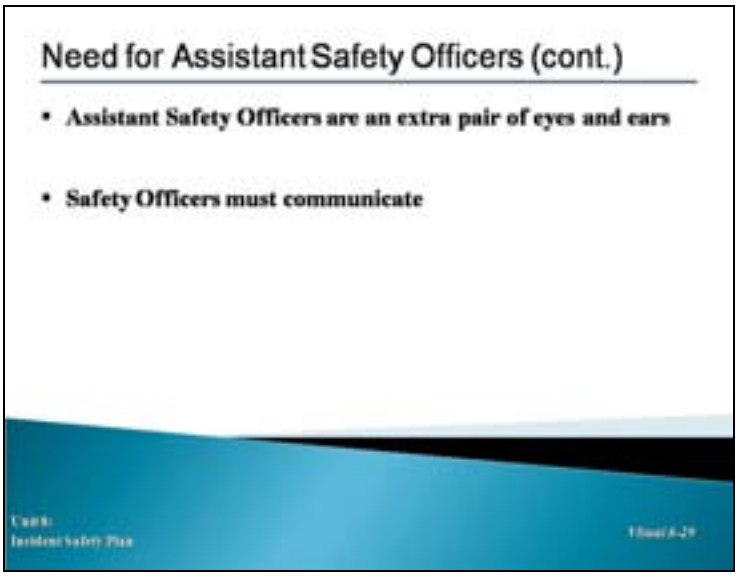
Assistant Safety Officers should be assigned based on their skill sets, experience, and demeanors.

Topic Staging Areas



Key Points

Topic Need for Assistant Safety Officers (cont.)

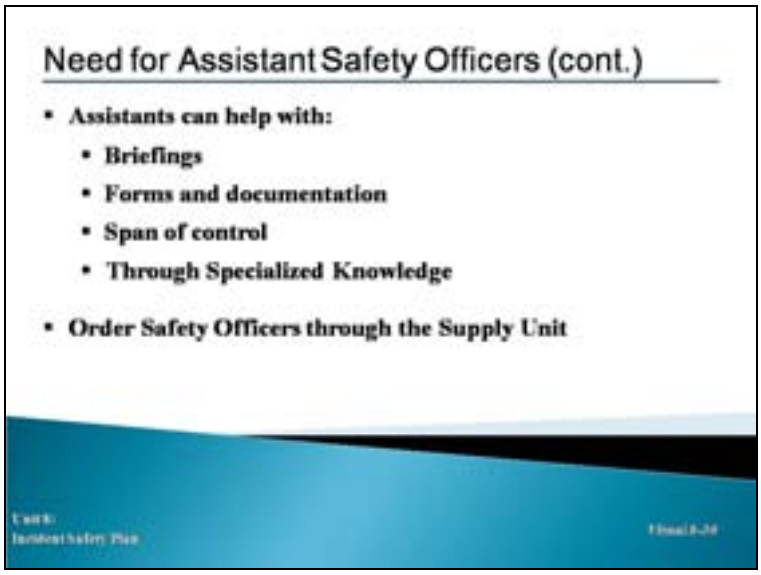


Key Points

• 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.

Topic Need for Assistant Safety Officers (cont.)

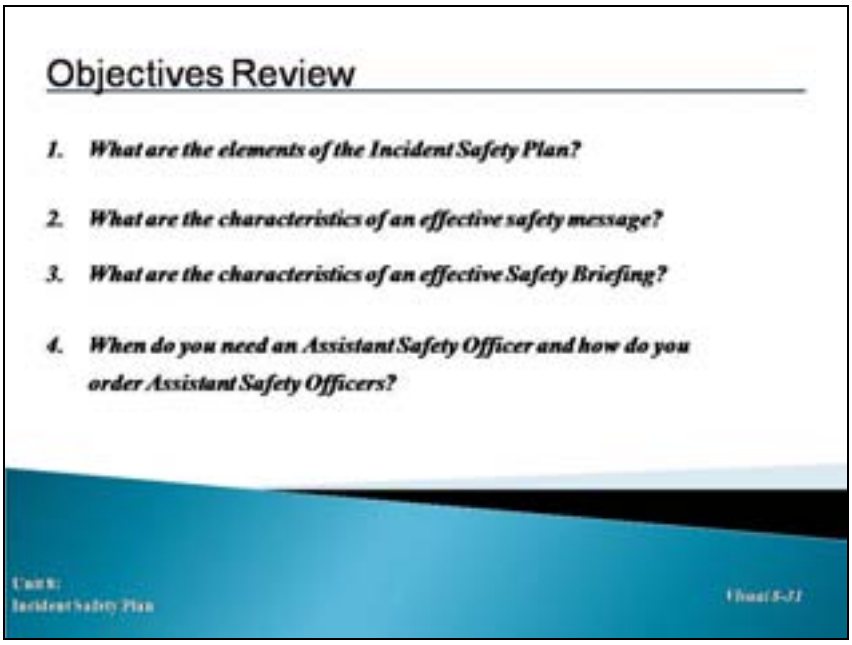


Key Points

• 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.

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.
2. Individually, design a Safety Message for inclusion in the Incident Action Plan.
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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Individual Completion	15 minutes	Small Groups
Debrief/Review	15 minutes	Classroom

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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Individual Completion	10 minutes	Small Groups
Discussion/Review	20 minutes	Classroom

"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!!!

- 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

Unit 9: Coordination with the Logistics Section

Participant Manual

Unit 9 Coordination With The Logistics Section

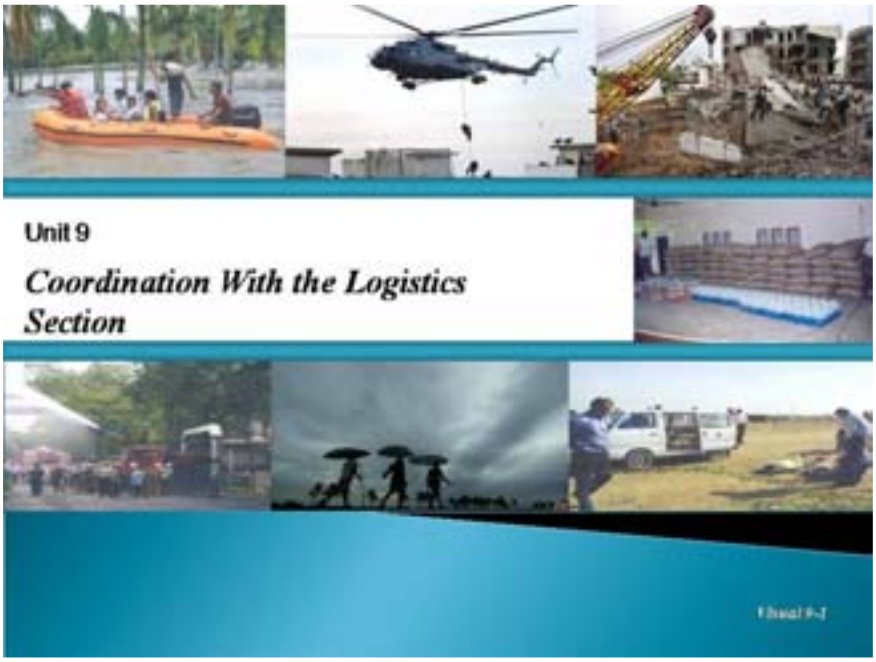
Objectives

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

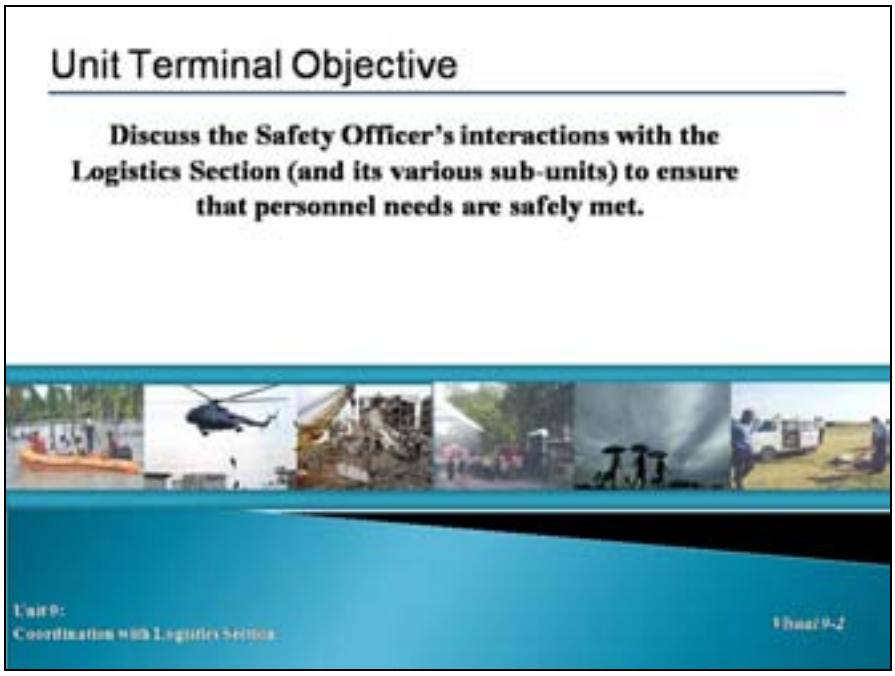
Topic

Unit Title



Key Points

Topic Unit Objectives



Key Points

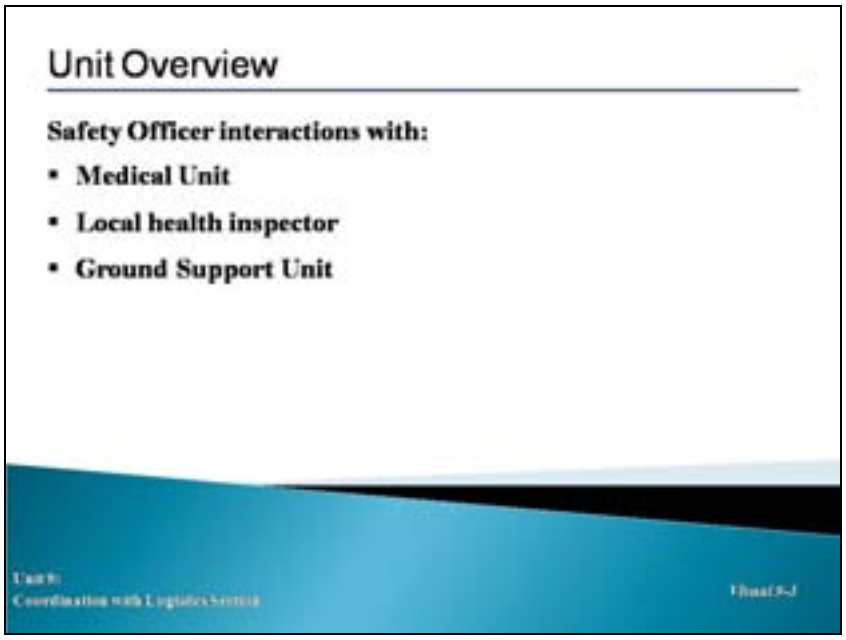
Unit Terminal Objective

- 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 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

Topic Unit Overview

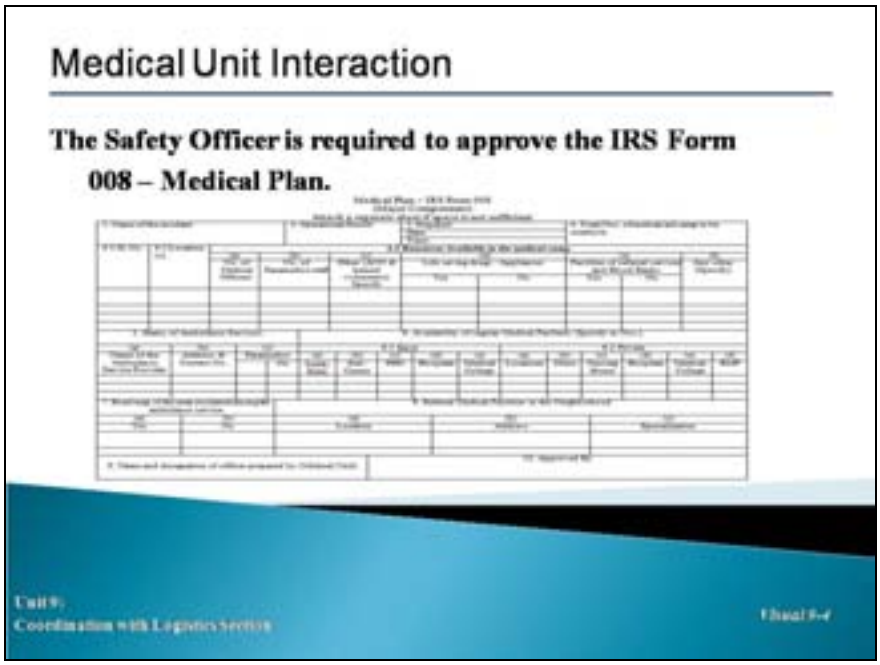


Key Points

Safety Officer interactions with:

- Medical Unit
- Local Health Inspector
- Ground Support Unit

Topic Medical Unit Interaction

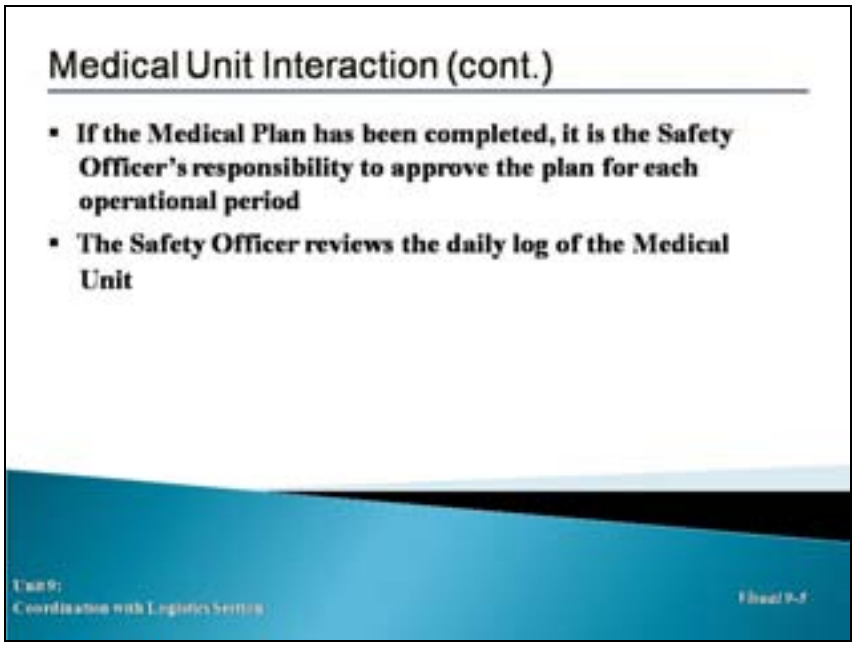


Key Points

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.

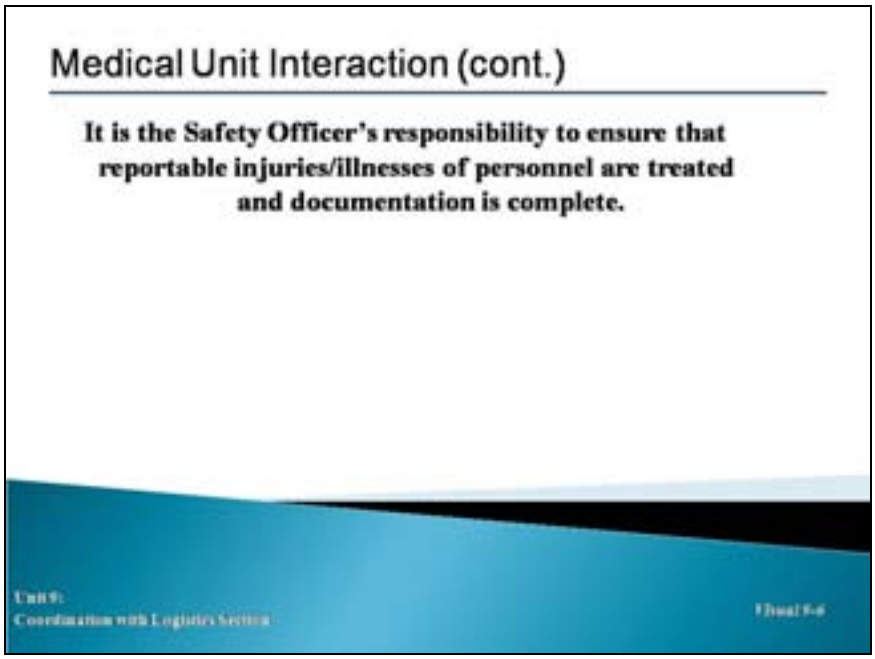
Topic Medical Unit Interaction (cont.)



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.

Topic Medical Unit Interaction (cont.)

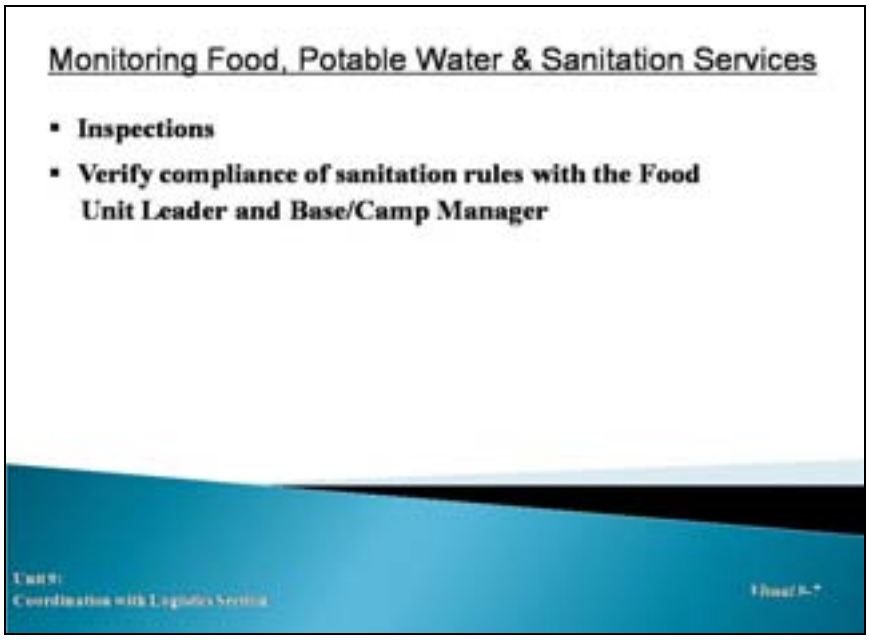


Key Points

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.

Topic Monitoring Food, Potable Water, and Sanitation Services



Key Points

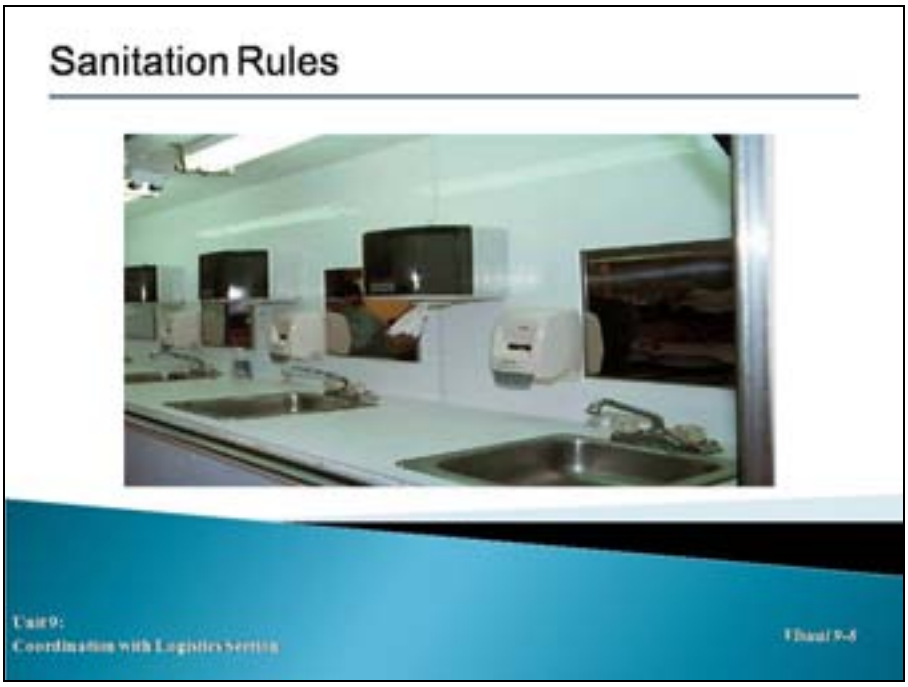
Inspections

- 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.

Topic Sanitation Rules



Key Points

Sanitation Rules

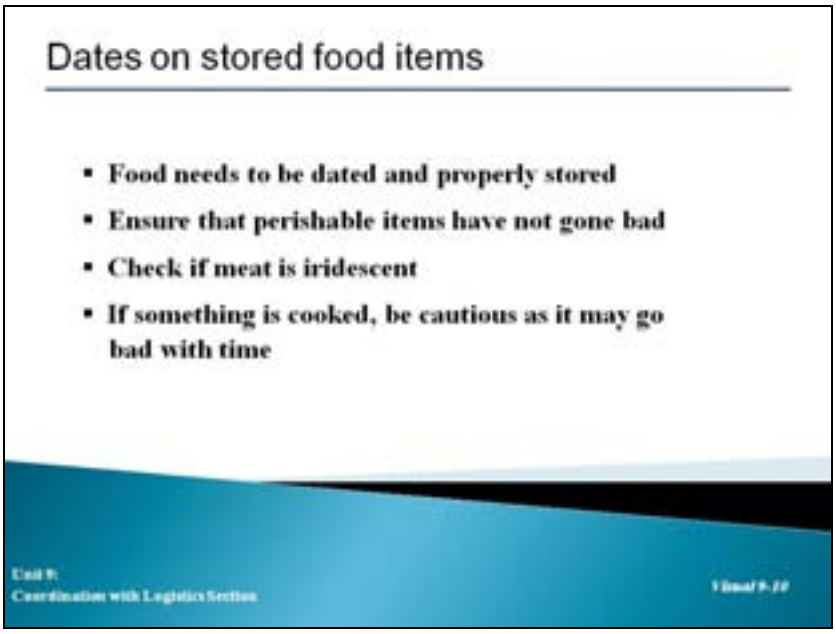
Topic Serving Tables



Key Points

Serving Tables

Topic Dates on stored food items



Key Points

Dates on stores food items

- Food need to be properly dated and refrigerated
- Be careful with donated foods

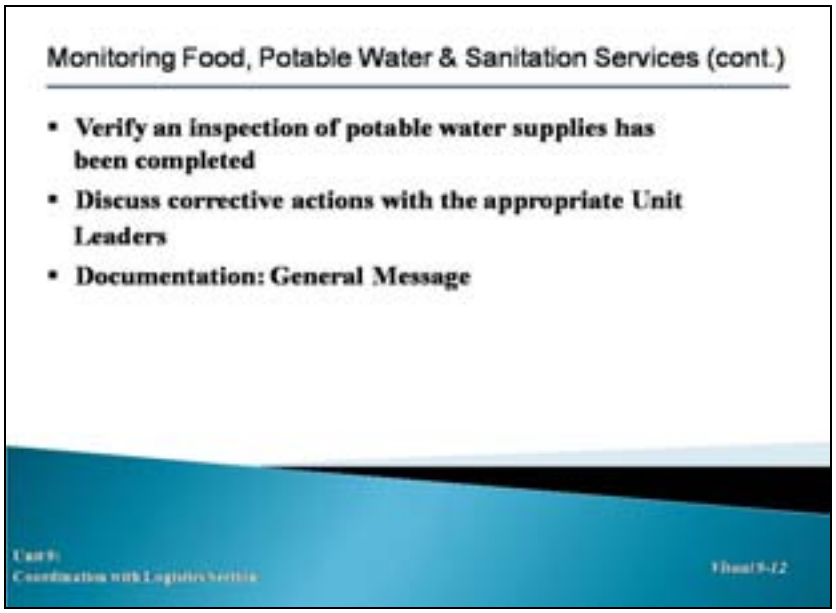
Topic Inspect Food Services



Key Points

Everything in this picture looks sanitary, but what are some issues that could exist even in a facility as clean as this?

Topic Monitoring Food, Potable Water, and Sanitation Services (cont.)



Key Points

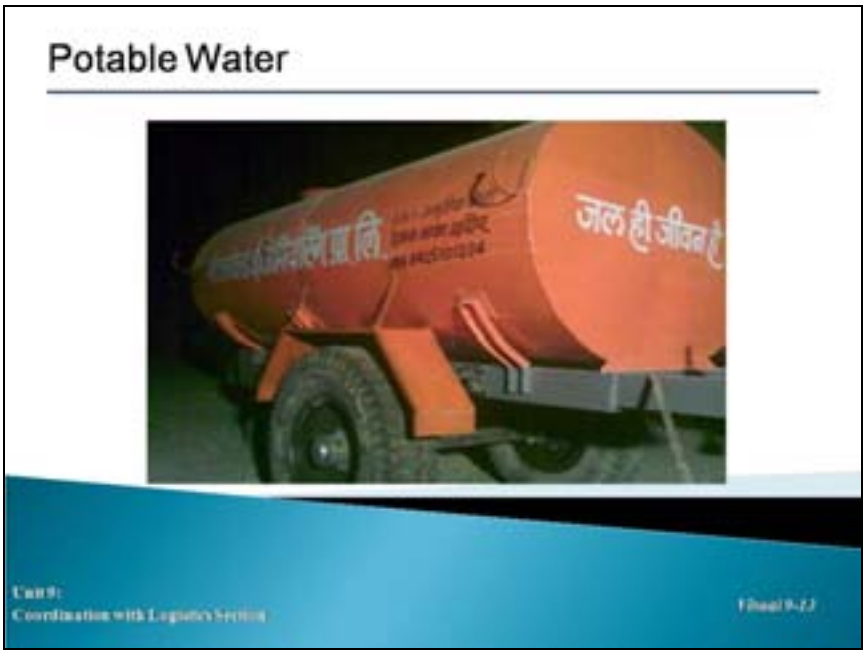
Verify that an inspection of potable water supplies has been completed.

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

In the case of a deficiency, review and discuss corrective actions with the appropriate Unit Leaders.

Documentation – General Message

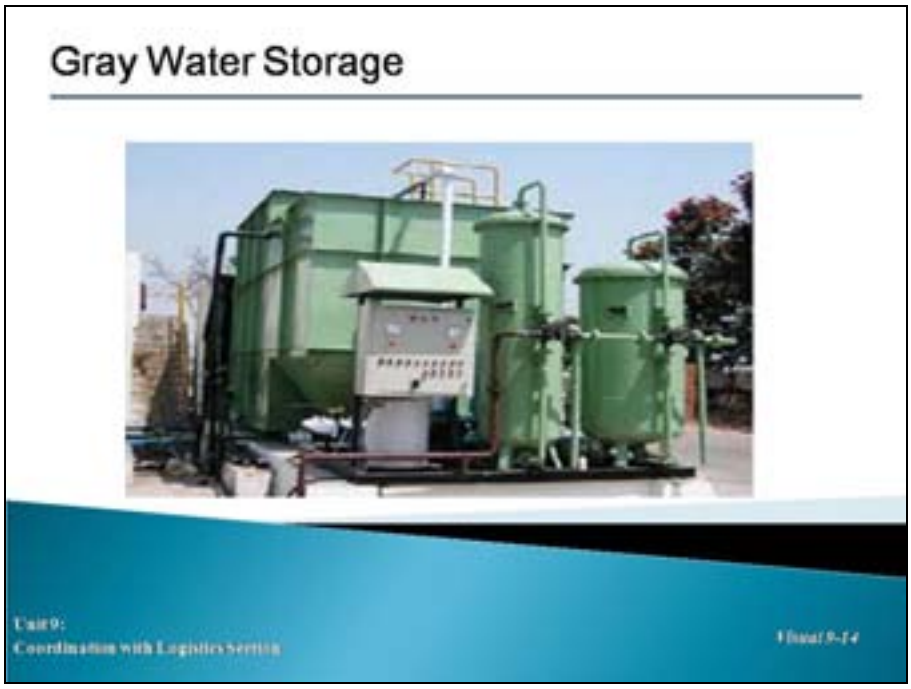
Topic Potable Water



Key Points

Ensure water containers are certified.

Topic Gray Water Storage



Key Points

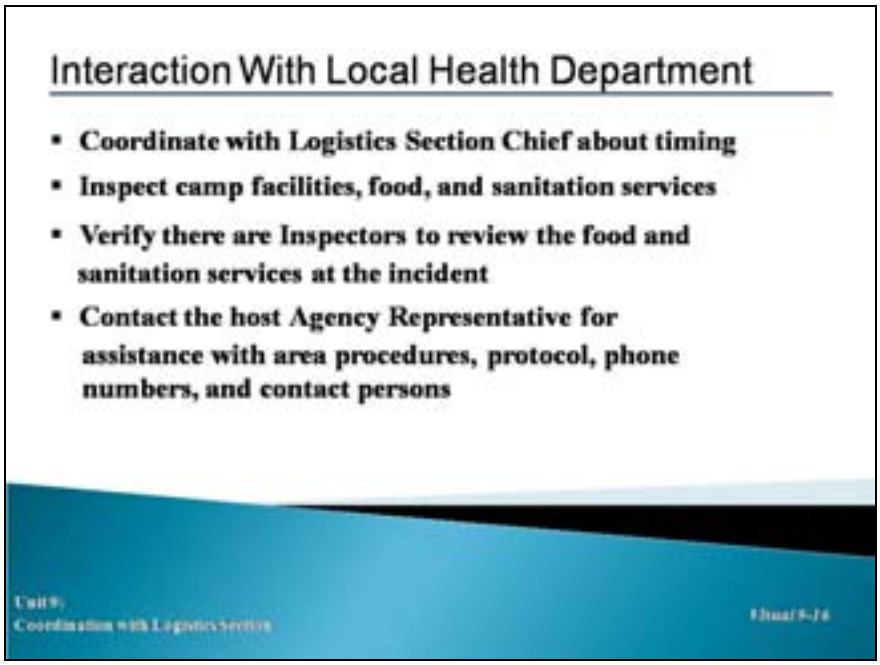
Gray Water Storage

Topic Inspect Sanitation Services



Key Points

Topic Interaction With the Local Health Department

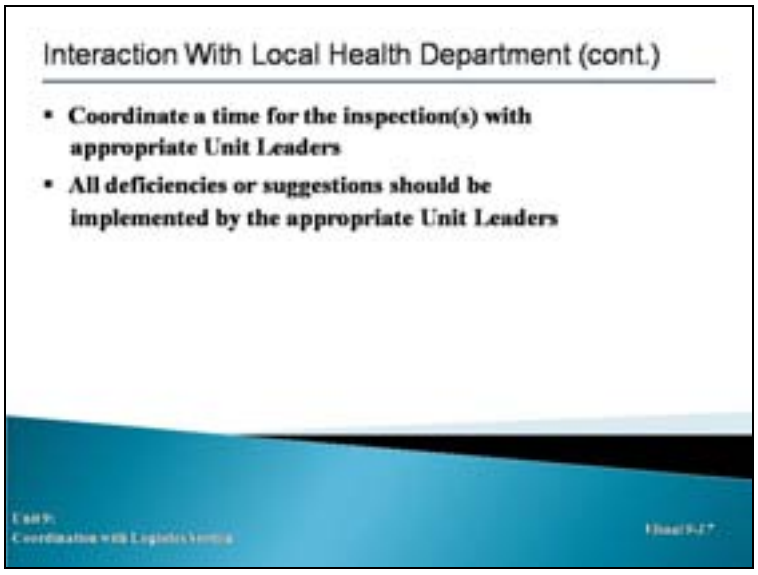


Key Points

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.

Topic Interaction With the Local Health Department (cont.)

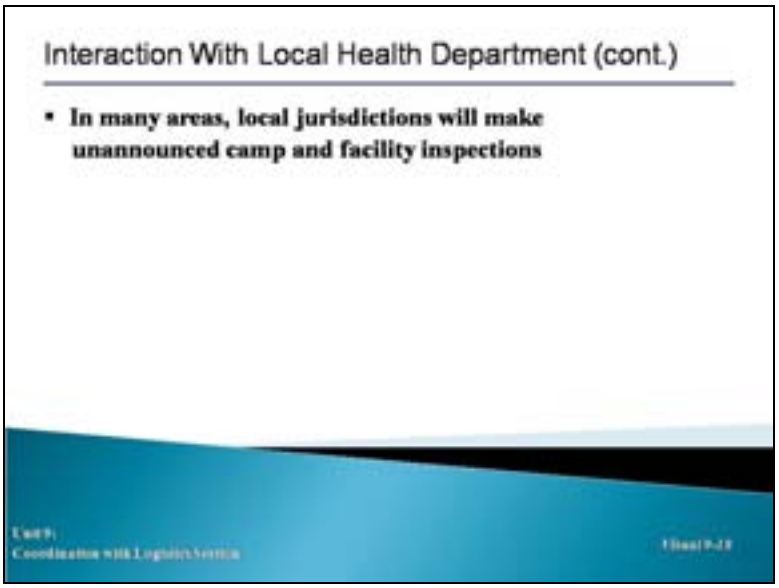


Key Points

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 Leader, the followup report sent to the local department, and a copy kept in the incident closeout package.

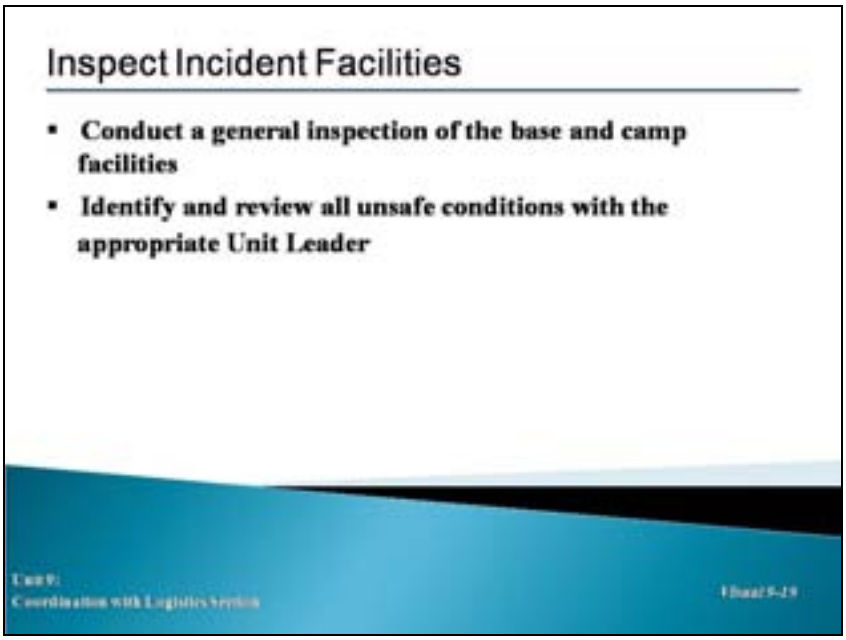
Topic Interaction With the Local Health Department (cont.)



Key Points

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.

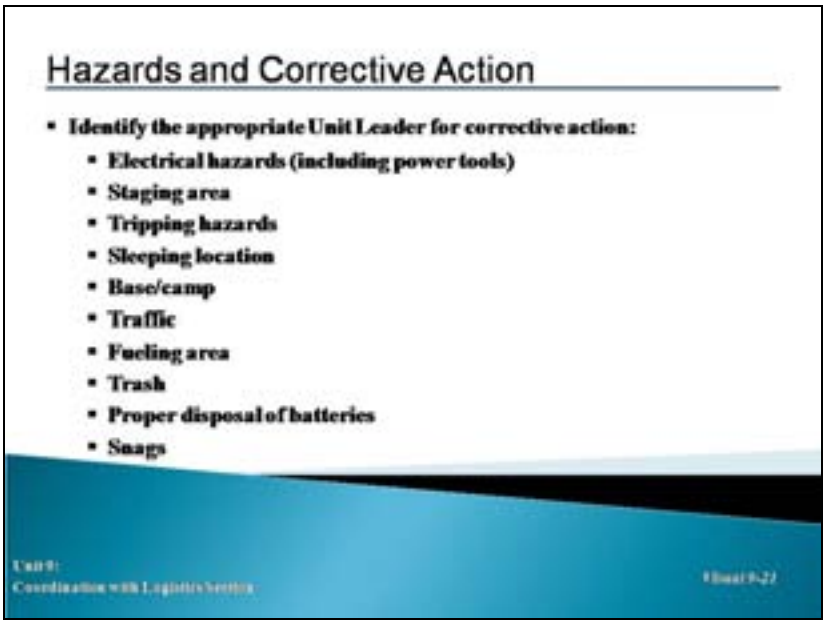
Topic Activity: Exercise 11



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

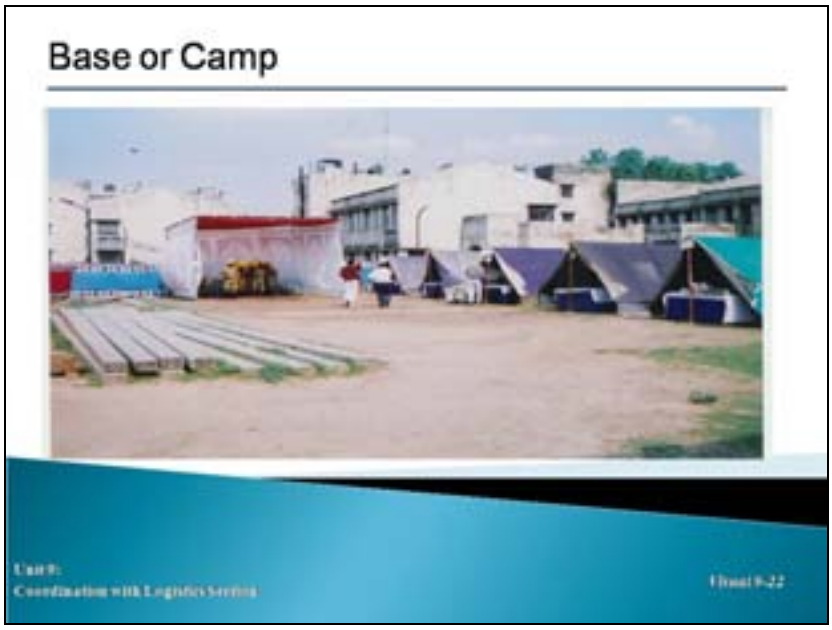


Key Points

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

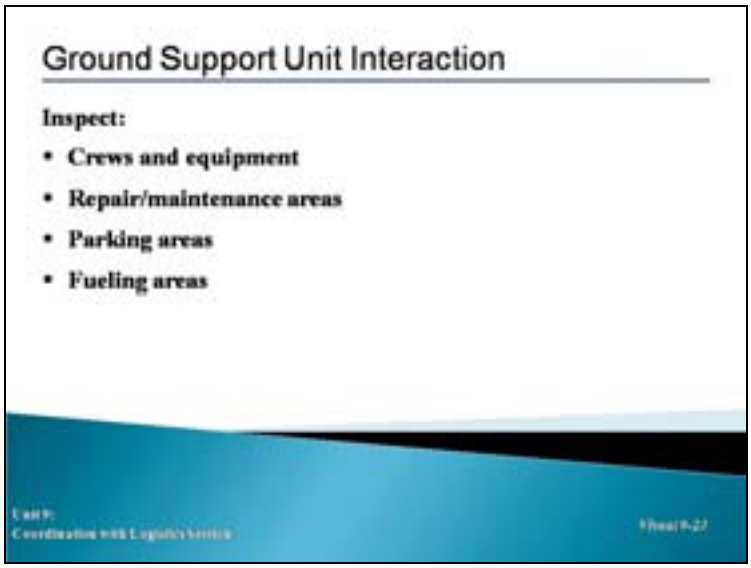
- Electrical hazards (including power tools)
- Staging area
- Tripping hazards
- Sleeping location
- Base/camp
- Traffic
- Trash
- Proper disposal of batteries
- Snags

Topic Base or Camp



Key Points

Topic Group Support Unit Interaction



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)

Topic Vehicle Inspection



Key Points

Unsafe vehicles are a safety risk and could carry contraband. The Safety Officer is responsible for ensuring safe operation of the vehicles being used.

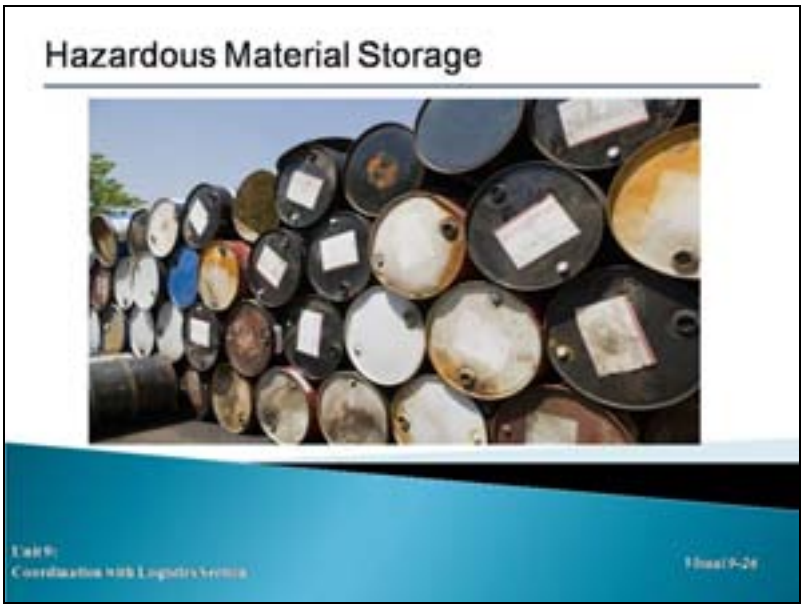
Topic Fueling Area



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.

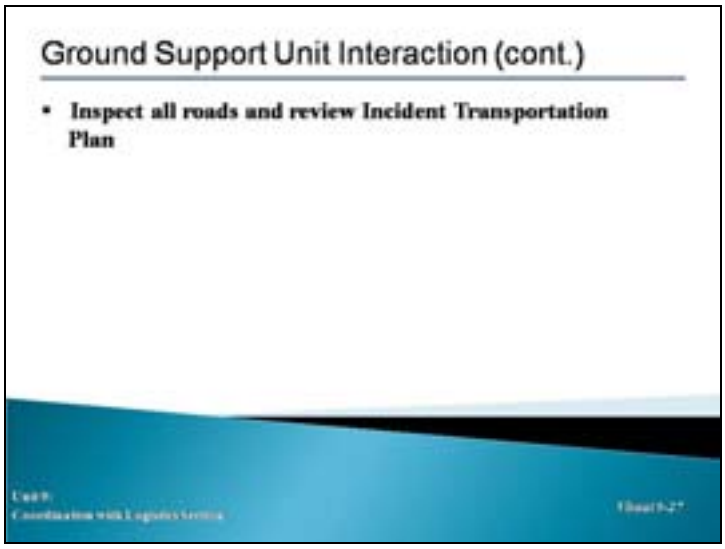
Topic Hazardous Materials Storage



Key Points

Based on this image, what are the Safety Officer's responsibilities?

Topic Ground Support Unit Interaction (cont.)



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.

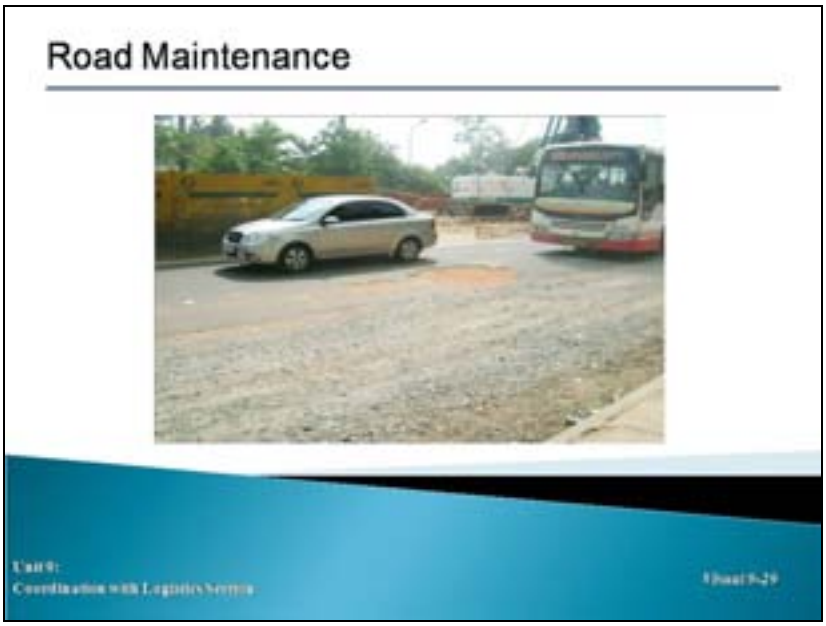
Topic Dust Control



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.

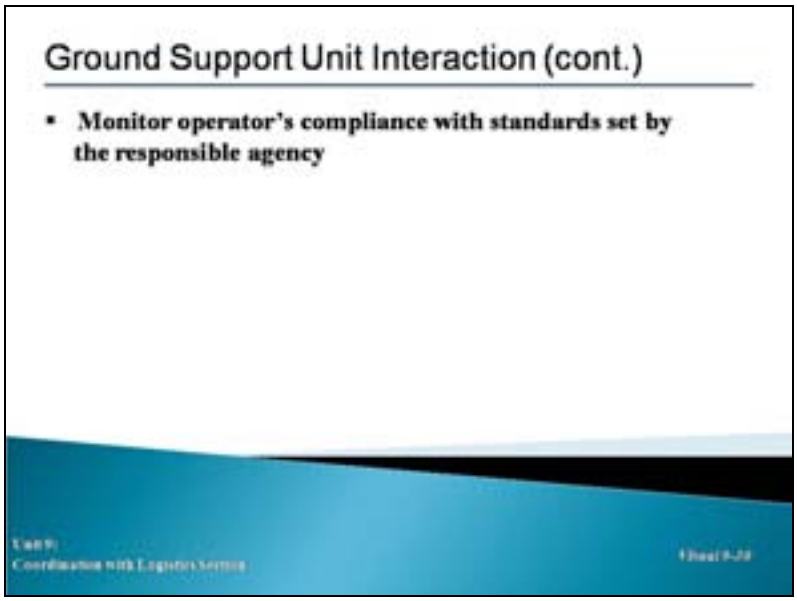
Topic Road Maintenance



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.

Topic Group Support Unit Interaction (cont.)

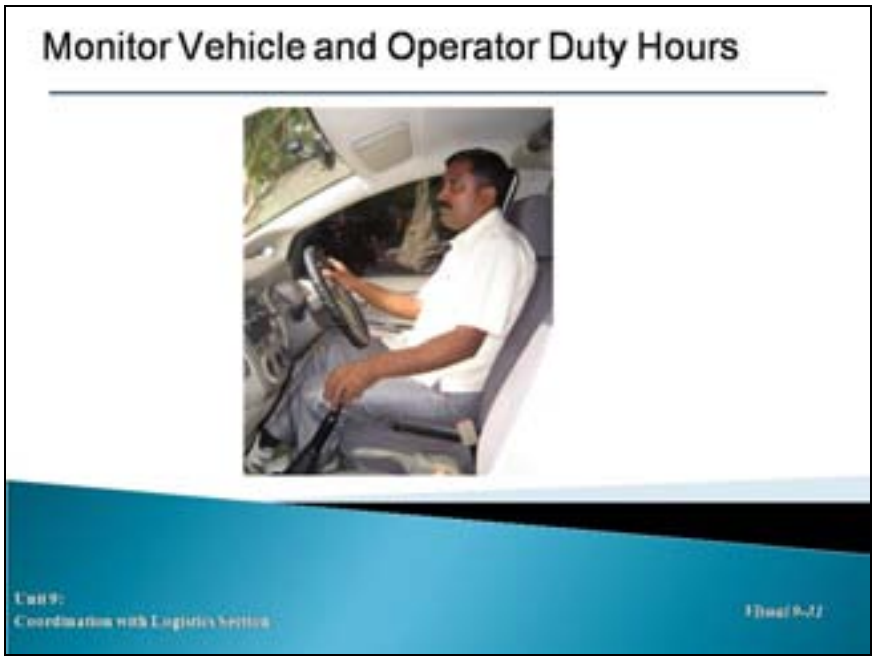


Key Points

Monitor operator's compliance with standards set by the responsible agency:

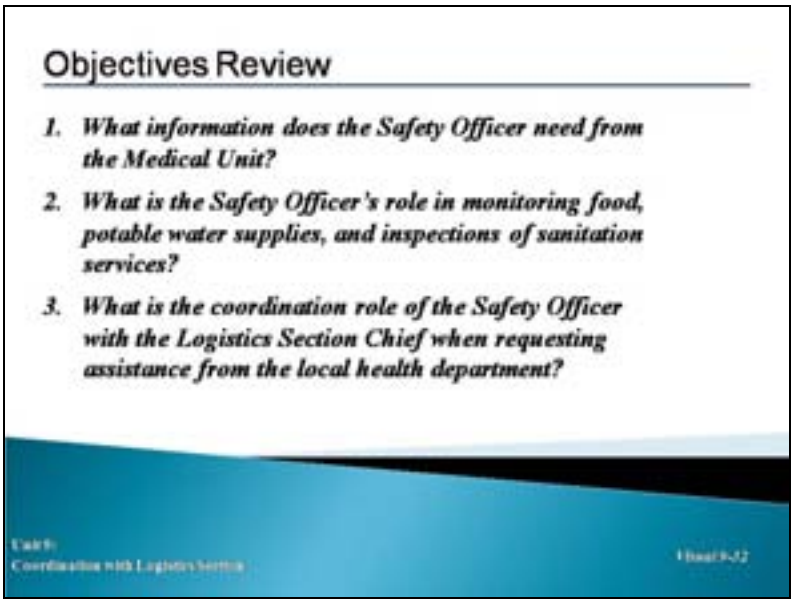
- Duty hours
- Log book and equipment records
- Ensure the Ground Support Unit Leader has verified that operators are licensed for the vehicles and equipment they are assigned
- Spot check for driver's licenses
- Ensure that drivers and operators who might visit the incident are properly trained in the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

Topic Monitor Vehicle and Operator Duty Hours



Key Points

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

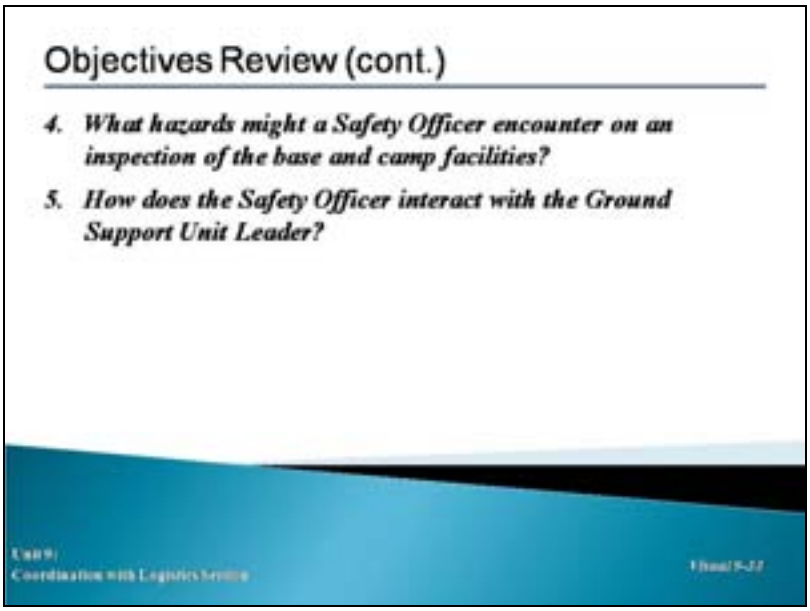
Unit Enabling Objectives

• 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

Topic Objectives Review (cont.)



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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	20 minutes	Small Groups
Debrief/Review	25 minutes	Classroom

Unit 10: Operations and General Health and Welfare

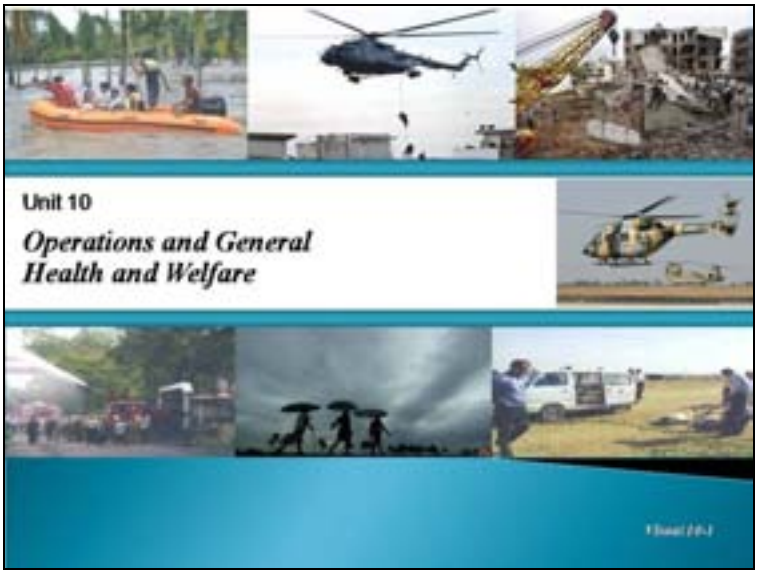
Participant Manual

Objectives

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

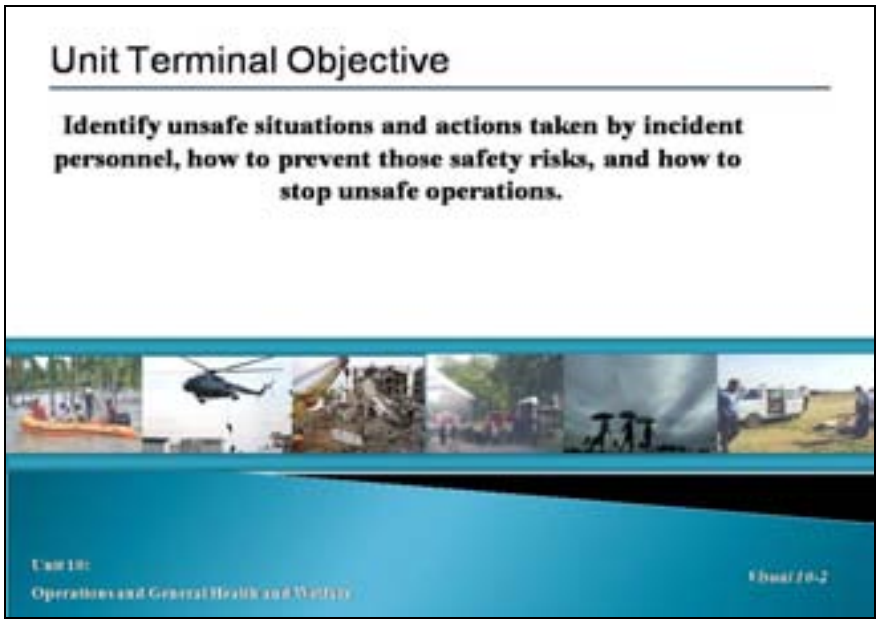
- Identify unsafe actions and situations that could be undertaken by personnel while working on the incident, how to prevent those safety risks, and how to stop unsafe operations
- Describe the methods used by the Safety Officer to promote the general health and welfare of incident personnel
- List ways 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

Topic Unit Title



Key Points

Topic Unit Objectives



Key Points

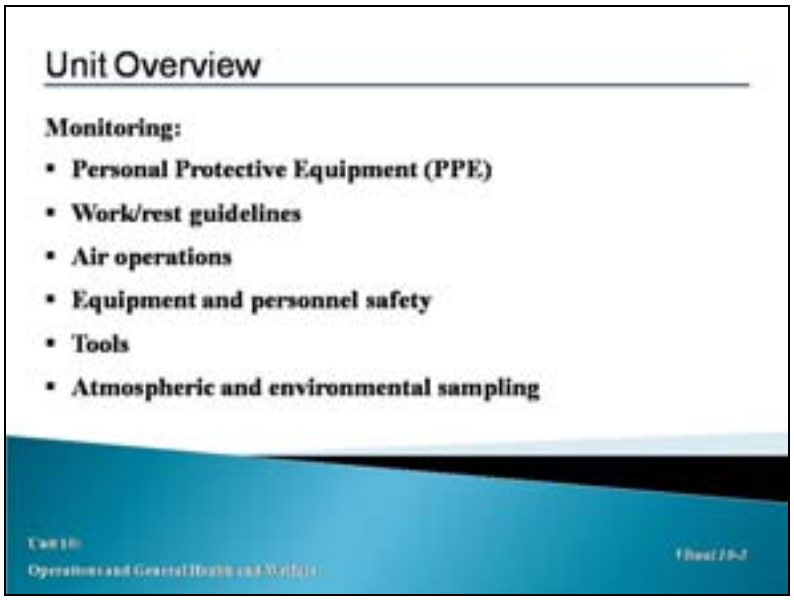
Unit Terminal Objective

- 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

Topic Unit Overview

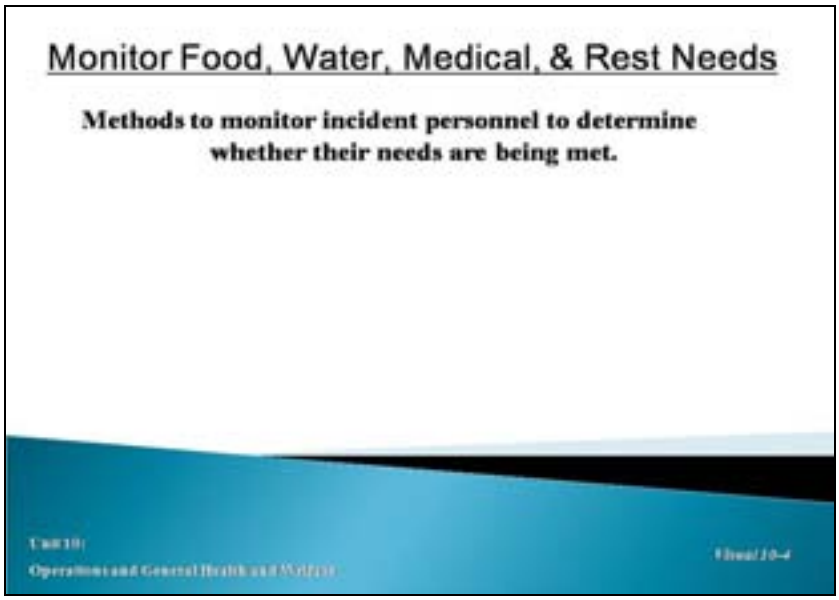


Key Points

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

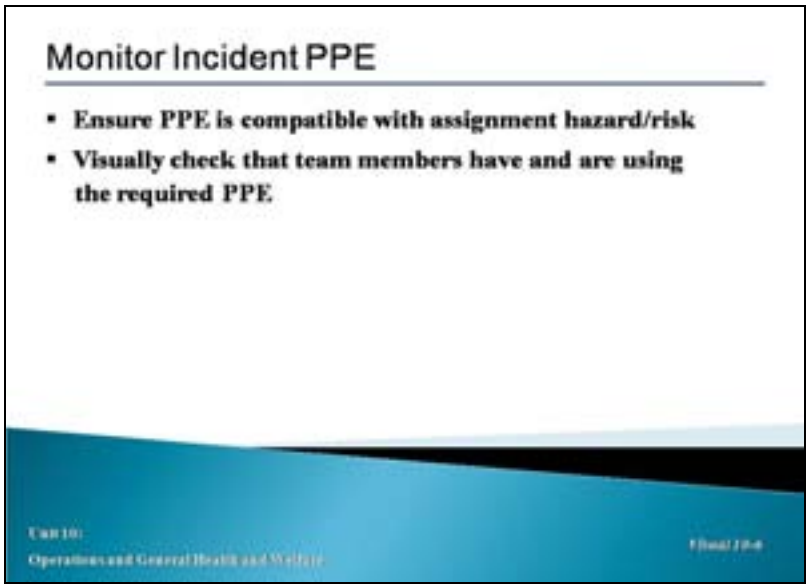
Topic Inclement Weather



Key Points

Coordinate with appropriate Unit Leader to anticipate needs (clothing, facilities) for inclement weather.

Topic Monitor Incident Personal Protective Equipment (PPE)



Key Points

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

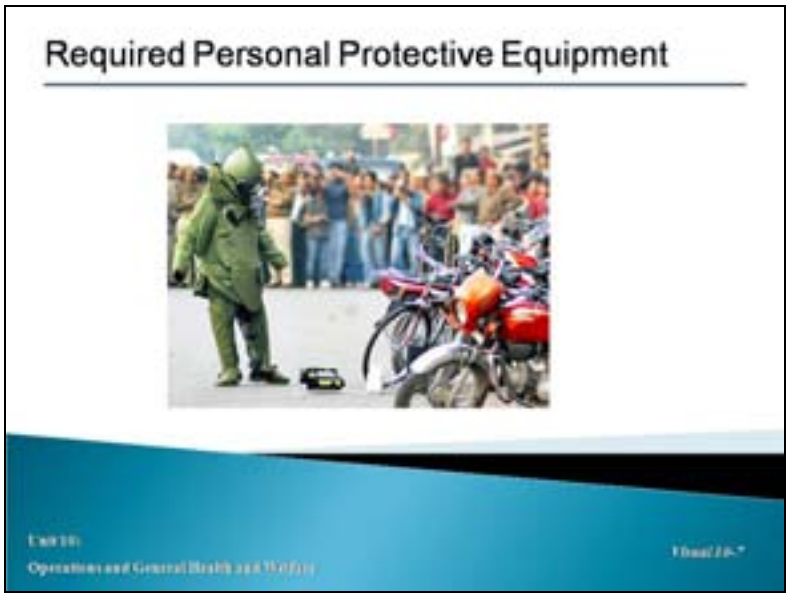
- Goggles for nozzle operators
- Hard hats for field personnel
- Hearing protection for noisy environments (tool sharpener, pump operator, generators)
- Gloves, boots, helmets, etc.

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:

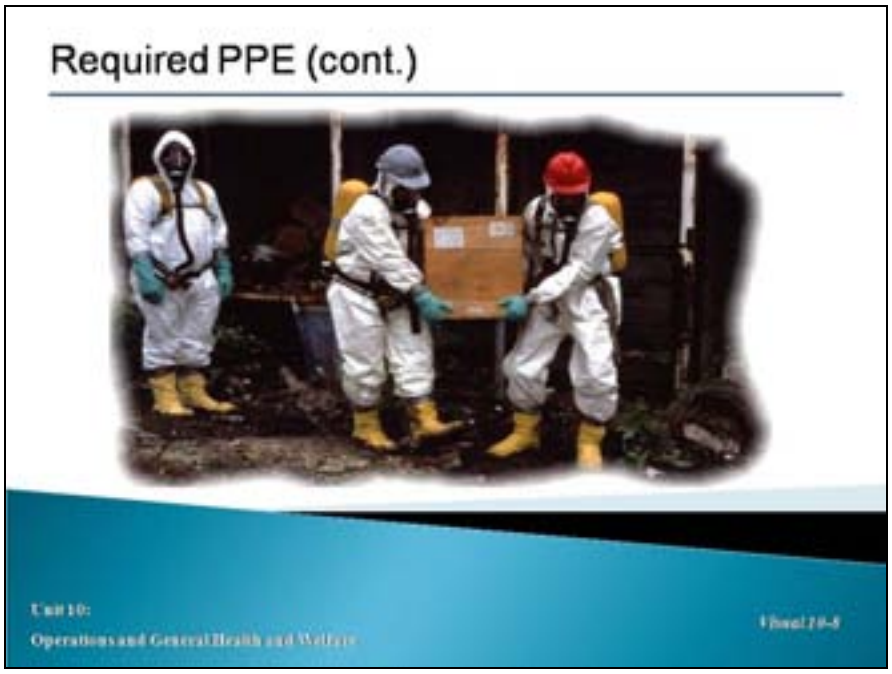
- Clean
- Proper fitting

Topic Required Personal Protective Equipment (PPE)



Key Points

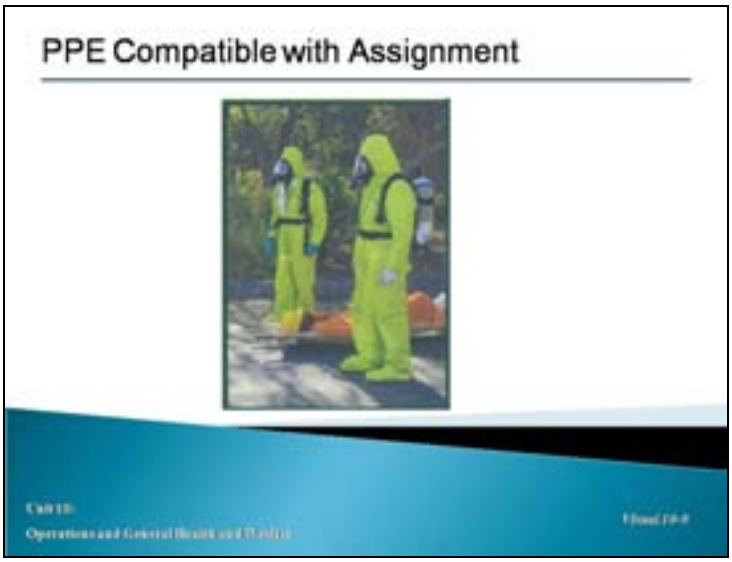
Topic Required PPE (cont.)



Key Points

What do you see that is wrong in this picture?

Topic PPE Compatible With Assignment



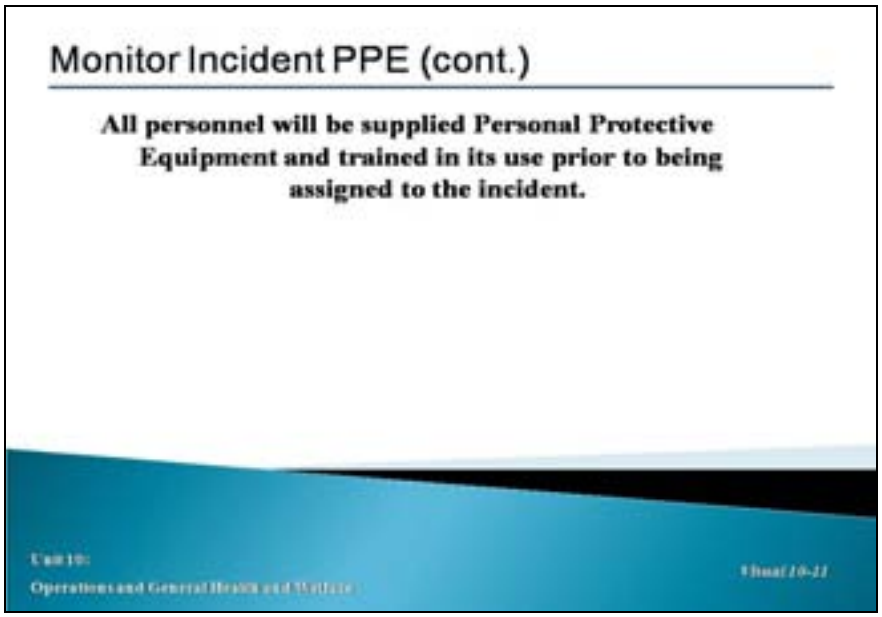
Key Points

Topic PPE Compatible With Assignment (cont.)



Key Points

Topic Monitor Incident PPE (cont.)

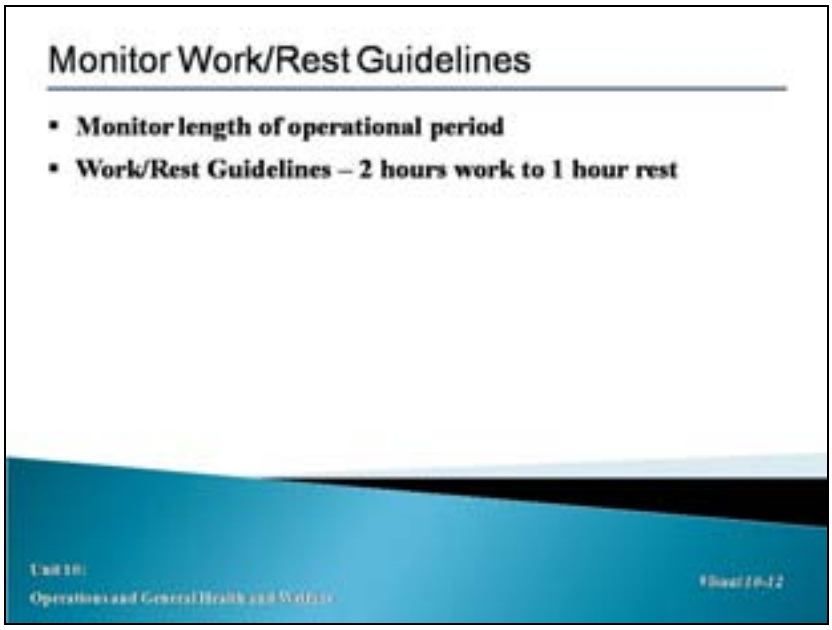


Key Points

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

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).

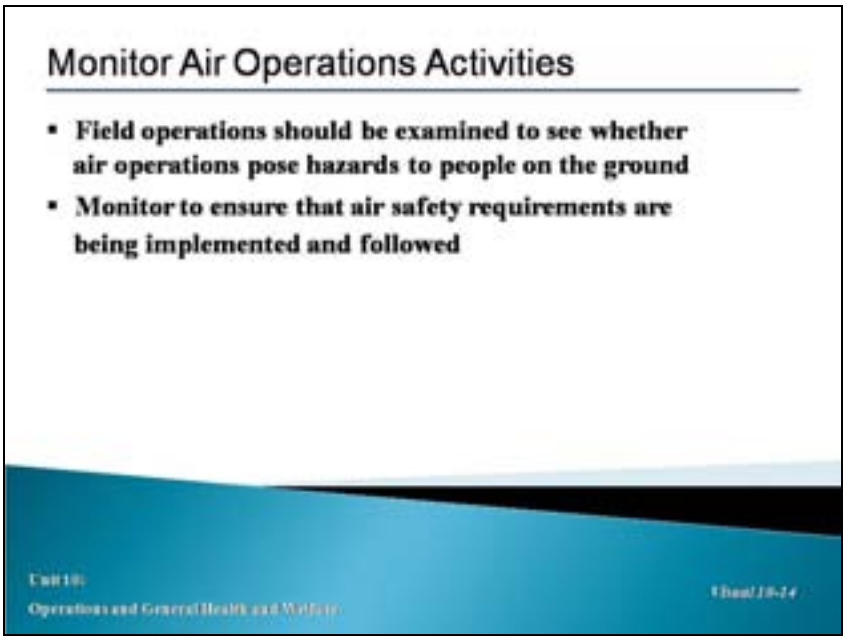
Topic Aviation Mishaps



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.

Topic Monitor Air Operations Activities



Key Points

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.

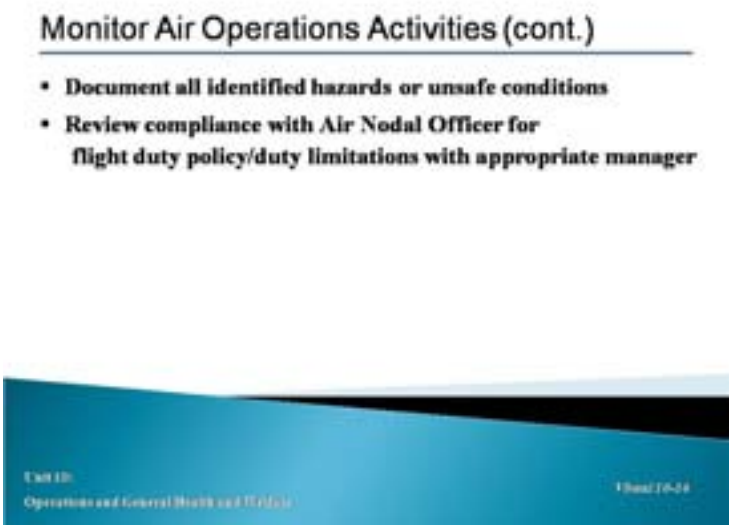
Conduct flight Safety Briefing.

Topic Coordinate With Ground Personnel



Key Points

Topic Monitor Air Operations Activities (cont.)



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.

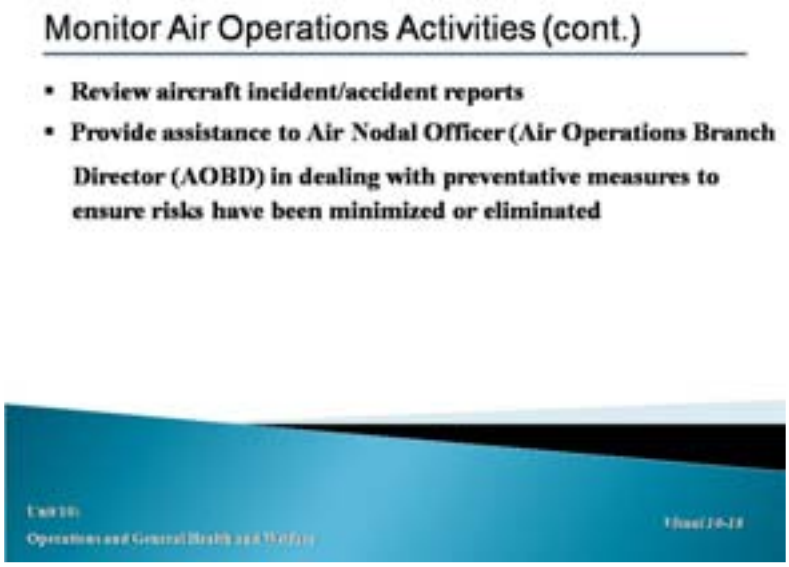
Topic Ensure Compliance With Agency Flight Duty Policies



Key Points

How do you ensure that flight duty policies are being followed?

Topic Monitor Air Operations Activities (cont.)

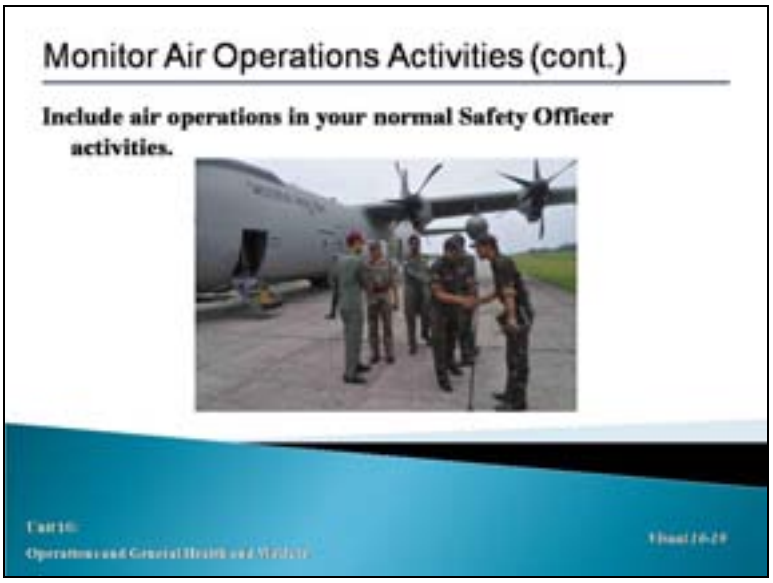


Key Points

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.

Topic Monitor Air Operations Activities (cont.)



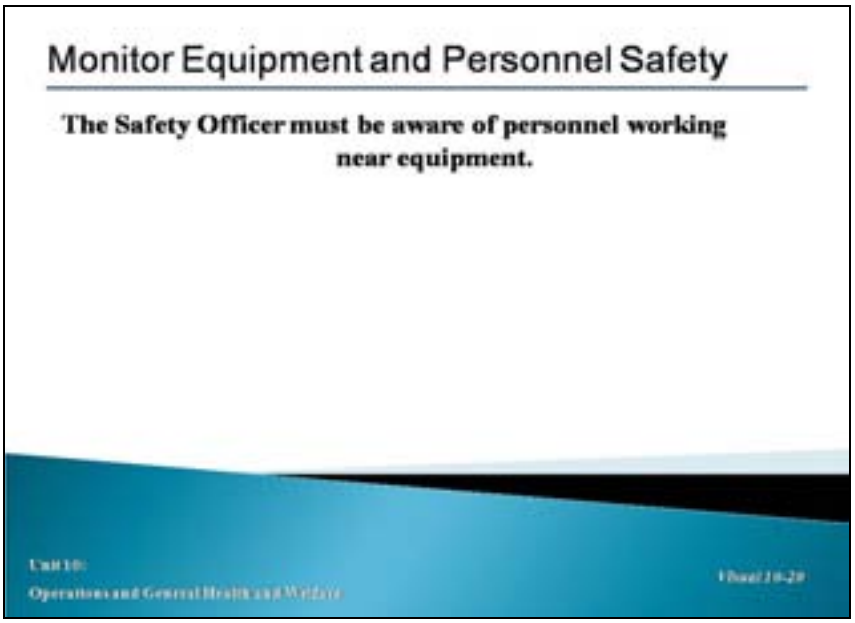
Key Points

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.

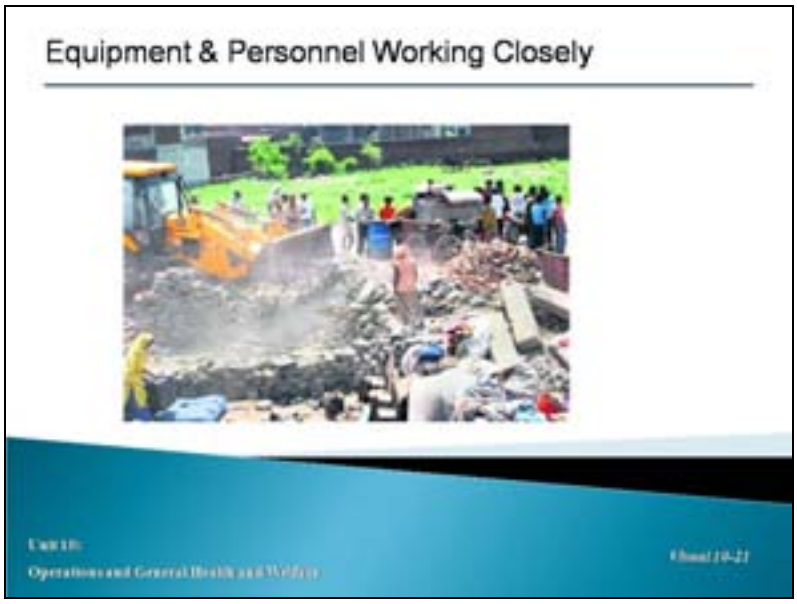
Topic Monitor Equipment and Personnel Safety



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)

Topic Equipment and Personnel Working Closely



Key Points

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

Topic Equipment and Personnel Working Closely (cont.)



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?

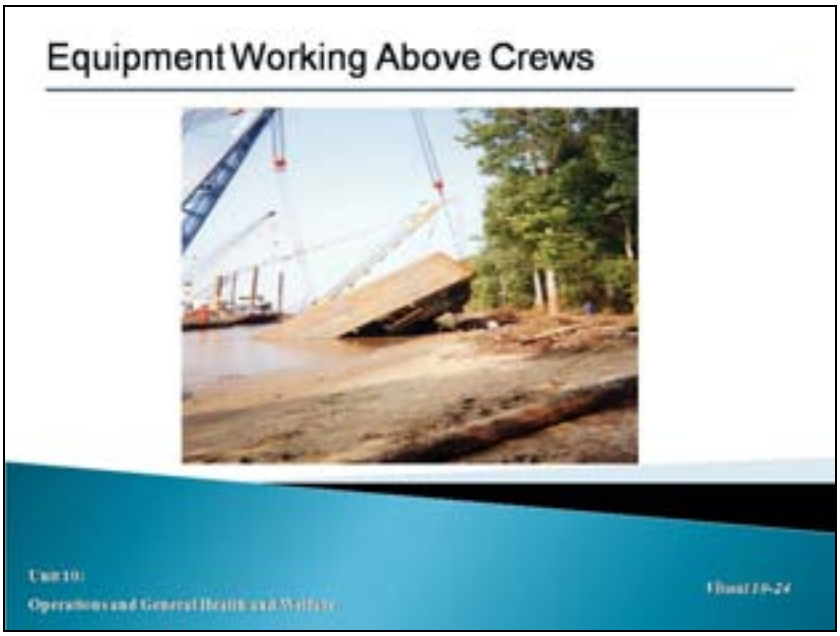
Topic Equipment and Personnel Working Closely (cont.)



Key Points

There is a person in the water between the two heavy machines. This is a very dangerous situation!

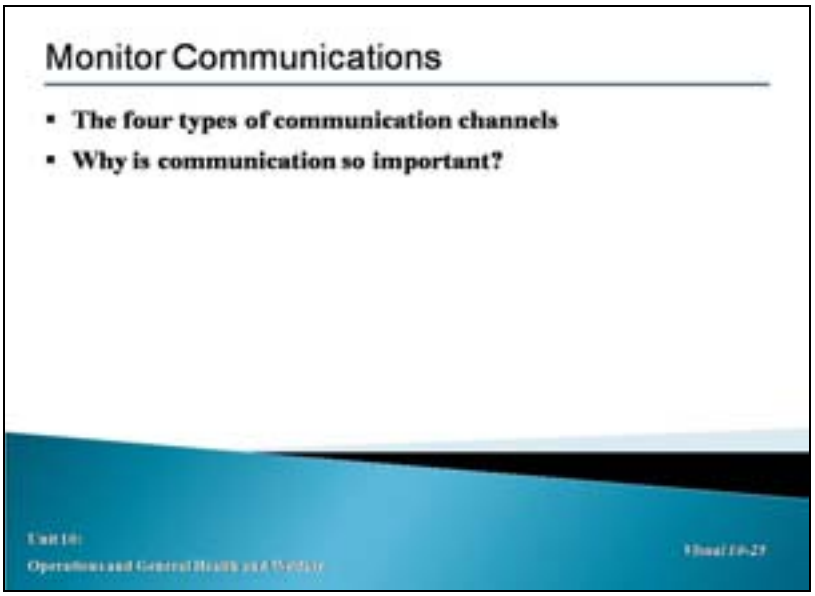
Topic Equipment Working Above Crews



Key Points

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

Topic Monitor Communications



Key Points

Communication channels:

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

Command channels working properly:

- Can responder communicate with base?

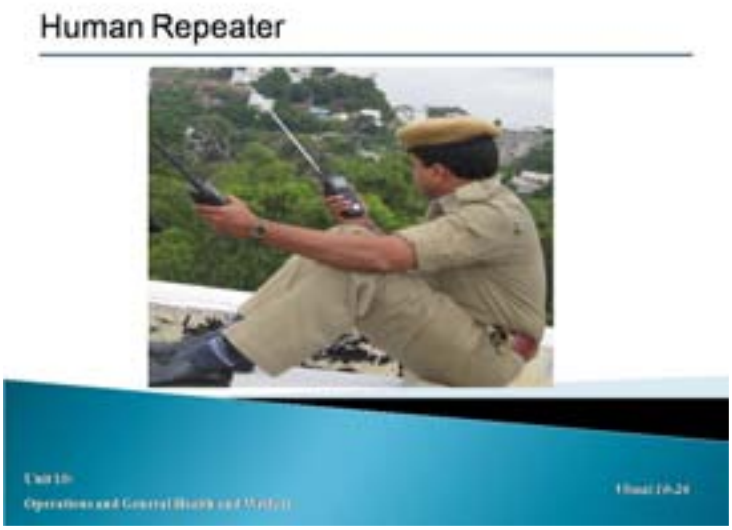
Tactical channels working properly:

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

Cellular phone use/abuse:

- Driving while using phone
- Interoperability

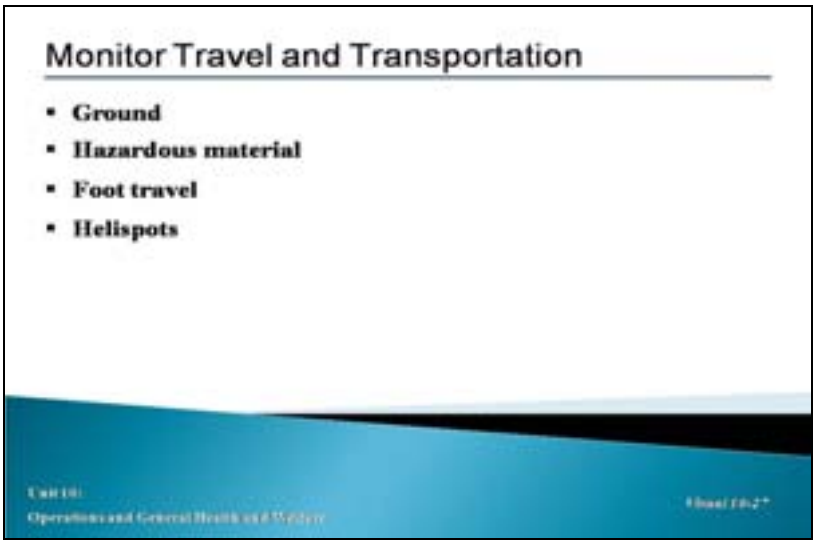
Topic Human Repeater



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)?

Topic Monitor Travel and Transportation



Key Points

- Ground
- Hazardous material
- Foot travel
- Helispots

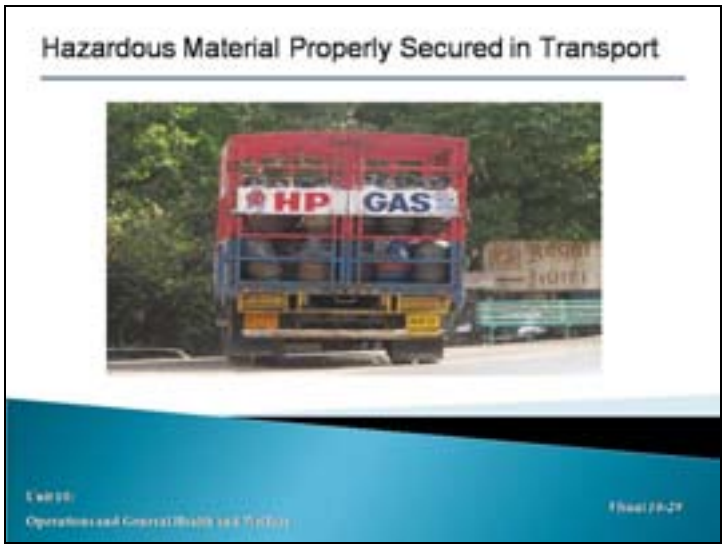
Topic Appropriate Equipment to Meet the Need



Key Points

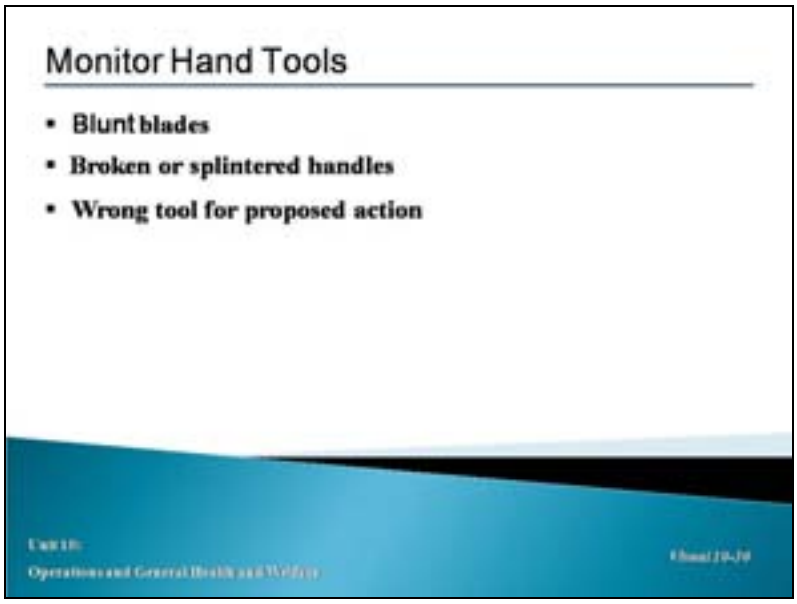
Need appropriate equipment to meet the need—helicopters have load limits and higher elevations change those limits.

Topic Hazardous Material Properly Secured in Transport



Key Points

Topic Monitor Hand Tools



Key Points

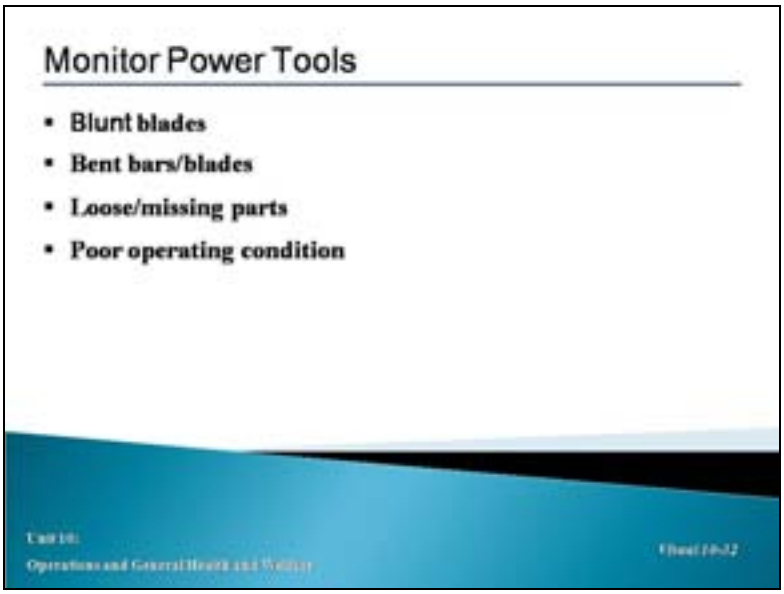
- Blunt blades
- Broken or splintered handles
- Wrong tool for the proposed action

Topic Monitor Hand Tools (cont.)



Key Points

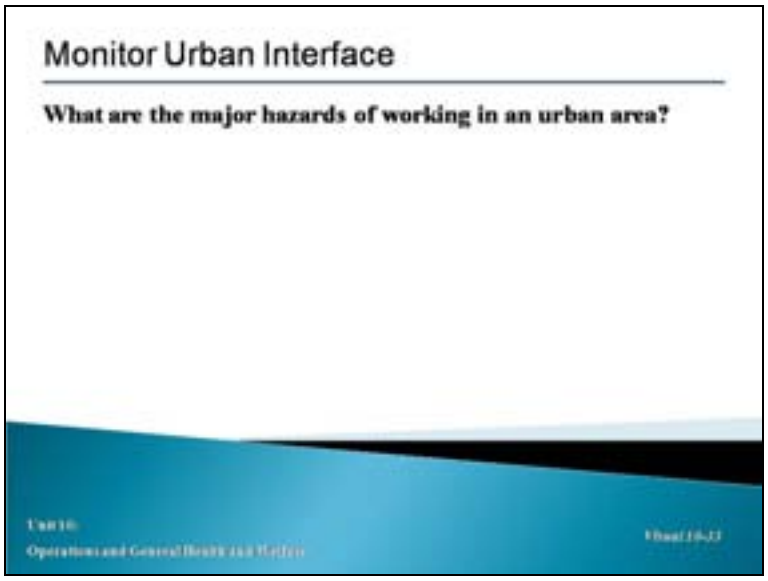
Topic Monitor Power Tools



Key Points

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

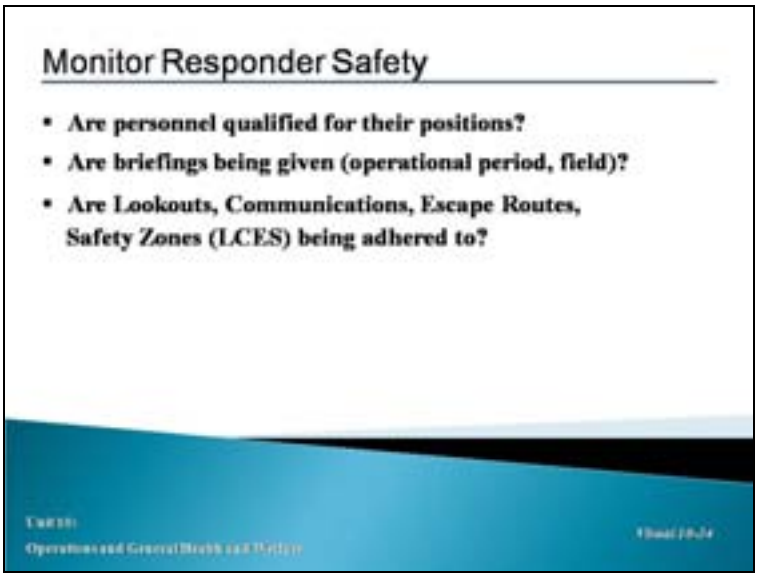
Topic Monitor Urban Interface



Key Points

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

Topic Monitor Responder Safety



Key Points

Are personnel qualified for their positions?

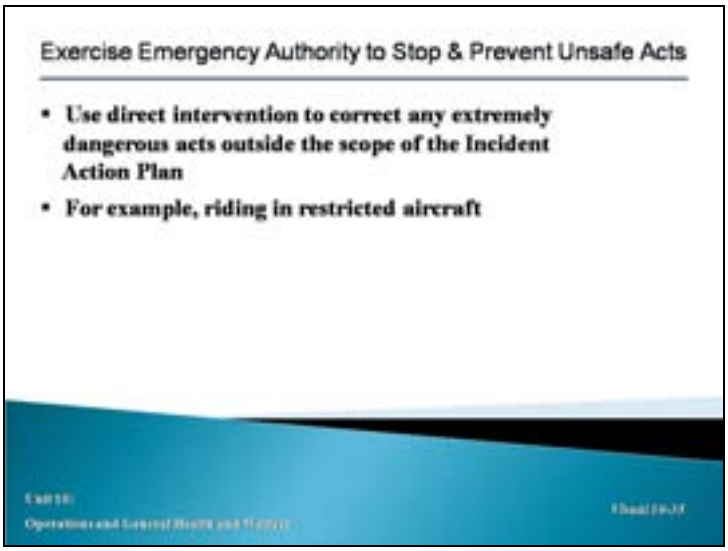
Are briefings being given (operational period, field)?

Is Lookout, Communications, Escape Route, 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.

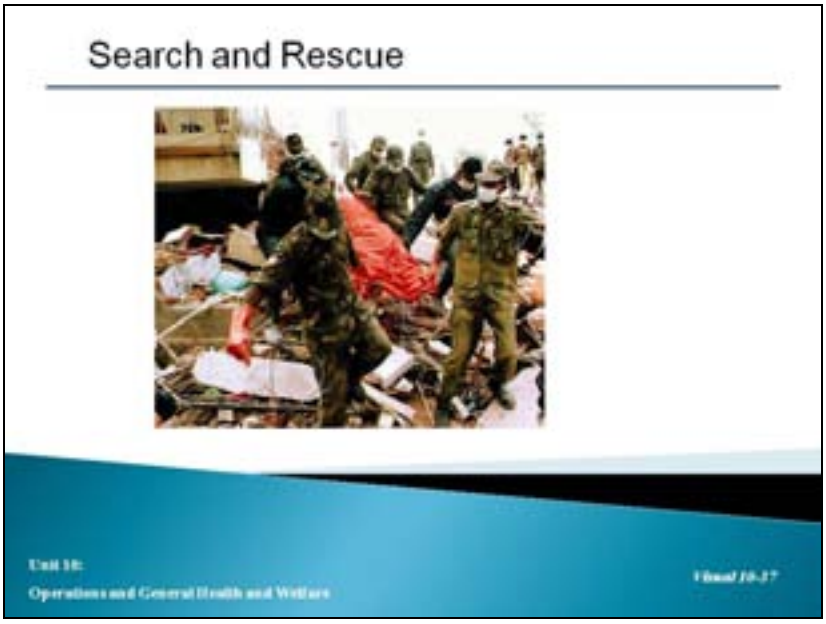
Topic Monitor Dangerous Operations/Immediate Threats



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.

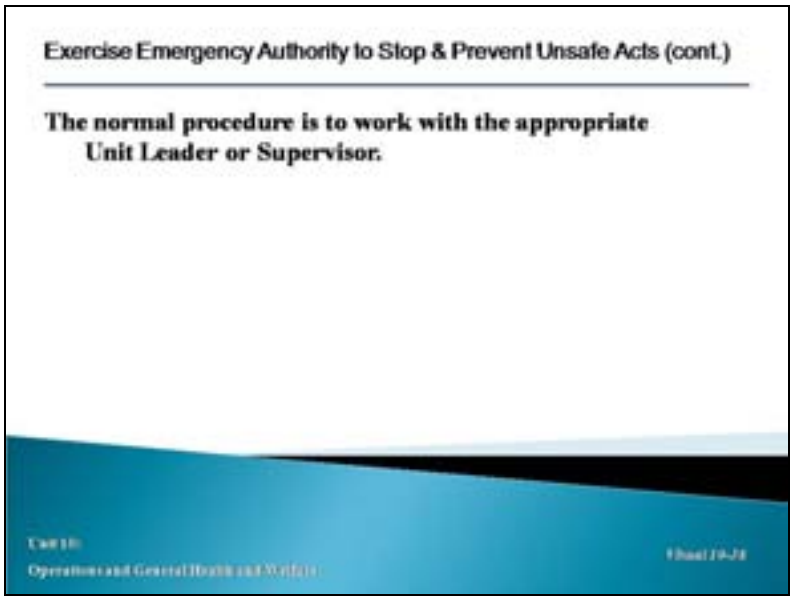
Topic Search and Rescue



Key Points

What other actions in Search and Rescue (SAR) environment would cause you to use your emergency authority to intervene?

Topic Exercise Emergency Authority to Stop and Prevent Unsafe Acts (cont.)



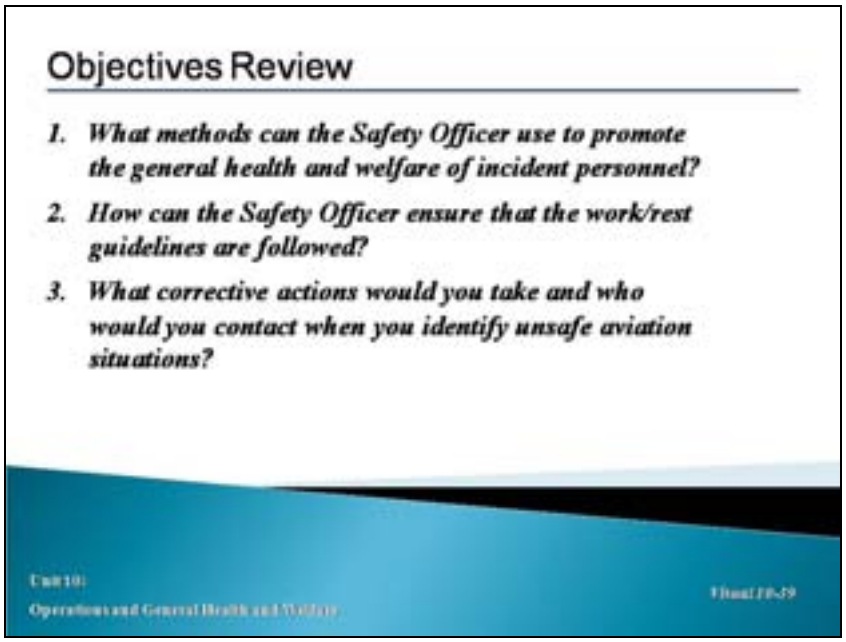
Key Points

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).

Topic Objectives Review



Key Points

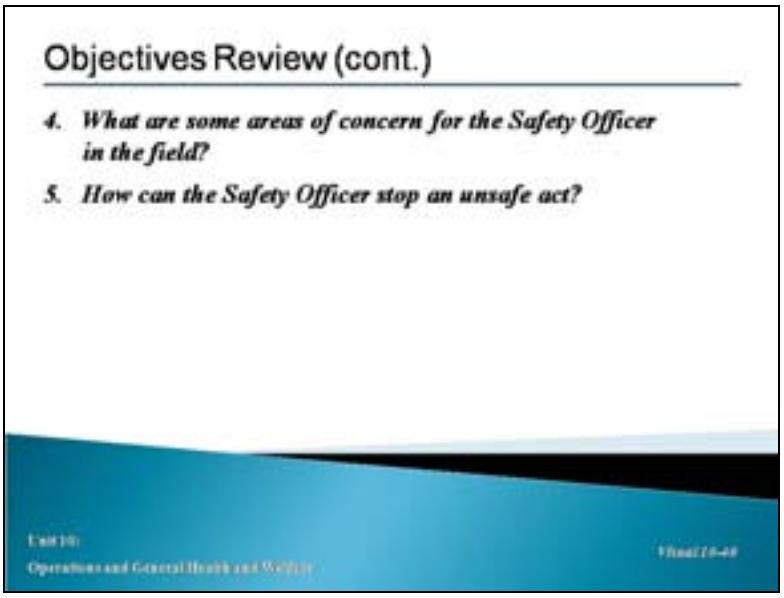
Unit Terminal Objective

- 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.

Watch Out Situations

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.**
9. **Weather becoming hotter and drier.**
10. **Wind increases and/or changes direction.**
11. **Terrain or other hazards make escape to safety zones difficult.**

Unit 11: Special Situations

Participant Manual

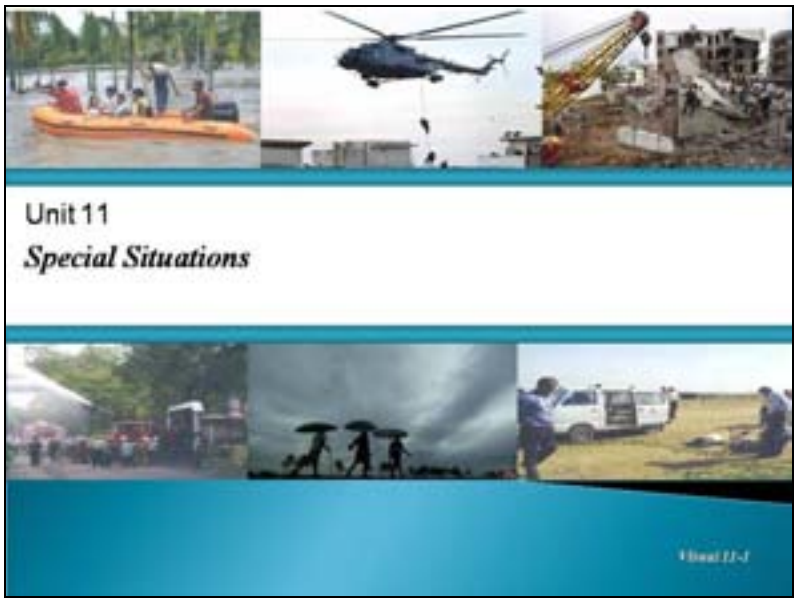
Unit 11 Special Situations

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

Topic Unit Title Slide



Key Points

Topic Unit Objectives



Key Points

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

Topic Unit Overview



Key Points

Unit Overview

- Critical incidents
- Accident reports
- Special reports

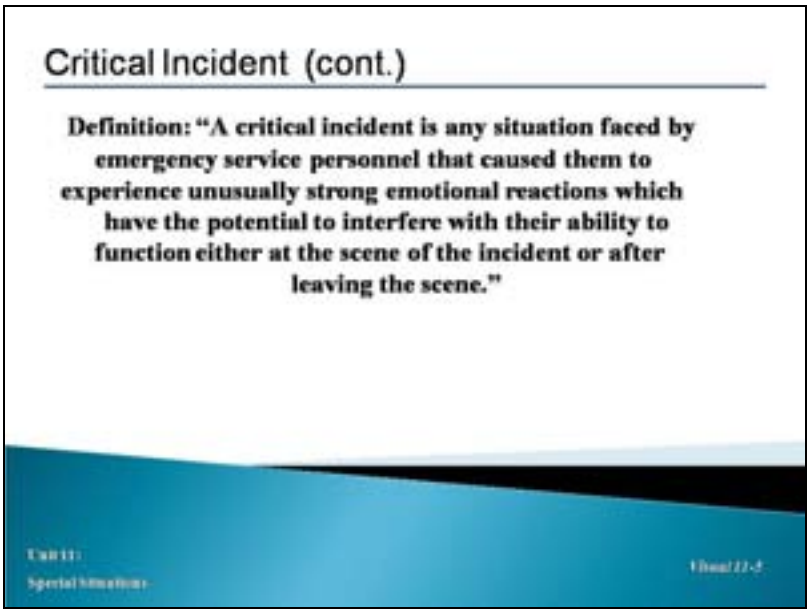
Topic Critical Incident



Key Points

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

Topic Critical Incident (cont.)



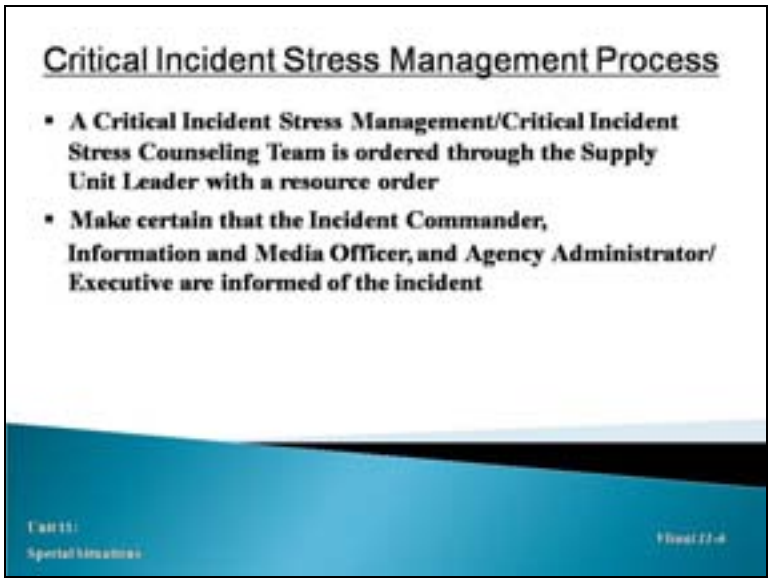
Key Points

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

Topic Critical Incident Stress Management Process



Key Points

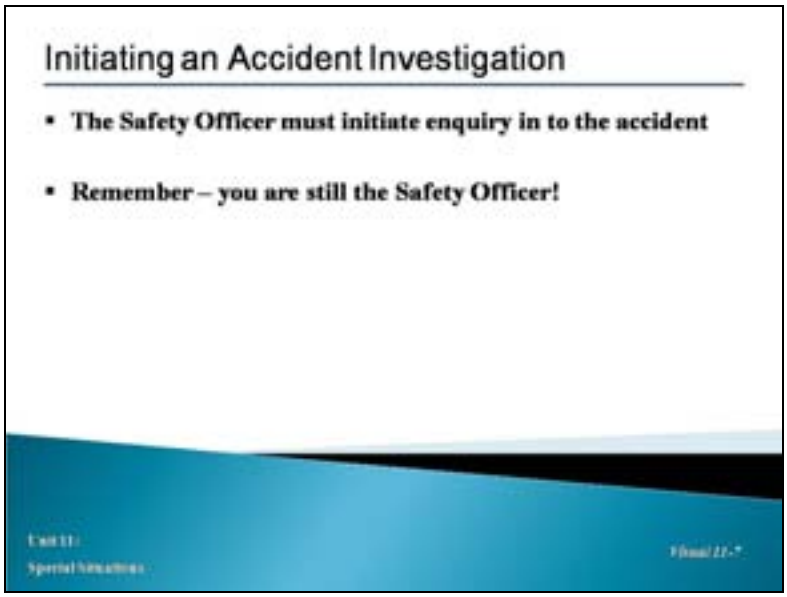
Ensure activation of CISM/CISC Team, when necessary.

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.

Topic Initiating an Accident Investigation



Key Points

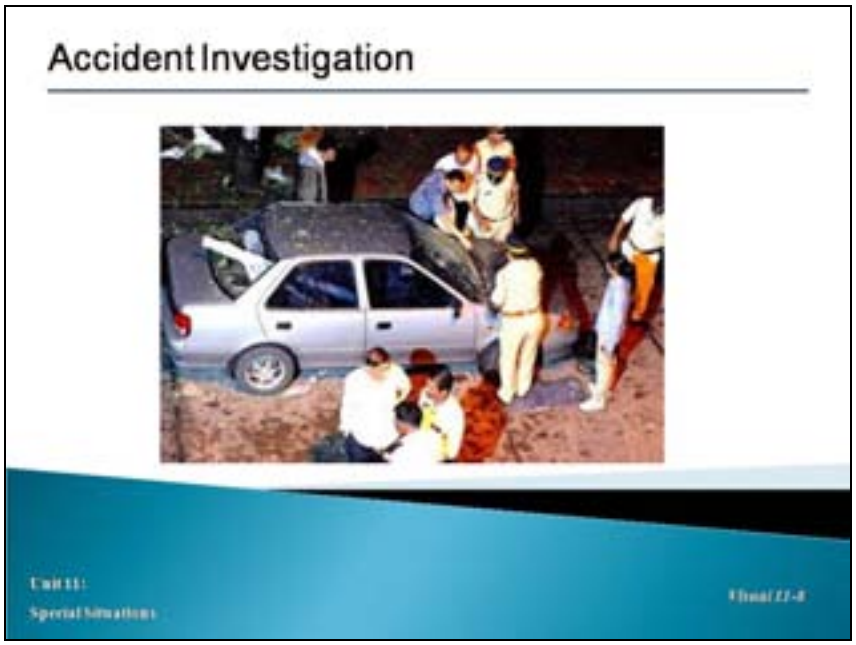
The Safety Officer is responsible for initiating enquiry in to the accident.

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.

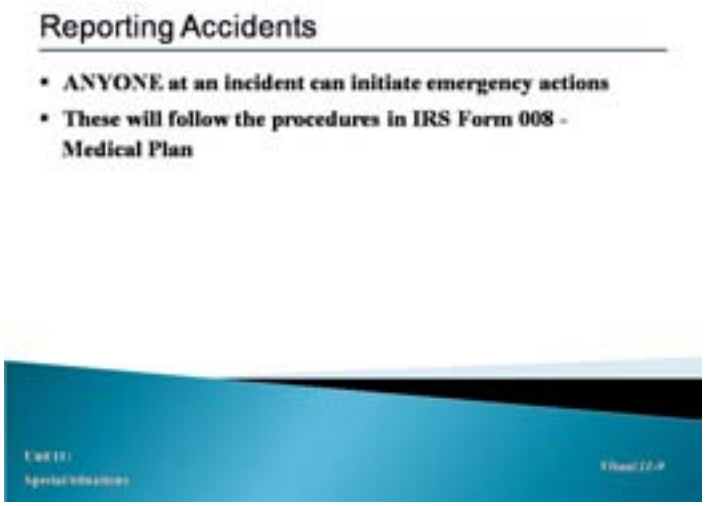
The Safety Officer must ensure appropriate accident/incident reports and other safety reports are completed and submitted.

Topic Accident Investigation



Key Points

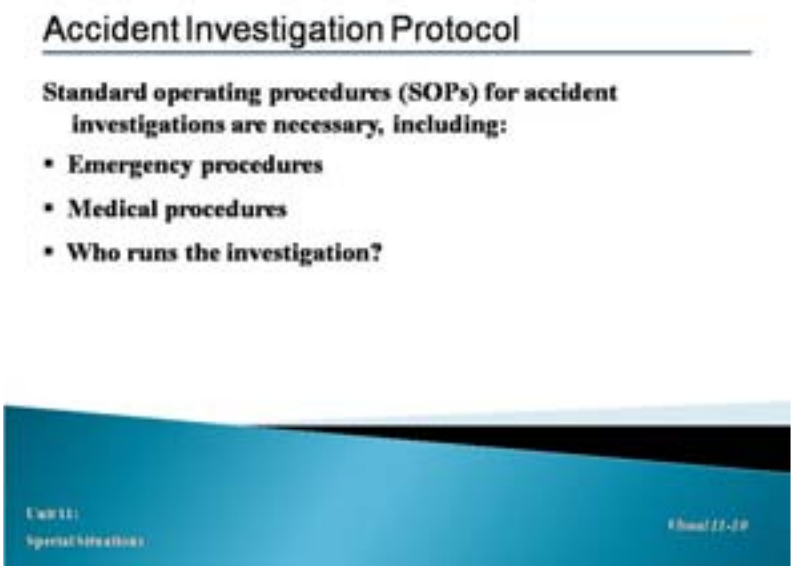
Topic Reporting Accidents



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.

Topic Accident Investigation Protocol

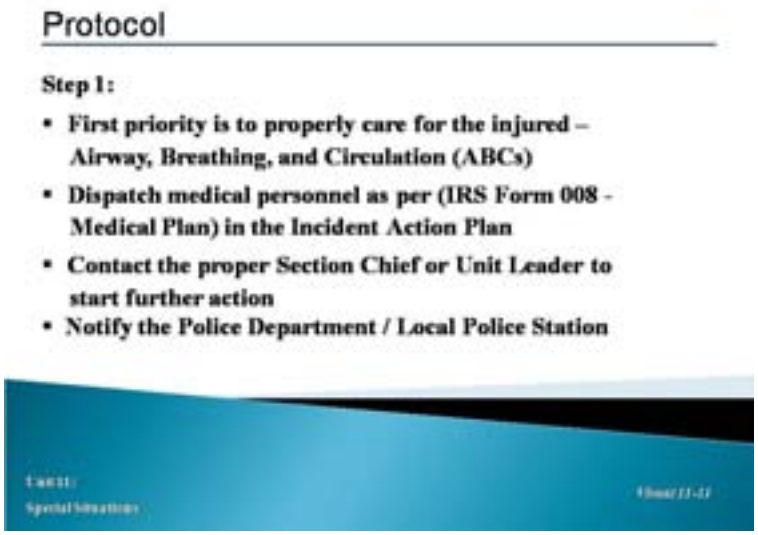


Key Points

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.

Topic Protocol



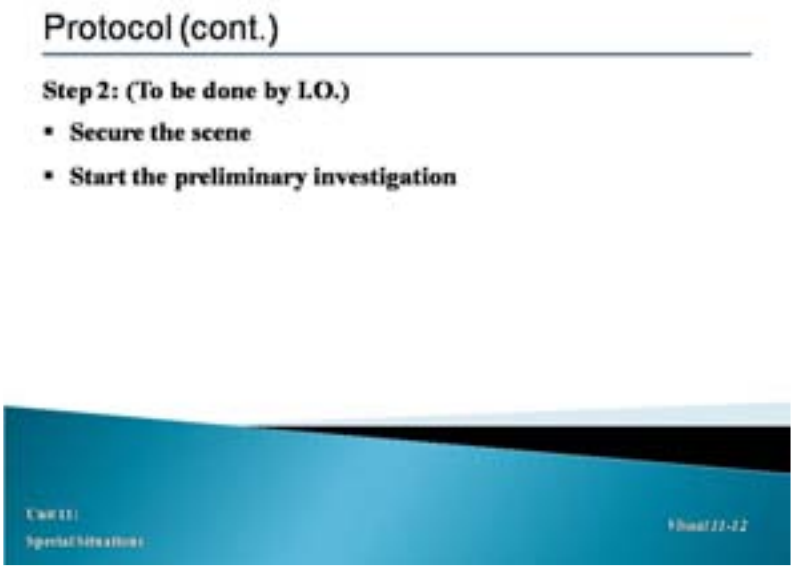
Key Points

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.

Topic Protocol (cont.)

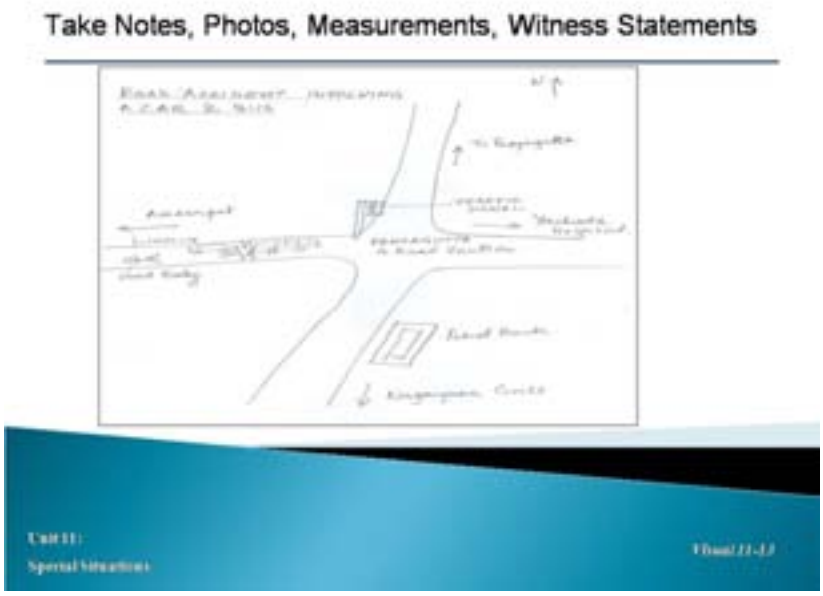


Key Points

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.

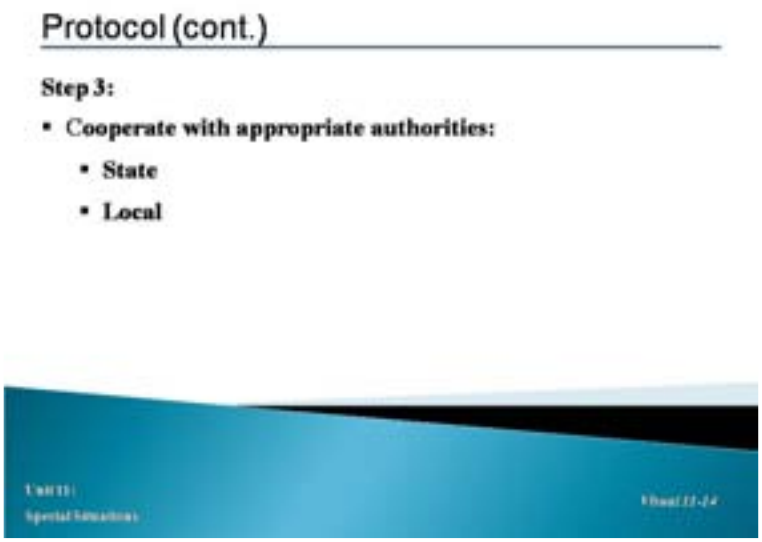
Topic Take Notes, Photographs, Measurements, Witness Statements



Key Points

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.

Topic Protocol (cont.)

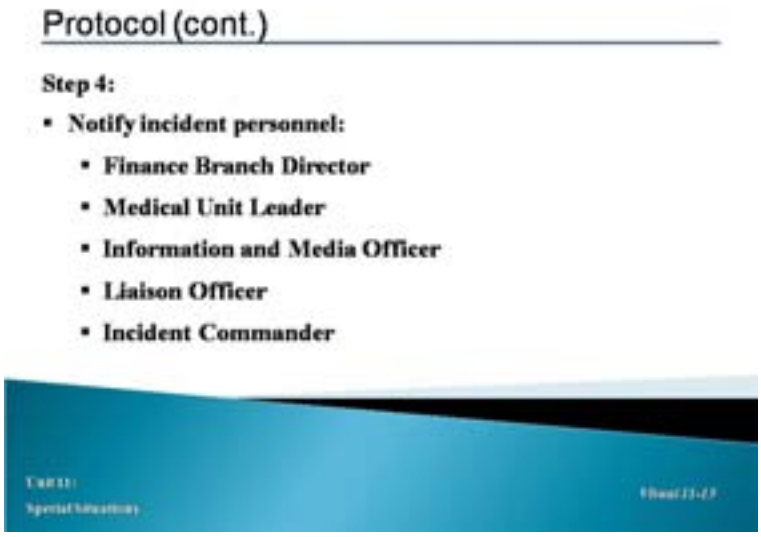


Key Points

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.

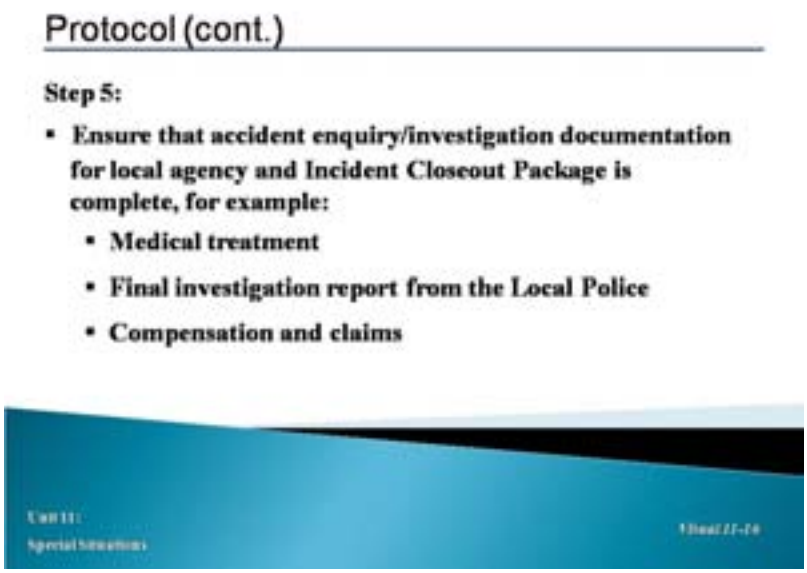
Topic Protocol (cont.)



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.

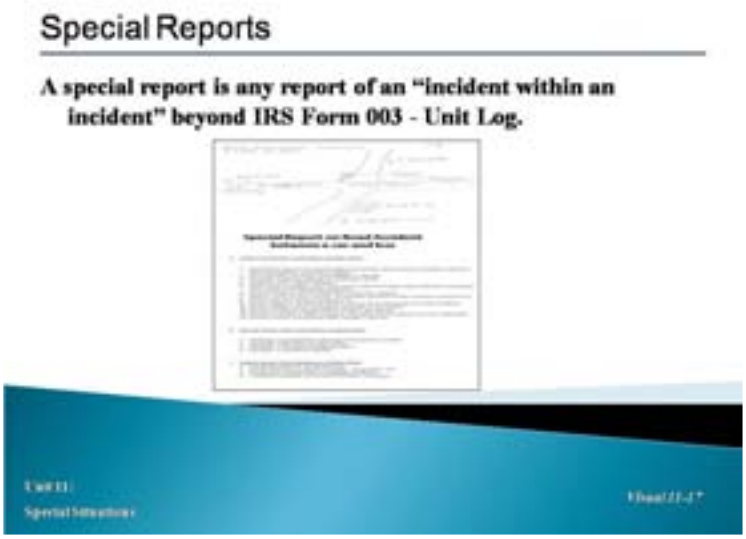
Topic Protocol (cont.)



Key Points

Step 5: Ensure that accident 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.

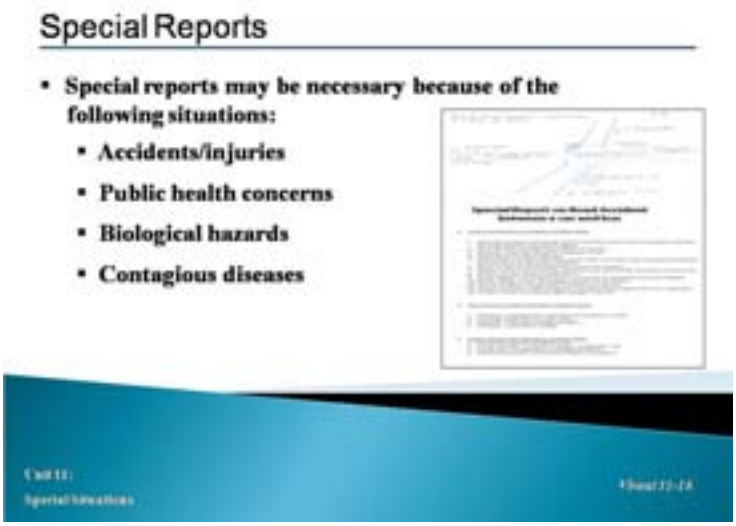
Topic Special Reports



Key Points

A special report is any report of an “incident within an incident” beyond the Unit Log (IRS Form 003).

Topic Special Reports



Key Points

Special reports might be necessary because of the following situations:

- Accidents/injuries
- Public health concerns
- Biological hazards
- Contagious diseases

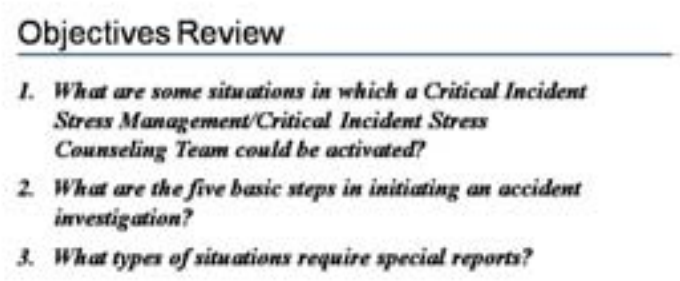
Topic Activity: Exercise 12



Key Points

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

Topic Objectives Review





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

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Individual Work	5 minutes	Individuals
Discussion/Documentation	10 minutes	Small Groups
Debrief/Review	15 minutes	Classroom

Exercise 12 Scenario

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

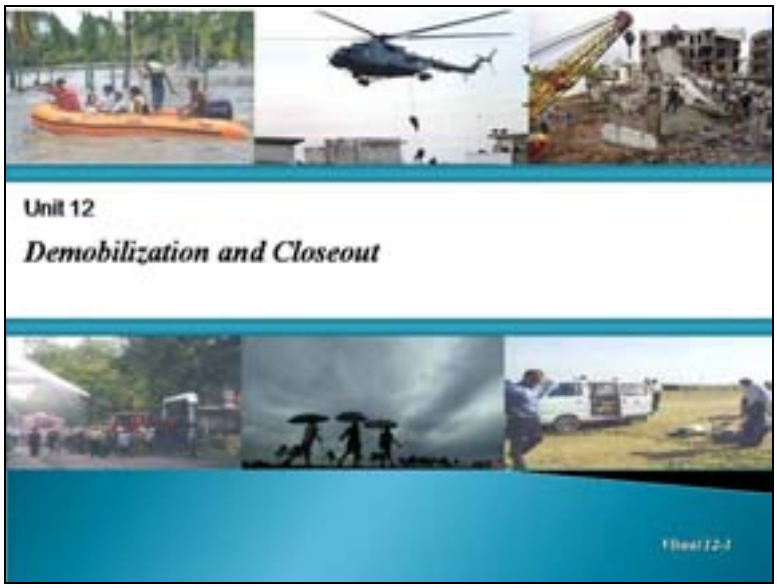
Unit 12 Demobilization and Closeout

Objectives

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

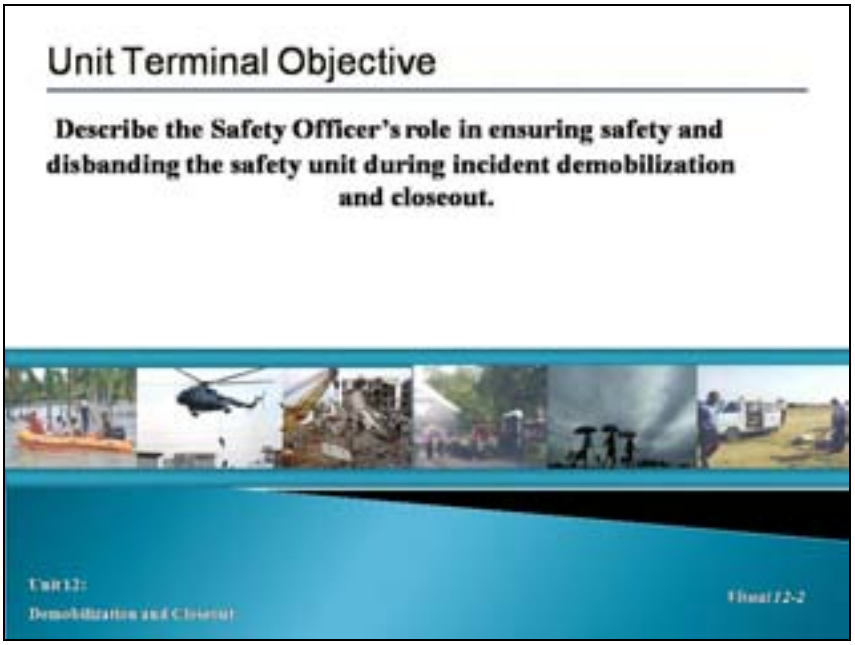
- Describe the Safety Officer's role in ensuring safety and disbanding the Safety Unit during incident demobilization and closeout
- List actions involved in the Safety Officer's demobilization checkout
- Describe the Safety Officer's role in the closeout with the Agency Administrator

Topic Unit Title Slide



Key Points

Topic Unit Objectives



Key Points

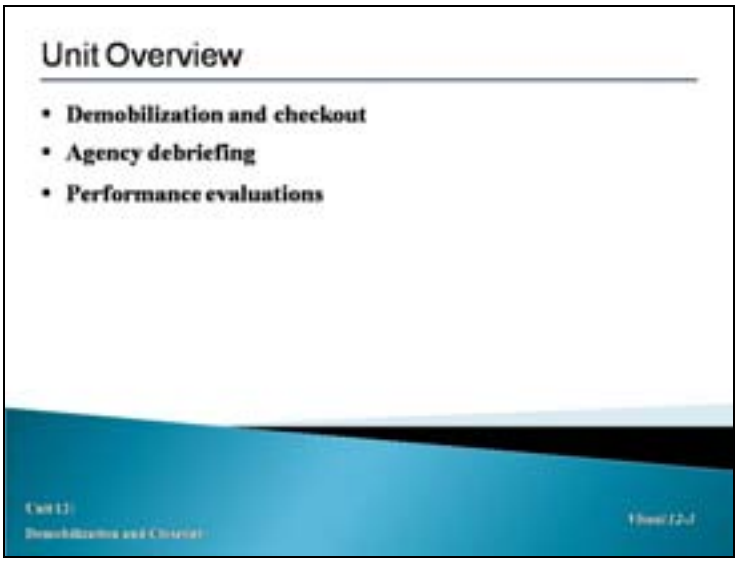
Unit Terminal Objective

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

Unit Enabling Objectives

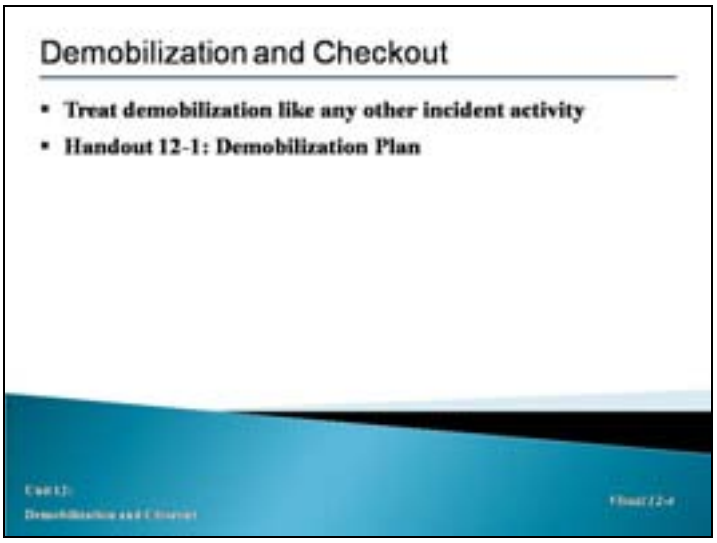
- List actions involved in the Safety Officer's demobilization checkout
- Describe the Safety Officer's role in the closeout with the Agency Administrator

Topic Unit Overview



Key Points

Topic Demobilization and Checkout

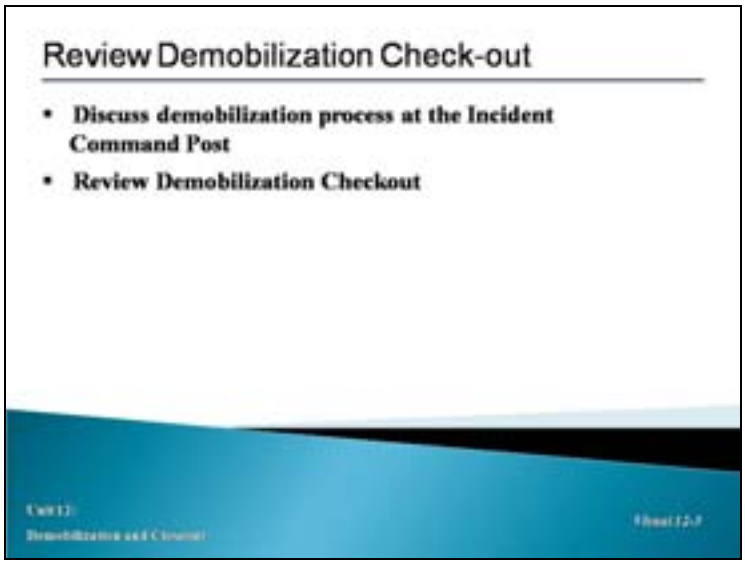


Key Points

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

Topic Review Demobilization Check-Out

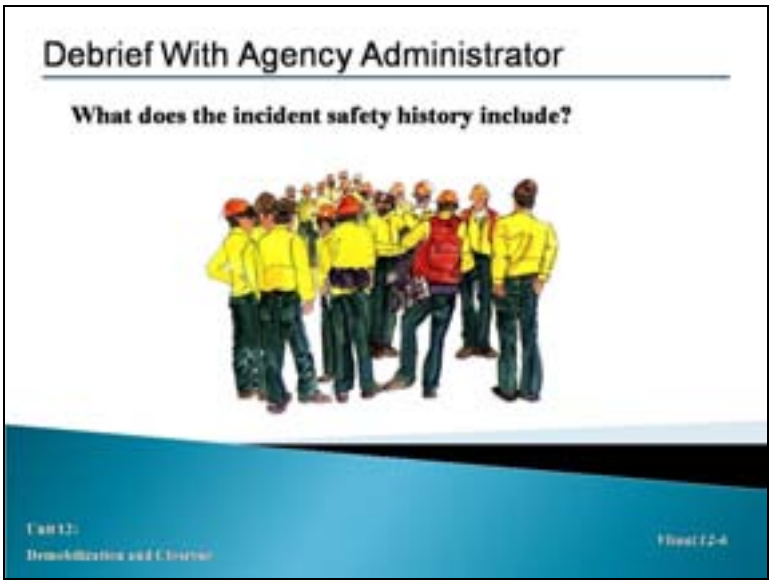


Key Points

Demobilization Checkout

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

Topic Debrief With Agency Administrator



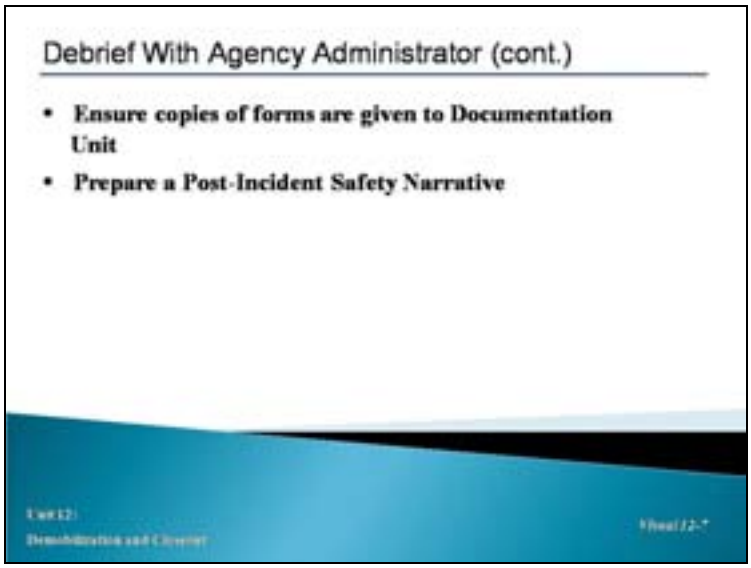
Key Points

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

Topic Debrief With Agency Administrator(cont.)



Key Points

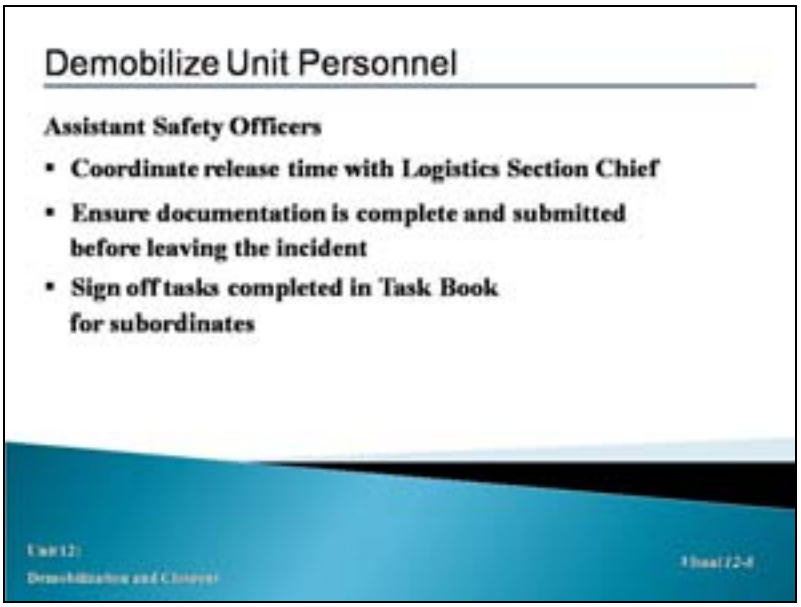
Ensure copies of Incident Safety Analysis, Unit Log (IRS Form 003), Safety Narrative, and Medical Narrative (if applicable) are given to Documentation Unit.

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

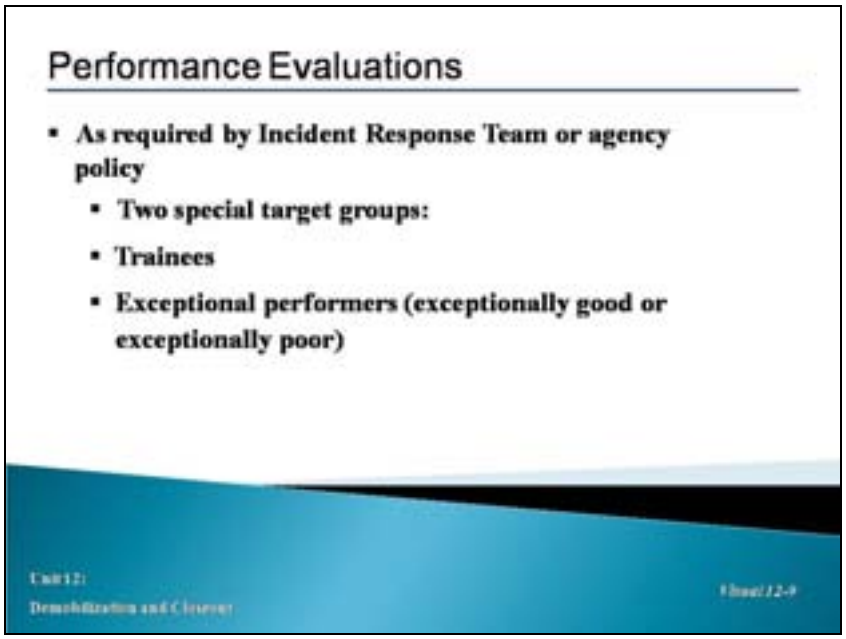
Topic Demobilize Unit Personnel



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

Topic Performance Evaluations

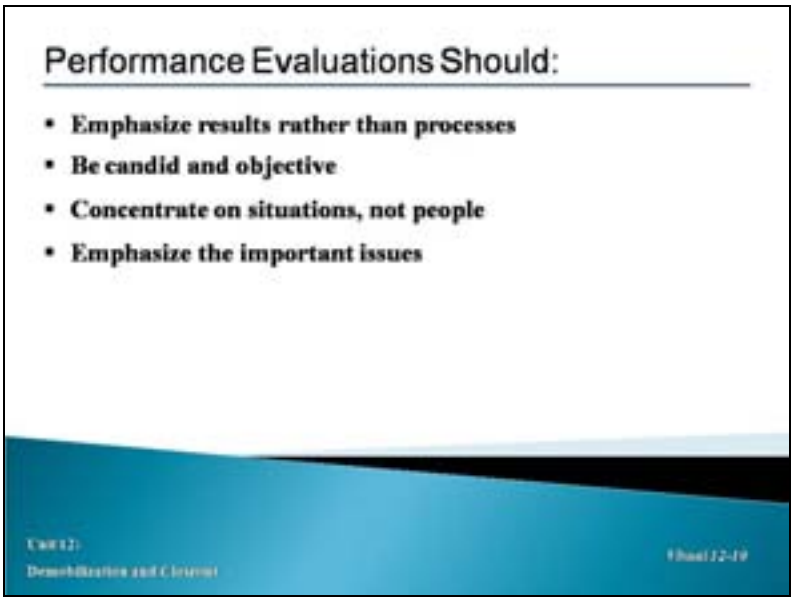


Key Points

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:

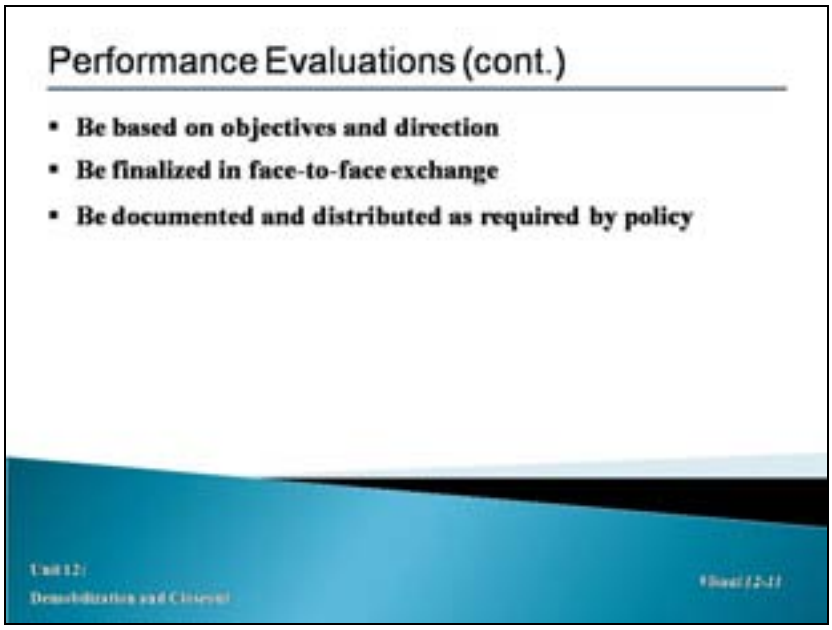


Key Points

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

Topic Performance Evaluations (cont.)

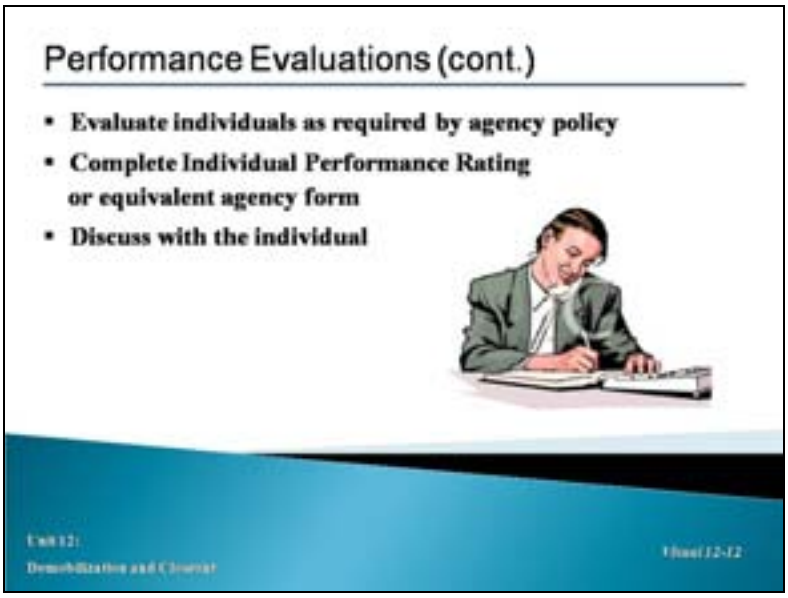


Key Points

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

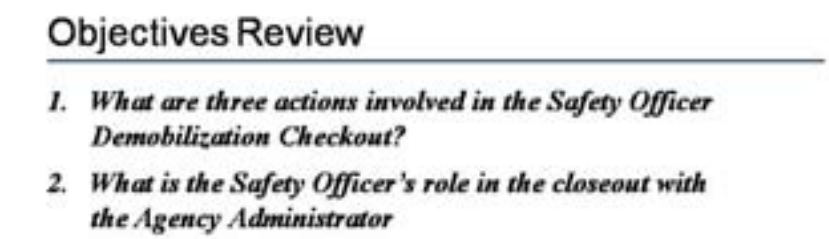
Topic Performance Evaluations (cont.)



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

Topic Objectives Review





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

Topic Review of Course Expectations





Key Points

Topic

Course Final



COURSE FINAL



Key Points

Name _____

Date _____

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.)

a. Incident Action Plan Safety Analysis.
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