

Safety Officer




ICS Institute • August 12-16, 2019 • Philadelphia, PA




SO

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



Safety Officer


*Philadelphia, Pennsylvania
August 13 - 16, 2019*



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SO

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



Safety Officer

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SO

Unit 0


Introduction

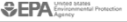


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Purpose of the Course SO

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



 4


Instructor Introduction SO

Gregory B. DeAngelis/OSC/Region 2

- ▶ 40+ years of safety experience; 25+ at EPA
- ▶ Safety Officer for multiple responses over the years to include Katrina, Irene, Sandy, Irma/Maria/CA Wildfires

Melissa Linden/OSC/ Region 3

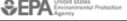
- ▶ 10 years of SO experience
- ▶ Safety Officer and/or Assistant Safety Officer for Enbridge Oil Spill, Hurricane Sandy, Gold King Mine, and Hurricane Harvey

 5

Facilitator Introduction SO


Chris Draper/Tetra Tech/Safety Manager/Region 3, 4 & 5
START SO

- ▶ 25+ years of safety experience; 15 as EPA START SO
- ▶ START Safety Officer for multiple responses including Katrina/Rita/Irma/Maria/Florence

 6


Participant Introduction SO

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

 7


EPA Training, Qualification, and Certification Order SO

- ▶ In October 2017, EPA Order #2073 was signed to ensure EPA personnel are appropriately trained, qualified and certified to serve in a Key Leadership Position (KLP)
 - <https://response.epa.gov/sites/963/files/Training%20Certification%20and%20Qualification%20Standards%20Order.pdf>
- ▶ EPA IMT and National IMAT positions will be filled only by personnel who are trained and meet *Core Competencies & Professional Experience* for the position (see Appendix 1 of Order #2073)
 - To ensure interoperability of EPA’s NIMS personnel in an multi-agency ICS structure

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Training Requirements (in order) SO

- ▶ Independent Study (IS) 100, 200, 700, and 800; offered online at: <https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>
- ▶ ICS 300 & 400 level (see trainex.org for offerings)
- ▶ This KLP training course

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Qualification Maintenance SO

- ▶ Document participation in exercises (e.g. Regional IMT), events or actual incidents while serving in your KLP
- ▶ Ensure you meet *Core Competencies & Professional Experience* identified for your KLP in Appendix 1 of Order #2073

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Certification Process SO

- ▶ Fill out "Nomination for Qualification and Certification of NIMS Duties" form
 - Found at: <https://response.epa.gov/NIMSIntegrationTeam>
 - Fully complete and get required signatures from your supervisor and HQ/regional NIMS Coordinator
 - Have NIMS Coordinator or Data Manager enter the certification into the *Field Readiness* module, found at emp.epa.gov
- ▶ Must re-certify every 5 years

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Minimum SO Professional Experience/Training SO

- ▶ 3 years applicable professional experience
- ▶ OSHA 29 CFR 1910.120
 - 40-hr HAZWOPER
 - 8-hr refresher current
- ▶ 10-hour Construction Safety
- ▶ 10-hour General Industry Safety
- ▶ Medical Monitoring/respirator clearance

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Administration SO


- ▶ Participant Registration Card
- ▶ Participant Evaluation Form
- ▶ Course Agenda
- ▶ Participant Manual – available for download
- ▶ Participant Handouts

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Course Certificate SO


- ▶ Attendance is mandatory
- ▶ 70% correct on tests



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Facility Information SO

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

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Administrative Details SO

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

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Resources SO

- ▶ Safety Officer Toolbox
 - response.epa.gov/Toolbox
- ▶ EPA ICS Forms Website
 - response.epa.gov/ICS_FORMS
- ▶ EPA Incident Management Handbook (IMH)
- ▶ Safety Officer Job Aid
- ▶ NIT Representative: Gary Lipson, Region 1


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Course Overview SO

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




INCIDENT MANAGEMENT HANDBOOK
INCIDENT COMMAND SYSTEM (ICS)
U.S. ENVIRONMENTAL PROTECTION AGENCY
REPORT ON AND CHEMICAL SPILLS
8-100-020-0002
JANUARY 2014 EDITION

 18

Questions?

SO



19

SO

Safety Officer


Unit 1 - Responsibilities


1

SO

Unit Objectives


- ▶ List 10 responsibilities (other than the Common Responsibilities) of the Safety Officer as given by the Safety Officer Job Aid and the Incident Management Handbook (IMH)
- ▶ List the 9 key ICS forms for the Safety Officer listed in the Job Aid


2

SO

Responsibilities


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

Job Aid

3

Responsibilities SO

(Continued)


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

Job Aid  4

Responsibilities SO

(Continued)


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

Job Aid  5

Responsibilities SO


(Continued)

- ▶ Exercising emergency authority to stop unsafe actions
- ▶ Investigating accidents and near misses that have occurred
- ▶ Working closely with Operations to develop and implement ICS 215A-EPA for the incident

Job Aid  6


Stopping Unsafe Actions SO

- ▶ A good Safety Officer is one that is more
 - Proactive than reactive
 - Preventative rather than corrective
 - Operational enabler rather than an obstructer
- ▶ Although Safety Officers and their Assistants must stop unsafe actions, their primary responsibility is to prevent the unsafe act from occurring in the first place.

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Responsibilities SO


- ▶ Providing safety messages
- ▶ Reviewing and approving the medical plan, and
- ▶ Developing safety Special Instructions for Division Assignment List (ICS 204-EPA)

Job Aid  8

Responsibilities SO

(Continued)


- ▶ Assuring communication plan protocols are robust enough to allow timely reporting and response to emergencies
- ▶ Ensuring all safety activities are documented on Unit Log (ICS 214-EPA)
- ▶ Developing and maintaining a safety bulletin board

Job Aid  9

Responsibilities SO

(Continued)

- ▶ Presenting a safety briefing at Operations meetings and maintaining a high level of communication with all responders regarding safety
- ▶ Providing orientation for incoming personnel




Job Aid EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 10

Responsibilities SO

(Continued)

- ▶ Participate in meetings as required
 - Refer to the 'Checklist for General Tasks, The Safety Officer and the ICS Planning Process' in the Job Aid
- ▶ Conduct safety briefings in the field



Job Aid EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 11

Responsibilities SO

(Continued)


- ▶ Manage the Safety Organization, including the assignment of Assistants and forming teams where necessary
- ▶ Set up and maintain a site-specific Safety Sharepoint Site
- ▶ If applicable, ensure vehicle can handle local terrain
- ▶ Download off-line versions of maps

Job Aid EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 12

Responsibilities SO

(Continued)

- ▶ Develop Hazardous Materials Site Safety & Control Plan (ICS 208-HM) or equivalent
- ▶ Ensure medical monitoring for work in the Exclusion Zone
- ▶ Review site-specific Decontamination Plan



IMH, Chapter 7 EPA United States Environmental Protection Agency 13

Responsibilities SO

(Continued)

- ▶ If applicable, ensure contractors' safety plans are consistent with the site 1910.120-compliant HASP
- ▶ Interface with the JFO Safety Officer and with SOs from the participating Federal, State, local, and tribal government agencies
- ▶ Inform appropriate agency representatives of incidents or accidents requiring follow-up actions for their personnel

IMH, Chapter 7 EPA United States Environmental Protection Agency 14

Responsibilities SO


(Continued)

- ▶ Evaluate need for Critical Incident Stress Management (CISM) and request resources as needed
 - When CISM resources are deployed, oversee/coordinate CISM Team member efforts to ensure that Team services are provided where needed

IMH, Chapter 7 EPA United States Environmental Protection Agency 15


Responsibilities HAZMAT SO

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

IMH, Chapter 14  16


Responsibilities HAZMAT SO
(Continued)

- ▶ Assess site-specific training requirements for responders
- ▶ Ensure safety briefings
- ▶ Select personal protective equipment (PPE)
- ▶ Establish decontamination stations
- ▶ Establish Emergency Medical Plan

IMH, Chapter 14  17

Forms SO

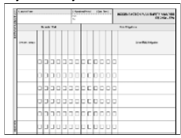
- ▶ ICS 202 - EPA – Incident Objectives
- ▶ ICS 204 - EPA – Assignment List
- ▶ ICS 205a - EPA – Incident Communications Plan
- ▶ ICS 206 - EPA – Medical Plan
- ▶ ICS 208 HM - EPA – Hazardous Materials Site Safety and Control Plan

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Forms SO

(Continued)

- ▶ ICS 213 - EPA – General Message
- ▶ ICS 213RR - EPA – Resource Request Form
- ▶ ICS 214 - EPA – Unit / Activity Log
- ▶ ICS 215A - EPA – Incident Action Plan Safety Analysis



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Unit / Activity Log ICS 214 - EPA SO


1. Incident Name		3. Operational Period (Date / Time)		ACTIVITY LOG ICS 214 - EPA	
4. Unit Name/Organization		5. Unit Leader			
7. Personnel Roster Assigned		ICS Position		Home State	
8. Activity Log		Include activities			

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Unit Log ICS 214 - EPA SO

(Continued)

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



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Unit Summary
At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ List 10 responsibilities (other than the Common Responsibilities) of the Safety Officer as given by the Safety Officer Job Aid and the Incident Management Handbook (IMH)
- ▶ List the 9 key ICS forms for the Safety Officer listed in the Job Aid

SO

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SO

Safety Officer


Unit 2 - Safety Organization


1

SO

Unit Objectives


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


2

SO


Types of Support

- ▶ Deputy Safety Officer (DSO)
- ▶ Assistant Safety Officers (ASOs)
- ▶ Technical Specialists


3


Deputy Safety Officer SO

- ▶ A Deputy Safety Officer may be designated to:
 - Perform specific tasks as requested by the Safety Officer
 - Perform the Safety Officer function in a relief capacity
- ▶ Must be fully qualified and equally capable to assume the position
- ▶ Can be designated from other jurisdictions or agencies, as appropriate

 4


ICS Review – Assistants SO


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

 5

Assistant Safety Officer SO


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



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How Many ASOs? SO


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

 7

How Many ASOs? SO


(Continued)

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


 8

How Many ASOs? SO

(Continued)




Puerto Rico Response Branch
Address: 100 Highway 100, San Juan, PR 00901
Phone: (787) 724-2000

 9

How ASOs Are Assigned?

- ▶ Can use Tactics Meeting and 215A to identify ASOs
- ▶ For work assignments that pose high risk an ASO should be assigned
- ▶ Deploy as soon as possible

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HAZMAT



 11

Air Operations



 12

Household Hazardous Waste Collection



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SO

13

Hazardous Material Collection Pad



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SO

14

ASO Responsibilities

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

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Safety Briefing



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ASO Responsibilities

(Continued)

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

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SO

17

ASO Responsibilities

(Continued)

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

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SO

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ASO Responsibilities SO


(Continued)

- ▶ Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader
- ▶ Ensure that medical related records for the Hazmat Branch personnel are maintained; and
- ▶ Maintain Unit/Activity Log (ICS Form 214)

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ASOs with Technical Specialties SO

- ▶ May be used when specialized skills or knowledge is needed
- ▶ Examples
 - Structural engineer
 - Hazmat chemistry
 - Decontamination
 - Dive Safety
 - Critical Incident Stress Management (CISM)

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Decontamination SO



 21

Waste Segregation

SO

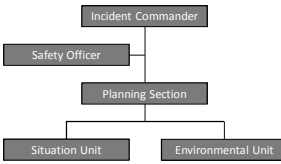


Other Technical Specialists

(Continued)

SO

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




Food Service Inspection

SO



Protecting Your Organization

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



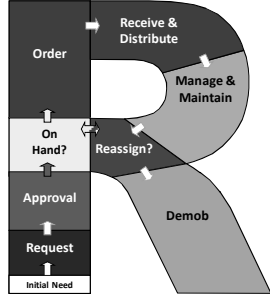
EPA United States Environmental Protection Agency 25

Resource Ordering

- ▶ Any staff may complete ICS 213RR-EPA for any resource
- ▶ ICS 213RR-EPA must be signed off by Section Chief or Command Staff
- ▶ Logistics Section receives all ICS 213RRs for processing

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RESOURCE "R"




EPA United States Environmental Protection Agency 27

Resource Requesting

SO

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



The image shows the ICS 213RR-EPA form, which is a detailed document for resource requesting. It includes sections for 'Request Information', 'Resource Information', and 'Requester Information'. The form is used to document the request for personnel and tactical equipment.

EPA logo and page number 28 are visible at the bottom.

Resource Ordering

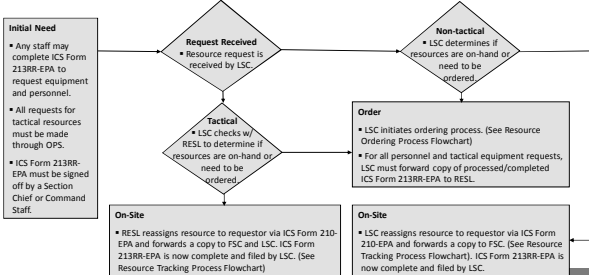
SO

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

EPA logo and page number 29 are visible at the bottom.

Resource Requesting Process

SO



```

    graph TD
      IN[Initial Need] --> RR{Request Received}
      RR --> T{Tactical}
      RR --> NT{Non-tactical}
      T --> OS1[On-Site]
      OS1 --> RR
      NT --> O[Order]
      O --> OS2[On-Site]
      OS2 --> RR
  
```

The flowchart details the process from an initial need to resource reassignment. It distinguishes between tactical and non-tactical requests. Tactical requests are handled on-site by RESL, while non-tactical requests go through an ordering process initiated by the LSC. Both paths lead to resource reassignment via ICS forms.

Initial Need details: Any staff may complete ICS Form 213RR-EPA to request equipment and personnel. All requests for tactical resources must be made through OPS. ICS Form 213RR-EPA must be signed off by a Section Chief or Command Staff.

Request Received: Resource request is received by LSC.

Tactical: LSC checks w/ RESL to determine if resources are on-hand or need to be ordered.

Non-tactical: LSC determines if resources are on-hand or need to be ordered.

Order: LSC initiates ordering process. For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

On-Site (Tactical): RESL reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC.

On-Site (Non-tactical): LSC reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC. ICS Form 213RR-EPA is now complete and filed by LSC.

VCA logo and page number 30 are visible at the bottom.

Unit Summary
At The Conclusion Of This Unit, Are You Now Able To?:

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


EPA

SO

SO

Safety Officer


Unit 3 - Initial Response and Assessment


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Unit Objectives


- ▶ Name the two parts of the Initial Response and Assessment Phase the Safety Officer Job Aid describes for the SO
- ▶ List at least 5 steps in the Conduct On-Scene Operations Analysis part of this phase
- ▶ List at least 5 steps in the Develop a Health and Safety Plan part of this phase



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SO

Initial Response and Assessment

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




3

Check-In List ICS 211-EPA

SO

4

Initial Response and Assessment

SO

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

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On-scene Operations Safety Analysis


SO

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

6


On-scene Operations Safety Analysis SO
 (Continued)


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

 7

On-scene Operations Safety Analysis SO
 (Continued)


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




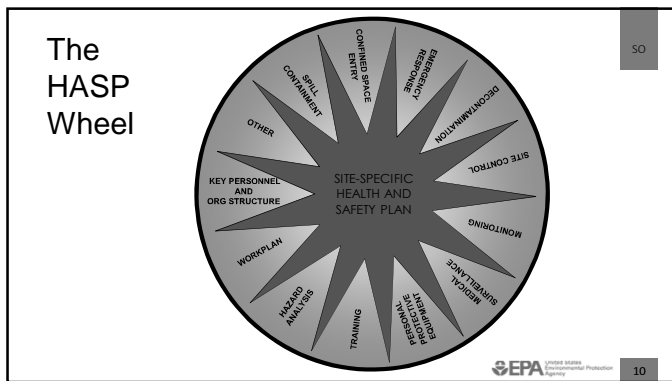
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Develop a Health and Safety Plan SO

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



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- ### HASP
- ▶ The site-specific HASP provides:
 - A synopsis of location
 - Site history
 - Site characterization
 - Operations pertinent to this site
- EPA logo and page number 11 at the bottom right.

- ### Resources
- ▶ Field Site Health & Safety Review Checklist (Safety Officer Toolbox)
 - https://response.epa.gov/site/site_profile.aspx?site_id=9154
 - ▶ EPA Emergency Responder Health and Safety (ERH&S) Manual
 - <https://response.epa.gov/HealthSafetyManual/index.htm>
 - ▶ Region/Team Customized HASP
 - <https://response.epa.gov/HealthSafetyManual/specific.htm>
- EPA logo and page number 12 at the bottom right.


Develop a Health and Safety Plan
(Continued)

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

 13


Develop a Health and Safety Plan
(Continued)

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

 14

Develop a Health and Safety Plan
(Continued)

- ▶ Identify emergency medical response procedures and contacts
- ▶ ICS 208 HM, along with the IAP, can be used as the *initial* HASP
- ▶ Ensure that all operations personnel are briefed on the HASP prior to commencing operations

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Unit Summary

At The Conclusion Of This Unit, Are You Now Able To?:

SO

- ▶ Name the two parts of the Initial Response and Assessment Phase the Job Aid describes for the SO
- ▶ List at least 5 steps in the Conduct On-scene Operations Analysis part of this phase
- ▶ List at least 5 steps in the Develop a Health and Safety Plan part of this phase



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SO

Safety Officer


Unit 4 - Risk Characterization and Hazard Mitigation



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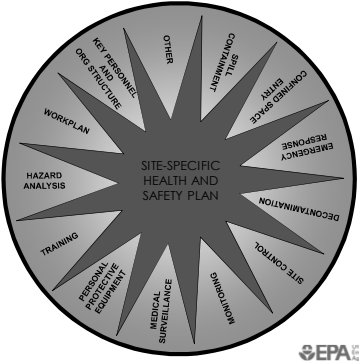

Unit Objectives

- ▶ Discuss the risk analysis and hazard mitigation theory.
- ▶ Identify three methods used to prioritize hazards.
- ▶ List three categories of mitigation that are used to prevent accidents.



2


The HASP Wheel


3


Basic Concepts: Hazards vs. Risk SO

- ▶ Hazards: Things within the environment that can cause harm to people or equipment.
- ▶ Risk: The chance that humans take in relationship to the hazards.


 4


Hazard – downed power lines SO



 5

Hazard – unstable building SO



 6

Risk – entering building




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7

Hazard/Risk Analysis

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




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Hazard/Risk Analysis
(Continued)

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



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9




SO

Hazard/Risk Analysis


- ▶ Biological
 - Microbes
 - Animals
 - Plants




Credit: EPA



Stray Dogs



Credit: U.S. Department of Agriculture


11

SO

Medical Waste










12

SO

Hazard/Risk Analysis SO

- ▶ Weather
- ▶ Stress/Fatigue
- ▶ Driving
- ▶ Security




 13

Hazard/Risk Analysis SO

(Continued)


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

 14

Hazard/Risk Analysis SO

(Continued)

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

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SO



SO



SO

Hazardous Materials

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Storage

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20

Storage

EPA United States Environmental Protection Agency

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SO

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SO

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 23



SO

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 24













Boating

EPA 31

Boating

EPA 32


Hazard/Risk Mitigation Methods

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

EPA 33

Engineered Controls

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



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Engineered Controls



35

Administrative Controls

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




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Administrative Controls

(Continued)

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



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Administrative Controls



EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 38


Personal Protective Equipment

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

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Personal Protective Equipment
(Continued)

- ▶ PPE is at the bottom of the hierarchy because:
 - It must be worn
 - It must be worn properly
 - Not all PPE is adequate
 - Wearer needs training
 - It can produce stress/limitations

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Debris Removal




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Hazard/Risk Mitigation SO

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



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Risk Management Concepts SO

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

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Risk Management Concepts SO
(Continued)

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

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Hazard and Risk Prioritization SO


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

 46

Hazard and Risk Prioritization SO
(Continued)


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


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

 47

Hazard and Risk Prioritization SO
(Continued)

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




 48

Hazard and Risk Prioritization

(Continued)

Methods for prioritizing hazards

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


 49

The Priority Cross

1. Great Loss Potential?

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

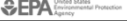
1 = highest priority 4 = lowest priority

 50

Risk Assessment Code (RAC)

		Mishap Probability				
		A	B	C	D	
Hazard Severity	I Catastrophic	1	1	2	3	A = likely to occur immediately or within a short period of time
	II Critical	1	2	3	4	B = probably will occur in time
	III Marginal	2	3	4	5	C = may occur in time
	IV Negligible	3	4	5	5	D = unlikely to occur


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

 51

OPERATIONAL RISK MANAGEMENT

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



- ▶ Identify the operational hazards
- ▶ Determine the level of risk
- ▶ Prioritize the mitigation



52

ORM – Risk vs Gain


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



53

ORM – Prioritization of Risk

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




54

Risk Estimate 50

Risk = Severity x Probability x Exposure

Severity:

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

 55

Risk Estimate 50


(Continued)

Risk = Severity x Probability x Exposure

Severity:

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

Get agreement between Ops and Safety

 56


Risk Estimate 50

(Continued)

Risk = Severity x Probability x Exposure

Probability (likelihood):

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

 57


Risk Estimate 50

(Continued)

Risk = Severity x Probability x Exposure


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

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

 58

Risk Estimate Example 50


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

 59

Risk Estimate 50


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


Shoreline Waterside Patrol (8)
-Risk is slight and possibly acceptable

 60

Exercise SO

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




 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 61

Unit Summary SO

At The Conclusion Of This Unit, Are You Now Able To?:


- ▶ Discuss the risk analysis and hazard mitigation theory.
- ▶ Identify three methods used to prioritize hazards.
- ▶ List three categories of mitigation that are used to prevent accidents.

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SO

Safety Officer

Unit 5 - A Day in the Life



1

A Day in the Life of a SAFETY OFFICER

SO







2

Student Objectives

SO

- ▶ Summarize the daily routine of a Safety Officer.







3

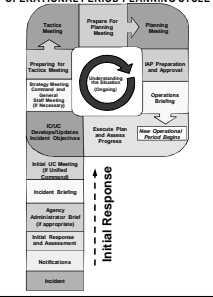
Operations Briefing

- ▶ You start your day early by giving the safety message you developed on the previous night/shift.
- ▶ Safety Message to the troops!



EPA

Life Revolves Around the Operations O



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

EPA


Safety Staff Daily Meeting

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

EPA



Review ICS 214s from Previous Day

- ▶ ICS 214s (Unit Log) should capture all significant activities.
- ▶ You will use the ICS 214s as a basis for the SitRep.
- ▶ Identify existing and future concerns.
- ▶ Document corrective action.





Command and General Staff Meeting

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


Receive call from field on a new concern

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


Work with contractors to develop comprehensive HASP SO

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

 10

Begin work on Safety Message for IAP SO


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




 11

Respond to inquiry on proper PPE for sampling unknown SO

- ▶ PPE information should be included in the HASP and on the ICS 204 (Assignment List).




 12

Finish Safety Message
Remind MEDL of Medical Plan

SO

- ▶ Take charge. Sometimes you have to exercise authority.




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13

Complete and Submit SITREP to SITL

SO

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



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14

Prepare for Tactics Meeting

SO


- ▶ Obtain briefings from field personnel.
- ▶ Work with Ops and Plans to develop risk analysis for draft ICS 215 using an ICS 215A.
- ▶ Make notes on safety gear needed.
- ▶ Identify safety support staff needed.
- ▶ Identify location for safety equipment and locations
 - 1st Aid, eye wash, etc.

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15

Attend Tactics Meeting SO


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



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Tactics Meeting SO


- ▶ Review ICS 204 (Assignment List) and ICS 215 (Operational Planning Worksheet).
- ▶ Complete ICS 215A (IAP Safety Analysis) and ICS 208 (Site Safety and Control Plan).
- ▶ Assign staff for next Operational Period.
- ▶ Understand the operations.
- ▶ Develop workable mitigation.
- ▶ Maintain communication with OPS.



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Attend Planning Meeting SO

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



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Complete ICS Form 214

SO

- ▶ ICS 214 (Activity Log) records the daily activity of you and your staff. Make sure there is adequate detail, but not so large to be a novel.

1. Incident Name		2. Operational Period (Date / Time)		ACTIVITY LOG ICS 214 - EPA	
3. Location (Address)		4. ICS Incident		5. Incident Priority	
6. Personnel/Units Assigned					
7. Unit	8. ICS Position	9. How Busy			
8. Activity Log					

Check on Staff still in the field

SO

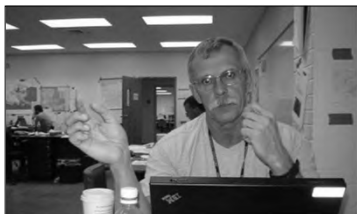
- ▶ Large operations may require ASOs to travel extensively.
- ▶ Have a means to verify they are safe.



Develop Safety Message for Next Operations Meeting


SO

Not again, didn't we do this already?



Staffing


- ▶ On a large response the SO will need help.
- ▶ The hazards are in the field.
- ▶ Review staffing.
- ▶ Complete ICS 213RRs (Resource Request Form) for replacements and additional staff



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When in doubt...

- ▶ Find the daily meeting schedule and keep a copy with you
- ▶ Review your Job Aid
- ▶ Call someone you trust for advice
- ▶ Work as a team



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Questions?



EPA United States Environmental Protection Agency 24

SO

Safety Officer


Unit 6 - Notification



1

Unit Objectives


- ▶ List 5 items that may be part of the Safety Officer's (SO) kit.
- ▶ List 3 types of documents that can be found at the EPA Safety Officer Toolbox



2

Resources

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



3

EPA Safety Officer Toolbox

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

SO



4

SAFETY OFFICER TOOLBOX

File Name	Description	Category	Uploaded	Size	Download
201a - Boat Launching Safety Guidelines 6-23-10 v1.pdf	Boat Launching - BP 201's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	50 KB	Download
Boaters Pre-Departure Checklist PDF	Boating Pre-Departure Checklist - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	561 KB	Download
Boating Safety 5-24-10 v2.pdf	Boat Safety - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	23 KB	Download
ICS 208 - AA - General Project Safety Considerations as of 6.23.10.pdf	Safety Considerations - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	488 KB	Download
ICS 208 - Air Monitoring as of 6.23.10.pdf	Air Monitoring - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	2432 KB	Download
ICS 208 - All Terrain Vehicle (ATV) Safety as of 6.23.10.pdf	ATV Safety - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	2164 KB	Download
ICS 208 - Beach Cleanup and Shoreline Safety as of 6.23.10.pdf	Beach Cleanup and Shoreline Safety - BP 208's developed during DeepWater Horizon 2010, IMT Mobile, AL	ICS Form 208 DWH	4/2/2014	3504 KB	Download


EPA Safety Officer Toolbox

SO

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

6

SO



10

SO

Job Hazard Analysis: ATV Container Collection/Assessment

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

Physical Hazards						
Hazard	Source	Control Measures	Exposure Potential			
			M	L	Unk	N/A
Struck By Other Vehicles	Traffic & Heavy Equipment	Ride Daylight Hours only with Lights On. Be a defensive driver. Wear Reflective Vest. Use shoulder of roads. Stop at intersections before crossing. Ensure eye contact with Heavy Equipment Operators. Don't drive in Heavy Equipment's blind spots.				
Roll Over	Slope & taking sharp turns to fast.	Don't turn on slopes over 20%, and slow moderate turning.				
Fire	Engine Fire	Fire Extinguisher on ATV				
Burns	Muffler	Muffler Guard, Gloves, Long Sleeves and Long Pants				
Injuries to Head & Extremities	Hitting Debris, Brush, tree limbs, etc.	High top safety shoes, long pants, long sleeves, gloves, helmet & goggles				
Improper Riding	Not following Manufacturer's Guidelines for safe riding	Wear Proper PPE. No Passengers, keep speed to < 30 mph. Follow Manufacturer's Recommendations, Follow Pre-Checks and Maintenance requirements.				
Lack of Accountability	No Communication, route plan, or buddy	Buddy System, Route Plan, have Communications (Radio or Cell Phone)				


11

SO


Job Hazard Analysis: ATV Container Collection/Assessment (cont.)

Biological Hazards						
Hazard	Source	Control Measures	Exposure Potential			
			M	L	Unk	N/A
Raw Sewage	Dust	Wear N95 mask or don't follow vehicles kicking up dust				

Chemical & Radiological Hazards						
Hazard	Source	Control Measures	Exposure Potential			
			M	L	Unk	N/A
Gasoline	Refueling	Fire Extinguisher on ATV, Use approved gasoline can for refueling, turn off engine.				

PPE				
Level A	Level B	Level C	Level D Mod	Level D
Modifications: Approved ANSI Helmet for ATV use, Goggles, Gloves, Safety Boots (over the ankle), Long Sleeves, Long Pants, and Reflective Vest.				

Other	
Crew Size: 2	Equipment Required: ATV, Radio or Cell Phone
Special Notes: HHW Collection activities will require additional PPE (i.e., nitrile gloves, possibly tyvek, etc.)	


12

Safety Message

SO

- ▶ Highlights daily safety concerns
- ▶ Organized by topic
- ▶ Brief, bullet format
- ▶ Compiled from previous response activities

13

Message-Sandy (8)
<< 1 >> Page Size

File Name	Description	Category	Uploaded	Size	Download
H Sand Safety Message 01.docx	PTDs; Flood Waters; Hi-Vis Clothing; Flooding; Roadways; Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	13 KB	Download
H Sand Safety Message 02.docx	Leaking Natural Gas; PFDs; Flood Waters; Hi-Vis Clothing; Roadways; Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	13 KB	Download
H Sand Safety Message 03.docx	Leaking Natural Gas; Carbon Monoxide; Back Feeding Electric; Sewer LEL Levels; Roadways; Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download
H Sand Safety Message 04.docx	Defensive Driving; Public Confrontations; Back Feeding Electric; Personal Hygiene - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download
H Sand Safety Message 05.docx	Icy Roads; Hunting Season; Operations - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download
H Sand Safety Message 06.docx	Black Ice; Injury/Accident Reporting - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download
H Sand Safety Message 07.docx	Holiday Travel - Hurricane Sandy	Message-Sandy	4/1/2014	14 KB	Download

14

SO

Safety Message #8

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

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

15

HURRICANE IRMA SAFETY MESSAGE #4

SLIP, TRIP and FALL Hazard Management

Slip


A "slip" occurs when there is too little traction or friction between the shoe and walking surface.

Trip

A "trip" occurs when a person's foot contacts an object in their way or drops to a lower level unexpectedly, causing them to be thrown off-balance. A trip most often results in a person falling forward, while a slip most often results in the person falling backward.

Fall

A "fall" occurs when you are too far off-balance.


16

Safety Briefings


SAFETY OFFICER TOOLBOX

File Name	Description	Category	Uploaded	Size	Download
Advanced Radiation Safety for EPA Student Manual complete 2014-62-10 2.pdf	Advanced Radiation Safety for EPA Emergency Responders - Student manual	Safety Brief	4/9/2014	21642 KB	Download
EPA Worker Training Training Presentation with attached notes for reference - 2004	EPA Worker Training Training Presentation with attached notes for reference - 2004	Safety Brief	4/9/2014	53609 KB	Download
EPA Tailgate Safety Form.docx	Tailgate (daily/shift) operational safety meeting	Safety Brief	4/5/2014	0 KB	Download
Hurricane Katrina Safety Briefing 10 oct 2005 updated to H-South command center.pdf	Hurricane Katrina Initial Safety Orientation	Safety Brief	4/5/2014	4268 KB	Download
Hurricane Irene Safety Briefing Sept 2011.pdf	Hurricane Irene Safety Orientation	Safety Brief	4/5/2014	5623 KB	Download
Hurricane Sandy Safety Briefing 8_Oct_2012.pdf	New Process Safety Brief - H. Sandy	Safety Brief	4/5/2014	9423 KB	Download
Communication Safety Brief.docx	Procedures for Satellite Phone use since cell phone coverage is down - H. Sandy	Safety Brief	4/5/2014	13 KB	Download


17


Resource Documents

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


18

Safety Officer Toolbox POCs

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



19

SO Response Kit Ideas

- ▶ Work clothes and non-perishable foods




20

SO Response Kit Ideas

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




21

SO Response Kit Ideas SO

▶ PPE appropriate to the incident




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SO Response Kit Ideas SO

▶ Safety References

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




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SO Response Kit Ideas SO

▶ Support equipment:

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



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SO Response Kit Ideas SO

- ▶ Notebooks for documentation



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Environmental Protection
Agency 25

Key Forms SO

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

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Agency 26

Key Forms SO

- ▶ Incident Action Plan
 - Incident Objectives, ICS 202-EPA
 - Division Assignment List, ICS 204-EPA
 - Communications Plan, ICS 205-EPA
 - Medical Plan, ICS 206-EPA

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Environmental Protection
Agency 27

Unit Summary
 At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ List 5 items that may be part of the Safety Officers (SO) kit
- ▶ List 3 types of documents that can be found at the EPA Safety Officer Toolbox

SO

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 AGENCY

28

SO

Safety Officer

Unit 7 - Incident Briefing ICS 201

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AGENCY
1

SO

Unit Objectives

- ▶ List the 7 topics of the ICS 201 briefing and an SO activity associated with each
- ▶ Given an ICS 201
 - Initial Actions: Identify likely hazards and any controls implemented to address hazards
 - Initial Objectives: Identify any safety objectives
 - Current Actions: Identify likely hazards and any controls implemented to address hazards

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AGENCY
2

SO

Unit Objectives


(Continued)

- ▶ Given an ICS 201
 - Planned Actions: Identify likely hazards and develop a list of controls
 - Potential of Incident: Plan for size of Safety Organization
 - Current Organization: Identify presence of a SO, DSO or Assistants. Review Org Chart and identify locations for field assistants and SO support
 - Resource Summary: Identify additional hazards and risks posed by resources on-scene and those en route.

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AGENCY
3


Incident Brief ICS 201 SO

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

 4


Incident Brief ICS 201 SO

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

 5


Incident Brief ICS 201 SO

- ▶ ICS 201 Topics:
 - Initial Actions
 - Initial Objectives
 - Current Actions
 - Planned Actions

 6


Incident Brief ICS 201 SO
 (Continued)

- ▶ ICS 201 Topics:
 - Potential of Incident
 - Current Organization
 - Resource Summary

 7


Incident Brief ICS 201 SO

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

 8


Incident Brief ICS 201 SO

- ▶ Initial Objectives:
 - Identify any safety objectives
 - If none are mentioned, begin to formulate one

 9

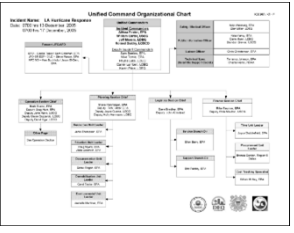
Incident Brief ICS 201 SO

- ▶ Potential of Incident:
 - Use this information to begin planning the size of your safety organization


 10

Incident Brief ICS 201 SO

- ▶ Current Organization:
 - Identify the presence of any SO or Assistants.
 - Review the organization chart and identify locations for field assistants and SO support.




United Command Organizational Chart

 11


Incident Brief ICS 201 SO

- ▶ Resource Summary:
 - Review the list of resources.
 - Identify additional hazards and risks posed by resources on-scene and those en route.
 - Identify the SO on-scene and Assistants en route.
 - Begin formulating a list of controls to address hazards.

 12

Exercise SO


- ▶ Each student will be given a copy of an ICS 201.
- ▶ Working within your team, identify the following:
 - Initial Action: Likely hazards encountered and controls implemented.
 - Initial Objectives: Is there a safety objective?

 13

Exercise SO

(Continued)


- ▶ Working within your team, identify the following:
 - Current Action: Likely hazards and controls implemented
 - Planned Action: Likely hazards and possible controls
 - Potential of Incident: Determine size of Safety Organization

 14

Exercise SO


(Continued)

- ▶ Working within your team, identify the following:
 - ▶ Current Organization: Identify SO or Assistants
 - ▶ Resources: Identify additional hazards and risks posed by resources on-scene or en route

 15


Unit Summary SO
 At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ List the 7 topics of the 201 briefing and an SO activity associated with each
- ▶ Given an ICS 201
 - Initial Actions: Identify likely hazards and any controls implemented to address hazards
 - Initial Objectives: Identify any safety objectives
 - Current Actions: Identify likely hazards and any controls implemented to address hazards

 16

Unit Summary SO
 At The Conclusion Of This Unit, Are You Now Able To?:
 (Continued)


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

 17

SO

Safety Officer


Unit 8 – IC/UC Objectives Meeting


1

SO

Unit Objectives


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

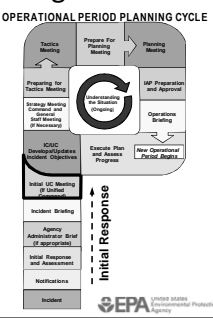

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SO

Initial Unified Command Meeting

- ▶ This meeting precedes the first IC/UC Objectives Meeting.
- ▶ This meeting is for:
 - assembling the Unified Command;
 - identifying jurisdictional roles and limitations;
 - setting incident priorities; and
 - building the response organization.

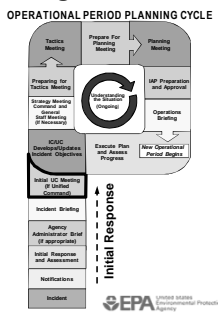

3



Initial Unified Command Meeting

SO

- ▶ The Planning Section Chief facilitates this meeting, if available.
- ▶ The SO does not typically attend

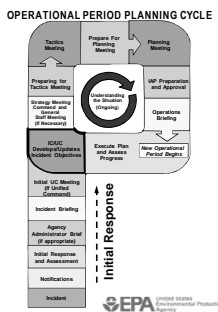


4

IC/UC Objectives Meeting

SO

- ▶ During this meeting the UC creates, reviews, and prioritizes incident objectives.
- ▶ For reoccurring meetings, objectives are reviewed and revised as needed.
- ▶ Note this is in the “circular” part (Operations O) of the Planning P.



5

IC/UC Objectives Meeting

SO


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



6


Safety Officer Actions SO

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

 7


Safety Officer Actions SO

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

 8


Safety Objectives SO

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

 9


Safety Objectives SO

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

 10


Safety Objectives SO

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

 11


Safety Objectives SO

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

 12

Safety Objectives SO

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



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Unit Summary SO

At The Conclusion Of This Unit, Are You Now Able To?:

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

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SO

Safety Officer


Unit 9 - Operations Briefing


1

SO

Unit Objectives


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

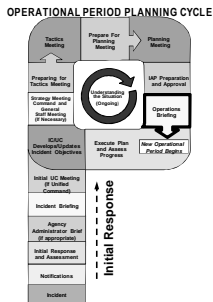

2

SO

Purpose


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


3



SO Actions SO


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

 4

SO Actions SO


(Continued)

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

 5

Detailed Safety Status Briefing SO


- ▶ Report on overall Safety Status of incident:
 - Number of injuries and/or near misses.
 - Actions being taken to prevent injury or near miss reoccurrence.

 6


Detailed Safety Status Briefing SO

(Continued)

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

 7


Operations Briefing SO

 8

Unit Summary SO

At The Conclusion Of This Unit, Are You Now Able To?:

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

 9

SO

Safety Officer

Unit 10 - Command & General Staff Meeting/Briefing

UNITED STATES
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AGENCY
1

SO

Unit Objectives

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

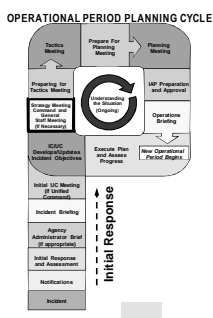
UNITED STATES
ENVIRONMENTAL PROTECTION
AGENCY
2

SO

Purpose


- ▶ The UC presents decisions, priorities and objectives to the Command and General Staff
- ▶ The Planning Section Chief Facilitates this meeting.
- ▶ **The SO must attend.**

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AGENCY
3




SO Actions SO

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

 4


SO Actions SO

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

 5


Safety Status Briefing SO

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

 6


Safety Status Briefing SO

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

 7


Safety Status Briefing SO

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

 8


Safety Status Briefing SO

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

 9


Safety Status Briefing SO

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

 10

Unit Summary SO
At The Conclusion Of This Unit, Are You Now Able To?:

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

 11

SO

Safety Officer


Unit 11 - Tactics Meeting


1

SO

Unit Objectives


- ▶ Describe the purpose of the Tactics Meeting.
- ▶ List 7 actions the SO may take during the Tactics Meeting.
- ▶ Given a ICS 215-EPA from Operations, prepare a risk/hazard analysis using both the ICS 215A-EPA.


2

SO

Tactics Meeting Purpose

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


3

SO Actions – prior to the tactics meeting

1. Obtain briefings from ASOs in the field. This will ensure that the SO has the latest safety intelligence going into the Tactics Meeting.
2. Accompany the Planning Section Chief (PSC) and OPS to the meeting location and work with the section chiefs to prepare for the Tactics Meeting.

SO

4

SO Actions – prior to the tactics meeting

3. Working closely with the OPS, develop ICS 215A-EPA for the next operational period.
 - SO should meet with OPS as early as possible
 - Understand the expected operations
 - Determine the risks and mitigations
 - Complete the ICS 215A-EPA

SO

5


ICS 215A - EPA

SO

SO Actions – prior to the tactics meeting

SO

- Based on the hazards and risks identified, develop a list of controls to safeguard responders and the public.
 - Conduct a risk/hazard analysis on each assignment. (Use ICS 215A and if applicable, use and apply risk prioritization tools).

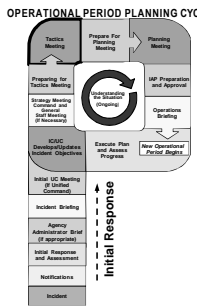



7

SO Actions

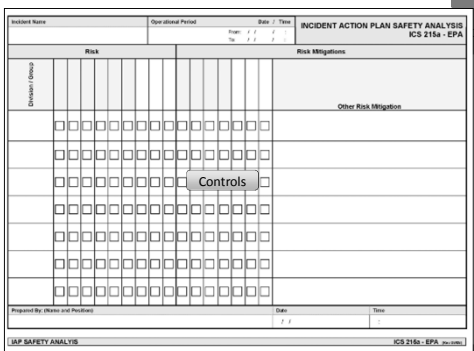
SO

- During the Tactics Meeting, continue working with OPS to develop ICS 215A and develop a list of controls for the hazards and risks.
 - Identify ASOs and other resources needed to support the responders executing the OPS's tactics.

8

ICS 215A - EPA




ICS 215A - EPA

SO Actions SO

6. While the ICS Form 215A-EPA is being completed, make notes on safety gear needed.


- If a work assignment requires specialized safety gear (e.g., hazmat suits), communicate this to the OPS and Logistics Section Chief (LSC).
- Cover details after the Tactics Meeting.

 10


SO Actions SO

7. Provide input on locations for safety equipment and stations such as:

- Personnel decontamination;
- Fire extinguishers;
- Eye wash stations; and
- First aid stations.

 11

Tactics Meeting SO

 12

OPERATIONAL RISK MANAGEMENT

SO

- ▶ ORM: a formalized, systematic risk analysis & reduction process:
 - Used by the U.S. military & large corporations (My favorites: Cruzan Rum and Jim Beam);
 - Prioritizes the risks (Focuses attention & resources on problem areas);
 - Meant to develop a culture of risk analysis/control; and
 - Meant to assist development of a Safety Plan.

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Basic Steps of ORM

SO

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ORM 6 STEP PROCESS


SO

1. Identify Mission Tasks
2. Identify Hazards
3. Assess Risk
4. Identify Options for Reducing Risk
5. Execute Decision
6. Monitor Situation


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Four ORM Principles SO

1. Accept risk only when benefits outweigh the cost.
2. Accept no unnecessary risk.
3. Anticipate and manage risk by planning.
4. Make risk decisions at the right level.


 16

ORM	VS.	Non-Standard Approach SO
<ol style="list-style-type: none"> 1. Systematic 2. Proactive 3. Integrates all types of risk into the plan 4. Common Process/Terms 5. Conscious decision based on Risk vs. Benefit 		<ol style="list-style-type: none"> 1. Random, individual-dependent 2. Reactive 3. Safety as after-thought once (work) plan is done 4. No standard terms/process 5. "Can Do" regardless of risk

 17

ORM: Different Levels of Detail SO


- ▶ Flexible: evaluate flight ops to pallet moving...
- ▶ Naval Flight Ops
 - Found over 40 areas for improvements.
- ▶ Pallet Moving
 - USAF Culture of Safety.
- ▶ Hurricane Sandy Dive Operation
 - Detailed planning and analysis.

 18

The Task...

- ▶ Dive in a confined space...
- ▶ In raw sewage...
- ▶ Through 2 floor penetrations...
- ▶ Over 30 feet depth...
- ▶ Bolt a 6,000 lb. sluice gate to the wall...
- ▶ In zero visibility.

The Upper Deck ➡



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The Mid-Deck

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The Hazards...and the ORM Analysis SO

- ▶ Confined space/limited egress.
- ▶ Obstacles in the pit/trip and tear hazards.
- ▶ Water flow/difference in levels.
- ▶ Zero visibility.
- ▶ Rigging failure - crushing the diver.

 22


The Hazards... and the ORM Analysis SO
(Continued)

- ▶ Pinch points – Injuring/trapping the diver.
- ▶ Impediments to rescue.
- ▶ Fall hazards (for those above).
- ▶ Electrical hazards – unidentified sources.
- ▶ Heavy equipment – crane/trucks.

 23

Operational Steps SO

- ▶ Assessment
- ▶ Remove obstacles
- ▶ Install 28 Studs
- ▶ Lower gate
- ▶ Re-rig gate
- ▶ Align with studs
- ▶ Install bolts

 24



USCG Integrated ICS - ORM Model Current Status

- ▶ Introduced by Aviation Survival Technician (AST) Commander Laferriere
 - Based on the Severity x Probability x Exposure (SPE) and Green-Amber-Red (GAR) Models.
 - Assigns a risk level.
 - Fits into the ICS system.
 - Used by the USCG Strike Teams.
- ▶ Approved by National Response Team (NRT) Committees
 - Awaiting OEM Signature.

26

SPE Model

Risk = Severity x Probability x Exposure

SEVERITY	PROBABILITY	EXPOSURE
1 = None or slight	1 = Impossible or remote	1 = Below Average
2 = Minimal	2 = Unlikely in normal conditions	2 = Average
3 = Significant	3 = About 50-50	3 = Above Average
4 = Major	4 = Greater than 50%	4 = Great
5 = Catastrophic	5 = Very likely to happen	

27

GAR & Risk Estimate:

SO

#	Risk
80-100	Very high, discontinue/stop
60-79	High, immediate correction
40-59	Substantial, correction needed
20-39	Possible, attention needed
1-19	Slight, possibly acceptable



28

The Original Analysis Form

SO



29

The Updated Hazard Analysis Form
(Not to Scale)


SO



30

Logistics of the Form (Revised during Deepwater Horizon MC-252 Response)

- ▶ Made it easy to use:
 - 2-Page Form
 - ✓ Hazards and GAR on Page 1.
 - ✓ Controls on Page 2.
- ▶ Critical Fields Linked on Both Pages
 - Work Assignment Fields.
 - Hazard and Control Fields.
- ▶ Automated the mathematics/color coding.
- ▶ Removed GAR fields from Page 2.




SO

31

215A-ORM at Deepwater Horizon

- ▶ Used as an assessment tool
 - Pre-loaded work assignments (Ops)/ hazards/controls on template.
 - Developed safety messages/briefs for EPA from 215A-ORM Assessment.
- ▶ Attempted widespread use
 - 15+ contractors, safety all over the map.
 - No other systematic risk assessment done.
- ▶ Communicated problems to BP Safety.




SO

32

INCIDENT ACTION PLAN SAFETY ANALYSIS

ICIS Form 215A-ORM

Activity	Hazard	1. Work Assignments										13. Date	14. Impact/Consequence	15. Control	16. Status	17. Date	18. Page 1 of 2	
		1. Task	2. Time	3. Location	4. Equipment	5. Personnel	6. Materials	7. Hazards	8. Controls	9. Hazards	10. Controls							
Blowdown	High Pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1
Shutdown	High Pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2
Start-up	High Pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	3
Emergency	High Pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	4
Other	High Pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	5



SO

33









SO

40

Exercise

- ▶ Using the ICS 215 provided, and any additional information provided by the instructor, the class will prepare a ICS 215A-EPA.

SO

41

Unit Summary

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Describe the purpose of the Tactics Meeting.
- ▶ List 7 actions the SO may take during the Tactics Meeting.
- ▶ Given a ICS 215-EPA from Operations, prepare a risk/hazard analysis using the ICS 215A-EPA.

SO

42

SO

Safety Officer

Unit 12 - Planning Meeting

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AGENCY

1

SO

Unit Objectives

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

OPERATIONAL PERIOD PLANNING CYCLE

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2

SO

Purpose

- ▶ The purpose of the Planning Meeting is to receive verbal approval from the Unified Commander to proceed with the Incident Action Plan.
- ▶ This meeting provides an overview of the tactical plan to achieve the Unified Command's direction, priorities, and objectives.
- ▶ The SO provides a summary safety briefing for the Unified Command/Incident Commander.


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3

Resolving Issues SO

Prior to the Planning Meeting

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


 4

Resolving Issues SO

(Continued)


Prior to the Planning Meeting

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

 5

SO Actions SO


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

 6

SO Actions SO

(Continued)

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


 7

Safety Message SO

Safety Message #6

BLACK ICE:

- ▶ Can occur with air temperatures well above 32 degrees.
- ▶ Is caused by freezing ground temperatures and high dew points.
- ▶ If the roadway looks wet and there's no tire spray from other vehicles...Slow down and look out!

 8


Safety Message SO

(Continued)


Safety Message #6

INJURY & ACCIDENT REPORTING:

- ▶ Wounds are a potential infection risk
- ▶ Immediately wash even minor cuts and abrasions...don't wait!
- ▶ Seek medical attention even for small injuries
- ▶ All injuries or accidents must be reported to your supervisor and the safety officer

 9

Safety Bulletin Board



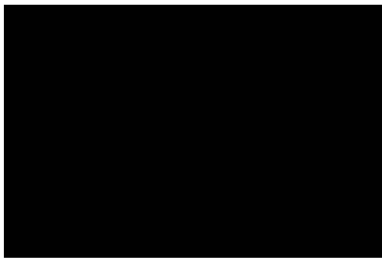
EPA United States Environmental Protection Agency

SO Actions

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

EPA United States Environmental Protection Agency

Planning Meeting

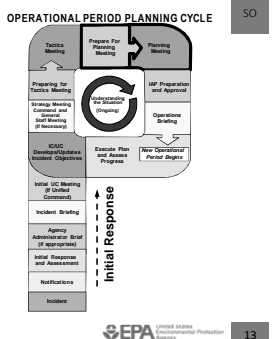


EPA United States Environmental Protection Agency

Unit Summary

At The Conclusion Of This Unit, Are You Now Able To?:


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



SO

Safety Officer

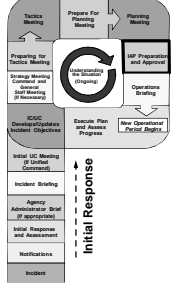
Unit 13 - IAP Preparation and Approval



1

Unit Objectives

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

SO





2

Unit Objectives


- ▶ Given a draft IAP and an ICS 215A:
 - Review the organizational assignment list (ICS 203), medical plan (ICS 206), and communications plan (ICS 205).
 - Prepare a Safety Message and a General Safety Message (ICS 202).
 - Insert special safety instructions into the ICS 204s.

SO


3

SO Actions SO

- ▶ Complete the overall incident "Safety Message."
- ▶ Add "General Safety Message" (Safety Bullets) to ICS 202.
- ▶ Ensure that SO organization is reflected in ICS 203.

 4

Safety Message SO

HURRICANE IRMA SAFETY MESSAGE #4
SLIP, TRIP and FALL Hazard Management

Slip


A "slip" occurs when there is too little traction or friction between the shoe and walking surface.

Trip

A "trip" occurs when a person's foot contacts an object in their way or drops to a lower level unexpectedly, causing them to be thrown off-balance. A trip most often results in a person falling forward, while a slip most often results in the person falling backward.

Fall


A "fall" occurs when you are too far off-balance.

 5

ICS 202 SO

3. Incident Objective(s):

1. Ensure health and safety of the public and response and recovery personnel.
2. Ensure effective transition of regulatory oversight of the oil impacted areas from EPA to MDNRE jurisdiction as appropriate.
3. Maintain the isolation of the Kalamazoo River from all the up-gradient source areas.
4. Contain and recover oil and contaminated vegetation in Talmadge Creek and Kalamazoo River.
5. Maintain effective unified communications with cooperating and assisting agencies and the public.

 6

ICS 202

5. General Situation Awareness (Safety Bullets, Weather, etc.):

1. Maintain high awareness of safety protocols as work is completed in the demobilization and DECON execution.
2. Ensure safety protocols and monitoring for public health purposes during submerged oil recovery and O&M activities are understood and followed.
3. Review cold weather safety recommendation and maintain awareness.
4. Recognize earlier darkness due to time-change, adjust as appropriate.

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SO
7

ICS 203

1. Incident Name Hurricane Katrina		2. Operational Period (Date/Time) From 0800 To 1900 09 Sept 05		ORGANIZATION ASSIGNMENT UNIT ICS 203-INT
3. Incident Commander(s) and Staff		7. OPERATION SECTION		
Agency	IC	Deputy	Chief	Clary Moore
EPA	Kian Clark	Jan Silver	Deputy	
USDO	CMD Lufemere	CMD N Valley	Staging Area Manager	Stamen Dekker
LDEQ	Chris Padden	Jeff Stuyves	Staging Area Manager	
Safety Officer	Rita Engstrom/Olen Miller		Staging Area Manager	
Information Officer	Mike Nappholz			
Liaison Officer	Carin Moran/Carmen Hanning			
Costs	Sherry Nepp			
4. Agency Representatives		a. Branch - Division Group ER Assess Branch		
Agency	Name	Branch Director	Deputy	Jeff Becher
TCCO	Jeff Lewellen			
NOKA	Ryan Grogan	Division Group	Reaction/Response	David Bees
LOBCO	Tina Swaze	Division Group	Env. Sampling	Mike Schimpf
LPWS	Ian Longo	Division Group	Drinking Water	Clayton/Paul Dabney
USACE	Chris Brantley	Division Group	Wastewater	LDEQ
5. PLANNING/INTEL SECTION		b. Branch - Division Group ER Branch		
Chief	John Martin	Branch Director	Clary L'Esper	
Deputy	Donna Zunker	Deputy		
Resources Unit	Karen McCormick	Division Group	S & B	Chris Run
Situation Unit	Lance Richman	Division Group	ER Team	Chris Run

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SO
8

ICS 215A and 204

- ▶ Information from the ICS 215A is used to add safety instructions to the Special Instructions section of the ICS 204
- ▶ The ICS 215A is not a form that is part of the Incident Action Plan

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SO
9

SO Actions

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

EPA 10

ICS 204

6. Resources Assigned		* indicate N/A or otherwise with additional instructions		
Unit / Resource	Leader	Contact Info #	# of Persons	Reporting Info/Notes/Remarks
Chlorine Residual Testing Team	Kay Nall	225-935-9660	9 STABT 1 LDH 2 FPS	Report to Algiers WTP facility at 0700 hours

7. Work Assignments:

- Chlorine Residual Testing Team will perform tanker truck verification / inspection / filling operations and conduct chlorine residual analyses on waste tanker trucks prior to departure at the Algiers WTP.
- Daily operations will continue 07:00 to 19:00 hours, 7 days per week.
- *Karen Kinn is the technical contact of chlorine residual analyses and is located at LDH#1: 6867 Bluebonnet Blvd, Baton Rouge, LA 70819.

8. Special Instructions

- Minimum Level D: As needed: Particulate filter with embedded charcoal (N95) if splash hazard or for smell, water chaps, ear plugs.
- Use Buddy system. Maintain contact with team members. If security issues arise, contact Robert Conroy at 504-419-2260.
- Safety officers will conduct periodic safety visits to work sites.
- EPA Community Involvement Coordinators (CICs) may be working in your area doing outreach activities.

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

EPA 11

ICS 204

7. Work Assignments

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


8. Special Instructions

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

EPA 12

SO Actions


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



Medical Plan – ICS 206

ICS 206 Medical Plan	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period
ICS 206 Medical Plan	Marine Air Station East	11 October 2007	1800	From: 0700 3 Nov 07 To: 0700 3 Nov 07

3. Selected Medical Aid Stations			Priority	
Name	Location	TS	TS	TS
POB 2P Medical Clinic	LA Technical College, Monterey (950) 330-1000	BS1		
EMEDS - Spine of Coast (amb & med)	Coast Community Coll, Ocean - Oceanview Bldg	SAD		
POB 2EMSA (EMT) (amb)	Lombard Rd, Westlake, Agoura, CA	SAD		
1P - Coast Support Hospital (amb & med)	100 Coastview Center, Blvd J, Gate 31 Petaluma, CA 94952	SAD		
EMEDS - 1001 NOLA, West Air Station (TS)	1000 Baywood Ave, 100 LSC, C, Chipping, 397 080 5408			
ICMAD - Chubbuck	Chubbuck High School, 1100 E Ridge Drive Dr 2000 Grand Ave, 240 760 9723, 1 800 337 1408 LA 90047-701	BS1, EMT		
ICMAD - Chubbuck Med Facility	8101 W Ridge Drive Dr 100 266 6014			
ICMAD - CHMKT (amb)	Baldwin Middle School, 11402 Hwy 23, Baldo Clinic	SAD/BS1		
Chubbuck (amb)	Baldwin Middle School, Chubbuck, Hwy 23, Baldo Clinic 11402 Hwy 23 (W. Chubbuck)			
EMEDS 144th Avenue, Area 100 (amb)	Greenway, LA, Avenue Area 01 High School			
Area 100 (amb) (amb) (amb) (amb)	West Valley High School, Progression Park 400 200 8000	USA		
EMEDS - Chubbuck	1000 W. Ridge Drive - Chubbuck (950) 330 1000 1000 W. Ridge Drive - 1000 Coast Community Coll, 1000 W. Ridge Drive Westlake, CA 94995			




Medical Plan – ICS 206

8. Transportation						
A. Ambulance Services						
Name	Address	Phone	Priority	TS	TS	TS
East Software (amb) (amb)	801 Agoura	310-441-0171	S			
New Ocean (amb) (amb) (amb)	701 Agoura	310-410-4000	S			
Progression Park (amb)	Progression Park, West Valley	310-410-1330	S			
1P Coast Support Med (amb) (amb)	Baldwin Middle School	310-330-8000	S			


B. Selected Ambulances						
Name	Location	Priority	TS	TS	TS	TS
None						

C. Helicopters						
Name	Address	Phone	Priority	TS	TS	TS
Chubbuck Coast Paramedics	1100 S. California Street, 100 00 1000	714	S			
East Software (amb)	4200 Beach Blvd, Malibu	310-410-4000	S			
East Software	11111 Medical Center Blvd, Monterey	310	S			
Team Software	1401 Pacific St, 100	310-441-0171	S			
Medwest	2000 Baldo Clinic (amb) (amb)	310-441-0171	S			
Chubbuck (amb) (amb) (amb)	100 Medical Center Drive, 100 000	310-441-0171	S			
1000 Monterey	1001 Ocean Blvd, 100 000	310-441-0171	S			
Chubbuck (amb) (amb) (amb)	11 E. Progress Dr, 100 100, Carpinteria	310-441-0171	S			




SO Actions

- ▶ Review the Communications Plan to ensure that there is clear communications link to all field units and their supervisors. Contact field ASOs to determine effectiveness of the Communications Plan.
 - ICS 205 – Incident Radio Communications Plan
 - ✓ Phone
 - ✓ Email
 - ICS 205A – Incident Communications Plan

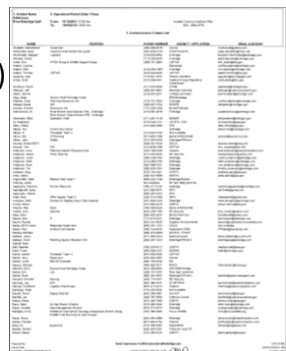

16

Communications Plan – ICS 205 (Radio)

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Area Kalamazoo River / Enderidge Spill	2. ICS 205 Project 8/17/2018 10:22 hrs	3. Operation Period/Date/Time From: 10/11/2018 / 0700 hrs To: 10/12/2018 / 2000 hrs
A. Radio Channel Utilization				
Radio Type/Code	Channel	Function	Assignment	Remarks
Motorola Astro XTS 5000	14	Monitoring	LOGS/COMMS - 2 Radios, 1 Beam Site	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	IC Comm	IC - (EPA) 2 Radios	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	IC Comm	IC - (Enderidge) 1 Radio	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Safety Comm	SO - (EPA) - 2 Radios	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Safety Comm	SO - (Enderidge) - 15 Radios	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Operations	OPS - (EPA) - 1 Radio	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Operations	OPS - (Enderidge) - 2 Radios	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Planning	NCAA - 1 Radio	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Monitoring	Security - 5 Radios	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	14	Logistics - EPA	Medical Unit - 1 Radio	Make sure your Radio is set to E-EMT 14. Return the Radio to Logistics.
Motorola Astro XTS 5000	15	Operations	Wildfire Damage Assessment	Make sure your Radio is set to E-EMT 15. Return the Radio to Logistics.
Motorola Astro XTS 5000	28	Life Care (EMS)	EMS - 18 Radios, 1 Beam Site Life Care - 2 Radios	Make sure your Radio is set to E-EMT 28. Return the Radio to Logistics.


17


ICS 205a (Phone/email)




18


Exercise SO

- ▶ Given a draft IAP and the previously prepared ICS 215A:
 - Prepare a "Safety Message."
 - Prepare a "General Safety Message" for the ICS 202.
 - Ensure that SO organization is reflected in ICS 203.

 19

Exercise SO


- ▶ Given a draft IAP and the previously prepared ICS 215A:
 - In the ICS 204s, add special safety instructions specific to the unit's work assignment.
 - Review the Medical Plan.
 - Review the Communications Plan.

 20

Unit Summary SO

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ List 6 actions the SO may take during the IAP Preparation and Approval phase.
- ▶ Given a draft IAP:
 - Review the organizational assignment list (ICS 203), medical plan (ICS 206), and communications plan (ICS 205).
 - Prepare a Safety Message and a General Safety Message (ICS 202).
 - Insert special safety instructions into the ICS 204s.

 21

SO

Safety Officer


Unit 14 - Execute Plan and Assess Progress


1

SO

Unit Objectives

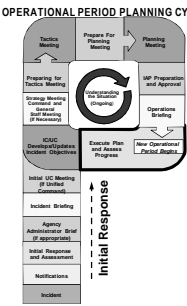
- ▶ State the job of the SO during the Execute Plan and Assess Progress phase.
- ▶ List 4 actions the SO may take during the Execute Plan and Assess Progress phase.
- ▶ Given the position of a member of the IMT, state what the SO obtains and provides them.


2


SO

Purpose

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




The diagram illustrates the Operational Period Planning Cycle. It shows a continuous loop of activities: Preparing for the Meeting, Meeting, Planning Meeting, IAP Preparation and Approval, Operations Briefing, Execute Plan and Assess Progress, and Review Operations. A vertical 'Initial Response' column lists: Initial IIC Meeting or Initial Command, Incident Briefing, Agency Administration (IAP if appropriate), Initial Response and Assessment, Notifications, and Incident.


3

Safety Officer Actions

- ▶ SO receives continual updates from ASOs in the field.
- ▶ SO can best assess progress by getting out into the field.
- ▶ SO may consider assignment of Deputy SO to the ICP.




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4

Safety Officer Actions

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



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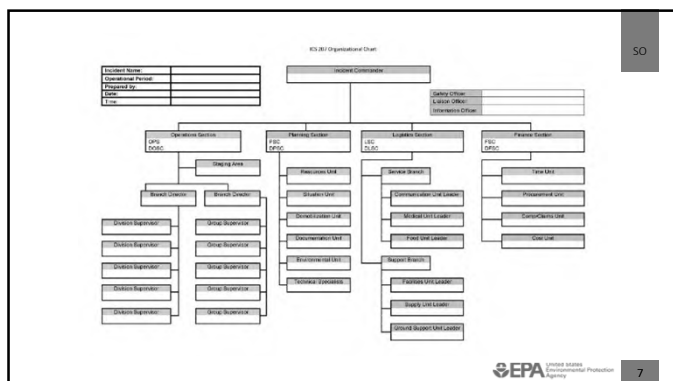
5

Information Exchange



EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

6



SO

7

Organization

- ▶ Note that all the positions listed in this unit may not be filled for any given response.
- ▶ If a position is not filled, the responsibility falls to the appropriate section chief.

SO

8

Who: Unified Command

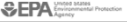
- ▶ When: Upon arrival
- ▶ Obtain: Safety Objectives and UC specific tasking
- ▶ Provide: Commitment to accomplish objectives

SO

9


Who: Current Safety Officer SO

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

 10


Who: Operations Section Chief SO

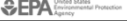
- ▶ When:
 - Upon arrival
 - At pre-Tactics Meeting
 - At Tactics Meeting
 - Various times
- ▶ Obtain:
 - Operational safety concerns
 - Obstacles and issues
 - ICS Form 208, 215
- ▶ Provide: Commitment to keep responders safe and to work as **a partner** to assist Operations in carrying out tactics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

 11

Who: Operations Section Chief SO

- ▶ Specifically provide:
 - Task Hazard Analysis (or JHA or AHA)
 - HASP
 - Safety briefings to responders



 12

Who: Planning Section Chief

SO

<p>▶ When:</p> <ul style="list-style-type: none"> • Upon arrival • At pre-Tactics Meeting • At Tactics Meeting • In preparing the IAP • Various times 	<p>▶ Obtain: ICS Forms 202, 203, 204, 205, 206</p> <p>▶ Provide:</p> <ul style="list-style-type: none"> • Safety message • General safety message (ICS 202) • Special safety instructions (ICS 204) • Signature on the medical plan (ICS 206)
--	---

UNITED STATES Environmental Protection Agency
13

Who: Logistics Section Chief


SO

<p>▶ When:</p> <ul style="list-style-type: none"> • Upon arrival • Tactics Meeting • Following Tactics Meeting • Various times <p>▶ Obtain:</p> <ul style="list-style-type: none"> • Ordered ASOs, Tech Specs • Safety equipment for field personnel 	<p>▶ Provide: Specific technical information on types of personnel and equipment resources (ICS 213RR) needed to accomplish UC objectives and Operations work assignments.</p>
--	--

UNITED STATES Environmental Protection Agency
14

Who: Finance Section Chief


SO

<p>▶ When:</p> <ul style="list-style-type: none"> • Upon arrival • As needed <p>▶ Obtain: Commitment to purchase recommended safety equipment</p> <p>▶ Provide: Availability to answer financial questions related to safety resources</p>	
--	---

UNITED STATES Environmental Protection Agency
15


Who: Liaison Officer SO

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

 16


Who: Public Information Officer SO

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

 17

Who: Intelligence Officer SO

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

 18

Who: Staging Area Manager SO

▶ When: As needed


▶ Obtain:

- Status of safety in staging areas
- Status of safety equipment and resources in staging area (decon, eyewash, EMS, etc.)

▶ Provide:

- ASOs
- Technical advise
- Support in development of site-specific HASP.

▶ Location: Operations Section



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Who: Group Supervisors, Task Force and Strike Team Leaders SO

▶ When:

- During Operations Briefing
- As needed

▶ Obtain:

- Feedback on performance of ASO and program.
- Information on safety issues specific to the Group, Task Force or Strike Team (ground truth ICS 215A/215A-ORM).
- ICS 208

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 20

Who: Group Supervisors, Task Force and Strike Team Leaders SO
(Continued)

▶ Provide:


- HASP
- ASO support
- Technical assistance and support for resolving unit specific challenges

▶ Location: Operations Section

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 21


Who: Situation Unit Leader SO

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

 22


Who: Resources Unit Leader SO


- ▶ When: As needed
- ▶ Obtain:
 - Status of ASOs and other resources ordered
 - Work shift (hours, days off, etc.) for individuals and groups (for fatigue)
- ▶ Provide:
 - Status and number of Safety Officer staff
 - Deployment package input
- ▶ Location: Planning Section

 23

Deployment Equipment SO


1. PPE
 - Hard hat
 - Safety boots (with steel insole insert if you have it)
 - Safety glasses/sun glasses
 - Hi-visibility vest
 - Lightweight leather gloves
 - Hearing protection
 - Level C mask.



 24

Deployment Equipment SO

- 2. 1st Aid packet
- 3. Sunscreen
- 4. Insect repellent
- 5. Flashlight w/batteries
- 6. Waterless hand cleaner



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Environmental Protection
Agency 25

Deployment Equipment SO

- 7. Clothing: Include Light weight shirts, lightweight long pants (no shorts in field), bandana, etc.
- 8. GPS
- 9. Cell Phone w/charger
- 10. Laptop/iPad w/charger
- 11. Office Supplies: Notebook, pen, etc.

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Environmental Protection
Agency 26


Deployment Equipment SO


- 12. Personal medications (3 week supply)
- 13. Rain gear (not umbrellas due to thunderstorms and wind)
- 14. Personal hygiene items (including tissues and a roll of TP just in case!)
- 15. Small packets of laundry detergent
- 16. TLD badge and electronic personal dosimeter if they have been assigned to you

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Environmental Protection
Agency 27

Who: Documentation Unit Leader SO


- ▶ When: As needed
- ▶ Obtain: Copies of safety plans, IAPs, decon plans and other ancillary safety plans
- ▶ Provide: HASP, safety messages, photographs, 214s, accident reports and all other safety-related documentation
- ▶ Location: Planning Section



 28


Who: Demobilization Unit Leader SO


- ▶ When: As needed
- ▶ Obtain:
 - Demobilization Plan
 - Status of demobilized personnel or those awaiting demob
- ▶ Provide:
 - Safety message for demobilization plan.
 - Review of demobilization plan
- ▶ Location: Planning Section

 29

Who: Environmental Unit Leader SO


- ▶ When: As needed
- ▶ Obtain:
 - Environmental hazard data
 - Information on decon agents
 - Information on removal techniques
- ▶ Provide:
 - Feedback on environmental hazard data, air monitoring
 - Review of cleaning agent data and removal techniques
- ▶ Location: Planning Section



 30

Who: Supply Unit Leader

- ▶ When: As needed
- ▶ Obtain: Status of safety supplies ordered
- ▶ Provide:
 - Information on types and number of safety equipment,
 - Review of safety resource purchases if requested
- ▶ Location: Logistics Section




EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

31

Who: Facilities Unit Leader

- ▶ When: As needed
- ▶ Obtain: Facility locations and staffing numbers
- ▶ Provide: Safety audits and recommendations for improving facility safety
- ▶ Location: Logistics Section



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32

Improve Facility Safety




EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

33


Who: Medical Unit Leader (MEDL) SO

- ▶ **When:**
 - Prior to IAP
 - As needed
- ▶ **Obtain:**
 - Accident information
 - Medical Plan (206)
 - Injury and illness information
 - Reports for trending purposes
- ▶ **Provide:**
 - Review and signature on Medical plan
 - Copy of Accident Report
- ▶ **Location:** Logistics Section, but function of MEDL may be delegated to SO

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 34


Who: Comms Unit Leader SO

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

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 35


Who: Cost Unit Leader SO

- ▶ **When:** As needed
- ▶ **Obtain:** Costs of safety equipment
- ▶ **Provide:** Potential safety cost saving measures
- ▶ **Location:** Finance Section

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 36

Who: Time Unit SO

- ▶ When: As needed
- ▶ Obtain: The number of hours/days that personnel have been working (fatigue)
- ▶ Provide: Information on safety related issues
- ▶ Location: Finance Section



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Environmental Protection
Agency 37

Who: Procurement Unit Leader SO

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

EPA UNITED STATES
Environmental Protection
Agency 38



Who: Technical Specialists SO


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

EPA UNITED STATES
Environmental Protection
Agency 39

Technical Specialists Examples SO

- ▶ Dive Safety Officer
- ▶ Boat Operations (USCG)
- ▶ Air Operations
- ▶ HAZMAT





 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 40

Unit Summary SO

At The Conclusion Of This Unit, Are You Now Able To?:

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

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 41

SO

Safety Officer


Unit 15 - Accident Investigations and Special Reports

 1

Unit Objectives

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

SO

 2

Accident Investigation



SO

 3





Accident/Injury Reporting


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

EPA

6

OSHA's Recordkeeping Requirements SO

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

 7


OSHA's New Reporting Requirements SO

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

 8

What's Reportable? SO

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

 9

8 Hour Notifications

SO

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

10

Working with OSHA During Large Incidents

SO

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

11

US DOL Form CA-1

SO

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation Revised: 1/15/16
U.S. Department of Labor
 Office of the Director of Compensation Programs

Employees: Federal employees only. Do not use for non-federal employees.
 Employees: Employees of the U.S. Postal Service only. Do not use for other employees of the U.S. Postal Service.

1. Name of Federal Employee (Last, First, Middle) _____ **2. Social Security Number** _____

3. Date of event (MM, Day, Year) _____ **4. Injury location** (City, State, Zip) _____

5. Description of event (Include date, time, and location) _____ **6. Date of event** (MM, Day, Year) _____

7. Date of injury (MM, Day, Year) _____ **8. Date of event** (MM, Day, Year) _____

9. Date of injury (MM, Day, Year) _____ **10. Date of event** (MM, Day, Year) _____

11. Date of injury (MM, Day, Year) _____ **12. Date of event** (MM, Day, Year) _____

13. Date of injury (MM, Day, Year) _____ **14. Date of event** (MM, Day, Year) _____

15. Date of injury (MM, Day, Year) _____ **16. Date of event** (MM, Day, Year) _____

17. Date of injury (MM, Day, Year) _____ **18. Date of event** (MM, Day, Year) _____

19. Date of injury (MM, Day, Year) _____ **20. Date of event** (MM, Day, Year) _____

21. Date of injury (MM, Day, Year) _____ **22. Date of event** (MM, Day, Year) _____

23. Date of injury (MM, Day, Year) _____ **24. Date of event** (MM, Day, Year) _____

25. Date of injury (MM, Day, Year) _____ **26. Date of event** (MM, Day, Year) _____

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97. Date of injury (MM, Day, Year) _____ **98. Date of event** (MM, Day, Year) _____

99. Date of injury (MM, Day, Year) _____ **100. Date of event** (MM, Day, Year) _____

12

US DOL Form CA-2 SO



EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 13

Office of Workers' Compensation Programs SO

- ▶ Work closely with the regional Workers' Compensation Coordinator to get the ball rolling quickly as this process takes time.
- ▶ The CA-1 or CA-2 is the first step but other documentation (i.e. Accident Investigation Report) may be required.
- ▶ Being thorough and providing all necessary information may mean the difference for an individual to receive adequate compensation.

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 14


CA-16, Authorization for Examination and/or Treatment SO

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

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 15


CA-16, Authorization for Examination and/or Treatment SO

- ▶ Waiver for ASOs to sign CA-16 in field if supervisor can't be reached.
- ▶ Per EPA HQ Office of Workers' Compensation Programs and U.S. Department of Labor.
- ▶ For Hurricane Responses.
- ▶ Explanation

 16


CA-16, Authorization for Examination and/or Treatment SO
(Continued)

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

 17


Accident Investigation (AI) Reports SO

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

 18


AI Report Minimum Information SO

- ▶ Employee Name & Contact Information
- ▶ Region of Origin, Supervisor and SHEMP Manager
- ▶ ICS Section, Branch & Division
- ▶ Injury Description
- ▶ Potential Causes
 - Immediate Cause
 - Contributing Factors

 19

AI Report Minimum Information SO
(Continued)


- ▶ Treatment Received
 - Hospital Information
 - Attending Physician
- ▶ Corrective Actions/Follow-up Items

 20

Situation Reports SO

- ▶ Situation Reports (SitReps) are “periodic summaries of the disaster situation, including the status of operations, geographical information, identification of operational priorities and requirements, reports from specific ESFs on their major response and recovery activities, unmet needs, and recommended actions, as well as data on human services, infrastructure, and mitigation programs.”

SOURCE: U.S.EPA Region 6 Superfund

 21

SITREP SO


Safety Officer

- ▶ The Safety Officer is Chris Gallo (732) 266-0669
- ▶ Puerto Rico JFO Deputy Safety Officer is Rick Roberts (913) 634-5166

Safety Officer (SO) coordinated with FOH on ordering vaccinations, which should arrive this week. SO sent out information on fatigue management to health and safety officers in the Regions supplying personnel for this response.


There were no reported injuries or illness of EPA responders.

Sit Rep Safety Message: Avoid flooded areas when driving. Turn around! Do not risk stalling vehicle when flooding occurs.

 22


Critical Incident SO

- ▶ “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.”

 23


Critical Incident Examples SO

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

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CISM SO

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

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CISM Specialist SO

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

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Unit Summary SO
At The Conclusion Of This Unit, Are You Now Able To?:


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

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SO

Safety Officer


Unit 16 - Demobilization and Closeout


1

SO

Unit Objectives


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

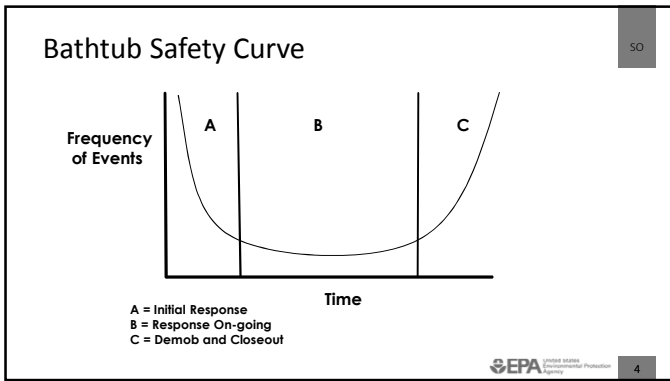

2

SO

Safety Officer Actions

- ▶ Receive demobilization instructions from supervisor.
- ▶ Brief subordinate staff on demobilization procedures and responsibilities.
- ▶ Have ASOs in field watch demobilization of Operations and heavy equipment – high potential for accidents


3



- ### Safety Officer Actions
- ▶ Ensure that incident and agency demobilizations procedures are followed.
 - ▶ Return assigned equipment to appropriate location.
- EPA logo and slide number 5 are visible in the bottom right corner.

Safety Officer Actions


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

The image shows a detailed ICS 221 Demobilization Check Out form with various fields for equipment, personnel, and status.

EPA logo and slide number 6 are visible in the bottom right corner.


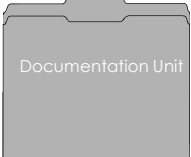
Debrief with Agency Administrator SO


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

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Debrief with Agency Administrator SO

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





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Unit Objectives SO



At The Conclusion Of This Unit, Are You Now Able To?:

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

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Course Closeout

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



EPA
