United States Coast Guard

Incident Command System

Safety Officer

- SOFR -

Job Aid

JUL 2015

Safety Organization (Example)

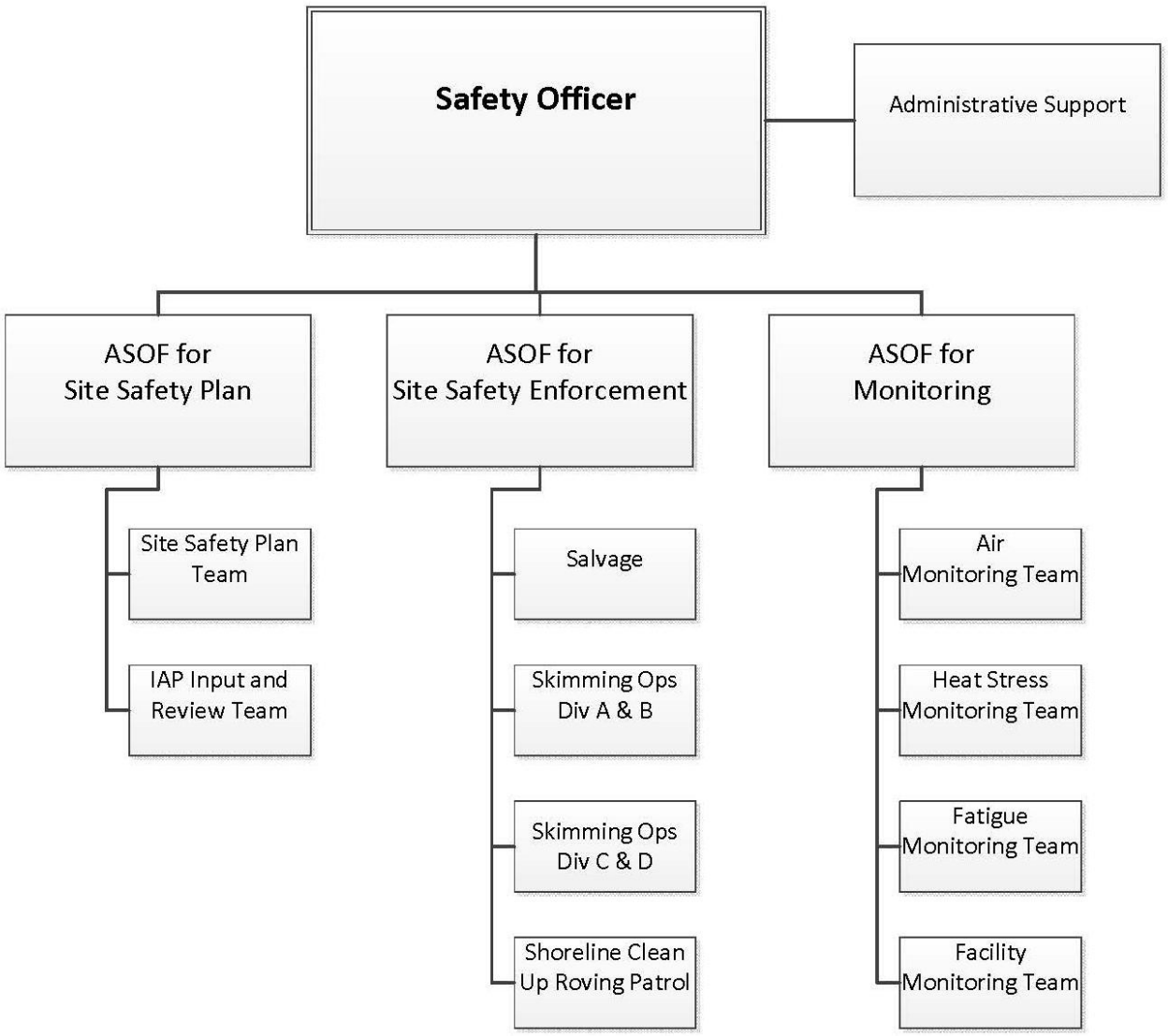


Table of Contents

1.0 Overview

1.1 User

The user of this job aid will be anyone assigned as Safety Officer (SOFR) within the National Incident Management System (NIMS) Incident Command System (ICS). Personnel assigned to this position should have a good safety background and experience working with people in other organizations. Since this is a key position in the response organization, assignment should be based on experience level versus rank.

1.2 When to Use

This document is intended as a reference Job Aid to assist the SOFR in understanding the complex tasks and processes they may face with when the ICS is used. It is not a policy document, nor intended to act as or replace official policy, required training or direction from higher authority. It is rather guidance for response personnel requiring application of judgment.

DISCLAIMER: This Job Aid is intended to provide guidance to Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside of the Coast Guard.

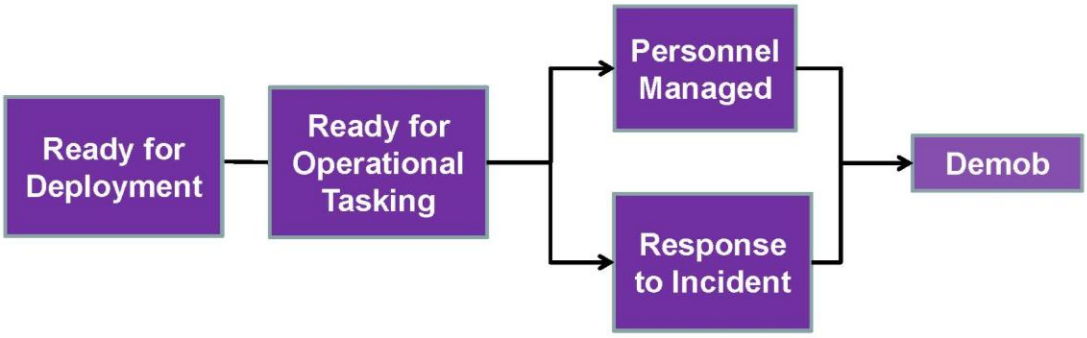
Questions about this Job Aid should be directed to the Coast Guard Office of Contingency Preparedness and Exercise Policy (CG-CPE).

1.3 Scope

This Job Aid focuses on the role of the Safety Officer in executing duties under the Incident Command System to ensure the safety of responders and the public. This Job Aid is designed to be used in concert with the U.S. Coast Guard's Incident Management Handbook (IMH). This Job Aid assumes that the Safety Officer has a thorough knowledge of the Incident Command System and **the user has fundamental skills in hazard assessment and risk analysis.**

1.4 Major Accomplishments

The primary responsibilities of the Safety Officer are to ensure responders and the public are properly safeguarded from the hazards of the incident and supervise and execute all safety functions in support of the incident. The major accomplishments listed below support this effort and are expanded further into checklists in this job aid.



- Ready for Deployment
  - Pre-Assignment Actions
- Ready for Operational Tasking
  - Pre-Deployment Actions
  - Check in to the Incident
  - Conduct Situation Assessment
  - Receive Initial Brief
  - Activate Situation Unit
  - Develop Initial Safety Processes
- Personnel Managed
  - Evaluate Staffing
  - Task and Employ
  - Provide OJT
  - Support and Evaluate Personnel
  - Manage the Safety Staff Organization, including the assignment of Assistants and forming teams where necessary.
- Response to Incident
  - Develop and publish the ICS 208 Site Safety and Health Plan and Site Safety & Health Plan Summary, as required.
  - Monitor all operations to ensure effectiveness of

safety controls. Monitoring may include air for toxic vapors; heat and cold; fatigue; radiation and other conditions that affect the safety of responders.

- Exercise authority to stop and prevent unsafe acts
- Investigate accidents and near misses that have occurred within the incident area.
- Develop and implement a safe work practices and injury prevention program for the incident.
- Attend the Command and General Staff, Tactics and Planning meetings
- Conduct operational risk assessment/ hazard analysis to anticipate, identify and control incident hazards and complete ICS 215A IAP Safety Analysis
- Provide advice to OSC for the development of safe work assignments
- Review the Incident Action Plan (IAP) to ensure safety objectives, messages and plans are incorporated
- Review and approve the ICS 206 Medical Plan
- Review the ICS 205 Communications Plan to ensure protocols are robust enough to ensure timely reporting and response to safety emergencies
- Ensure all Safety activities are documented on ICS 214 Unit Log
- Complete all required forms and documentation

- Brief Command on safety issues and concerns
- Demobilization Complete
  - Complete all required forms and documentation prior to demobilization.

1.5 References

Below is a list of references that may be required while using this job aid:

- Incident Management Handbook (IMH) COMDTPUB P3120.17 is the key reference for executing Incident Command System processes. The IMH is available on the Coast Guard ICS web pages at **http://homeport.uscg.mil/ics/.**
- USCG Safety Officer (SOFR) Performance Qualification Standard (PQS)
- Other references and websites can be found in 7.21 References to OSHA standards and 7.22 Useful Websites and Phone Apps

1.6 Materials and ICS Forms

Ensure you have appropriate safety materials during an incident. See 7.1 Deployment Kit Supply List for a list of items to bring.

ICS Forms can be found on the Coast Guard ICS web pages at **http://homeport.uscg.mil/ics/.**

Generally, the SOFR will either work with or have responsibility for information on the following forms:

- ICS 201 Incident Briefing

- ICS 202 Incident Objectives
- ICS 202A Command Direction
- ICS 202B Critical Information Requirements
- ICS 203 Organization Assignment List
- ICS 204 Assignment List
- ICS 204A Assignment List Attachment
- ICS 205 Communications Plan
- ICS 205A Communications List
- ICS 206 Medical Plan
- ICS 207 Incident Organization Chart
- ICS 208 Site Safety and Health Plan
- ICS 209 Incident Status Summary
- ICS 210 Status Change Card
- ICS 211 Check-In List
- ICS 213 General Message
- ICS 213RR-CG Resource Request Message
- ICS 214 Unit Log
- ICS 214A Chronology of Events Log
- ICS 215 Operational Planning Worksheet
- ICS 215A Incident Action Plan Safety Analysis
- ICS 220 Air Operations Summary
- ICS 221 Demobilization Check-Out
- ICS 219 Resource Status T-Cards
- ICS 225 Incident Personnel Performance Evaluation
- ICS 230 Daily Meeting Schedule
- ICS 232 Resources at Risk

- ICS 233 Open Actions Tracker
- ICS 234 Work Analysis Matrix
- ICS 235 Facility Needs Assessment Worksheet
- ICS 236 Tentative Release List
- ICS 237 Incident Mishap Report
- ICS 238 Demobilization Tracking Table

Checklists

Ready For Deployment Checklist

☐	Assemble SOFR Deployment Kit (See details on page 17 and on page 55)
☐	Ensure Personnel Readiness (See details on page 17 and on page 55)
☐	Validate SOFR training/certification is current (See details on page 18)

Ready for Operational Tasking Checklist

☐	Receive assignment (See details on page 19)
☐	Complete pre-deployment Incident familiarization (see details on page 19)
☐	Prepare for incident deployment (See details on page 19)
☐	Deploy to the incident (See details on page 21)
☐	Check-in at designated location (See details on page 21)
☐	Assess incident applicable to SOFR position (See details on page 24)
☐	Gather guidance and expectations from IC/UC (See details on page 27)
☐	Gather overview of current operations (See details on page 28)
☐	Activate Safety Function (See details on page 29)

Safety Officer Response to the Incident

☐	Develop ICS 208A Site Safety and Health Plan (see details on page 36 & 81)
☐	Brief personnel on the Site Safety and Health Plan (see details on page 38)
☐	Conduct an Operational Hazard Risk Analysis (see details on page 38)
☐	Mitigate Operational Hazards (see details on page 39)
☐	Mitigate non-Operational Hazards (see details on page 40)
☐	Coordinate with other IMT members (see details on page 41)
☐	Attend Planning Process Meetings/ Briefings and Provide Safety Status Briefings (see details on page 42)
☐	Provide required components of the Incident Action Plan (IAP) (see details on page 45)
☐	Investigate accidents/illnesses (see details on page 46)
☐	Participate in the development of demobilization plan (see details on page 46)
☐	Maintain safety documentation (see details on page 48)

Personnel Managed

☐	Manage Safety Staff (see details on page 49)
☐	Evaluate staff performance (see details on page 50)
☐	Evaluate safety of Safety Staff (see details on page 50)
☐	Conduct Staff Meetings (see details on page 51)

Safety Officer Demobilization Complete

☐	Brief replacement (see details on page 52)
☐	Complete Safety Organization demobilization (see details on page 52)
☐	Complete return travel (see details on page 54)

2.0 Ready for Deployment

2.1 Assemble SOFR Deployment Kit

- Ensure all items found in 7.1 Deployment Kit Supply Lists, SOFR Deployment Kit are ready to go BEFORE you get the call to deploy.
- Ensure supplies are restocked from last deployment.

2.2 Ensure personal readiness for assignment:

If you deploy without being personally ready, it will affect your ability to respond and cause a burden on the incident management team. Personal readiness includes:

- Medical/dental readiness
  - For military this means you are in the “green” in CG Business Intelligence (CGBI).
  - For civilians and auxiliarists, ensure you have no outstanding issues that would prevent you from being deployed. (e.g. have a plan to ensure you have enough medications for the entire period of the deployment)
  - Uniforms – You have enough uniforms and/or appropriate clothing for an expected deployment.
- Financial Readiness – You need to be financially ready to deploy. This means ensuring your financial situation is in order.

  - Government travel credit card (GTCC) – you should check your GTCC limit. If you expect to be deployed more than 30 days, your limit should be increased (example from $2,500 to $10,000).
  - Ensuring bills will be paid while deployed.
  - Ensure you have a TPAX account.
- Family Readiness
- Ensure you have a Dependent Care/Pet Care plan for when deployed. Please check www.militaryonesource.com for assistance.

2.3 Ensure SOFR training/certification is current

SOFR training and certification should be current as per COMDTINST(s) and PQS).

- ICS training (e.g. ICS-300, ICS-404).
- Incident specific training (e.g. area familiarization, etc.)
- HAZWOPER

3.0 Ready for Operational Tasking

3.1 Receive Assignment

You may receive your assignment via message, phone call, supervisor, or on orders

- Verify reporting location, date and time
- You should verify reporting location, date and time, order number, as well as Incident Command Post (ICP) contact numbers for assistance with check-in

3.2 Complete pre-deployment incident familiarization.

- Identify initial response or relief.
- Receive pre-deployment briefing.
- Research location or incident.
  - Understand various contingency plans.
  - Understand methods for gathering regional or situational information.

3.3 Prepare for incident deployment.

- Review the pre-assignment check list to ensure readiness for assignment which includes personal, dependent, and financial readiness
- Notify your chain of command of any outstanding readiness issues. This may mean delaying deployment to resolve the issue.
- Receive Travel Orders and order number

  - As per Federal Travel Regulations (FTR) a written order issued by a competent authority is required for reimbursement of travel expenses. Please refer to the FTR to ensure all conditions are met when traveling under oral orders.
  - The travel order number (TONO) and order number are different. The order number will be used at check-in to verify the position that you will be filling
  - Order Number is generally in the following format: O374 (O is for Overhead, and the 3 digit number is assigned by Logistics)
- Make travel arrangements
  - Obtain counseling on entitlements and responsibilities from a travel authorizing official and review the FTR as necessary
  - Request cash advances as required
  - Make travel arrangements using approved CG travel method
- Verify/update personal Deployment Kit.
  - See 7.1 Deployment Kit Supply Lists, Personal Deployment Kit. A personal Deployment Kit contains your personal items needed for the deployment and includes items like:
  - Medications
  - Uniforms and/or appropriate clothing
  - Special PPE or special weather clothing required
  - Verify if any special PPE will be provided by the

incident

- Verify/update SOFR Deployment kit
  - Ensure manuals, forms and guides are current versions (electronic and paper)
  - Ensure supplies are restocked from last deployment
  - See 7.1 Deployment Kit Supply Lists, SOFR Deployment Kit for list of items

3.4 Deploy to incident.

- Verify orders
- Obtain counseling on entitlements and responsibilities from a travel authorizing official and review the travel regulations as necessary.
- Request cash advances as required.
- Complete travel arrangements

3.5 Check-in at designated location

Upon arrival at the incident, check-in at the Incident Command Post on the ICS 211 Check In List.

- Check In on ICS 211 Check In List
  - Ensure you have your Order Number available. This enables the Check-in Recorder (CHKN) to validate your assignment to the incident quickly.
  - In some cases the incident may be using the 16 digit government TONO assigned to you as the Order Number
  - On some incidents, credentials (badges) are

created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.
    - The incident will want a number where you can be reached, your home base, how you got to the incident as well as any additional qualifications you may have
- Check in with Finance/Admin Section
    - Travel Orders: Leave copy of orders or other travel documents with FSC or Admin Officer. More often than you realize, travel to an incident may take place on a unit TONO with the understanding that the incident will correct this when you arrive. Take care of this soon so it doesn't hold you up when you are ready to leave.
- Check in with Logistics Section
    - Berthing assignment: The incident is responsible for ensuring you have adequate berthing, unless you are locally based. If the incident is small, Logistics may ask you to make your own arrangements, or they may have already contracted with a local hotel for incident personnel. Even if you have made your own arrangements, Logistics should still be tracking where personnel are berthed.
    - Meal schedule: The size, complexity and location of an incident will impact the availability of meals. On most Coast Guard responses,

meals are the responsibility of the individual. If meals are provided; the incident generally tracks who got a meal and the individual is required to make the appropriate modification to their travel claim.
  - Consumables: Determine where to obtain necessary materials for the unit (e.g. copy paper, pens, markers, etc.)
  - Incident Credentials: On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.
- Determine if Safety Evaluation has been conducted and has ICS-208, Site Safety & Health Plan been developed
  - Confirm injuries, fatalities, and threats have been identified for both the responders and public.
  - Confirm identified exclusion, safety, hazard zones; evacuation areas and places of safe refuge.
  - Review the scene and its specific site hazards.
  - Develop or begin developing (if not already completed) ICS-208, Site Safety & Health Plan which includes engineering, administrative and personal protective equipment controls for hazards as well as Identifies procedures for emergencies occurring within the incident (injury, accident). Ensure Emergency Response

Safety and Health Plan is briefed to all operation's personnel prior to commencing operations.

3.6 Assess incident applicable to the SOFR position

- Review the current ICS 201 and/or IAP
  - The purpose of this task is to acquire additional background on the incident prior to starting your assignment
  - Regardless of when you arrive at an incident there is usually very little time for someone to brief you
  - You need to find out the Who, What, When, Where, Incident Organization, and Resources related to the incident
  - Determine the operational period.
  - Determine resources on scene or enroute
  -
- Determine the kind of incident (SAR, oil/hazmat, LE, natural disaster, etc.)
  - This gives you an idea of the resources that should be operating in theatre
- Determine key players (Federal, State, local, industry)
  - This may give you some insight into why Command is setting particular objectives as well as the boundaries of the incident Area of Responsibility (AOR)

- One of the most important considerations to the Incident Management Team (IMT) is the local community they are serving. Do you know what their goals/expectations of you are as the IMT?

- Determine Incident Timeline (When did the incident take place?)
  - An incident changes character over time including; survival rates, weathering of oil, potential contaminants, vessel stability, etc.
- Determine Incident Location (Where did the incident take place?)
  - Review maps/charts of incident (GIS/COP)
  - Do you know the unit Area of Responsibility (AOR)? If so, you have an advantage in knowing relationships, geography, local plans, etc. If not, you must spend some time getting to know the area.
  - What is the difference between the unit AOR and the incident AOR? Generally, there is a difference.
  - Ensure you are aware of any community issues, sensitive areas, and endangered species within the incident AOR
- Determine the incident organization
  - Review the org chart
  - Review most recent ICS 209 Incident Status Summary, if available
  - You must know who is in your direct chain of command as well as other key players such as

the Incident / Unified Commander(s) (IC/UC), Operations Section Chief (OSC), Logistics Section Chief (LSC), Finance/Admin Section Chief (FSC), Liaison Officer (LNO) and Public Information Officer (PIO)

- Determine the size and complexity of the incident:
  - Determine incident complexity, Type 1, 2, or 3
  - Who are you working for (IC, UC, AC, NIC)?
  - Is the incident expanding or contracting?
  - What kind and number of resources on-scene and enroute?
  - Are there any political considerations to the incident?
- Review applicable Contingency Plans and MOUs.
- Identify special considerations.
- Determine status of safety evaluations. Has Initial safety assessment completed? Are there any reported illnesses or injuries?
- Review Site Safety and Health Plan, if completed/available.
- Determine the meeting and briefing schedule
  - Obtain the ICS 230 Meeting Schedule, if available
  - When is the next meeting or briefing that should be attended?
  - Will you be required to present a safety brief at the next meeting or briefing?

3.7 Gather guidance and expectations from Incident Commander (IC)/Unified Command (UC)

ICs come with many different levels of expertise and experience. In a multi-hazard, multi-jurisdictional incident it is possible that the IC/UC does not have expertise in safety activities. Your experience with a specific type of incident gives you insight on safety requirements, methods, and resources necessary to fulfill those expectations. If you don't have experience with the specific type of incident, it would be to your benefit to request personnel with that experience to serve as an Assistant SOFR. See 7.3 Initial Brief Checklist for more information.

- At a minimum clarify the following expectations from the IC/UC:
  - Does Command want a safety briefing from you on the process and procedures you typically use as SOFR?
  - How often does the IC/UC want to be updated?
  - What are their trigger points?
- Define your role
  - How big a role are you playing? Are you playing the role of SITL and another unit leader (multi-hatted)?
  - Do you have the experience for the role you are playing?
  - Do you have authority to request additional Safety resources?

- Identify special concerns
- Determine any limitations and constraints
  - Staff size
  - Battle rhythm
- Discuss guidelines
- Determine stop work authority
- Identify key facility locations
- Identify current staffing structure

3.8 Gather an overview of current operations

This may have been done when you assessed the incident situation. As you gather an overview of the current operations, keep in mind these key points:

- Identify the kind and type of incident
- Identify the Other Government Agency (OGA) including Federal, State, local
- Identify Non-government Organization (NGO) key players (e.g. Industry)
- Identify time sensitive issues
- Identify the incident Area of Responsibility (AOR).
- Identify limitations within the Area of Responsibility (AOR)
- Identify what key players are doing
- Obtain the local Area Contingency Plan
- Obtain Local Area Emergency Plans
- Obtain local Memorandums of Understanding (MOU)

3.9 Activate Safety Function

Activation of the Safety Function begins with staffing and organizing the workspace.

3.9.1 Request Staff

The USCG IMH Organizational Guides found in Chapter 13 establish a baseline staffing requirement of one SOFR per incident. This recommendation is based on a single kind of incident.

SOFR Staffing Worksheet

Staff	Shift #1	Shift #2
SOFR		N/A
Asst SOFR – high risk areas		
Asst SOFR - reports		
Asst SOFR - monitoring		
THSP		
Sub-Total		
TOTAL	**Shift 1 & 2**	

- With the exception of simple Type 3 incidents, you should get an initial request in ASAP for the appropriate staff you feel are needed to support overall incident safety including possible shift work. You may very well need additional personnel but these are key to getting your world in order. Remember that it is a lot easier to

demobilize personnel than to overwork your existing personnel to support your requirements.

- How many Assistant Safety Officers are required? There are many different factors that determine the number of assistants a Safety Officer may need. These include the size and complexity of the incident. The key factor is the ability of the Safety organization to complete all their functions. The functions of the Safety Officer may include all of the major accomplishments. It is ***absolutely crucial*** for the Safety Officer to remain ***focused*** on the overall safety posture of the incident. It is not possible for a Safety Officer to do this in a large incident and complete all the functions required. One simple approach for large complex incidents is to assign at least one assistant for each of the major safety requirements. For field operations however, more than one assistant safety officer may be needed.
- How many Assistant Safety Officers are needed in the field (in divisions/groups)? The U.S. Forest Service recommends at least one assistant Safety Officer for each ICS Division or Group.
- The primary responsibility of Assistant Safety Officers in the field is to protect responders and the public from incident hazards. Therefore, Assistant Safety Officers should be targeted for incident areas and operations of high risk. During

the initial part of an emergency, the Safety Officer is working hard to anticipate and identify hazards, evaluate them and develop controls. In addition to identifying the hazards specific to the emergency location (slips, trips and falls for example), the Safety Officer must also consider what *operations* are hazardous. Deploying Assistant Safety Officers in the field is the best *control* for protecting responders and the public during an emergency. Another technique to consider is to identify where other engineering, administrative and personal protective equipment controls are inadequate, and to assign Assistant Safety Officers to those areas and operations. Simply put, Assistant Safety Officers should be targeted to areas and operations that pose a high safety risk to responders and the public.

- If the incident has matured to a point where Incident Action Plan processes are in place, the Safety Officer can use the Tactics Meeting as a means for identifying Assistant Safety Officers. In preparing for the Tactics Meeting, the Safety Officer will be using ICS-215A to conduct a hazard/risk analysis for each work assignment identified by Operations.
- For those work assignments that pose a high risk, an Assistant Safety Officer should be assigned. The most effective initial action a Safety Officer

can do is to deploy Safety Assistants into the field as soon as possible. Placing eyes, ears and enforcers in the heat of battle is the most effective way to ensure responders and the public are safeguarded.

- What if several agencies are on scene and each wants to have their own Safety Officer? There can only be one Safety Officer for an incident. Other organizations can provide Assistant Safety Officers that can fulfill the roles discussed in the previous section. If an organization's designated Safety Officer is unable to work outside the organization, the incident Safety Officer can assign this person the role of Assistant Safety Officer for that organization and the operations they are performing.
- Possible Safety Staff Organization. There are many variations as to how to organize safety functions in response. See the inside front cover for an example organization. This is not the only option – ICS is flexible and you can structure your organization as your needs dictate.
- Submit an ICS 213RR-CG Resource Request Message in accordance with the incident resource requesting process. See 7.11 Example ICS 213RR-CG Resource Request Message.

- Ensure your calculations consider 24 hour operations if necessary (i.e. double the table numbers for 24 hour operations)

3.9.2 Establish Work Location

Where Safety sets up shop during an incident can have a profound impact on their overall effectiveness. While your primary customer is Operations, you will interact a significant amount with Planning and Logistics.

- Ensure adequate work space for number of personnel and equipment including the possibility for expansion. A tool to determine space needs can be found on the ICS 235 Facility Needs Assessment Worksheet.
- Think about how big your organization (the Safety organization) may get and plan accordingly. Moving once is disruptive but typical during the early stages of the incident. Moving once the organization settles in can be very problematic. The Safety Officer function should be located near operations.

3.9.3 Acquire work materials

Identify appropriate work materials based on safety needs. Ideally, you should have a starting point with supplies that are already in your Deployment Kit.

- See 7.1 Deployment Kit Supply List
- Identify specialized resource needs

- Submit an ICS 213RR-CG Resource Request Message in accordance with incident resource request process for required materials. See 7.11 Example ICS 213RR-CG Resource Request Message.

3.9.4 Establish Safety Organization Procedures

Each functional unit on the Incident Management Team uses the Planning "P" to help guide them towards the goal of creating an IAP for each operational period. Within that overarching process, each function in the IMT must have standard processes that each member of the team understands and can work with. Remember that your team may very well be composed of multiple agencies. The IC/UC should have established an IMT Standard Operating Procedures (SOP) at the start of the incident and as the SOFR, you should establish procedures for your staff. The basic SOP is comprised of the following components:

- Introduction: Basic information and purpose
- Instructions: List any agency specific policies, doctrines, or instructions applicable to the incident
- Organization: spell out how the safety organization is structured
- Responsibilities: responsibilities of each safety function within the safety organization including

reporting requirements, staff meetings, and ICS Planning process requirements.

- Personnel Policies: information relating to work schedules, leave, uniforms, work etiquette, and performance evaluations.
- Documentation: guidance on documenting safety activities including: ICS 214 Unit Log, ICS 225 Incident Personnel Performance Evaluations, ICS 237 MISHAPs, investigations, etc.

3.9.5 Organize and Brief Subordinates

If you have anyone working for you at this point, don't leave them hanging. Get together, give them your SOP and assign position responsibilities if possible. If your staff doesn't have the ICS skills then tell them what you need done in the few hours while you are waiting for qualified staff.

4.0 Response to the Incident

4.1 Develop the ICS 208A Site Safety and Health Plan

The ICS 208A Emergency Safety and Response Plan is created by the SOFR for safeguarding personnel during the emergency phase of the response. See ICS 208A Emergency Response Plan Process on page 84. Since there is only one Incident Action Plan, there is also only one ICS 208 Site Safety and Health Plan. Sometimes organizations are only allowed to use their standard Site Safety & Health Plan. The Safety Officer must work closely with an organization's Safety Officer to convince them of the importance of a single Safety and Health Plan. If possible, the Safety Officer should incorporate all elements of the organization's Safety and Health Plan into the master Safety and Health Plan to address the organization's concern. If this is not acceptable, the last resort is to include the organization's Safety and Health Plan as an addendum to the master Site Safety and Health Plan.

- Verify information obtained at briefings
- Verify what happened
- Account for all personnel on scene
- Confirm injuries, fatalities & threats to public
- Confirm threats to responders

- Confirm exclusion, safety, hazard zones; evacuation areas and places of safe refuge
- Review the scene and its specific site hazards
- Evaluate probability and consequence of hazards
- Review the ICS 201
- Identify hazards
- Identify the incident hazard mitigation strategies
- Confirm exclusion zones
- Confirm safety zones
- Confirm hazards zones
- Confirm safe refuge areas
- Confirm evacuation areas
- Confirm "all safe" communications methods
- Review ICS 206 Medical Plan
- List controls and practices
- List and sketch hazard zones, restricted areas, evacuation zones, places of safe refuge
- Identify procedures for emergencies occurring within the incident (injury, accident)
- Identify security measures
- Identify emergency alarms and hand signals
- Identify emergency medical response procedures and contacts
- Review 7.21 References to OSHA standards, 7.22 Useful Websites and Phone Apps, and 7.23 How to Properly Refuse Risk

4.2 Brief personnel on ICS 208A Site Safety and Health Plan

- Ensure Plan is briefed to all operation's personnel prior to commencing operations
- Develop briefing based on key safety aspects of current operations
- Present briefing to oncoming personnel
- Record briefing on ICS 214 Unit Log

4.3 Conduct Operational Risk Hazard Analysis and Develop the ICS 215A IAP Safety Analysis

- Ensure all operational tasks are accounted for.
- Develop the ICS 215A IAP Safety Analysis. See 7.10 Evaluating Hazard/Risk and Example ICS 215A-CG IAP Safety Analysis Worksheet for more information.
- Verify that the ICS 215 Operational Planning Worksheet is aligned with the ICS 215A IAP Safety Analysis
  - Identify hazards.
  - Identify controls to mitigate
  - Validate risk management analysis
- Identify resources needed to implement controls
  - Identify places of high risk where Asst. SOFRs should be used

4.4 Mitigate Operational Hazards

Mitigate safety and occupational health hazards in coordination with the Operations Section.

- Deploy Asst SOFRs to the field
- Coordinate with other field personnel to obtain other safety information
- Work with the OSC to manage work assignment risks and mitigate hazards
  - Tactical operations are following the IAP (except as modified by the OSC)
  - OSC/Deputy OSC have good situational awareness
  - Progress being made to meet operational objectives
  - Good communications up and down
  - Personnel are receiving good briefings including safety
  - Expectations are understood
  - Operations section personnel are working as a team
  - Sufficient trained and qualified personnel are available to execute tactical work assignments safely
  - Proper PPE is being utilized
  - Hazards being addressed in coordination with the OSC
  - Span of control is within acceptable limits
- Confirm implementation of controls in operations

  - Ensure Admin Controls are implemented
  - Ensure available engineering controls are used
  - Ensure proper Personal Protective Equipment (PPE) is being used
- Inform the OSC of any changes
- Inform the IC/UC of any significant changes
- Attend the Tactics Meeting. See 4.7 Attend Planning Process Meetings and Provide Safety Status Briefs for more info.
- Conduct on-going risk assessments and field audits
- Develop/Revise ICS 208B Site Safety and Health Plan as needed and communicate revisions to Operations and IMT
- Ensure ICS 208B Site Safety and Health Plan is available to all responders
- Verify worker acknowledgement of ICS 208B Site Safety and Health Plan

4.5 Mitigate Non-Operational Hazards

Mitigate safety, environmental, and occupational health hazards in coordination with the Incident Management Team (IMT).

- Conduct on-going risk assessments of non-operational hazards.
- See 7.20 Facilities Hazard/Risk Identification Checklist
- Coordinate with IMT members to obtain safety

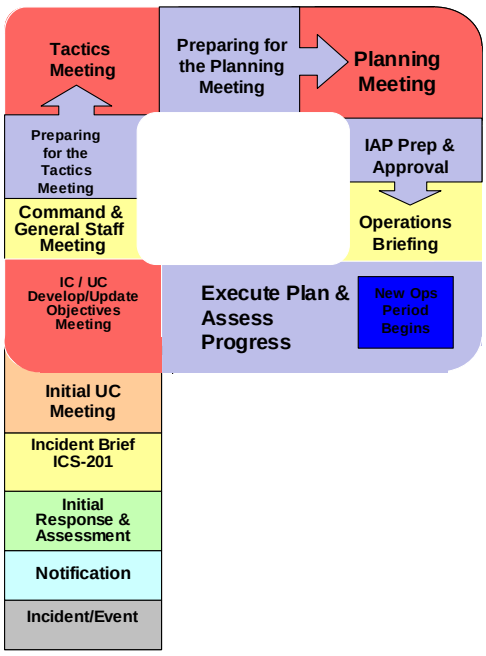
information
- Confirm implementation of controls
  - Ensure Admin Controls are implemented
  - Ensure available engineering controls are used
  - Ensure proper Personal Protective Equipment (PPE) is being used
- Inform the IMT members of any changes
- Inform the Incident Commander (IC) of any significant changes
- Provide information to the Situation Unit
- Review other plans to ensure safety hazards are addressed

4.6 Coordinate with other IMT members

The SOFR must coordinate with other IMT members to ensure the overall safety of the response. See 7.2 Functional Interactions.

- Attend meetings and briefings according to ICS process
- Review outstanding actions from the ICS 233 Open Action Tracker
- Provide input to ICS 209 Incident Status Summary on the number of responder fatalities/injuries
- Provide information to the Situation Unit on Safety Issues
- Review other plans to ensure safety hazards are addressed
- Prepare special reports or narratives as needed

4.7 Attend Planning Process Meetings and Provide Safety Status Briefs



Respond to issues, concerns, questions identified at meeting and briefings. Meetings to attend:

Command and General Staff Meeting

The IC/UC will present the Command's priorities, objectives, direction and tasking.

- This is the SOFR's opportunity to have face time with the IC/UC and clarify expectations.
- The SOFR will provide a short overall safety status briefing for the incident that is geared towards the IC/UC and IMT. See 7.4 Safety Status Briefing for more information about Safety Status Briefings.

Staff Meeting

After the Command and General Staff meeting is an excellent time to meet with your safety staff to conduct a staff meeting. See 5.4 Conduct Staff Meetings for more information.

Tactics Meeting

The Tactics meeting is where the OSC/ISC develops/ discusses the tactical plan with the SOFR and General Staff.

- Either before or during the Tactics meeting, conduct a risk analysis on the tactics chosen by the OSC on the ICS 215 and to develop controls to safeguard the public and responders. Includes preparing the ICS 215A and ICS 208B.
- The SOFR will identify the ASOFs needed to safeguard the responders in high risk areas. See 4.3 Conduct Operational Risk Hazard Analysis and Develop the ICS 215A IAP Safety Analysis and 4.9 Provide required components of the Incident Action Plan (IAP).
- After this meeting, the SOFR should ensure appropriate safety equipment (PPE) has been requested for safety staff in the field and responders on the on the ICS 213RR.

Planning Meeting

The Planning Meeting is for the OSC to provide an overview of the tactical plan for next operational period to IC/UC.

- The Safety Officer will attend and give a safety status briefing and will discuss safety issues of concern related to the tactical plan for the next operational period.

- In preparation, the SOFR should obtain briefings from assistant Safety Officers for the latest safety situational picture.
- The SOFR will provide a short overall safety status briefing for the incident that is geared towards the IC/UC and IMT. See 7.4 Safety Status Briefing for more information about Safety Status Briefings.
- After this meeting the SOFR will ensure that safety related IAP components are provided (see 4.9 Provide required components of the Incident Action Plan (IAP)).

Operations Briefing

The Operations Briefing presents the IAP to the Operations Section supervisors.

- In preparation for the Operations Briefing, the SOFR should obtain briefings from assistant Safety Officers for the latest safety situational picture. The SOFR's safety status briefing should be geared towards the operations section personnel whom the briefing is for including the overall safety message and safety issues of concern in the field. The SOFR may be asked by the OSC to brief the specific safety issues on the ICS 204s.
- Other meetings– The SOFR may attend other meetings as required. These may be for developing special plans (e.g. salvage plan,

demobilization plan, etc.). The SOFR should pay attention to the safety issues of concern.

4.9 Provide required components of the Incident Action Plan (IAP)

The SOFR plays a critical role in the Incident Action Plan (IAP) development.

- Provide a Safety Message. This can be listed on the ICS 202 Incident Objectives or as a separate document inserted in the IAP. See 7.5 Example ICS 202, Incident Objectives and the Overall Safety Message including Elements for the General Safety Message.
- Review the ICS 203 Organizational Assignment List to ensure Assistant Safety Officers are listed
- Assist in the development of the "Special Instructions" block of ICS 204 Work Assignment. 7.7 Example ICS 204 Assignment List and Specific Safety Messages for more information.
- Assist in the development of the "Special Instructions" block of ICS 204A Work Assignment Attachment (if ICS 204A used)
- Review the ICS 205 Communications Plan to ensure protocols are robust enough to ensure timely reporting and response to safety emergencies. See 7.8 Example ICS 205 Communications Plan and Evaluation Criteria.
- Approve the ICS 206 Medical Plan. See 7.8

Example ICS 206 Medical Plan and Evaluation Criteria.

- Ensure the ICS 208B is up to date for the next operational period. See 7.9 ICS 208-CG Site Safety and Health Plan Requirements.
- Review other plans that may or may not be included in the IAP for safety concerns (e.g. salvage plan, decontamination plan, etc.)

4.10 Investigate Accidents/Illnesses during the incident

As the SOFR you may or may not have the authority to investigate accidents or near-miss events. It is your job to see that appropriate investigations are conducted. Provide leadership and coordination to support investigations and participate as directed by the IC/UC. The ICS 237 is only used when directed by the incident and is not a replacement for the USCG MISHAP system. It is used to document accident, injury, illness, property damage, and high potential accident occurrence. The ICS 237 is filled out at the field level (e.g. by the DIVS, GSUL, etc.) and transmitted to the SOFR. See 7.19 Example ICS 237-CG, Incident MISHAP Reporting Record.

- Ensure the accident scene is preserved for investigation
- Ensure all notifications are made
- Notify member's parent unit

- Prepare the accident report
  - Complete ICS 237 Mishap Form or other appropriate agency forms.
- Coordinate with the Finance Section
- Coordinate critical incident stress debriefings as appropriate
- Coordinate with the Liaison Officer to see that involved agencies are notified of investigations
- Recommend corrective actions to the IC/UC
- Submit official report utilizing the USCG MISHAP database if appropriate
- Brief IC/UC on final outcome of the investigation

4.11 Participate in the demobilization plan process

Demobilization can take place shortly after the start of an incident for initial response resources and will be a continuous process until the conclusion of the incident.

- Evaluate draft demobilization plan
- Provide recommendations to ensure hazards are mitigated
  - Work/Rest , travel plans, alcohol use, physiological factors (divers), health surveys
  - Equipment/Vehicle inspection procedures
  - Responder medical screening programs
- Monitor effectiveness of controls
- Participate in demobilization (see 6.0 Safety

Officer Demobilization Complete)

4.13 Maintain Safety Documentation

The SOFR will maintain various forms of documentation. These must be appropriately maintained and submitted to the Documentation unit Leader (DOCL) as part of the overall incident documentation package.

- Maintain ICS 214 Unit Log. See 7.12 Example ICS 214 Unit Log. Ensure documentation of key activities including meeting attendance, resource breakdowns, personnel injuries, etc. Keep a copy for your personal records is highly recommended.
- Maintain ICS 215A IAP Safety Analysis.
- Maintain the ICS 208 Site Safety and Health Plan
- Maintain other safety documentation (reports, time sheets, disposal, sampling plan, etc…)
- Gather safety related documentation from other entities (Contractors, OGAs, etc…)
- Provide documentation unit copies of all safety related documentation

5.0 Personnel Managed

5.1 Manage Safety Staff

Properly manage safety staff assigned. Provide guidance and supervise safety staff as needed, based on changes in the incident situation and resource status.

- See 7.13 Sample Instructions for Asst SOFRs in the field
- Identify and emphasize achievement of group goals
- Forecast requirements and maintain appropriate span of control
  - Rotations – Identify need for replacements as soon as possible.
  - Shift work – The unit will need to expand and contract the number of shifts depending on incident needs (e.g. multiple vs. daytime only, etc).
  - Work-life (e.g. time-off, morale events, etc)
- Evaluate current processes and determine need for modifications, or additions as necessary
- Brief and keep subordinates informed and updated
- Establish time frames and schedules
- Assign and monitor work assignments
- Debrief assigned personnel and document lessons learned. See 7.14 Debriefing Criteria for Field Asst SOFRs.

- Provide counseling and discipline as needed
- Evaluate Safety organization
- Adjust Safety organization actions

5.2 Evaluate Staff and Organization Performance

Ensure personnel are effectively managed and correct improper or inadequate work in a timely manner. As a supervisor, the SOFR must evaluate and monitor their own organizations performance.

- Are the staff functioning as a team?
- Is the staff producing the products required?
- See details in 7.16 Safety Organization Self-Evaluation Checklist
- See 7.17 Personnel Evaluation Criteria
- Communicate performance standards
- Correct identified deficiencies
- Provide training opportunities and On the Job Training (OJT) as appropriate
- Provide feedback to personnel using the ICS 225 Incident personnel Performance Evaluation. See 7.18 Example ICS 225-CG Incident Personnel Performance Rating.
- Consider awards for unit members

5.3 Evaluate Safety of Safety Staff

As a supervisor, the SOFR must evaluate and monitor their own staff's safety.

- Recognize potentially hazardous situations.

- Inform appropriate personnel of known hazards
- Ensure that special precautions are taken when extraordinary hazards exist.
- Ensure adequate rest is provided to all safety staff.
- Follow the Site Safety and Health Plan.

5.4 Conduct Staff Meetings

Schedule and conduct Staff meetings to ensure appropriate information is being passed. One of the best times for this is right after the Command and General staff meeting when the SOFR has received tasking from the IC/UC. See details in 7.15 Safety Staff Meeting Guidelines

- At least one per operational period
- If necessary, one per situation unit shift

6.0 Safety Officer Demobilization Complete

6.1 Brief replacement

- Update replacement on safety staff resources
- Update replacement on current assignments
- Ensure replacement is aware of key relationships
- Complete an operational period with relief
- Complete a facilities tour with relief
- Transfer equipment to relief
- Review the current Incident Action Plan (IAP) with relief
- Provide relief with contact information

6.2 Complete Safety Organization demobilization

- Identify unit personnel for demobilization ensuring you have requested replacements when necessary
- Provide input to IC for demobilization of unit personnel
- Ensure all staff are familiar with specific demobilization procedures (e.g. rest periods, travel methods)
- Ensure you are demobilizing your own resources in a timely manner according to the plan
- Complete the Demobilization Check-Out
  - Complete ICS 221 Demobilization Check Out
  - Provide input for lessons learned
  - Replenish supplies. Provide Supply Unit Leader

with a list of supplies to be replenished including consumables and equipment.
    - Turn in Equipment. Turn in equipment as appropriate that was used (e.g. Radios to Communications Unit, Computers to Supply Unit, etc.).
    - Debrief with IC or Supervisor
    - Obtain evaluation from supervisor. See 7.18 Example ICS 225-CG Incident Personnel Performance Rating.
- Notify home unit chain of command that member is departing
- Keep in mind demobilization is an ongoing operation when an incident is lengthy and demobilization may occur over time

6.3 Complete and File Appropriate Documentation

Complete and file with the Documentation Unit all paperwork associated with the unit:

- ICS 214 Unit Logs
- Demobilization Plan (including pen and ink changes)
- Evaluations (e.g. ICS 225s)
- ICS 221 Demobilization Check-Out forms
- Other documentation

6.4 Complete return travel

- Verify all travel amendments / documents are signed.
- Make travel arrangements.
- Contact Demobilization Unit Leader upon arrival at home unit.
- Submit ICS 225 Incident Personnel Performance Evaluation to direct supervisor at home unit and keep a copy for records.
- Complete travel claim within 72 hrs or 3 working days.

7.0 Appendices

7.1 Deployment Kit Supply Lists

Personal Deployment Kit

	Dependent care plan (i.e. wills, powers of attorney, etc.)
	Emergency contact information
	Pet care plan if applicable
	Update your family emergency plan (see www.ready.gov for details)
	Ensure supplies are restocked from last deployment
	Food for 48 hrs (as applicable)
	Power supply and/or chargers for personal communication equipment (i.e. computers, cell phones, etc.)
	Sleeping Bag/Pad (as applicable)
	Sufficient medications and/or medical supplies for 60 days
	Uniforms appropriate for the response including appropriate footwear

SOFR Deployment Kit

	Item Name
	Safety Officer Vest - White Vest with Inserts
	ICS Forms Catalog
	ICS Forms (208, 214, 215A, 237, etc.)
	ICS Laminated Poster Form ICS 215A 18” x 24”
	Sunscreen
	Sunglasses

	PPE Appropriate for environment
	Warm/cold/rain gear, if needed
	Incident Management Handbook (IMH)
	ICS Safety Officer Job Aid
	NIOSH Pocket Guide to Chemical Hazards
	ACGIH TLVs and BEIs, current addition
	North American Emergency Response Guide Book
	Safety Information Apps on Phone
	MSDS and toxological data on product(s) if available
	Cellular phone and pager
	Laptop computer with internet/CD capabilities
	Flashlight with extra batteries
	Digital Camera
	Alarm Clock
	Whistle
	Binoculars
	Flagging (several colors) to mark hazards
	Clipboard
	Notebook – recommend “Write-in-the-Rain”
	Self Stick Notes - 3 x 3 and 3 x 5
	Self Stick Flags/Tabs and “sign here” arrows
	Binder clips Assorted Sizes
	Blue and Red Pens
	Markers
	Highlighters

7.2 Functional Interactions

Inputs/Outputs: Below is an information exchange matrix or functional interactions to assist the Safety Officer with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
IC/UC	Upon arrival	Safety Objectives and UC specific tasking	Commitment to accomplish objectives.
Initial SOFR or Safety Staff	Upon arrival	Briefing on major issues, responsibilities, Safety Organization, Hazard Assessment, Risk Analysis, Safety Plan	Commitment to keeping responders and the public safe.
OSC	Upon arrival, Before & at Tactics Meeting, & Various times.	Operational safety concerns, obstacles and issues.	Commitment to keep responders safe and to work as ***a partner*** to assist Operations in carrying out tactics safely. Specifically provide: • ICS 215a Hazard Risk Analysis • Safety Plan • Safety Briefings to Responders
LSC	Upon arrival, Tactics Meeting, After Tactics Meeting, & Various times.	Needed Assistant Safety Officers, Technical Specialists, Safety Equipment for field personnel	Specific technical information on types of personnel and equipment resources needed to accomplish UC objectives and Ops work assignments.

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
PSC	Upon arrival, Before & at Tactics Meeting, In prep the IAP, & Various times.	ICS Forms 202, 203, 204, 205, 206, 208	ICS 208 Site Safety & Health Plan, and appropriate sections of ICS forms completed. Ancillary plans: decon plan, air monitoring plan, personnel sampling plan.
FSC	Upon arrival, As needed.	Commitment to purchase recommended safety equipment.	Full accessibility on financial questions related to safety resources.
LNO	As needed.	Notification when representatives from safety organizations or agencies arrive.	Full accessibility to address any concerns from safety organizations and agencies.
PIO	As needed.	Media inquiries or releases that include safety related issues.	Accessibility to provide technical input on safety issues and be available to review media releases containing safety information.
INTO	As needed.	Threat intelligence that indicates a risk to responders.	Reports of suspicious activities or persons from assistant Safety Officers in the field.
STAM	As needed.	Status of safety in staging areas. Status of safety	Assistant Safety Officers, Technical advice,

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
		equipment and resources in staging area (decon, eye-wash, EMS, etc.)	Safety Plan.
DIVS TFL STL	During Ops Briefing and as needed.	Feedback on Safety Plan and program. Information on safety issues specific to the Division/Group, Task Force or Strike Team.	Safety Plan, Assistant Safety Officer, support, Assistance and support for resolving specific challenges.
SITL	As needed.	Weather update, Accident reports, Near-miss reports, Toxic plume migration, Fire trajectory, oil spill trajectory.	Safety Officer contact information, Observations from Assistant Safety Officers in the field.
RESL	As needed.	Status of Assistant Safety Officers and other resources ordered. Work hours of individuals and groups (for fatigue).	Status and number of Safety Officer staff.
DOCL	As needed.	Copies of Safety Plans, IAPs, Decon Plans and other ancillary safety plans.	Originals of Safety Plan, Safety messages, photographs, 214's, accident reports and all other safety related documentation.

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
DMOB	As needed.	Demobilization Plan. Status of demobilized personnel or those awaiting demobilization.	Safety message for demobilization plan. Review of demobilization plan.
ENVL	As needed.	Environmental hazard data, Information on decon agents, Information on removal techniques.	Feedback on environmental hazard data, Review of cleaning agent data and removal techniques.
SPUL	As needed.	Status of safety supplies ordered.	Information on types and number of safety equipment. Review of safety resource purchases if requested.
FACL	As needed.	Facility locations and staffing numbers.	Safety audits and recommendations for improving facility safety.
VSUL GSUL	As needed.	Number and types of vessel and ground resources.	Safety audits, Review of traffic mgt plans, Review of vessel and vehicle safety equipment.
FDUL	As needed.	Food safety management	Food safety audit,

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
		procedures and plan.	Review of food mgt procedures and plan.
MEDL	Prior to IAP approval & As needed.	Accident information, Medical Plan (ICS 206).	Review of Medical Plan, Copy of Accident Report.
COML	Prior to IAP approval & As needed.	Communications Plan (ICS 205), Comms problems.	Review of Comms Plan to ensure efficient Comms for safety emergencies. Support Comms Unit Leader in obtaining Comms equipment needed in order to safely execute tactical operations.
COST	As needed.	Costs of safety equipment.	Potential safety cost saving measures.
TIME	As needed.	The amounts of time units and personnel have been working (fatigue).	Information on safety related issues.
PROC	As needed.	Status of safety equipment purchased, and technical specialist contracts. Assurances that the proper safety equipment is	Review of less-expensive safety equipment alternatives.

MEET With	WHEN	SOFR OBTAINS	SOFR PROVIDES
		purchased.	
COMP	As needed.	Status of responder compensation claims. Assurance that proper compensation procedures are in place to address injuries and illnesses.	Early notification of accidents, injuries or illnesses. Copy of accident reports if requested.
THSP (Safety related)	As needed.	Product information, Chemical risk analysis and Regulatory Compliance expertise.	Commitment to develop strong partnerships with private, public and government safety entities.

7.3 Initial Brief Checklist

Safety Officer Questions for the IC/UC during the Initial Brief

- □ IC/UC Safety Priorities for current and next Operational Period
- □ Authority for SOFR and/or Asst SOFR's to stop operations
- □ Incident Operating Procedures for the IMT in place
- □ Personal Protective Equipment (PPE) and other safety items needed for this response.
    - ○ Need for IC/UC approval on ICS 213RRs
- □ Limitations on safety personnel and equipment
- □ Rehab/Decon Areas Available
- □ Method to communicate with IC/UC
- □ Method to relay High Potential Hazards/Risks to IC/UC
- □ Demobilization Priorities and Critical Incident Stress Management (CISM) requirements
- □ Direction on Work vs. Rest hours (ratio)
- □ Ability to go on-scene
- □ IC/UC and IMT make up
- □ Other agency/responder assistance with Safety

7.4 Safety Status Briefing

The Safety Officer will provide a safety status briefing at many of the ICS Planning Process Meetings. The SOFR should keep this status briefing as short as possible. The audience is typically the IC/UC, who is occupied with all aspects of the incident and is really only interested in the "big picture" or the Operations Section Supervisors who are only interested in safety issues related to their task at hand. Therefore the SOFRs briefing should be an overview of the status of safety for the entire incident.

Safety Status Briefing Checklist

	Determine audience & briefing for level of details
	Overall safety status of incident including number of responder injuries and/or near misses and actions being taken to prevent injury or near miss reoccurrence
	Brief any specific safety concerns or Top three hazards and any precautions or measures being taken to address them
	For Operations Personnel briefings: Specific safety issues related to operations personnel: □ ICS 208 Site Safety and Health Plan – where to find it & reminder to sign worker acknowledgement □ PPE - requirements & where to get it □ Work/Rest requirements
	Questions from the audience

Other items that are typically discussed/briefed by the SOFR during IMT meetings (not during safety status briefing):

- □ Status of any tasking assigned by the IC/UC (e.g. status of ICS 208 Site Safety and Health Plan, etc.)
- □ Functions and Staffing - Any actions needed to help accomplish the Safety Officer functions. Discuss with IC/UC any issues which they want visibility on and those for which you have authority to proceed. Discuss with IC/UC the authority to request and manage the safety staff. You do not want to go to the IC/UC every time you need a resource.
- □ Procedures and processes - Any procedures developed/used. IC/UC may desire specific safety procedures to the incident related to work stoppage, etc. Command may have made decisions on incident processes that may affect Safety.
- □ Interagency Issues – It is highly likely that you will be coordinating with other agencies (e.g. each agency may desire to assign a Safety Officer – who will then be an Assistant Safety Officer on the incident working for you as the one Safety Officer).
- □ Feedback - Feedback on tasking or other safety issues of concern. If you have questions regarding clarification of tasking, or other issues, it is important to clarify and understand.

7.5 Example ICS 202, Incident Objectives and the Overall Safety Message

A General Safety Message should be included on the ICS 202 Incident Objectives for every IAP. The message should key in on hazard mitigation, specifically those activities where catastrophic injury or loss of life could occur. Consider a separate Overall Safety Message to communicate hazard mitigation efforts or a Safety Poster. The new FEMA ICS 208 form is a General Safety Message – do not confuse this with the ICS 208-CG Site Safety and Health Plan.

The Overall Safety Message should be on a one page sheet, is usually colored in a bright red or yellow (to draw attention to it), and should emphasize the top safety priorities and safeguards for the incident. It is optional, used primarily to provide additional emphasis on a serious safety issue. The message should be short and in bullet form for easy reading. This message contains the most important safety information to communicate to Operations and its subordinate units.

Elements for the General Safety Message

- Incident Name and Operational Period
- Overall quick hitting message
- More detailed safety information
- Easy to Read, Organized Logically
- Signed by Safety Officer
- Posted at all Incident locations

An example is provided on the next page.

SAFETY MESSAGE (Example)

SANGRIA RIVER OIL SPILL

Operational Period: 9/16/2013 1900 to 0700

TAKE "A I M"

Anticipate, Identify, Mitigate All Hazards

- Minimum staffing tonight. Use buddy system, watch out for each other.
- Stay clear of high crime areas. Report all suspicious activities.
- Boat operations **suspended** for the night due to low visibility and rough weather.
- Thunderstorms forecasted, all shoreline cleanup operations must be suspended when thunder or lightening is present.
- Ensure shoreline cleanup areas are well lighted to prevent slips, trips and falls.
- Know the Communications Plan and who you need to contact in the event of an emergency.

Joe Smith, Safety Officer

Incident Contact info: Channel 21A

Example General Safety Messages

- Plan for more than one option
- Contingency Plan everything
- Implement safety measures to the highest degree
- Ensure you have Lookouts, communications, escape routes, and safety zones
- Never stop communicating
- Evacuation will continue throughout the operational period. Assist where you can.
- Always plan for public safety as well as your own
- Pay attention when driving. Roads are steep and narrow. Keep headlights on.
- Call security for assistance with any suspicious action or situations.
- Keep communications fluent and regular.
- Report suspicious actions or situations immediately.
- Keep hydrated.
- Wear safety belts in all vehicles
- Safety is everyone’s business
- Wash your hands often or use hand sanitizer often
- Use the ICS 237 MISHAP report to document any MISHAPs

Example ICS 202 Incident Objectives

1. Incident Name	2. Operational Period (Date/Time)	INCIDENT OBJECTIVES ICS 202-CG
Animas	From: 29APR15 1800 To: 30APR15 0600	

3. Objective(s)

- Provide the safety and security of responders as well as maximize the protection of public health and welfare
- Provide for total accountability of all personnel with the Stauffer Chemical facility
- Triage, treat, and transport any injured personnel to appropriate medical facilities
- Create safety and security zones to restrict access and maintain scene control
- Determine oil/hazmat fate and effects.
- Identify sensitive areas, develop and implement strategies for protection
- Implement measures to protect, capture, and rehabilitate effected wildlife
- Prevent further release of oil and recover spilled product
- Secure sources of hazmat release and conduct air monitor as needed
- Control spread of fires and conduct mop up operations
- Establish and maintain a victim family support network
- Initiate an aggressive media strategy to keep the public informed

4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)

Command Emphasis: For this operational period, our emphasis will be to conduct safe operations, victim accountability, and fire control.

Safety message: Ensure that all responders are following identified safe practices as outlined in the ICS-208 Site Safety Plan and that all responders initial the Plan prior to entering the operational area. Copies of the ICS-208 Site Safety Plan are available at all incident support facilities. Assistant Safety Officers will be assigned to monitor and assist at all high risk operations.

Approved Site Safety Plan Located at:

5. Prepared by: (Planning Section Chief)	Date/Time
J. Gafkjen **J. Gafkjen**	**29APR15 1400**

7.6 Example ICS 202B Critical Information Requirements

Page 12-8 in the IMH lists the six parts of a fully actionable CIR

1. Incident Name **Animas**	2. Operational Period (Date/Time) From: 29APR15 1800 To: 30APR15 0600	Critical Information Requirements ICS 202B

3. Critical Information Requirements:

Critical Information/Key Information/Essential Elements of Information (EEIs) the Unified Command would like tracked, posted and reported on the ICS-209, CART and/or SITREP:

- Accountability of Personnel.
- Fatalities/Injuries.
- Status of MTS/Port Status.
- Damage to infrastructure.
- Equipment Casualties (CASREP).
- Facilities Status.
- Resource Status/Statistics.
- Critical Infrastructure/Key Resources (CI/KR).
- Environmental data.
- Environmental Resources at Risk.
- Stakeholder Interests/Concerns.
- Cultural Sensitive Impact/Concerns.
- Political Interests/Concerns.
- Media Interests/Concerns and Social Media Trends.
- Unusual IMT Activities

Immediate Reporting Thresholds (IRT): Should any of the following issues occur the Unified Command is to be notified immediately:

- Death or injury (requiring hospitalization) of a responder
- Any fatalities to the civilian population as a result of the incident
- Egregious inappropriate behavior by a responder
- Anytime there is a major shift in operations that significantly deviates from planned operations
- Anytime the Safety Officer shuts down operational activity due to a safety issue
- Any intelligence assessment that indicates a threat to the public or responders
- Any external impact that could negatively impact the overall response efforts (e.g., new incident that is competing for the same resources)
- First wildlife impact of oil
- First land impact of oil
- Interagency issues that cannot be resolved at the Section Chief level
- Negative special interest perceptions of response operations
- Negative political implications
- Negative media coverage

4. Prepared by: (Planning Section Chief)	Date/Time
J. Gafkjen **J. Gafkjen**	**29APR15 0900**

Critical Information Requirements ICS 202B (rev 07/2012)

7.7 Example ICS 204 Assignment List and Specific Safety Messages

Example ICS 204 Assignment List

1. Incident Name	2. Operational Period (Date/Time)	Assignment List ICS 204-CG
Hurricane Katrina	From: 12SEP05 0700 To: 13SEP05 0700	

3. Branch	4. Division/Group/Staging
SAR Branch	River Division

5. Operations Personnel

	Name	Affiliation	Contact # (s)
Operations Section Chief:	CAPT Muller		(504) 202-3116
Branch Director:	CDR Adam Shaw		(504) 846-5923
Division/Group Supervisor/STAM:	CGC Harriet Lane		

6. Resources Assigned "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
WMEC CGC Harriet Lane	CGC Harriet Lane	SATCOM: 011 870-262-988-960		CBD Task Force	☐
41' UTB - 41400	CGC Harriet Lane			CBD Task Force	☐
41' UTB - 41426	CGC Harriet Lane			CBD Task Force	☐
41' UTB – 41436	CGC Harriet Lane			CBD Task Force	☐
41' UTB – 41457	CGC Harriet Lane			CBD Task Force	☐
41' UTB - 41475	CGC Harriet Lane			CBD Task Force	☐
TPSB – 25119	CGC Harriet Lane			CBD Task Force	☐
TPSB – 25120	CGC Harriet Lane			CBD Task Force	☐
TPSB – 25121	CGC Harriet Lane			CBD Task Force	☐
TPSB - 25123	CGC Harriet Lane			CBD Task Force	☐

7. Work Assignments

Conducte maritime security activities on Lower Mississippi River (LMR). Enforce Naval Vessel Security Zone (NVSZ) operations for USS Iwo Jima as per OPORDER Storm Surge. Conduct escorts and increase waterside security IVO MCI/KA and critical petroleum facilities.

8. Special Instructions

MAINTAIN SITUATIONAL AWARENESS AT ALL TIMES. Be mindful of slips, trips and falls. Remain hydrated, wear sunscreen, watch for environmental hazards (wildlife, insects, etc.) Report all safety concerns to the Safety Officer.
CG policy regarding body recovery remains in effect-------We do not engage in body recovery operations.

Logistical Challenges: Food, water, shelter, fuel, sewage disposal, locating safe moorings, widespread civil unrest, comms. Maintain comms w/ Staging Area Manager to ensure CG and other agency SAR technicians have adequate food, water, and operationally critical equipment. Current CG DART crews are not weapons qualified and not capable of arming themselves. Body armor has been ordered; ETA TBD.

9. Communications (radio and/or phone contact numbers needed for this assignment)

Name/Function	Radio: Freq./System/Channel	Phone	Cell/Pager	
Safety - CDR Church		(318) 445-8229	(757) 647-1007	
Logistics Day - CDR Croke			(504) 214-9967	
Logistics Night – CDR Kaschel		(318) 445-5218		

Emergency Communications

Medical _____ Evacuation _____ Other _____

10. Prepared by	Date/Time	11. Reviewed by (PSC)	Date/Time/	12. Reviewed by (OSC)	Date/Time
ENS Kulesa		LCDR Sheffield		LT Denning	

Example ICS 204 Specific Safety Messages:

- Conduct operations with safety of personnel a priority.
- All personnel are to utilize appropriate PPE including Life Jackets, steel toed shoes, etc.
- All personnel must wear life jackets in waterfront area.
- All responders shall wear appropriate PPE for equipment utilized.
- All personnel are to sign the Site Safety & Health Plan prior to going on shift.
- Follow guidelines set forth in the ICS 208 Site Safety and Health Plan.
- Conduct safety briefing for all responders, prior to entry / debrief prior to demobilization / after ops completed.
- Division/Group Supervisors should evaluate hazards and risks accordingly to limit potential for accidents. Keep the Operations Section Chief and Safety Officer informed of any increased hazards/risks.
- All responders to be certified in HAZWOPER Training prior to assignment.
- Use caution and avoid contamination by the chlorine and or the oil. Decontamination Unit is in Marine Street Staging.
- Minimize contact with contaminants and victims.
- Ensure wastes are properly disposed of IAW

Federal and State regulations.

- Take special precautions during night operations as conditions become much more hazardous and the chance for accidents increase. Light towers are located at Marine Street Staging.
- Advise Safety Officer of all MISHAPs, injuries/illnesses. MISHAPs should be reported on the ICS 237 MISHAP form.
- All injuries will be reported to either the Emergency Medical Technician (EMT) in staging or Safety Officer.
- For medical emergencies, notify the ICP immediately.
- MAINTAIN SITUATIONAL AWARENESS AT ALL TIMES.
- Be mindful of slips trips and falls.
- Remain hydrated, wear sunscreen, watch for environmental hazards (wildlife, insects, etc.).
- Operate vehicle IAW all applicable laws/regulations.
- Exercise extreme caution when embarking/disembarking vessels.
- CG policy regarding body recovery remains in effect - We do not engage in body recovery operations.
- Report all safety concerns to the Safety Officer.
- Maintain good communications

7.8 Example ICS 205 Communications Plan and Evaluation Criteria

1. Incident Name	2. Operational Period Date/Time	INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG
Yaz Northern	1800 30 Aug 06 to 0600 31 Aug 06	

3. Basic Radio Channel Use

	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	Command	**Cell Phone**	Cmd/Gen Staff						See ICS 205A
2	Tactical	**HC FM Ops**	OSC/OPBD/SZ DIVS	471.3875	162.2 PL	Simplex		A	Fire Marshall Ops
3	Tactical	**81A**	Oil OPBD & DIVS	157.075 W		Simplex		A	Stoll's STAM on this Freq
4	Tactical	**CRI 1**	DIV A	154.6000 N	413 DPL	159.6000 N	413 DPL	D	Clean Rivers Repeated Pair
5	Tactical	**CRI 2**	DIV B	154.7250 N	413 DPL	159.7250 N	413 DPL	D	Clean Rivers Repeated Pair
6	Tactical	**JES 1**	DIV C	154.4750 N	074 DPL	159.4750 N	074 DPL	D	Jones Repeated Pair
7	Tactical	**JES 2**	DIV D	154.3500 N	074 DPL	159.3500 N	074 DPL	D	Jones Repeated Pair
8	Tactical	**DGIF 1**	Wildlife Grp	409.9375	136.5 PL	414.9375 N	136.5 PL	A	DE Game & Inland Fish
9	Tactical	**82A**	Safety Zone	157.125 W				A	Hiatusport CG Spec Event
10	Tactical	**HFD FG 1**	S&R OPBD & DIVS	154.0100 N	167.9 PL	Simplex		A	Terminal STAM on this Freq
11	Tactical	**HC EMS 3**	Search Group	155.2800 N	151.4 PL	Simplex		A	EMS Mutual Aid
12	Tactical	**HPW**	Security Group	**453.53750**	411 DPL	Simplex		D	City Public Works
13	Tactical	**HC Fire2**	Fire Fighting Grp	**154.17500 N**	151.4 PL	Simplex		A	County Fire Grnd 2
14	Tactical	**HC Hazmat**	HazMat Group	**153.75500** N	151.4 PL	Simplex		A	HCFD HazMat Ops
15									
16									
17	Hail & Distress	**Channel 16**	Maritime Units	156.800 W		Simplex		A	Hailing and Distress Only
18	Contingency	**HC Fire 8**	All Incident	151.1675 N	331 NAC	Simplex		D	P25 Fireground/EMS
19									
20									

4. Prepared By (Communications Unit)

O. L. Sparky, COML

5. Date/Time

30 Aug 2006 - 1545

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG (Rev. 09/12)

Evaluating the ICS 205 Communications Plan:

The Safety Officer should evaluate the Communications Plan to ensure there is adequate communications.

- ☐ Is the information detailed enough to facilitate good communication?
- ☐ Do all Divisions and Groups have a tactical frequency assigned?
- ☐ Is there a frequency assigned to logistical support without tying up tactical or command channels?
- ☐ Is there a channel for requesting medical aid?
- ☐ Is there a central command channel?
- ☐ Are responders training to implement the Communications Plan?

7.8 Example ICS 206 Medical Plan and Evaluation Criteria

1. Incident Name	2. Operational Period (Date / Time)	MEDICAL PLAN
Yaz Northern	From: 30 Aug 20xx 1800 To: 31 Aug 20xx 0600	ICS 206-CG

3. Medical Aid Stations

Name	Location	Contact #	Paramedics On site (Y/N)
EMT capability only	Terminal Avenue Staging	999-555-1111	Y
EMT capability only	Stoll's Marina Staging	999-555-8721	Y

4. Transportation

Ambulance Service	Address	Contact #	Paramedics On board (Y/N)
Hiatusport County EMS	1500 South Hwy 1	999-555-9876	Y
Hiatusport Fire Department	280 Pacific Ave.	999-555-1558	Y

5. Hospitals

Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?
			Air	Ground		
Hiatusport County Hospital	400 Hilton Dr.	999-555-6211		5	Y	Y

6. Special Medical Emergency Procedures

Utilize Basic First Aid as needed. Ambulances are located at both Terminal Avenue and Stoll's Marina Staging Areas. If injured responder needs immediate evacuation, contact Hiatusport County Hospital for a medevac helicopter. Hospital number is above. Follow-up with briefing to respective Supervisor. Accident information shall be relayed to the Safety Officer.

Evacuation – 10 long blast of air horn.

7. Prepared by: (Medical Unit Leader)	Date/Time	8. Reviewed by: (Safety Officer)	Date/Time
L. Slein	**30 Aug 20XX**1500	N. deJesse	30 Aug 20xx1530

MEDICAL PLAN ICS 206-CG

Evaluating the ICS 206, Medical Plan:

The Safety Officer should evaluate the Medical Plan. Some versions of the form the Safety Officer signs the form.

- ☐ Is the information detailed enough to facilitate getting medical care to responders when required?
- ☐ Are the identified medical facilities capable of providing needed care in a timely manner?
- ☐ Is there a clear line of communication identified in the Medical Plan?
- ☐ Is the location and capability of each medical facility clearly described within the plan?
- ☐ Are the medical emergency reporting procedures clear?
- ☐ Is there clear information if a Medevac is required? (How are we going to get someone out, triage, treat and transport them)
- ☐ Where are the aid stations?
- ☐ Where are the ambulances and are they in the right locations?
- ☐ Are Helispots identified?
- ☐ Can hospital/transport handle contaminated patients (do the patients need decontamination prior to transport)?

Example Emergency Procedures to add to the ICS 206 Medical Plan:

Field Emergency

1. Single resource leader (e.g. coxswain, team leader, etc.) contacts division supervisor with description of illness or injury.
2. Division supervisor contacts closest field EMT and Communications Unit then should provide information about the nature and extent of injury (See injury reporting procedures).
3. Communications Unit contacts Medical Unit. If a serious medical emergency exists, communications will clear the air for essential radio traffic only or use the emergency channel (if established).
4. Medical Unit will coordinate dispatching of additional EMT's and incident ambulance.

Communications Unit will initiate all 911 calls.

5. Medical Unit and Operations will coordinate dispatch of additional ground or air ambulances as needed.
6. If air ambulance is used, Communications should notify Air Operations Director and helibase (if applicable).

Primary Helispot XXXX. Air Evacuation and Helispot subject to change by local EMS.

ICP, Base, Camp Emergency

1. Notify Communications and give location and nature of illness/injury.
2. Communications will call Medical Unit.
3. Communications will contact security and safety.

INJURY REPORTING PROCEDURES
DO NOT USE PATIENTS NAME DURING ANY RADIO REPORT

NATURE OF INJURY _____
LOCATION OF PATIENT _____
TRANSPORTATION REQUEST BY:
AIR_____ GROUND_____
POINT OF PICK UP _____
LAT_____ LONG_____
PATIENT UNIT ID _____
IS EMT WITH PATIENT: YES_____ NO_____
AGE_____ SEX: MALE_____ FEMALE_____
ADDITIONAL INFO_____

_____

_____

_____

_____

ALL EMERGENCIES---Secure the area and identify witness for later investigation. Keep an accurate log of events.

DO NOT USE PATIENTS NAME AT ANY TIME DURING REPORT

7.9 ICS 208-CG Site Safety and Health Plan Requirements

Required by Law and Regulation: Hazardous Waste Operations and Emergency Response (29 CFR, Part 1910.120)

- Site Safety and Health Plan (SSHP) Requirement: 29 CFR 1910.120(b)(1)(i) "Employers shall develop and implement a written Safety and Health program for their employees involved in hazardous waste operations. The program shall be designed to identify, evaluate, and control safety and health hazards, and provide for emergency response for hazardous waste operations."

Site Safety & Health Plan Definition of a Hazardous Material: 1910.120(a)(3)

- "A chemical, mixture of chemicals or a pathogen for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees."

Required Components: 1910.120(b)(1)(ii):

- The written safety and health program shall incorporate the following:
- Organizational structure
- Comprehensive workplan
- Site-specific safety and health plan

- Safety and health training program
- Medical surveillance program
- Standard operating procedures for Safety and Health Plan
- Interface between general program and site specific activities

ICS 208-CG Site Safety & Health Plan

- Meets U.S. regulatory requirements for a Site Safety & Health Plan
- Enforcement & feedback loop
- ICS Compatible - Complements the Incident Action Plan (IAP)
- Checklist vs. wordy - moderately easy to complete; easy to use.
- Provides direction and documentation of incident safety activities and requirements
- Communicates Direction - Gives written direction to field responders and supervisors of what is required to keep personnel safe and document safe work practices

Other ICS Forms cover other regulatory Aspects:

- ICS 201, ICS 203 - Organizational Structure
- ICS 201, 203, 205 - Lines of Communication
- IAP - Comprehensive Workplan
- ICS 206 - Medical Plan
- IAP - Alarms, Illumination
- IAP - Food Handling, Toilets

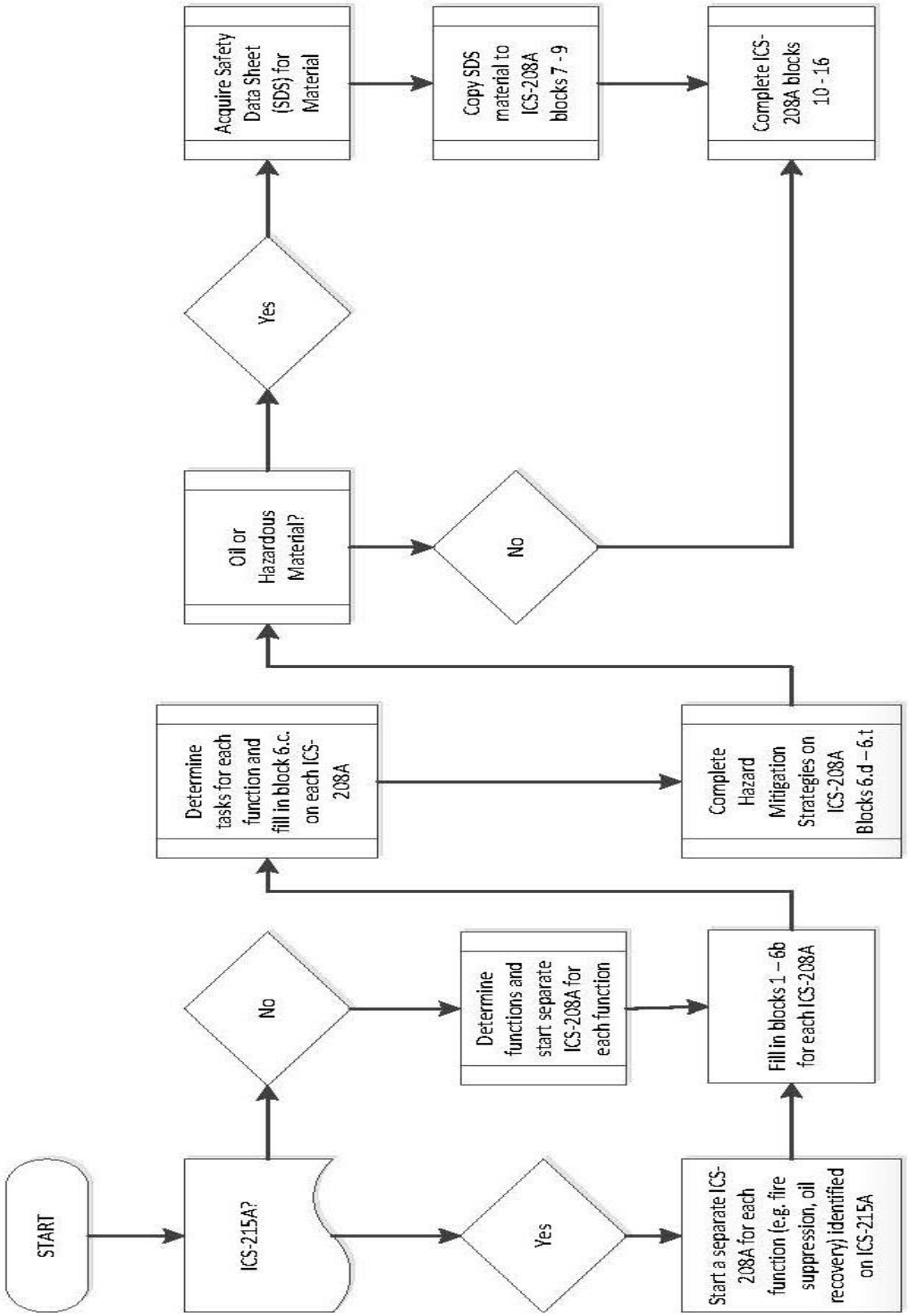
Information Sources to Develop the ICS 208:

- Material Safety Data Sheet (MSDS)
- Contingency Plans
- Emergency Response Plans
- ICS 215A IAP Safety Analysis
- Technical Specialist
- Chemical Manufacturer
- Chemtrec 1-800-434-9300
- ICS 234 Work Analysis Matrix
- ICS 215 Operational Planning Worksheet
- Operations Section Chief

Example ICS 208 Site Safety & Health Plans can be found on Homeport in the ICS Library Forms (http://homeport.uscg.mil/ics/).

IMPORTANT NOTE: The FEMA ICS 208 is a Safety Message and not a Site Safety and Health Plan.

ICS 208A Emergency Response Plan Process



ICS 208-CG Site Safety & Health Plan Table of Forms

Blank and Example ICS 208 Site Safety & Health Plans can be found on Homeport in the ICS Library in the Forms section (http://homeport.uscg.mil/ics/). The first page is shown below:

Site Safety and Health Plan ICS-208-CG (rev 4/15)

Incident Name: _____ Date/Time Prepared: _____ Operational Period: _____

Purpose. The ICS Compatible Site Safety and Health Plan is designed for safety and health personnel that use the Incident Command System (ICS). It is compatible with ICS and is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response regulation (Title 29, Code of Federal Regulations, Part 1910.120). The plan avoids the duplication found between many other site safety plans and certain ICS forms. It is also in a format familiar to users of ICS. Although primarily designed for oil and chemical spills, the plan can be used for all hazard situations.
Changes: The only change to this form since 2006 is added Emergency Site Non-Hazardous Assessment form (SSP-A2).

Questions on the document should be addressed to the **Coast Guard Office of Contingency Preparedness and Exercise Policy (CG-CPE)**.

Table of Forms

FORM NAME	FORM #	USE	REQUIRED	OPTIONAL	ATTACHED
Emergency Safety and Response Plan	A	Emergency response phase (uncontrolled)	X		
Emergency Site Non-Hazardous Assessment Form	A2	Emergency response phase without Hazardous Materials present. Overall site assessment	X		
Site Safety Plan	B	Post-emergency phase (stabilized, cleanup)	X		
Site Map	C	Post-emergency phase map of site and hazards	X		
Emergency Response Plan	D	Part of Form B, to address emergencies	X		
Exposure Monitoring Plan	E	Exposure monitoring Plan to monitor exposure	X		
Air Monitoring Log	E-1	To log air monitoring data	X*		
Personal Protective Equipment	F	To document PPE equipment and procedures	X*		
Decontamination	G	To document decon equipment and procedures	X*		
Site Safety Enforcement Log	H	To use in enforcing safety on site		X	
Worker Acknowledgement Form	I	To document workers receiving briefings		X	
Form A Compliance Checklist	J	To assist in ensuring HAZWOPER compliance		X	
Form B Compliance Checklist	K	To assist in ensuring HAZWOPER compliance		X	
Drum Compliance Checklist	L	To assist in ensuring HAZWOPER compliance		X	
Other:					

** Required only if function or equipment is used during a response*

ICS 208A Site Safety and Health Plan

For use with hazardous substances (oil and hazmat)

EMERGENCY SAFETY and RESPONSE PLAN | 1. Incident Name | 2. Date/Time Prepared | 3. Operational Period | 4. Attachments: **Attach MSDS for each Chemical:**

5. Organization IC/UC: | Safety: Div/Group Supv: | Entry Team: | Backup Team: | Decon Team:

6.a. Physical Hazards and Protection | 6.b. Confined Space ☐ Noise ☐ Heat Stress ☐ Cold Stress ☐ Electrical ☐ Animal/Plant/Insect ☐ Ergonomic ☐ Ionizing Rad ☐ Slips/Trips/Falls ☐ Struck by ☐ Water ☐ Violence ☐ Excavation ☐ Biomedical waste and/or needles ☐ Fatigue ☐ Other (specify)

6.c. Tasks & Controls	6d Entry Permit	6.e. Ventilate	6f. Hearing Protection	6g. Shoes (type)	6.h. Hard Hats	6i. Clothing (cold wx)	6j. Life Jacket	6l. Work/ Rest (hrs)	6m. Fluids (amt/time)	6n. Signs & Barricade	6p. Fall Protect	6.q. Post Guards	6.r. Flash Protect	6.s. Work Gloves	6.t. Other

7.a. Agent | 7.b. Hazards | 7.c. Target Organs | 7.d. Exposure Routes | 7.f. PPE | 7.g. Type of PPE

Explosive ☐ Flammable ☐ Reactive ☐ Biomedical ☐ Toxic ☐

Radioactive ☐ Carcinogen ☐ Oxidizer ☐ Corrosive ☐ Specify Other: ☐

Eyes ☐ Nose ☐ Skin ☐ Ears ☐
Central Nervous System ☐ Throat ☐
Respiratory ☐ Heart ☐ Liver ☐
Lungs ☐ Blood ☐ Lungs ☐
Kidney ☐ Gastrointestinal ☐
Circulatory ☐ Other Specify: ☐
Bone ☐

Inhalation ☐
Absorption ☐
Ingestion ☐
Injection ☐
Membrane ☐

Face Shield ☐
Eyes ☐
Gloves ☐
Inner Suit ☐
Splash Suit ☐
Level A Suit ☐
SCBA ☐ APR ☐
SAR ☐
Cartridges ☐
Fire Resistance ☐

8. Instruments:	8.a. Action Levels	8.b. Chemical Name(s):	8.c. LEL/UEL %	8.d. Odor Thresh Ppm	8.e. Ceiling/ IDLH	8.f. STEL/TLV	8.g. Flash Pt/ Ignition Pt (F or C)	8.h. Vapor Pressure (mm)	8.i. Vapor Density	8.j. Specific Gravity	8.l. Boiling Pt F or C
O2 ☐											
CGI ☐											
Radiation ☐											
Total HCs ☐											
Colorimetric ☐											
Thermal ☐											
Other ☐											

ICS-208-CG SSP-A Page 1 (rev 4/15): Page ____ of ____

EMERGENCY SAFETY and RESPONSE PLAN (Cont)	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Attachments: **Attach SDS for each Chemical**

9. Decontamination:				
Instrument Drop Off ☐	Suit Wash ☐	Bottle Exchange ☐	SCBA/Mask Rinse ☐	Intervening Steps ☐ Specify:
Outer Boots/Glove Removal ☐	Decon Agent: Water ☐	Outer Suit Removal ☐	Inner Glove Removal ☐	
Suit/Gloves/Boot Disposal ☐	Other ☐	Inner Suit Removal ☐	Work Clothes Removal ☐	
	Specify:	SCBA/Mask Removal ☐	Body Shower ☐	

10. Site Map. Include: Work Zones, Locations of Hazards, Security Perimeter, Places of Refuge, Decontamination Line, Evacuation Routes, Assembly Point, Direction of North
☐ Attached, ☐ Drawn Below:

11.a. Potential Emergencies:	11.b. Evacuation Alarms:	11.c Emergency Prevention and Evacuation Procedures:
Fire ☐	Horn ☐ # Blasts ☐	Safe Distance:
Explosion ☐	Bells ☐ #Rings ☐	
_____ Other ☐	Radio Code ☐	
	Other:	

12. a. Communications: Radio ☐ Phone ☐ Other ☐	12.b. Command #:	12.c. Tactical #:	12.d. Entry #:
13.a. Site Security: Personnel Assigned	13.b. Procedures:		13.c. Equipment:
14.a. Emergency Medical: Personnel Assigned	14.b. Procedures:		14.c Equipment:
15. Prepared by:	16. Date/Time Briefed:		**ICS-208-CG SSP-A Page 2 (rev 4/15):** Page _____ of _____

EMERGENCY SAFETY AND RESPONSE PLAN (ICS-208-CG SSP-A)

Purpose: The Emergency Safety and Response Plan provides the Safety Officer and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response. *It is only used during the emergency phase of the response, which is defined as a situation involving an uncontrolled release.* It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Safety Officer or his/her designated staff starts the Emergency Site Safety and Response Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). Form ICS-208-CG SSP-G need not be completed if this form is used. When the operation proceeds into the post-emergency phase (site stabilized and cleanup operations begun) forms ICS-208-CG SSP-B and ICS-208-CG SSP-G should be used. For large incidents, the Emergency Site Safety and Response Plan complements the Incident Action Plan. For smaller incidents, the Emergency Site Safety and Response Plan complements ICS-201.

Distribution: The Emergency Safety and Response Plan completed by the Safety Officer is forwarded to the Planning Section Chief. Copies are made and attached to the ICS 204 Assignment List(s). The Operations Section Chief, Directors, Supervisors or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The Safety Officer is responsible for ensuring that the Emergency Site Safety and Response Plan properly addresses the hazards of the operation. The Safety Officer accomplishes this through on site enforcement and feedback to the operational units.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
5	Organization	List the personnel responsible for these positions. IC and Safety Officer are mandatory.
6	Physical Hazards & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, overpacking, etc.). Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Chemical/Agent	List the chemicals involved in the response. Chemicals may be listed numerically. Check off the hazards, potential health effects, pathway of dispersion, and exposure route of the chemical. Numbers corresponding to the chemical may be entered into the check blocks to differentiate. Check off the PPE to be used. Identify the type of PPE selected (for example: gloves: butyl rubber).
8	Instruments	Indicate the instruments being used for monitoring. List the action levels adjacent to the instruments being used. Identify the chemicals being monitored (2). List the physical parameters of the chemicals. Use a separate form for additional chemicals monitored.
9	Decontamination	Check off the decontamination steps to be used. Numbers may be entered to indicate the preferred sequence. Identify any intervening steps necessary on the form or in a separate attachment.
10	Site Map	Draw a rough site map. Ensure all the information listed is identified on the map.
11	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
12	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers or frequencies for the command, tactical and entry functions.
13	Site Security	Identify the personnel assigned. Identify security procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
14.	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
15.	Prepared by:	Enter the name and position of the person completing the worksheet.
16.	Date/time briefed:	Enter the date/time the document was briefed to the appropriate workers and by whom.

ICS 208A-NonHaz Site Safety and Health Plan

For use with non-hazardous substances (non-oil/hazmat parts of incident)

EMERGENCY SITE NON-HAZARDOUS ASSESSMENT FORM	1. Incident Name				2. Date/Time Prepared				3. Operational Period				4. Attachments: Y on N	
5. *SCENE CONTACTS*:	Name of Group/Branch or Division:				Safety Officer:				Staging Manager:				OSC:	
6.a. Physical Hazards Onsite	6.b. Confined Space ☐ Noise ☐ Heat Stress ☐ Cold Stress ☐ Electrical ☐ Animal/Plant/Insect ☐ Ergonomic ☐ Ionizing Rad ☐ Slips/Trips/Falls ☐ Struck by ☐ Water ☐ Violence ☐ Excavation ☐ Biomedical waste and/or needles ☐ Fatigue ☐ Other (specify)													
6.c. Work Assignments/ Job Tasks	6d Electrical Hazard	6.e. Eye /Face Hazards	6f. Ear Protection	6g. Foot Protection (type)	6.h. Hard Hats	6i. Clothing (cold/hot wx)	6j. Life Vest	6l. Work /Rest (hrs)	6.m. Fluids (amt/time	6.n. Signs & Barricade	6.p. Fall Hazard	6.q. Security Issues	6.r. Hand Protection (Gloves)	6.s. Other
7. Comments:														
ICS-208-CG SSP-A2 Non-Hazardous Page 1 (Rev 4/15): Page ____ of ____														

EMERGENCY SITE NON-HAZARDOUS ASSESSMENT FORM (CONT'D)	1. Incident Name	2. Date/Time Prepared	3. Operational Period	4. Attachments: Y or N

8. Any Reported Illnesses or Injuries: **Y** or **N**
If so, what type of Injury: Location of Injury:

Was this recorded on CG-209 ? **Y** or **N** Was the persons Agency informed of injury: **Y** or **N**

9. Site Map. Include: Work Zones, Locations of Hazards, Security Perimeter, Places of Refuge, Decontamination Line, Evacuation Routes, Assembly Point, Direction of North ☐ Attached, ☐ Drawn Below:

10.a. Potential Emergencies:	10.b. Evacuation Alarms:	10.c Emergency Prevention and Evacuation Procedures:
Fire ☐ Explosion ☐ _____ Other ☐	Horn ☐ # Blasts ☐ Bells ☐ #Rings ☐ Radio Code ☐ Other:	Safe Distance:

11. a. Communications:	11.b. Command #:	11.c. Tactical #:	11 d. Staging Area #:
Radio ☐ Phone ☐ Other ☐			

12.a. Emergency Medical: Personnel Assigned	12.b. Procedures:	12.c Equipment:
13. Prepared by:	14. Date/Time Briefed:	**ICS-208-CG SSP-A2 Non-Hazardous Page 2 (rev 4/15):** Page _____ of _____

EMERGENCY SITE NON-HAZARD ASSESSMENT FORM(ICS-208-CG SSP-A2)

Purpose: The Emergency Site Non-Hazard Assessment Form provides the Safety Officer and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response when an *uncontrolled release is* ***NOT present***. It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, Title 29 Code of Federal Regulations Part 1910.120.

Preparation: The Safety Officer or his/her Assistant Safety Officer will start the Emergency Site Non-Hazard Assessment Form. They initially address the possibility for employee/worker exposure to safety and health hazards in all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). When the operation proceeds into the post-emergency phase (site stabilized and cleanup operations begun) forms ICS-208-CG SSP-B and ICS-208-CG SSP-G should be used. For large incidents, the Emergency Site Non-Hazard Assessment Form will complement the Incident Action Plan. For smaller incidents, the Emergency Site Non-Hazard Assessment Form will complement ICS-201 form.

Distribution: The Emergency Site Non-Hazard Assessment Form completed by the Safety Officer is forwarded to the Planning Section Chief. Copies are made and attached to the Assignment List(s) (ICS Form 204). The Operations Section Chief, DIVS (Division/Group Supervisor), Supervisors or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The Safety Officer is responsible for ensuring that the Emergency Site Non-Hazard Assessment Form properly addresses the hazards of the operation. The Safety Officer accomplishes this through on site enforcement and feedback to the operational units.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) prepared.
3	Operational Period	Enter the time interval for which the assignment applies.
4	Attachments	Enter attachments. Injury Logs or reports, Any required supplies or PPE (CG213RR), and any Safe Practices initiated.
5	Scene Contacts	Area Assessed. List the personnel responsible for these positions. IC and Safety Officer are mandatory.
6	Physical Hazards Onsite & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, over packing, etc.). Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Comments	Other Physical Hazards seen. Suggested Control Measures. CG213RR order number assigned to a Control Measure to safeguard workers
8	Any Reported Illnesses or Injuries	Any Illnesses or Injuries in Assessed Area? If so, what was the Illness or Injury? Was an ICS CG209 (Incident Status Summary) filled out or updated? Was the persons Agency informed?
9	Site Map	Draw a rough site map. Ensure all the information listed is identified on the map.
10	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
11	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers or frequencies for the command, tactical and entry functions.
12.	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
13.	Prepared by:	Enter the name and position of the person completing the worksheet.
14.	Date/time briefed:	Enter the date/time the document was briefed to the appropriate workers/IMT members and by whom.

7.10 Evaluating Hazard/Risk and Example ICS 215A-CG IAP Safety Analysis Worksheet

Risk is the probability that an activity or work assignment will result in a mishap or accident. All activities have some associated level of risk. Our job as Safety Officers is to identify and quantify risk, inform others and implement measures to mitigate or reduce risk. In other words, manage risk.

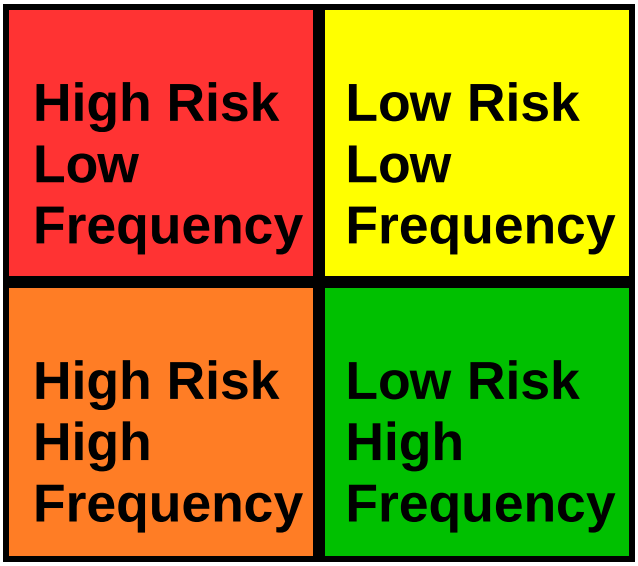
Steps in Analyzing Risk

1. With the OSC, Identify hazards within the incident environment.
2. With the OSC, categorize high and low risk activities or work assignments.
3. Determine the benefit or gain from conducting these activities.
4. Consider canceling or delaying any high risk activity that has little or no benefit or gain.
5. For high risk activities with a high benefit mitigate the hazard with managerial resources such as protective equipment, training and experience.

In Operational Risk Management, a prioritization process is followed whereby the risks with the greatest loss and the greatest probability of occurring are handled first. Risks with lower probability of occurrence and lower loss are handled in descending order.

Prioritizing Risk Potential

- High Risk – Activity likely to cause serious injury or death
- Low Risk – Activity unlikely to cause serious injury or death
- High Frequency – Resources are experienced in responding to and conducting these activities or tactics
- Low Frequency – Resources are inexperienced in responding to and conducting these tactics



GREEN - Low Risk Activity conducted by Resources who do the job frequently
RED - High Risk Activity conducted by Resources who rarely do the job

High Risk activities can then be broken into two categories:

- Activities which move slowly and have ample time for decision making.

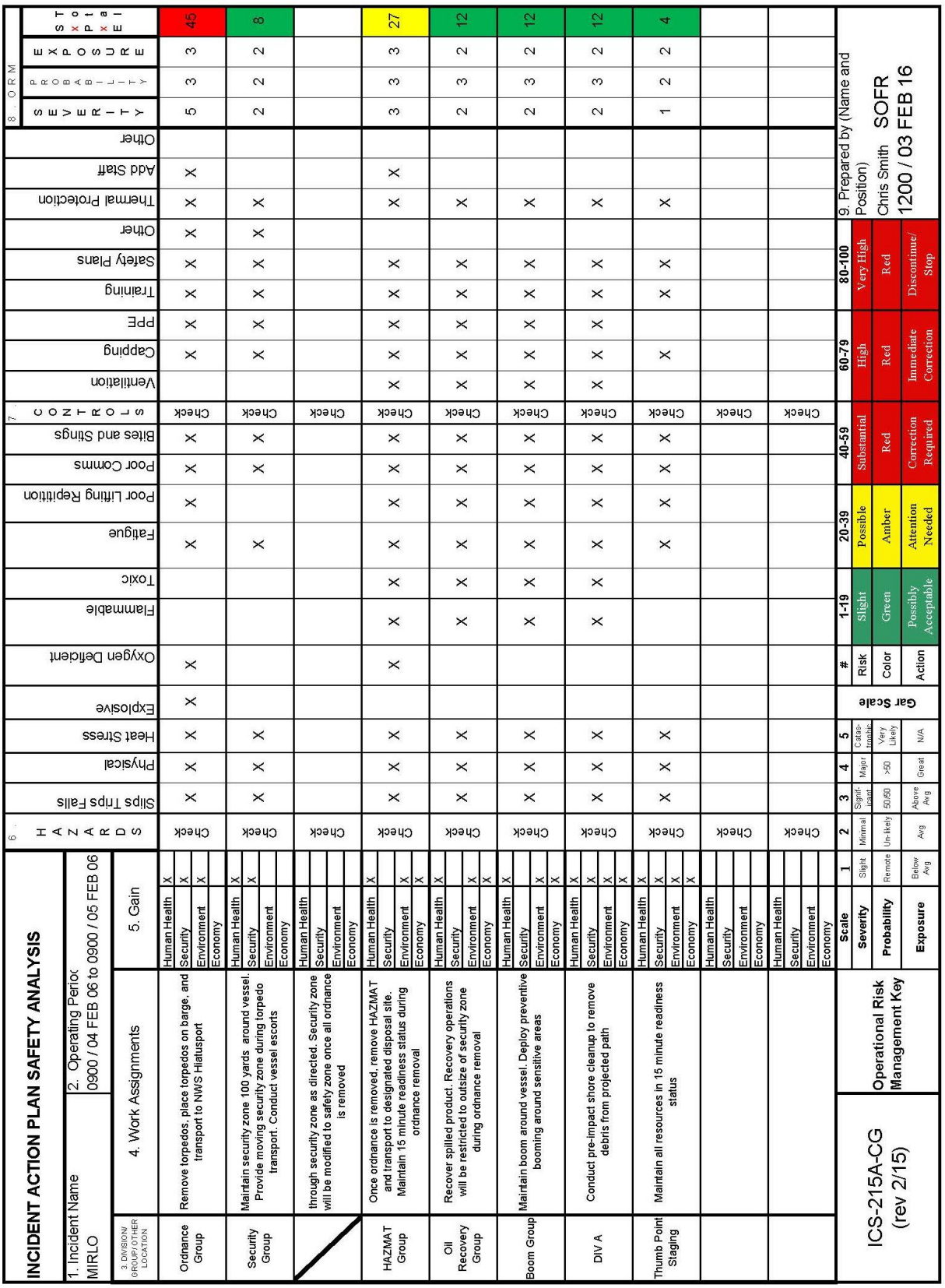
- Activities which move quickly and have very little time for decision making.

The OSC and SOFR as a team:

1. Identify Mission Tasks
2. Categorize Hazards & Risks
3. Determine benefit or gain
4. Cancel or delay high risk activities with no gain
5. Mitigate Hazard or Risk
6. Execute Decision
7. Monitor Situation

Steps 1-5 are developed on the ICS 215A. Steps 6 and 7 are done in the field.

Example ICS 215A IAP Safety Analysis



INCIDENT ACTION PLAN SAFETY ANALYSIS

1. Incident Name: MIRLO
2. Operating Period: 0900 / 04 FEB 06 to 0900 / 05 FEB 06
3. DIVISION/GROUP/OTHER LOCATION
4. Work Assignments
5. Gain
6. HAZARDS
7. CONTROLS
8. ORM
9. Prepared by (Name and Position): Chris Smith SOFR, 1200 / 03 FEB 16

3. DIVISION/GROUP/OTHER LOCATION	4. Work Assignments	5. Gain	6. HAZARDS	Slips Trips Falls	Physical	Heat Stress	Explosive	Oxygen Deficient	Flammable	Toxic	Fatigue	Poor Lifting Repitition	Poor Comms	Bites and Stings	7. CONTROLS	Ventilation	Capping	PPE	Training	Safety Plans	Other	Thermal Protection	Add Staff	Other	8. ORM SEVERITY	8. ORM PROBABILITY	8. ORM EXPOSURE	8. ORM COST Opt Xa El
Ordnance Group	Remove torpedos, place torpedos on barge, and transport to NWS Hialusport	Human Health X Security X Environment X Economy	Check	X	X	X	X	X			X	X	X	X	Check		X	X	X	X		X	X		5	3	3	45
Security Group	Maintain security zone 100 yards around vessel. Provide moving security zone during torpedo transport. Conduct vessel escorts	Human Health X Security X Environment Economy	Check	X	X	X					X		X	X	Check		X	X	X	X		X			2	2	2	8
	through security zone as directed. Security zone will be modified to safety zone once all ordnance is removed	Human Health Security Environment Economy	Check												Check													
HAZMAT Group	Once ordnance is removed, remove HAZMAT and transport to designated disposal site. Maintain 15 minute readiness status during ordnance removal	Human Health X Security Environment X Economy X	Check	X	X	X		X	X	X	X	X	X	X	Check		X	X	X	X		X	X		3	3	3	27
Oil Recovery Group	Recover spilled product. Recovery operations will be restricted to outsize of security zone during ordnance removal	Human Health X Security Environment X Economy X	Check	X	X	X			X	X	X	X	X	X	Check		X	X	X	X		X	X		2	3	2	12
Boom Group	Maintain boom around vessel. Deploy preventive booming around sensitive areas	Human Health X Security Environment X Economy X	Check	X	X	X			X	X	X	X	X	X	Check		X	X	X	X		X	X		2	3	2	12
DIV A	Conduct pre-impact shore cleanup to remove debris from projected path	Human Health X Security X Environment X Economy X	Check	X	X	X			X	X	X	X	X	X	Check		X	X	X	X		X	X		2	3	2	12
Thumb Point Staging	Maintain all resources in 15 minute readiness status	Human Health X Security X Environment X Economy X	Check	X	X	X					X	X	X	X	Check		X	X	X	X		X	X		1	2	2	4
		Human Health Security Environment Economy	Check												Check													
		Human Health Security Environment Economy	Check												Check													

Gar $cale	#	1-19	20-39	40-59	60-79	80-100
Risk		Slight	Possible	Substantial	High	Very High
Color		Green	Amber	Red	Red	Red
Action		Possibly Acceptable	Attention Needed	Correction Required	Immediate Correction	Discontinue/ Stop

	1	2	3	4	5
Scale					
Severity	Slight	Minimal	Signif-icant	Major	Catas-trophic
Probability	Remote	Un-likely	50/50	>50	Very Likely
Exposure	Below Avg	Avg	Above Avg	Great	N/A

ICS-215A-CG (rev 2/15)

Operational Risk Management Key

ICS 215A Instructions

ICS 215A-CG INCIDENT ACTION PLAN SAFETY ANALYSIS (rev 2/15)
Instructions for filling out the form

Purpose: The purpose of this worksheet is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards and develop appropriate controls. The 2015 change removed the GAR terminology from the form – this is the only change from the 2006 version.

Preparation: During the Incident Action Planning cycle where the Operations Section Chief (OSC) is preparing for the tactics meeting, the Safety Officer works alongside the OSC and completes the Incident Action Plan Safety Analysis. This sheet mirrors the ICS 215 form. Work assignments are listed along with associated hazards. A calculation is made that determines what level of risk each work assignment poses. For those assignments having significant risk, controls are developed for safeguarding responders. The net risk is evaluated against the gain. The Incident Commander should be alerted to all safety hazards that receive high risk rating (e.g. red) after controls have been established.

Distribution: The Operational Hazard Worksheet is attached to the Incident Site Safety Plan and is distributed according to the instruction for Site Safety Plans.

Instructions:

Item #	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Date/Time Prepared	Enter date (month, day, year) and time prepared.
3	Division/Group	Enter the Branch, Division or Group title in abbreviated form.
4	Work Assignment	List the work assignment for each Branch, Division or Group.
5	Gain	Check the gain that is achieved when the work assignment is accomplished. There MUST be a gain if personnel will be put at risk.
6	Hazards	Using the IAP Safety Analysis Aid (page 2), list the type of hazards likely to be encountered for the work assignment. Place a check mark in the box below the hazard.
7	Controls	Using the IAP Safety Analysis Aid (page 2), list the type of controls likely to be used for addressing the hazards listed. Place a check mark in the box below the control.
8	ORM	Using the "Key", assign a number from 1 to 5 based on the level of severity, probability and exposure. **Multiply** all numbers together to get a total. Enter this number into the total column. Using the scale on the bottom of the sheet, assign a color, risk level or action phrase in this block.
9	Prepared by	Enter the name of the person who completed this worksheet.

ICS-215A-CG INCIDENT ACTION PLAN SAFETY ANALYSIS AID

HAZARDS:

Physical	Chemical/Biological	Human
• Slipping	• Explosion	• Violence
• Tripping	• Flammable	• Poor Lifting
• Fall	• Air Reactive	• Repetition
• Overhead	• Water Reactive	• Excessive Force
• Heat Stress	• Chem Reactive	• Poor posture
• Cold Stress	• Alpha Rad	• Awkward motion
• Electrical	• Beta Rad	• Fatigue
• Blunt Objects	• Gamma Rad	• Poor hygiene
• Sharp Objects	• X Rad	• Illness
• Noise	• Bio-weapon	• Alcohol/Drugs
• Vehicle	• Chem-weapon	• Over crowding
• Fire	• Irritant	• Poor comms
• Sun/UV Glare	• Asphyxiant	• Noise interference
• Sun Burn	• Oxidizer	• Smoking
• Moving Pinch Points	• Carcinogen	• Driving
• Unguarded Machinery	• Corrosive	**Animal/Plant**
• Lightning	• Cryogenic	• Bites/Stings
• Drowning	• Toxic	• Poison
• Engulfment	• Biomed/pathogen	• Thorns/burrs
• Limited Egress/Access	• Particulates	• Swarms
	• Fumes (weld etc.)	• Disease
	• O2 Deficiency	• Feces/Coliforms

CONTROLS:

Types of Engineering Controls:

• Barriers	• Shields	• Dams
• Capping	• Covering	• Fencing
• Terminating	• Shutting	• Blocking
• Chocks	• Enclosures	• Diverters
• Flanging	• Guarding	• Substitution
• Scaffolding	• Grounding	• Substitution
• Bonding	• Insulation	• Lighting
• Locks, Tags	• Kill-switches	• Shut-off valves
• Taglines	• Circuit Breakers	• Process change
• Plugging, patching	• Sealing	• Absorbers

Types of Administrative Controls:

• Reduced work duration	• Worker rotation	• Safety plans
• Training	• Safety briefs	• Relief personnel
• Maintenance	• Drinking fluids	• Work/rest periods
• Good housekeeping	• Roving security	• Signs
• Warning lights	• Alarms	• Break areas
• Pre-inspections	• Field checks	• Buddy system
• Line of sight comms	• Comms schedule	• Equipt staging
• Load shifting	• Hazard marking	• Placarding
• Labeling	• Hand signals	• Safety observers
• Fendering	• Work plans	• Replenish fluids
• Handcarts/trolleys	• Fire extinguishers	• Drum bulking
• Eye Wash Station	• Hand washers	• Showers

Types of Personal Protective Equipment Controls:

• Hard hats	• Steel-toed shoes	• Safety glasses
• Safety goggles	• Face shields	• Hearing Protection
• Life jacket	• Fall arrests	• SCBA
• APRs	• Chemical suits	• Flash suits
• Fire resistant suits	• Work gloves	• Chemical gloves
• Sun glasses	• Sun-block	• Life rings
• Eye wash stations	• Night vision	• Thermal protection
• Dry/wet suits	• Hand warmers	• Wind breaker coat
• Knee pads	• Over garments	• Coveralls
• Booties	• Cooling vests	• Chap lip protection
• Hats for warming	• Gloves (warmth)	• Clothing (warmth)

7.11 Example ICS 213RR-CG Resource Request Message

Resource Request Message — ICS-213 RR CG (12/06)

Requestor

1. Incident Name: Mills Point | 2. Date/Time: 02 Apr 2007 1330 | 3. Resource Request Number: B01009

4. ORDER Note: Use additional forms when requesting different resource sources of supply

a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location:	Date/Time:	g. Order # (LSC)	h. ETA (LSC)	i. Cost
1			R	Helicopter - able to carry a minimum of 10 passengers with gear	Helibase	4 Apr 0600	E090	4 Apr 0800	$2356.00
				up to 500 pounds.					
				Contact Helibase Manager, Jeff Jones, to discuss					
				specific flight line reporting procedures/requirements.					

5. Suggested source(s) of supply - POC phone number if known and suitable subtitutes:
Heavy Lift Helicopters POC: Sean Kaufman 550-555-9245 or Heliqwest International

6. Requestor Position and Signature: Dan Brinkley 02 Apr 06 1330 Date/Time:

7. Section Chief/Command Staff Approval: Jeff Barton 02 Apr 06 1345 Date/Time:

Plans

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.
a. [X] Resources available as noted in block 12
b. [ ] Resources not available
c. [X]

9. RESL Review/Signature: Kimberly Higgins 02 Apr 06 1618 Date/Time:

Logistics

10. Requisition/Purchase Order #: 24-06-276HXQ016

11. Supplier Name/Phone/Fax/Email: Heliqwest International, Randy Simon 550-555-4041

12. Notes:
Quoted daily price includes 1 pilot, 1 aircraft mechanic, and aviation fuel.

13. Logistics Section Signature: David Jones 02 Apr 06 2040 Data/Time:

14. Order placed by (check box): [ ] SPUL [X] PROC [ ] OTHER _____

Finance

15. Reply/Comments from Finance:
Contract #: FS-02HB-C-05-0001 Accounting: 2/H/SZ/105/95/0/P07001/37150/2523

16. Finance Section Signature: Sam Chase 02 Apr 06 2100 Date/Time:

Full instructions on back page. Requestor fills in blocks 1-5, except #3 & #4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h. and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Tan copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

ICS 213RR-CG Instructions

REQUESTOR: The requestor must fill in blocks 1 through 7.

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request.
Block # 3	Resource Request Number: Specific to the form & enables downstream tracking.
Block # 4a-c	Items requested: Must include quantity; Include Kind and Type if applicable.
Block # 4.d	Priority is either U – Urgent or R – Routine. Requestor: Urgent should **ONLY** be used if the resource must be checked-in and available within the specified time period or an operational objective will not be met. LSC: An Urgent request takes priority over all other requests. The requestor should be notified ASAP on the status of the request.
Block # 4.e	The detailed description of requirements. **BE SPECIFIC AS POSSIBLE.**
Block # 4.f	Delivery/Reporting Location and Times: This is self-explanatory and is required to ensure timely and accurate delivery of the resource.
Block #4g-i	Leave blank for SPUL/PROC to fill in.
Block # 5	Substitutes and/or Suggested Sources: Enter applicable information if known.
Block # 6	Requestor: Print name, position, sign and date.
Block # 7	Approval: This must be approved by the appropriate Section Chief or Command Staff Officer.

PLANNING SECTION: The RESL must fill in blocks 8 through 9.

Box # 8.a	RESL: Check box if request if for tactical resources
Box #8.b/c	RESL: If a tactical resource, check only one box as appropriate
Block # 9	RESL: Sign and date

LOGISTICS SECTION: Blocks 10 through 13 are filled out by the Supply Unit.

Note: Blocks 4 G and H are to be filled out by the Supply Unit or Procurement Unit upon ordering.

Block # 10	Requisition/Purchase Order Number: To be assigned by Supply Unit.
Block # 11	Supplier Point of Contact, Phone Number and Fax Number.
Block # 12	Notes: additional information on the supplier, when contacted, etc.
Block # 13	Signature: As specified by the Resource Request Process. Usually the signature of the SPUL but may also be the LSC or Deputy LSC.
Block # 14	Orderer (SPUL or PROC). Other block is checked if SPUL/PROC positions not filled. If this block is checked, fill in position.

FINANCE SECTION: Blocks 15 and 16 are filled out by the Procurement Unit.

Block # 15	Comments concerning request from FSC, Deputy FSC, or PROC.
Block # 16	Approval: This must be approved in accordance with Resource Request Process.

Note: Cost associated requests will not be ordered without approval in accordance with the Resource Request Process.

7.12 Example ICS 214 Unit Log

1. Incident Name	2. Operational Period (Date/Time)	UNIT LOG ICS 214-CG
HIATUSPORT INCIDENT	From: 0600 XX-XXX-09 To: 0600 XX-XXX-09	

3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)
LOGISTICS SECTION	FRANK BUY (LSC)

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE
JEFF SMITH	SPUL	STATEN ISLAND, NY
RANDY BITNER	COML	WILLIAMSBURG, VA
KATIE WAGNER	VSUL	SAN FRANCISCO, CA
GEORGE TAKAGI	QSUL	CHICAGO, IL
MELISSA REED	FACL	LA/LB, CA

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS
0600	ATTENDED OPERATIONS BRIEFING - NO ISSUES OF NOTE
0730-0745	CONDUCTED BUSINESS MANAGEMENT MTG W/FSC. BURN RATE + COMMGS BELOW 70%. REQUEST + ORDER PROCESSES FINALIZED + POSTED.
0800	ATTENDED CMD + GEN'L STAFF MTG
0900	CONDUCTED LOGS FAMILY MTG. PASSED UC KEY ISSUES INCLUDING UC REQUEST TO WORK W/ PSC STAFF TO FORECAST RESOURCE RQMNTS OUT 72 HOURS + ORDER WHERE POSSIBLE.
1130	DURING ROUTINE SAFETY INSPECTION, SOFR IDENTIFIED POTENTIAL WATER CONTAMINATION. OTHER WATER SOURCES CHECKED AND FSC CONSULTED RE PURCHASING WATER UNTIL PROBLEM RESOLVED.
1400	ATTENDED TACTICS MTG - ID'D POTENTIAL PROBLEM NEXT OP PERIOD DUE TO NON-AVAILABILITY OF LOW-COST CRANE BARGES.
1454	BRIEFED COMMAND W/ OSC, PSC + FSC AND GOT APPROVAL TO HIRE HIGH COST CRANE BARGE FOR 72 HRS MAX.
1700	ATTENDED PLANNING MTG - NO RESOURCE ISSUES ATT. SUPPORTED PLAN.

7. Prepared by:	Date/Time
F. Buy	2130 XX-XXX-09

ICS 214 Instructions

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

7.13 Sample Instructions for Asst SOFRs in the field

- Ensure that you have the contact information for the field supervisors whose area you will be operating in
- Establish contact with the field supervisor(s) whose area(s) you are working in and discuss your information reporting requirements
- Do not go into any areas where there is not adequate communications (you must be able to have communications with someone on the incident)
- Ensure that you have read and initialed the site Safety and Health Plan and adhere to the Plan's requirements
- Ensure that all equipment is in working order before going into the field (e.g., communications equipment (both radio and cell phone), safety equipment, GPS, digital camera, binoculars)
- Ensure that you have a copy of the base map and/or other more detailed maps to use as common references when reporting information back to the SOFR
- Ensure that you have the right clothing for predicted weather conditions
- Have on hand adequate water and food for the estimated time you will be in the field
- Make sure that you have coordinated your

transportation requirements with logistics
- Make sure that all non-expendable equipment is returned

Reporting Schedule
- You are required to provide updates to the SOFR based on the defined reporting schedule

7.14 Debriefing Criteria for Field Asst SOFRs

	Review ICS 214 before debrief to gather information on what to ask about
	Safety issues/Hazards
	Appropriate tasking/instructions given
	Communications problems
	Transportation problems
	Work accomplished
	Area access limitations and conditions
	Weather concerns
	Knowledge of assignment
	Recommendations
	Any other issues of concern

7.15 Safety Staff Meeting Guidelines

The purpose of the Safety Staff meeting is to keep your subordinates informed about Command's direction and how the role they play ties in to achieving that direction. This is just good leadership so it is imperative that you conduct this meeting at least once a day!

- If at all possible set a standard time and place for this meeting. A good time to hold this meeting is following the Command and General Staff meeting when you have just received your direction from the IC/UC.
- Ensure all personnel are present or accounted for. For the duration of the incident, these personnel work for you. Take care of them and they will take care of you.
- Situation update – while they probably don't need or even want detail, they will appreciate a quick update. This helps your staff know how the work they are doing is supporting the response.
- Current activities – Identify the work expected of your staff during this operational period to get ready for the next one.
- Compliment – Praise their actions to date. Try to find something that each of your key staff or other members of your team has done that is noteworthy.
- Remind your staff to fill out the ICS 214 daily.

7.16 Safety Organization Self-Evaluation Checklist

	Is the Safety staff aggressively receiving and disseminating information?
	Are the Safety Staff verifying the information received?
	Is the Safety Staff producing the highest quality of reports that are accurate to the IMT (e.g. ICS 208, Safety messages, etc.)?
	Is the Safety Staff maintaining good records and working with DOCL to ensure preservation?
	Is the Safety Officer providing safety briefings that are relevant, focused, clear and concise?
	Is the Safety Staff using the best technology to support the IMT?
	Does the Safety Staff have the right logistical support to do the job effectively and efficiently?
	Is the Safety Staff actively engaged with other members of the IMT?
	Are new members of the Safety Staff receiving a proper in-brief?
	Is there adequate rest, meals, and PPE to accomplish the job safely?

7.17 Personnel Evaluation Criteria

	Crew morale? High Med Low
	Are assignments completed on time?
	Are injuries exceeding normal operating environment?
	Is team effectively interacting?
	Number of unresolved issues passed to Command?
	Any aggression or frustration by team members?
	Possible solutions to problems/issues?

7.18 Example ICS 225-CG Incident Personnel Performance Rating

INCIDENT PERSONNEL PERFORMANCE RATING
ICS 225-CG

INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom. To electronically fill form, double-click on first word of each section, then enter information.

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:	2. Incident Name:
Sheen, Martin	Sun Cruz
3. Home Unit and Phone Number:	**4. Location of Incident:**
USCG Sector Hiatusport 555-1212	Hiatusport DE

5. Position Assigned:	6. Date of Assignment:	7. Date Incident Started:	8. Incident Type:	9. Incident Kind:
LOFR	From: 05/10/2015 To: 05/14/15	05/10/15	Type 3	Oil/SAR/Fire/Salvage

10. Evaluation

Rating Factors	N/A	1 - Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
A. Knowledge of the job/ Professional Competence & Using ICS:	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. ☐	☐	Competent and credible authority on specialty or operational issues. ☐	☑	Superior expertise, advice and actions showed great breadth and depth of knowledge. ☐
B. Planning/Preparedness & ability to obtain performance/results:	☐	Got caught by the unexpected; appeared to be controlled by events; routine tasks accomplished with difficulty. ☐	☐	Consistently prepared. Set high but realistic goals. Work was timely and of high quality; required same of subordinates. ☑	☐	Exceptional preparation. Always looked beyond immediate events or problems. Maintained optimal balance among quality, quantity, and timeliness of work. ☐
C. Adaptability/Attitude:	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. ☐	☐	Receptive to change, new information, and technology. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information and technology. ☑
D. Communication Skills:	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. ☐	☐	Effectively expressed ideas and facts in individual and group situations; non-verbal actions consistent with spoken message. ☐	☑	Clearly articulated and promoted ideas. Adept at presenting complex or sensitive issues. ☐
E. Directing Others:	☑	Showed difficulty in directing or influencing others. Unwilling to delegate authority to increase efficiency of task accomplishment. ☐	☐	Set high work standards; clearly articulated job requirements, expectations and measurement criteria; held subordinates accountable. ☐	☐	An inspirational leader who motivated others to achieve results not normally attainable. Modified leadership styles to best meet situations. Won people over rather than imposing will. ☐
F. Ability to work on/ Consideration for team:	☐	Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or others. Used teams ineffectively or at wrong times. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Cared for people. Recognized and responded to their needs ☑	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Ensured appropriate and timely recognition of others. ☐
G. Judgment/Decisions under stress:	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. ☑	☐	Combined keen analytical thought and insight to make appropriate decisions. Focused on the key issues and the most relevant information. ☐
H. Initiative	☐	Postponed needed action. Implemented or supported improvements only when directed. ☐	☐	Championed improvement through new ideas, methods, and practices; self-starter. ☐	☑	Aggressively sought out additional responsibility. A self-learner. Optimized use of new ideas. ☐
I. Adherence to safety:	☐	Failed to adequately identify and protect personnel from safety hazards. ☐	☐	Ensured that safe operating procedures were followed. ☑	☐	Demonstrated a significant commitment towards safety of personnel. ☐

11. Remarks/Potential:

Excellent member of the SUNCRUZ IMT. Required very little direction. Superb attitude and ability to work with diverse organizations resulted in very positive view of IMT efforts from other port level stakeholders. Highly recommended for future assignments on local IMT or CG IMAT.

12. Rated Person *(signature)* This rating has been discussed with me.	13 Date:
Martin Sheen	05/14/15

14. Rated By *(signature/print name)*:	15. Supervisor Home Unit *(address/phone)*:	16. Supervisor Position:	17. Date:
Montoro, P, ICT3	Sector Hiatusport	ICT3	05/14/15

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225-CG) – Rev 9/06

Purpose. The Incident Personnel Performance Rating gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The Incident Personnel Performance Rating is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. It will be delivered to the planning section before the rater leaves the incident. Rating will be reviewed with the subordinate who will sign at the bottom.

Distribution. The Incident Personnel Performance Rating is duplicated a copy is given to the subordinate and supervisor. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Name	Enter the name of the person being evaluated.
2.	Incident Name	Enter the name assigned to the incident.
3.	Home Unit	Enter the address and phone number of the home unit of the person being evaluated.
4.	Location of Incident	Enter the address/location of the incident.
5.	Position Assigned	Enter the position assigned for the purpose of this evaluation.
6.	Date of Assignment	Enter the date of assignment.
7.	Date Incident Started	Enter the date the incident started.
8.	Type of Incident	Enter the Type (size) of the incident: Type 1, 2, 3, 4 or 5.
9.	Kind of Incident	Enter the kind of incident: Oil/Hazmat Spill, SAR, Fire, etc.
10.	Evaluation	Enter X under the appropriate rating for each category listed using the definitions given.
	Not Applicable	not observed.
	1 - Unacceptable	Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES/IMPROVEMENTS NEEDED MUST BE IDENTIFIED IN REMARKS.
	2 - Needs to improve	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 - Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 - Fully successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
	5 - Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11.	Remarks	Provide remarks/comments for ratings given. **Comments required for *unsatisfactory* and *needs to improve* ratings.**
12.	Rated Person Signature	Rated Person's signature.
13.	Date	Enter date (month, day, year) rated person signed performance rating.
14.	Rated By	Signature and printed name of supervisor/person giving the performance rating.
15.	Supervisor Home Unit	Enter address/phone of supervisor.
16.	Supervisor Position	Enter the position the supervisor held.
17.	Date	Enter date (month, day, year) supervisor signed the performance rating.

INCIDENT MISHAP REPORTING RECORD (ICS 237-CG rev 07/13) **1. Incident:** MIRLO

2. Date/Time: 9SEP13 0830 **3.Location:** Safety/Security Group **4. CG Unit:** Sector Miatusport

5. OPFAC: — (If known) **6. Name of Injured:** N/A (If Applicable – Print Last, First, MI) **7.Age:** N/A (If Applicable) **8. M / F** (circle) **9.Rank/Rate/Grade:** N/A (If Applicable)

10. Narrative of Mishap: CG-25000 while enforcing safety/security zone, encountered floating debris in water & port propeller/lower unit damaged. Vessel returned to Staging Area. Contacted USCL for repair

11. Part(s) of Body Injured (if applicable): ☐ Abdomen ☐ Chest ☐ Back ☐ Lungs ☐ Int. Organs ☐ Head
☐ Neck ☐ Eyes ☐ Ear ☐ Hip/Pelvis ☐ Leg ☐ Knee ☐ Ankle ☐ Foot ☐ Toes ☐ Shoulder ☐ Arm
☐ Elbow ☐ Hand ☐ Wrist ☐ Finger ☐ Other N/A

Nature of Injury: Days Hospitalized: N/A Lost Work Days (NFFD/SIQ): N/A Days Restricted (FFLD): N/A

☐ Abrasion ☐ Concussion ☐ Paralysis ☐ Bruise ☐ Cut ☐ Puncture ☐ Sprain
☐ Absorption ☐ Ingestion ☐ Burn ☐ Amputation ☐ Dislocation ☐ Fracture ☐ Inhalation
☐ Gunshot Wound ☐ Electrical Shock ☐ Loss of Consciousness ☐ Occupational Illness N/A

Personal Protective Equipment (PPE): Circle R = PPE Required and/or U = PPE Utilized

R / U - Hearing R / U - Seat Belt R / U - Head R / (U) - PFD R / U - Hand R / U - Eye
R / (U) - Foot R / U - Respirator R / U - Fall/Harness R / U - Other:

12. Damaged Property/Estimated Cost ☒ CG Property ☐ Non-CG Property Op Days Lost: UNK Cost Est $ UNK

☐ Aircraft ☐ Aton ☒ Boats ☐ Buildings ☐ Cutter ☐ Equipment ☐ Piers ☐ Vehicles

List Damaged Property: CG-25001

13. Signature: J.J. Jones (Person completing form) **14. Name:** J. J. Jones (Person completing form – Print) **15. Rank/Rate/Grade:** BM1

16. ICS Position: Safety/Security DIVS (Person completing form – Print) **17. Email:** JJJ@email.com (Person completing form – Print) **18. Report #:** A-003

Original - Safety Officer Copy 1 - HSWL Service Center (se) Copy 2 - Retained by member

FOR OFFICIAL USE ONLY (FOUO) - https://hswl.uscg.mil/ SEE PRIVACY ACT NOTICE

ICS 237 Instructions

INCIDENT MISHAP REPORTING RECORD (ICS 237-CG Rev 7/13)

Purpose. This record is designed to record incident MISHAPs. This is used only when directed by the incident Safety Officer. This is a Coast Guard specific form to comply with COMDTINST M5100.47 during incident response. This is not a replacement for the MISHAP system used by parent commands.

Preparation. The "*Incident MISHAP Reporting Record*" is initiated when documenting any of the following: injury, illness, property damage, or high potential (HIPO) accident occurrence. Use additional records for multiple members injured or suffering illness from one occurrence. Information contained in this form is considered For Official Use Only (FOUO).

Distribution. The Person filling out the record submits this form as MISHAPS occur (as required). The original and first copy goes to the incident Safety Officer, the second copy is kept by the person completing the record (member). The incident Safety Officer or assistant (CG member) will enter appropriate information in CG e-MISHAP reporting system and send the first copy to Health Safety Work-Life Service Center, Safety & Environmental Health (HSWL SC-SE).

Item # Item Title	Instructions
1. Incident	Enter the name assigned to the incident.
2. Date/Time	Enter the date and time of the MISHAP
3. Location	Enter location on the incident MISHAP occurred (e.g. ICP, DIV A, LAT/LONG, etc.)
4. Local CG Command	Enter the CG command/unit where the injured person or damaged property assigned/working.
5. OPFAC	Enter the OPFAC of the local command (if known).
6. Name of Injured	Enter last name (PRINT), first name and middle initial of injured person (if applicable)
7. Age	Enter age of injured person (if applicable).
8. M/F	Circle appropriate sex of injured person (if applicable)
9. Rank/Rate/Grade	Enter Rank/Rate (military), Grade (CG civ) or Auxiliarist of injured person (if applicable).
10. Narrative of MISHAP	Describe circumstances surrounding the injury/illness or property damage and describe operations being conducted.
11. Body part injured /Nature of injury	If applicable/known: Check box and/or describe the part(s) of body injured or illness suffered; Check box and/or describe nature of injury or illness; Enter days hospitalized, lost work days, and/or days restricted duty; Circle and/or describe the Personal Protective Equipment (PPE) Required (R) and/or utilized (U) at time of MISHAP.
12. List of Damaged Property/Est Cost	If applicable/known: Check Box for CG property or non-CG property; Enter Operational Days Lost; estimated cost; Check box for kind of property and/or describe damage to property.
13. Signature	Signature of person completing the record.
14. Name	Name of person completing form.
15. Rank/Rate/Grade	Enter Rank/Rate (military)/Grade (CG civ) or Auxiliarist of person completing the record.
16. ICS Position	Enter ICS Position held by the person completing the record.
17. Email	Email of person completing the record.
18. Report Number	Locally generated number to assist in tracking MISHAP reports.

7.20 Facilities Hazard/Risk Identification Checklist

Facility Hazard/Risk Analysis – the Safety Officer may utilize the ICS 215A IAP Safety Analysis along with the Facilities Hazard/Risk Checklists below to identify and mitigate hazards and risks associated with support facilities. Consider the use of Technical Specialists to identify and mitigate hazards and risks.

Hazard/Risk Identification for the Incident Command Post (ICP)

- ☐ Emergency Evacuation Plan developed and posted
- ☐ Sanitation maintenance contract in place
- ☐ Adequate lavatory facilities for planned occupancy
- ☐ Presence of mold, hazmat, etc
- ☐ Presence of vermin and insects
- ☐ Drinking water Quality
- ☐ Adequate secure parking and traffic flow
- ☐ Appropriate external lighting
- ☐ Adequate Electrical (no electrical hazards)
- ☐ Sufficient internal lighting based on facility layout
- ☐ Able to secure access to facility
- ☐ Adequate power outlets

- ☐ Air quality within structure
- ☐ Heating and air conditioning systems operational & effective
- ☐ Fire extinguishers adequate for use
- ☐ Facility layout does not impede evacuation
- ☐ Potential Slip, Trip and Fall hazards mitigated
- ☐ Adequate hand washing stations/facilities
- ☐ Facility clean and orderly (no eating at work areas)
- ☐ Designated break room for eating
- ☐ Restrooms clean and well stocked with supplies
- ☐ No blocked exits
- ☐ No overhead hazards
- ☐ Check-in process in place
- ☐ Ergonomics principles in place for bodies and equipment
- ☐ First Aid and medical support personnel available
- ☐ No exposure to hazardous atmospheres such as fire or flood waters (out of harm’s way)
- ☐ Dust/Mud mitigation
- ☐ Adequate Trash containers

Hazard/Risk Identification Checklist For Staging Areas

- ☐ Appropriate Security
- ☐ Adequate lighting
- ☐ Adequate Electrical (no electrical hazards)
- ☐ Located out of harm's way
- ☐ Adequate separation of vehicles and personnel
- ☐ Safe fueling operations (fire extinguishers in place)
- ☐ Clean and orderly
- ☐ Trash disposal in place
- ☐ Dust/Mud mitigation
- ☐ Ability to capture and store decon/grey water if needed
- ☐ Sanitation including hand washing stations & portable toilets
- ☐ Orderly check-in and accountability process in place
- ☐ Good communications
- ☐ Medical support such as first aid
- ☐ Shelter for personnel (Environmental Hazards)
- ☐ Controlled vehicle traffic flow
- ☐ Sleeping under/around vehicles and other hazards
- ☐ Disposal containers for hazardous waste
- ☐ Adequate Trash containers

Hazard/Risk Identification Checklist for the Helibase

- ☐ Controlled perimeter with warning signs
- ☐ Safe takeoff route and landing approach
- ☐ Free of overhead hazards – wires!
- ☐ Appropriate air traffic management
- ☐ Effective communications
- ☐ Crash/Rescue/Firefighting services
- ☐ First Aid/Medical Support
- ☐ Safe fueling operations
- ☐ Support vehicles parked out of harm's way
- ☐ **Use of hearing and eye protection**
- ☐ **Use of personal protective clothing (Nomex)**
- ☐ All equipment/supplies appropriately secured
- ☐ Physical site security
- ☐ Adequate Electrical (no electrical hazards)
- ☐ Daily flight safety briefings for EVERYONE
- ☐ Spacing of landing pads
- ☐ Wind indicator in place
- ☐ Load Calculations completed/Manifesting of cargo, crewmembers and passengers
- ☐ Flight Hazard Map posted
- ☐ Dust/Mud mitigation

Hazard/Risk Identification Checklist for the Base

- ☐ Appropriate lighting
- ☐ Adequate Electrical (no electrical hazards)
- ☐ Controlled traffic and parking
- ☐ Directional signing in place
- ☐ Trash/Waste disposal services in place
- ☐ Disposal containers for hazardous waste/grey water
- ☐ Proper disposal of Batteries
- ☐ Hand wash stations and adequate toilets
- ☐ Clean kitchen and eating area
- ☐ Identified and marked sleeping area
- ☐ Shelter in place to protect responders from the elements
- ☐ Located out of harm’s way
- ☐ Free of any previous site contamination
- ☐ Effective paging/public address system
- ☐ Trip hazards marked
- ☐ Noise abatement for generators/compressors
- ☐ Site security
- ☐ First Aid and Medical Support present
- ☐ Safe fueling operations
- ☐ Dust/Mud mitigation

7.21 References to OSHA standards

These references were found in *OHSA General Industry Digest, 1999* and reviewed in 2015. Ensure you check the proper references for current requirements. See also the OSHA Safety App.

- Abrasive Blasting – 29 CFR 1910.94
- Abrasive Wheel Machinery - 29 CFR 1910.215
- Accident Reporting Requirements - 29 CFR 1904
- Air Contaminants - 29 CFR 1000
- Air Receivers – 1910.169
- Aisles and Passageways - 29 CFR 1910.22, 29 CFR 1910.176
- Asbestos - 29 CFR 1001
- Blood borne Pathogens - 29 CFR 1030
- Boilers/Pressure Vessels – 29 CFR 1910.169
- Compressed Air 29 CFR 1910.242
- Compressed Gas Cylinders - 29 CFR 1910.253
- Compressed Gases - 29 CFR 1910.253, 29 CFR 1910.102, 29 CFR 1910.103, 29 CFR 1910.105
- Confined Space, Permit-Required - 29 CFR 1910.146
- Cranes (overhead and mobile), Hoists, and Derricks, Slings, Chains, Cables, Ropes and Hooks - 29 CFR 1910.179, 29 CFR 1910.180, 29 CFR 1910.181, 29 CFR 1910.184
- Dip Tanks Containing Flammable or Combustible Liquid - 29 CFR 1910.123-126
- Dockboards - 29 CFR 1910.30
- Drinking Water - 29 CFR 1910.141, 29 CFR 1926.51

- Electrical - 29 CFR 1910.303, 29 CFR 1910.304, 29 CFR 1910.305, 29 CFR 1910.333
- Emergency Action Plans - 29 CFR 1910.38
- Exits - 29 CFR 1910.36, 29 CFR 1910.37
- Explosives and Blasting Agents - 29 CFR 1910.109, 29 CFR 1910.1201
- Eye and Face Protection - 29 CFR 1910.133
- Eyewash/Drench shower - 29 CFR 1910.151
- Fan Blades – 29 CFR 1910.212
- Fall Protection, guarding floor and wall openings - 29 CFR 1910.23
- Fire Extinguishers - 29 CFR 1910.157
- Fire Protection - 29 CFR 1910.150
- Flammable Liquids 29 CFR 1910.106
- Floors, General Conditions, loading limit - 29 CFR 1910.22
- Floor Openings and Open Sides - 29 CFR 1910.23
- Foot Protection - 29 CFR 1910.136
- Forklift Trucks (Powered Industrial Trucks) - 29 CFR 1910.178
- Fuel Handling and Storage - 29 CFR 1917.156
- Hand Tools - 29 CFR 1910.334, 29 CFR 1910.242, 29 CFR 1910.304, 29 CFR 1910.266
- Hazard Communication - 29 CFR 1910.1200
- Hazardous Energy (Lockout/Tagout) - 29 CFR 1910.147
- Hazardous Waste Operations and Emergency Response - 29 CFR 1910.120
- Head Protection - 29 CFR 1910.135

- Hooks (Cranes (overhead and mobile), Hoists, and Derricks, Slings, Chains, Cables, Ropes and Hooks)
- Housekeeping/Sanitation- 29 CFR 1910.22, 29 CFR 1910.141
- Ionizing Radiation - 29 CFR 1910.1096
- Ladders, Fixed - 29 CFR 1910.27
- Ladders, Portable, (Wood, Metal, work practices) - 29 CFR 1910.25, 29 CFR 1910.26, 29 CFR 1910.333
- Lead - 29 CFR 1910.1025
- Machinery, General - 29 CFR 1910.212
- Markings, Placards, and Labels - 29 CFR 1910.1201
- Mechanical, Power Transmission Equipment Guarding - 29 CFR 1910.219
- Mechanical Power Presses - 29 CFR 1910.217
- Medical Records and Employee Exposure Records - 29 CFR 1910.1020
- Medical Services and First Aid - 29 CFR 1910.151
- Noise Exposure - 29 CFR 1910.95
- Non-Ionizing Radiation (Electromagnetic Radiation) - 29 CFR 1910.97
- Personal Protective Equipment, General– 29 CFR 1910.132
- Portable Power Tools (Pneumatic) - 29 CFR 1910.243
- Powered Platforms for Building Maintenance - 29 CFR 1910.66
- Pressure Vessels (Boilers) - 29 CFR 1910.402
- Process Safety Management of Highly Hazardous Chemicals - 29 CFR 1910.119
- Railings - 29 CFR 1910.23

- Respiratory Protection - 29 CFR 1910.134
- Sanitation - 29 CFR 1910.141, 29 CFR 19126.51, 1915.88
- Saws, Portable Circular (also see Woodworking Machinery) - 29 CFR 1910.243
- Scaffolds - 29 CFR 1910.28
- Showers - 29 CFR 1910.120, 29 CFR 1926.51
- Skylights - 29 CFR 1910.23
- Spray-Finishing Operations - 29 CFR 1910.107
- Stairs, Fixed Industrial - 29 CFR 1910.23, 29 CFR 1910.24
- Storage, handling materials- 29 CFR 1910.176
- Toeboards 29 CFR 1910.23
- Toilets - 29 CFR 1910.141, 29 CFR 19126.51, 1915.88
- Ventilation - 29 CFR 1910.94
- Welding-General - 29 CFR 1910.252
- Woodworking Machinery - 29 CFR 1910.213

7.22 Useful Websites and Phone Apps

Safety Related Websites:

https://homeport.uscg.mil/ics/, U.S. of Homeland Security, U.S. Coast Guard, Homeport Incident Command System (ICS) Library.

http://cameochemicals.noaa.gov/, National Oceanic and Atmospheric Administration (NOAA), Cameo Chemicals, Database of Hazardous Materials.

http://www.weather.gov/, National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS). See also Weather Apps.

http://emergency.cdc.gov/chemical/, Centers for Disease Control and Prevention, Emergency Preparedness and Response, Chemical Emergencies.

http://www.cdc.gov/niosh/docs/2009-132/, Centers for Disease Control and Prevention, NIOSH Publications and Products. Recommendations for the Selection and Use of Respirators and Protective Clothing for Protection Against Biological Agents. See also NIOSH Apps.

http://toxnet.nlm.nih.gov/, U.S. Dept of Health and Human Services, National Library of Medicine (NLM), Toxicology Data Network (TOXNET).

http://sis.nlm.nih.gov/chemical.html, U.S. Dept of Health and Human Services, National Library of Medicine (NLM), Chemical Information, ChemIDPlus.

http://disasterinfo.nlm.nih.gov/, U.S. Dept of Health and Human Services, National Library of Medicine (NLM), Disaster Information Management Research Center. Links to Wireless Information System for Emergency

Responders (WISER), Radiation Emergency Medical Management (REMM), and Chemical Hazards Emergency Medical Management (CHEMM).

https://narac.llnl.gov/, National Atmospheric Release Advisory Center (NARAC) – website certificate is not valid

http://www.aiharegistries.org/Pages/default.aspx, American Industrial Hygiene Association (AIHA) Registry Program

http://www.phmsa.dot.gov/hazmat/library/erg2, U.S. Dept of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), Emergency Response Guidebook (ERG).

http://www.epaosc.org/_healthsafetymanual/manual-index.htm#, U.S. Environmental Protection Agency (USEPA), EPA's Emergency Responder Health and Safety Manual

http://www.fema.gov/national-response-framework, U.S. Dept of Homeland Security, Federal Emergency Management Agency (FEMA), National Response Framework (NRF)

http://www.fema.gov/national-incident-management-system, U.S. Dept of Homeland Security, Federal Emergency Management Agency (FEMA), National Incident Management System (NIMS)

http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm, U.S. Dept of Homeland Security, Federal Emergency Management Agency (FEMA), Incident Command System (ICS) Resource Center

http://www.training.fema.gov/is/crslist.aspx, U.S. Dept of Homeland Security, Federal Emergency Management

Agency (FEMA), Emergency Management Institute (EMI), Independent Study Program (ISP) Course List

http://www.nifc.gov/, National Interagency Fire Center (NIFC)

http://www.nwcg.gov/, National Wildfire Coordinating Group (NWCG), publications/catalog, resources, links.

http://www.nwcg.gov/branches/pre/rmc/toolkit.htm, National Wildfire Coordinating Group (NWCG), Preparedness Branch, Risk Management Committee Safety Officer Tool Kit.

https://www.safecom.gov/, The Aviation Safety Communique (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the US Forest Service.

Safety Related Phone Applications (Apps)

- **ERG 2012** – HazMat Reference and Emergency Response Guide (ERG) – National Library of Medicine (NLM). A quick reference and educational tool for employees that are involved with regular handling and storage or incident response of Hazardous Materials. FREE App. Other versions of ERG available for purchase from various developers.
- **Exposure Ed** – Veterans Administration Health – has general information about exposures
- **USCG HSWL** – has HSWL tools. FREE App.
- **OSHA Heat Index** – Created by Occupational Safety and Health Administration (OSHA), Department of Labor (DOL). Advisory app that provides Heat Index and Risk

Level when user inputs temperature and humidity. Can use GPS location. FREE App.

- **OSHA Safety** – Contains the full text of OSHA regulations 29 CFR 1910. Does not require internet access. Created by William Howard. FREE App.
- **REMM** – Radiation Emergency Medical Management (REMM). Guidance for Healthcare Providers about Radiological and Nuclear Emergencies. - FREE App
- **RDecayCalc** – Radioactive Isotope Decay Calculator – created by Perkin Elmer. Lists Isotopes and their radioactive decay data based on concentration. FREE App.
- **SDS, MSDS Mobile, or Chem Safety** – online Chemical Safety Data Sheets (SDS) – various developers. Provides SDS information on various chemicals. - FREE App and pay depending on developer.
- **Weather** – There are numerous FREE weather Apps available from various developers. Many include live Doppler radars.
- **WISER** - The Wireless Information System for Emergency Responders (WISER) created by the National Library of Medicine (NLM), National Institute of Health (NIH). App support can be found at http://wiser.nim.nih.gov - FREE App.
- **OSHA Case Reporting** – Provides case reporting tool to report violations of OSHA. Created by Snappii.
- **Hazmat Incidents** - created by ThatsMyStapler.com. App allows user to quickly query and view Hazmat Incidents recently reported to DOT.
- **NIOSH Chemical Hazards Pocket Guide** – Electronic

version of the same named guide – various providers. . The National Institute for Occupational Safety and Health (NIOSH) Chemical Hazards Pocket Guide provides a concise source of general industrial hygiene information for workers, employers, and occupational health professionals.

- **Hazmat Load and Segregation Guide** - created by ThatsMyStapler.com. Utilizes the “Segregation Materials” and “Class 1 Explosives Compatibility” tables found in DOT 49 CFR/PHMSA Hazmat and IATA Dangerous Goods (DG) Handling Regulations.
- **Rescue Guide** – CMC – commercial app that provides simple rescue information. Free version has ads.
- **Mobile Regs** – Rock Safety – commercial app that has both 1910 and 1926 regulations.
- **iAuditor** – commercial app that has general workplace, vehicle inspection checklists.
- **IH Calculator** – AIHA – free version has calculations.

7.23 How to Properly Refuse Risk

Every individual has the right and obligation to report safety problems and contribute ideas regarding their safety. Supervisors are expected to give these concerns and ideas serious consideration. When an individual feels an assignment is unsafe, they also have the obligation to identify, to the degree possible, safe alternatives for completing that assignment. Turning down an assignment is one possible outcome of managing risk.

A “turn down” is a situation where an individual has determined they cannot undertake an assignment as given ***and*** they are unable to negotiate an alternative solution. The turn down of an assignment must be based on an assessment of risks and the ability of the individual or organization to control those risks.

- Individuals may turn down an assignment as unsafe when:
  - There is a violation of safe work practices.
  - Environmental conditions make the work unsafe.
  - They lack the necessary qualifications or experience.
  - Defective equipment is being used.
- Individual will directly inform their Supervisor that they are turning down the assignment as given. The most appropriate means to document the turn down is using the criteria (Standard protocols/procedures, etc.), outlined in the Risk Management Process.
- Supervisor will notify the Safety Officer ***immediately*** upon being informed of the turn down. If there is no Safety Officer, notification shall go to the appropriate

Section Chief or to the Incident Commander. This provides accountability for decisions and initiates communication of safety concerns within the incident organization.

- If the Supervisor asks another resource to perform the assignment, they are responsible to inform the new resource that the assignment has been turned down and the reasons that it was turned down.
- If an unresolved safety hazard exists or an unsafe act was committed, the individual should also document the turn down by submitting a signed statement as to why in a timely manner.

These actions do not stop an operation from being carried out. This protocol is integral to the effective management of risk, as it provides timely identification of hazards to the chain of command, raises risk awareness for both leaders and subordinates, and promotes accountability.

From the *Fireline Handbook* (March 2004)

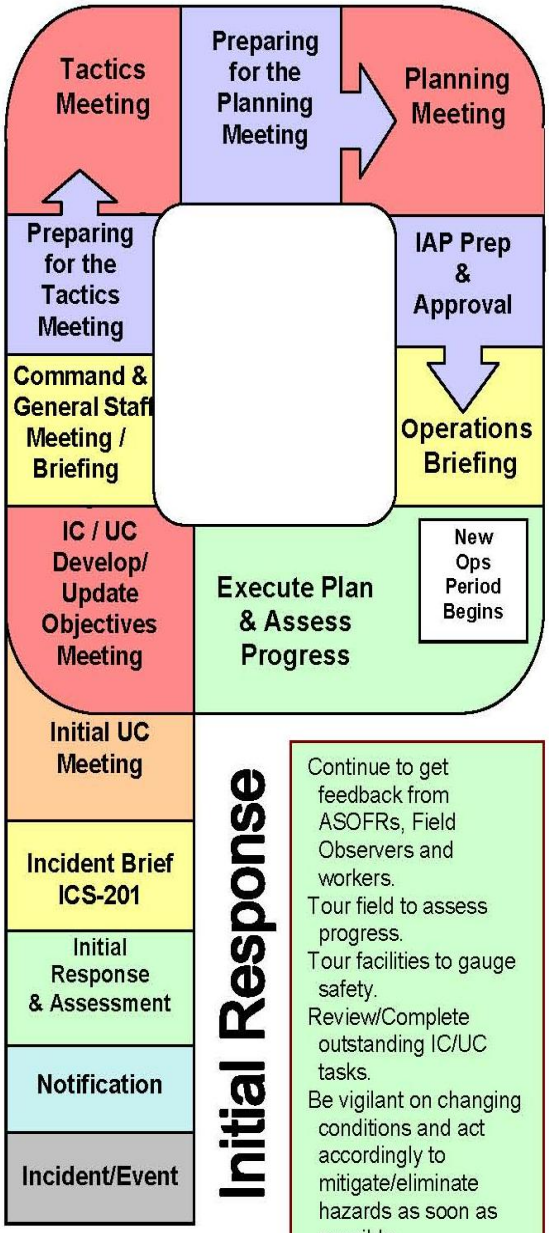
Safety Officer Activities
in the ICS Planning Process

Continue to work with OSC & PSC to develop ICS-215a hazard/risk analysis of work identified on ICS-215.
Takes work assignments & IDs safety measures/ resource types & #s needed to safely accomplish those assignments

Obtain briefings from field ASOFRs.
Meet with LSC to ensure ordering of safety equipment.
Prepare safety briefing prior to Planning Meeting.

When called upon, provide a concise safety briefing on: injuries/near misses, preventative/corrective actions, & top three hazards & safeguards.
Place emphasis on ICS-215a Hazard/Risk Analysis, as appropriate, & support of the Tactical Plan.
Report on status of any tasking by IC/UC.

Obtain briefings from field ASOFRs.
While OSC & PSC are developing Operational Tactics on the ICS-215, SOFR concurrently conducts hazard/risk assessment on those tasks & documents on the ICS-215a.
Make notes on safety equipment needed & locations to place it.



Review/Update/Complete ICS-208 SSHP
Add General Safety Message to the ICS-202.
Ensure safety Org is reflected on ICS-203.
on 204s
Add safety instructions on ICS-204s.
Review ICS-205 Comms Plan.
Review/Sign ICS-206 Medical Plan.

Provide input when called upon or if a serious safety issue surfaces.
Review safety implications of Operational periods (fatigue).
When objectives are discussed, ensure there is a Safety Objective.
Begin Identifying Safety Staff support for meeting IC/UC objectives/tasks.
Ask questions and understand assignment/mission.

Usually not invited, but if invited, make sure there is a Safety Objective!
Concentrate on "general tasks" for safety.

Usually not invited to attend this meeting.
Concentrate on "general tasks" for safety.

Provide concise safety briefing on: injuries/near misses, preventative/corrective actions, & top three hazards & safeguards.
Note important safety precautions on ICS-204s.
Inform of ASOFRs in the field.

Focus on Safety concerns.
Conduct full hazard/risk assessment.
Identify hazards, evaluate exposures & implement controls to safeguard responders & public.
Work with IC/UC & OSC to establish control areas, exclusion zones, safe refuge areas, evacuation distances & assembly areas.

Continue to get feedback from ASOFRs, Field Observers and workers.
Tour field to assess progress.
Tour facilities to gauge safety.
Review/Complete outstanding IC/UC tasks.
Be vigilant on changing conditions and act accordingly to mitigate/eliminate hazards as soon as possible

Check-in and Receive Briefing
Organize & brief subordinates
Get asst' SOFRs into the fieldAcquire work materials
Ensure that an appropriate and safe initial response is mobilized. Closely monitor initial operations.