



**FEMA**



# National Fire Academy

**F0729 – Incident Safety Officer**

**Version: 3rd Edition, 4th Printing, August 2013**

**Quarter:**

**ACE Credit: In the lower division baccalaureate/associate degree category, 1 semester hour in Occupational Health and Safety, Fire Science, Safety, or Fire Administration.**

**IACET Continuing Education Units: 1.6**

**Length of Course: 2 Days (16 contact hours)**

**Prerequisite: None**

**Curriculum: Responder Health and Safety**

**Training Specialist: Wayne Yoder**

**Instructor:**

**Instructor email/phone:**

**Classroom: J-**

**Meeting Time: 8 AM – 5 PM**

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## Course Description (Catalog)

F0729 – “Incident Safety Officer.” This two-day course examines the Safety Officer’s role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.

## **Student Qualifications (Primary and Secondary Audience)**

This course is designed for fire and emergency medical services (EMS) responders who may be designated by the Incident Commander (IC) as an ISO while working within an Incident Command System (ICS). These assignments may occur during firefighting, EMS, special operations type incidents, and training evolutions.

## **Course Scope (Goal)**

The goal of this course is to provide students with the knowledge and skills needed to perform the duties of the Incident Safety Officer (ISO) during incident operations and training evolutions.

This course is an incident-specific, scenario-oriented course designed to teach students what an ISO needs to know at an incident. The course uses instructor-led discussion, multimedia activities, and small group discussions to convey instructional points.

## **Course Objectives (Course Learning Outcomes – TLOs)**

### **Course Delivery Method**

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, and tribal training partners. This classroom course is designed for the national level fire service officer from State and local fire service organizations. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

## **Course Schedule**

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

- Unit 1: Introduction
- Unit 2: Fatality and Injury Data
- Unit 3: Principles of Risk Management
- Unit 4: Safety Responsibilities
- Unit 5: Safety at Selected Incident Types
- Unit 6: Operational Risk Management
- Unit 7: Closing and Course Summary

## **Course Resources (Instructional Materials)**

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

### **Required Readings**

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

### **Suggested Reading/Resources**

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

### **Required Resources (Course Textbook)**

Student Manual.

### **Supplemental Resources (Supplemental Course Textbook)**

None.

## **Grading Methodology (Evaluation Procedures)**

The required performance to successfully complete the course is attained by completing the class with a letter grade of a "C" or higher.

<b>Letter Grade</b>	<b>Point Range</b>
A	90-100
B	80-89
C	70-79
F	69 or lower

## **Required Reading Assignments**

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

## **Suggested Readings**

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

## **Course Outline**

### **Unit 1: Introduction**

#### **Objectives**

The students will:

1. Describe the key elements of the Incident Command System (ICS) that affect the duties and responsibilities of the Safety Officer for an incident or event.
2. Describe the basic duties of the ISO.

### **Unit 2: Fatality and Injury Data**

#### **Objectives**

The students will:

1. Describe the impact of a responder fatality or serious injury.
2. Identify the most common causes of firefighter fatalities and injuries.
3. Identify common denominators at firefighter fatality incidents.

### **Unit 3: Principles of Risk Management**

#### **Objectives**

The students will:

1. Discuss the classic Risk Management Model.

2. Describe the five components of the risk management process: risk identification, risk evaluation, prioritization of risks/threats, risk control measures, and monitoring of control measures.
3. Describe pre-emergency risk management, including written Risk Management Plans and how Risk Management Plans relate to the Incident Safety Officer's (ISO's) role.
4. Using scenarios, apply the risk management process to a variety of incidents.

#### **Unit 4: Safety Responsibilities**

##### **Objectives**

The students will:

1. Describe how the roles of the Incident Commander (IC), Health and Safety Officer (HSO), and Incident Safety Officer (ISO) interrelate.
2. Become familiar with the National Fire Protection Association (NFPA) 1500<sup>®</sup>, Standard on Fire Department Occupational Safety and Health Program and NFPA 1521<sup>®</sup>, Standard for Fire Department Safety Officer as they relate to the functions of the ISO.
3. Using scenarios, write a Hazard Risk Analysis (using Incident Command System (ICS) Form 215A, Incident Action Plan Safety Analysis).

#### **Unit 5: Safety at Selected Incident Types**

##### **Objectives**

The students will:

1. Describe the risks and safety approaches expected at wildland fire incidents.
2. Describe the risks and safety approaches expected at highway/traffic incidents.
3. Describe the safety concerns relating to incidents involving acts of violence.
4. Describe the importance of incident scene rehabilitation.

## **Unit 6: Operational Risk Management**

### **Objectives**

The students will:

1. Identify the role of the Incident Safety Officer (ISO) in emergency risk management.
2. Given photographs of an emergency incident and working in small groups, identify immediate risks to responders and forecast potential risks to responders.
3. Discuss the difference between pre-emergency and operational risk management.
4. Given video segments, identify immediate hazards.
5. Given video segments, determine the need for and the methods to terminate unsafe operations.

## **Unit 7: Closing and Course Summary**

### **Objective**

The students will review the major topics covered in this course.

## **Policies**

### **Class Attendance and Cancellation Policy**

#### **Attendance**

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate, and your stipend may be denied.
- If you need to depart campus early and miss any portion of the course and/or graduation, you must make the request in writing to the NFA training specialist. The training specialist, in collaboration with the superintendent, may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements. If you receive approval for departing early, you must forward the approval to the Admissions Office so your stipend reimbursement is not limited.

#### **Student Substitutions**

Substitutions for NFA courses are made from waiting lists; your fire department can't send someone in your place.

### **Cancellations or No-Shows**

NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a two-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your supervisor needs to send a letter to our Admissions Office explaining the cancellation/no-show.

### **Course Failure**

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

### **Student Code of Conduct Policy**

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus and denial of stipends.

### **Writing Expectations**

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

### **Citation and Reference Style**

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

### **Late Assignments**

Students are expected to submit classroom assignments by the posted due date (11:59 p.m. EDT/EST) and to complete the course according to the published class schedule. As adults, students, and working professionals, you must manage competing demands on your time. Discussion board postings submitted within 3 days after the submission deadline will receive up to a 20% deduction. Those that do not submit their discussion board postings within this timeline will receive a "0" grade for the week. Final assignment papers will not be accepted after the deadline. Any paper submitted after the deadline will receive a "0" grade for that assignment.

## **Netiquette**

Online learning promotes the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a professional learning setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the forum of others.

- **Technology Limitations.** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The NFA Online classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note.** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), : ), ☺ .

## **Disclaimer Statement**

Course content may vary from the outline to meet the needs of this particular group.

## **Grading**

Please review the above grading methodology that explains how grades will be awarded. Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

[http://www.usfa.fema.gov/training/nfa/admissions/student\\_policies\\_campus\\_information.html](http://www.usfa.fema.gov/training/nfa/admissions/student_policies_campus_information.html)

## **Academic Honesty**

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- withholding of stipend or forfeiture of stipend paid,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.