



NORTHERN WAKE FIRE
DEPARTMENT

STANDARD OPERATING
PROCEDURES

TITLE:
Health, Safety and Wellness Group w/
Incident Safety Officer (ISO) Guidelines

SECTION/TOPIC:
General Administration

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APPROVED BY:

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Mason Dorsett

PRESIDENT – BOARD OF DIRECTORS

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Bart Travis

FIRE CHIEF

POLICY

1.0 GENERAL

- 1.1 The Northern Wake Fire Department will promote good habits, healthy choices, healthy eating habits and encourage each member of the department to maintain their personal health, safety, and physical fitness.
- 1.2 Healthy choices including physical fitness are the sole decision of each individual. The Northern Wake Fire Department provides the equipment and time on duty to maintain physical fitness.
 - 1.2.1 Members may also use station gyms on their non-scheduled workdays.
- 1.3 Incident safety remains a responsibility of Incident Command until delegated or the arrival of the Incident Safety Officer (ISO) [or Safety Chief (SC)] and the verbalized establishment of incident safety officer via radio.
- 1.4 Once "Safety Officer" is officially established via radio verbalization, the ISO will begin to assess and address the incident needs as outlined in this policy.
- 1.5 The National Incident Management System (NIMS) defines the role of the ISO as: a member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel. The Safety Officer modifies or stops the work of personnel to prevent unsafe acts.

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- 1.6 As defined in the *Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Third Edition, October 2017* the ISO is responsible for or is an active participant in the following:
 - 1.6.1 Create and maintain the Incident Safety Plan
 - 1.6.2 Review and approve the Medical Plan
 - 1.6.3 Review the Incident Action Plan (IAP) for safety implications.
 - 1.6.4 Prepare and communicate safety messages and briefings.
 - 1.6.5 Participate in Planning Meetings to address anticipated hazards associated with future operations.
 - 1.6.6 Identify and mitigate hazardous situations.
 - 1.6.7 Stop and prevent unsafe acts.
 - 1.6.8 Assign assistants qualified to evaluate special hazards.
 - 1.6.9 Initiate preliminary investigation of accidents within the incident area.

- 1.7 The Health, Safety and Wellness Group will have oversight for the following which are further outlined in the Appendices. The appendices are intended to be a guideline and supplement to department SOPs/SOGs.
 - 1.7.1.1 Appendix A - ISO General Role and Responsibilities
 - 1.7.1.2 Appendix B - Fire Incident Role and Responsibilities
 - 1.7.1.3 Appendix C - Special Operations Command Incidents
 - 1.7.1.4 Appendix D - NWFD Vehicle Accident Responsibilities
 - 1.7.1.5 Appendix E - NWFD Firefighter Injury Responsibilities
 - 1.7.1.6 Appendix F - Infection Control Roles and Responsibilities
 - I. 7.I. 7 Appendix G - Crisis Intervention
 - 1.7.1.8 Appendix H - NFPA 1500 Standards/ Physical Fitness
 - 1.7.1.9 Appendix I - OSHA CPR 1910.134 / Respiratory Protection
 - 1.7.1.10 Appendix J- LODD

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2.0 **Health, Safety and Wellness Division Roles and Responsibilities**

2.1 **Safety Chief as designated by the Fire Chief.**

2.1.1 Direct report to the department's Fire Chief.

2.1.2 The requirement to serve as the Department's Safety Chief is that one must possess:

- Meet Wake County Compensation Guidelines Requirements.
- National Fire Academy's Incident Safety Officer certification (course #0729 or #0154) or have the ability to obtain ISO certification within (90) ninety days after appointment.

2.1.3 The Safety Chief will oversee the Health, Safety and Wellness Group and its assigned personnel.

2.1.4 The Safety Chief is a permanent member of the Health, Safety and Wellness Committee.

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2.2 **Incident Safety Officer (ISO)**

2.2.1 Direct report to the department's Safety Chief.

2.2.2 The requirement to serve as one of the departments assigned Incident Safety Officers is the National Fire Academy's Incident Safety Officer certification (course #0729 or #0154) and must hold, at a minimum, the rank of Fire Lieutenant.

2.2.3 The Northern Wake ISO will be included on the initial dispatch of all: structure fire, hazmat and technical rescue. The ISO may also respond if requested by a chief officer or at their discretion.

- CAD Designation will be “Northern Wake Incident Safety Officer.”
- Structure Fire Dispatches:
 - The furthest non-dispatched Northern Wake Unit will add to the dispatch as the Water Supply Engine. Upon arrival the crew will establish water supply and the Officer shall establish the “Incident Safety Officer”.
- Haz-Mat Dispatches:
 - The furthest non-dispatched Northern Wake Unit will add to the dispatch. The officer shall establish the “Incident Safety Officer” the crew members of the apparatus maybe assigned the role of Deputy Safety Officers as needed.
- Technical Rescue Dispatches:
 - The furthest non-dispatched Northern Wake Unit will add to the dispatch. The officer shall establish the “Incident Safety Officer” the crew members of the apparatus maybe assigned the role of Deputy Safety Officers as needed.

2.2.4 The Safety Chief or their designee, will identify and document workplace safety hazards and notify, modify, or stop unsafe activity as appropriate.

2.2.5 The Safety Chief or their designee, will serve as a resource for health and safety matters to include responsibilities outlined in Section 1.7 of this policy.

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3.0 **Incident Safety Officer Staffing**

- 3.1 Staffing the ISO vehicle will be the responsibility of the Battalion Chief.
 - 3.1.1 The on-duty ISO Vehicle may be any Utility or assigned administrative vehicle (UT20, UT30 etc.).
 - 3.1.2 ISO Staffed Apparatus shall be station based only.
 - 3.1.3 ISO Staffing will not be a priority over station staffing, due to section 2.2.3 of this policy.
- 3.2 ISO covering staff must first:
 - 3.2.1 Hold the rank of Lieutenant or higher in the Northern Wake Fire Department.
 - 3.2.2 Meet the requirement(s) outlined in Section 2.2.2 of this policy.
 - 3.2.3 Have their qualifications reviewed and approved by the department's Safety Chief.

4.0 **Health, Safety and Wellness Committee**

See the Northern Wake Health, Safety and Wellness Committee Charter.

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DEFINITIONS

Health, Safety and Wellness Group - NWFD Group that includes the Safety Chief and their direct reports.

Safety Chief (SC) - Chief Officer who commands the Health, Safety and Wellness Division.

Incident Safety Officer (ISO) – Designated Officer who performs the duties outlined in this policy.

Deputy Incident Safety Officer - Any uniformed personnel who if needed could be appointed to assist the ISO and would perform the duties outlined in this policy.

Health, Safety and Wellness Committee - Diverse committee of uniformed personnel who are advocates for health, safety, and wellness. The role of committee members is to support the Health, Safety and Wellness Group with the development and maintenance of organizational health, safety and wellness goals and initiatives.

AC Hot Stick- An insulated, handheld tool used to detect the presence of electrical voltage.

DICO - Designated Infection Control Officer

HIPAA - The Health Insurance Portability and Accountability Act is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.

OSHA - The Occupational Safety and Health Administration was established in 1970 to ensure safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education and assistance.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All NWFD uniformed and non-uniformed personnel.

EXCLUSIONS

None.

RESPONSIBILITIES

It cannot be emphasized enough that healthy choices contribute to a healthy workforce and safety is the responsibility of all personnel. This procedure will act as a guideline, for the Health, Safety and Wellness Compliance Division whose primary purpose is to provide internal services and safeguard oversight for employees.

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REFERENCES, RELATED DOCUMENTS, FORMS AND TOOLS

- A. National Incident Management System (NIMS)
- B. NWFD Post Exposure Program Manual
- C. Management National Fire Protection Association (NFPA) 1500 Standards
- D. Northern Wake SOP 100-08 Vehicle Accident Reporting
- E. Northern Wake SOP 100-09 Injury Reporting
- F. Northern Wake SOP 100-XX Critical Incident Stress Management (CISM)
- G. Northern Wake SOP 200-17 Respiratory Protection
- H. Northern Wake SOP 200-24 SCBA Face Piece Cleaning
- I. Northern Wake SOP 200-32 Hazard Communication Program
- J. Northern Wake SOG 300-01 Fire Ground Operations
- K. Northern Wake SOP 300-17 Preliminary Exposure Reduction Program
- L. Northern Wake Fire Department Adopted Wake County Exposure Control Plan.

LEGAL NOTICES

Nothing in this policy shall alter an employee's at-will status of employment with the Bay Leaf Volunteer Fire Department dba. Northern Wake Fire Department.

This policy shall not create liability on the part of the Bay Leaf Volunteer Fire Department dba. Northern Wake Fire Department, or any officer or employee thereof for any personal injury or property damage that may result from reliance upon this policy, or any administrative decision lawfully made pursuant to this policy.

If any provision of this policy is or becomes or is deemed to be invalid, illegal or unenforceable pursuant to applicable law, such provision shall be construed or deemed amended to conform to applicable laws, or if it cannot be so construed or deemed amended without materially altering the purpose or intent of the policy, such provision shall be stricken and the remainder of the policy shall remain in full force and effect.

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APPENDIX

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Appendix A - ISO General Emergency Response Role and Responsibilities

Arrival, Primary Scene Evaluation & Initial Actions

1. Report to the Command Post or Incident Commander (IC)
 - If arriving first on scene establish Incident Command
 - If arriving before the first Battalion Chief establish Incident Command if needed.
 - First Arriving Battalion Chief will assume command after face-to-face transfer.
2. The Incident Safety Officer will have oversight for the overall incident safety.
3. Follow Section 1.6 of this NWFD Policy
4. Address any of the Incident Commander's immediate concerns.
5. Conduct a 360° walk around of structure (incident) if possible.
6. Note any Placards: e.g., Floor or Roof Trusses, NFPA 704, UN ID Numbers, etc.
7. Recon, identify and isolate any scene hazards and notify Command.
8. Locate and identify possible entry and exit points.
9. Identify the RIT Officer, the RIT company's location, and any need for a second RIT.
10. Think ahead, to act accordingly, to prevent injury.

Secondary Scene Evaluation & Scene Control

- A. Observe the scene to ensure appropriate PPE for the hazard is being utilized by ALL responders.
- B. Isolate scene hazards as appropriate:
 - i. Utilize AC Hot Stick as needed to isolate electrical hazards.
 - ii. Use DANGER tape: Keep firefighters out (announce hazard & location via radio)
 - m. yellow tape: Keep citizens out (work with law enforcement to isolate scene)
- C. Check the state of all utilities: Make sure they have been secured (Gas, Electricity, Water etc.)
- D. As needed conduct air monitoring
- E. Ensure energetic and energized mechanicals are secured with lock out tag out as needed.
- F. Monitor the need for any secondary escape routes. Work with IC to correct those needs/causes.
- G. If more than one Safety Officer is needed contact Incident Command and request resources. Utilize the extra safety officer vests and assign Deputy Incident Safety Officers geographically. For example: "Division Charlie Safety Officer" or "Division 3 Safety Officer".

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On Scene Gross Decon and Rehab

- A. Ensure gross decontamination is set up at all fire scenes in accordance with Northern Wake SOG 300-17 Preliminary Exposure Reduction.
 - a. Transmit the location of gross on the talk group.
- B. Utilize air monitoring to ensure Rehab is set up in a fresh air environment.

Operational Notes:

- A. The ISO will respond as dispatched. If additional incidents are subsequently dispatched the ISO will not deviate until the first arriving unit has assessed and cleared the ISO.
- B. Remember to wear either the Safety Vest or the SCBA with the Safety Officer bottle sleeve. Some personnel may know who you are, but do not know why you are on scene or what your role is at that incident. The "Safety Red" visual reminder may be one of your best tools.
- C. After the incident has been brought under control and all hazards have been identified, isolated, or mitigated the ISO will return to service.
- D. The ISO will use sound judgment to ensure their on-scene priorities are guided by the incident's greatest risk(s).

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Appendix B. - Fire Incident Role and Responsibilities**Fire Incident**

- A. Mark Exits by deploying flashlights into exits (announce location via radio).
- B. Do not enter any immediately dangerous to life and health (IDLH) space.
- C. Perform a 360 of the structure.
- D. Identify and communicate to IC any hazardous material(s) on scene and their specific location(s) and proximity to the incident.
- E. Identify the type of attack - Transitional, Offensive or Defensive
- F. Utilize Thermal Imaging Camera (TIC) to check temperature of the IDLH (from a safe location).
- G. Try to identify the construction type - Truss, Tilt Wall, Heavy Timber, wood frame, etc.
- H. Observe the structural integrity (Walls, Roof, Container, etc).
- I. Note the length of time flame has been impinging on any structural components.
- J. Identify weakened structural areas and isolate a safe zone with DANGER tape.
- K. Check for any overhead hazards - Electrical, air conditioners, refrigeration units, etc.
- L. Observe fire progression, changing smoke conditions, or otherwise and communicate to IC.
- M. Check for adequate and proper fireground lighting.
- N. Refer to Northern Wake SOG 300-01 Fire Ground Operations

Special Considerations That May Require Isolation by Protective Zones

- A. Observe and monitor structural collapse zones.
- B. Observe and monitor structural appendages and their associated collapse zones.
- C. Observe and monitor scene and working area(s) for other falling debris.
- D. Observe and monitor fuel storage tanks (stagnant and compressed storage)
- E. Isolate these areas: steep drop-offs, deep water, live downed powerlines.

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Appendix C - Special Operation Command (SOC) Incidents

Technical Rescue Incidents

- A. Report to the Incident Command Post
- B. Support requested Technical Rescue Team Safety Officer.
- C. Follow Section 1.6 of this NWFD Policy
- D. Scene priorities
 - i. Check in with Incident Command (or establish Incident Command).
 - ii. Address any of the Incident Commander's immediate concerns.
 - iii. Ensure proper Hot and Cold zones are established.
 - iv. Ensure appropriate Personal Protective Equipment for all Operational Section personnel.
 - v. Verify current weather data.
 - vi. Ensure a safety briefing is conducted for all Operation Section personnel.
 - vii. Monitor incident and adjust as needed.

Hazmat Incidents

- A. Report to the Incident Command Post
- B. Follow Section 1.6 of this NWFD Policy
- C. Support Haz-Mat Team Safety Officer and Ensure the following.
 - a. The Hazmat Branch Director is responsible for appointing Safety Officer must be a certified North Carolina Hazmat Level II Hazmat Technician, as required by CFR 1910.120.
- D. Scene priorities prior the arrival of Haz-Mat Team.
 - a. Ensure a Wake County EMS hazmat medic is responding to incident.
 - b. Check in with Incident Command (or establish Incident Command).
 - c. Address any of the Incident Commander's immediate concerns.
 - d. Ensure proper Hot and Cold zones are established.
 - e. Is gross decon needed for any exposed victims or responders?
 - i. Does an ambulatory mass gross decon needed due to a significant number of victims?
 - f. Ensure appropriate Personal Protective Equipment for all Operational Section personnel.
- E. Scene priorities after the arrival of Hazmat
 - a. Ensure the Hazmat Branch Director position has been filled.
 - b. Ensure the Hazmat Branch Safety Officer position has been filled.
 - c. Ensure the Hazmat site safety and medical plans have been completed.
 - d. Verify current weather data.
 - e. Ensure a safety briefing is conducted for all Operation Section personnel.
 - f. Monitor incident and adjust as need.

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Appendix D - NWFD Vehicle Accident Responsibilities

- Reference Northern Wake SOP 100-08 Vehicle Accident Reporting.

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Appendix E - NWFD Firefighter Injury Responsibilities

- A. Reference Northern Wake SOP 100-09 Injury Reporting

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Appendix F - Infection Control Roles and Responsibilities

- A. Reference Wake County Exposure Control Plan.

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Appendix G - Crisis Intervention

- A. Reference Northern Wake SOP 100-XX Critical Incident Stress Management (CISM)

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Appendix H - NFPA 1500 Standards / Physical Fitness

- A. The Health, Safety and Wellness Division will oversee the Department's physical fitness program.
- B. Annual fitness testing will still be conducted by members of the Professional Development Division.

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Appendix I - OSHA CFR 1910.134 / Respiratory Protection

A. Northern Wake SOP 200-17 Respiratory Protection

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Appendix J- LODD

- A. The Safety Chief or their Designee, will respond to any deceased, on duty, Northern Wake Firefighter
- B. They will ensure scene preservation.
- C. The Battalion Chief will carry 4 casket size American flags on their response vehicle.
- D. Line Of Duty Death (LODD) because of an incendiary, non-incendiary or otherwise incident
 - a. First consult with the Fire Investigator
 - b. The Fire Investigator will collect the LODD's PPE
 - c. Gear must be bagged in a nylon bag (investigators have these bags)
 - d. A chain of custody form is required.
 - e. The Fire Investigator will retain possession of the items.
- E. Follow Appendix G Crisis Intervention as appropriate.