



**Official Skill Sheets for Practical Skills
Ontario, Canada**

INCIDENT SAFETY OFFICER NFPA 1521, Chapter 5, 2015 Edition

**National Fire Protection Association Standard
for Incident Safety Officer Professional Qualifications**

**Enquiries regarding completion of this booklet
should be directed to your Instructor or Fire Chief.**

**Upon successful mastery of all practical skills,
completed and signed pages 4 to 6 of this document should be sent to:**

**Manager
Academic Standards and Evaluation Unit Ministry of
Community Safety and Correctional Services Office of
the Fire Marshal and Emergency Management
25 Morton Shulman Avenue, 2nd Floor
Toronto, Ontario
M3M 0B1**

OFMTestingandCertification@ontario.ca



Successful completion of all of the practical skills contained in this booklet is required for Office of the Fire Marshal and Emergency Management (OFMEM) Incident Safety Officer Certification.

Each skill will be evaluated using the standards and skill elements listed.

To complete these skill sheets, the candidate can participate in simulated training scenarios or actual incidents.

The Fire Chief of the Department or Officer assuming command of the incident shall complete the skills evaluation, rating the candidate on each required element. A copy of the incident report for the incident and a memorandum from the Officer attesting that the candidate has completed all of the elements of the skills must be submitted with the completed skills sheet.

It is vital that the candidate's written documentation for each of the skills be legible. If any documentation cannot be read, that skill will be failed.

It is mandatory that pages 4 to 6 be submitted to the OFMEM within three (3) months of completing the course. Failure to do so will result in failure of the skills portion of the Incident Safety Officer Certification requirement. It will also make the candidate ineligible to receive an OFMEM certificate with IFSAC seal and Pro Board application. Candidates should contact their Fire Chief in the event of any difficulties in meeting this requirement.



Suggested Readings

Information for meeting NFPA 1521, 2015 Edition Job Performance Requirements (JPRs) for INCIDENT SAFETY OFFICER is found in the following suggested readings:

Publisher/Title/Edition

1. NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 Edition
 - Refer to Chapter 5 regarding Incident Safety Officer (pages 16 - 20) and Annex A (*)
2. Jones and Bartlett, *Fire Department Incident Safety Officer*, 3rd Edition
 - Refer to Incident Safety Officer material from Chapters 1 to 17 (pages 1 - 263)

OR

3. IFSTA, *Fire and Emergency Services Safety Officer*, 2nd Edition
 - Refer to Incident Safety Officer material from Chapters 13 to 16 (pages 406 - 642)

AND

4. Government of Ontario, *Guidance for Improving Health & Safety in the Fire Service - Under Section 21 of the Occupational Health and Safety Act, RSO 1990*, Ministry of Labour
 - Refer to all areas within the Section 21 Manual; accessible on the Ontario Association of Fire Chiefs (O AFC) website
5. ORNGE, *Helicopter Safety - Approaching or Leaving a Helicopter*
 - Refer to Fact Sheet and online Video: "Onscene Safety Procedures for Ornge Helicopters"
6. Government of Ontario, *Incident Management System Forms*, Ministry of Community Safety and Correctional Services
 - Refer to Ontario IMS Form 208, along with Forms 201, 202, and 215-A in the Appendix section of this booklet
 - IMS Forms also accessible on the Office of the Fire Marshal and Emergency Management's (OFMEM's) website



Verification of Successful Completion of Practical Skills Course

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate's Fire Chief or designate. Upon success, the Fire Chief or designate will complete and sign this form and submit it to the Academic Standards and Evaluation Unit of the Office of the Fire Marshal and Emergency Management (OFMEM).

To be completed by the **candidate**:

Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Department/Agency: _____

Incident Safety Officer Course Location: _____

Incident Safety Officer Course Start Date: _____

Incident Safety Officer Course End Date: _____

To be completed by the **Designated Instructor**:

As Designated Instructor for this course, I verify that the above candidate has been successfully introduced to all of the practical skills required for the level of:

Incident Safety Officer

Print Name: _____

Signature: _____ Date: _____



Verification of Successful Completion of Practical Skills Evaluation

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate’s Fire Chief or designate. Upon success, the Fire Chief or designate will complete and sign this form and submit it to the Academic Standards and Evaluation Unit of the Office of the Fire Marshal and Emergency Management (OFMEM).

To be completed for each of the practical skills for **INCIDENT SAFETY OFFICER**, and submitted to the Academic Standards and Evaluation Unit once all skills are passed:

Student Name: _____

Department/Agency: _____

Course Dates: _____ Location: _____

Fire Chief or Designate: _____ Date: _____

Skill	Pass/Fail
Perform the Role of the Incident Safety Officer NFPA 1521-2015, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.9, 5.2.11, 5.2.12, 5.2.13, 5.2.14 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
Expand the Incident Safety Officer Role / Function NFPA 1521-2015, 5.2.3, 5.2.8, 5.2.10, 5.2.13, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
Serve as the Incident Safety Officer at a Fire Suppression Scenario / Incident NFPA 1521-2015, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	



Skill	Pass/Fail
Serve as the Incident Safety Officer at a Technical Rescue Scenario / Incident NFPA 1521-2015, 5.4.1, 5.4.2, 5.4.3 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
Serve as an Incident Safety Officer at a Hazardous Materials Scenario / Incident NFPA 1521, 5.5.1, 5.5.2, 5.5.3, 5.5.4 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
Conduct an Accident Investigation and Review NFPA 1521-2015, 5.6.1 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	
Participate in a Post-Incident Analysis NFPA 1521-2015, 5.7.1, 5.7.2 <i>Evaluator signature:</i> _____ <i>Date:</i> _____	

To be completed by the **Fire Chief** or designate:

I verify that the above candidate has successfully completed all of the practical skills required for INCIDENT SAFETY OFFICER:

Print Name: _____

Signature: _____ Date: _____



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Perform the Role of the Incident Safety Officer

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.2.1

Perform the role of ISO within an incident command system (ICS) at an incident or planned event, given an incident or planned event, an ICS structure, a command post, a briefing from an incident commander (IC) or outgoing ISO, SOP related to health and safety, an incident action plan (IAP), applicable protective clothing and protective equipment, and communications and information recording equipment, so that the assignment is received and understood; situational information about the incident or planned event is received; incident priorities, goals, and objectives are transferred; action is taken to mitigate any immediate life safety threats; and applicable communication means are employed.

5.2.2*

Monitor the IAP, conditions, activities, and operations, given an incident or planned event, an IAP, and risk management assessment criteria, so that activities and operations that involve an unacceptable level of risk can be altered, terminated, or suspended to protect members' health and safety.

5.2.3

Manage the transfer of ISO duties, given an incident or planned event, an established command structure and ISO, an IAP, an incident safety plan, a current situation status, incident resources, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident or planned event complexity are accounted for, the new ISO is briefed on the incident or planned event, and the new ISO is identified.

**5.2.4**

Stop, alter, or suspend operations based on imminent threats posed to fire fighter safety, given an incident or planned event that contains threats to fire fighter safety, an incident management structure, risk management criteria, and applicable SOP/Gs, so that the hazard is identified, notice to suspend operations is communicated, action is taken to protect fire fighter safety, and this information is communicated to the IC.

5.2.5

Monitor and determine the incident scene conditions, given an incident or planned event, so that the ISO can report to the IC on the status of hazards and risks to members.

5.2.6

Monitor the accountability system, given an incident or planned event, an IMS, personal identification devices, radios, and applicable SOP/Gs, so that it can be determined that the accountability system is being utilized as designed, all relevant positions and functions are implemented, and any noted deficiencies are communicated to the IC.

5.2.7*

Determine hazardous incident conditions and advise the IC to establish or modify control zones, given an incident, so that the incident control zones are communicated to members and entry into the hazardous area is controlled.

5.2.9

Monitor radio transmissions; given an incident or planned event with radio transmissions, so that communication barriers are identified and the possibility for missed, unclear, or incomplete communications is corrected.

5.2.11

Determine the hazards associated with the designation of a landing zone and interface with helicopters, given an incident or planned event that requires the use of a helicopter and landing zone, so that the IC can be informed of special requirements and the landing can be executed in a safe manner.

5.2.12*

Notify the IC of the need for intervention resulting from an occupational exposure to atypical stressful events, given an incident or planned event and an awareness of incidents that can cause incident stress, so that members' psychological health and safety can be protected.



5.2.13*

Determine hazardous energy sources that can affect responder health and safety, given an incident or planned event, an active IAP with assigned responders, and an opportunity to perform environmental and operational reconnaissance, so that risks to personnel are identified, reduced, or eliminated; hazard information is relayed to IC staff and ancillary agencies responsible for the hazardous energy source; appropriate zones are established and marked; and personnel operating at the scene are briefed on the hazardous energy control zone.

5.2.14

Monitor conditions, including weather, fire fighter activities, and work cycle durations, given an incident or planned event, so that the need for rehabilitation can be determined, communicated to the IC, and implemented to ensure fire fighter health and safety.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

General Requirements - NFPA 1521-2015, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.9, 5.2.11, 5.2.12, 5.2.13, 5.2.14

Perform the Role of the Incident Safety Officer

Student Name:

Skill Sheet #1

Skill Sheet #1

Perform the Role of the Incident Safety Officer

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit active training scenario or an actual incident response (fire suppression, technical rescue, or CBRNE/hazardous materials) scenario to an emergency call during which the candidate will be the Incident Safety Officer (ISO).

Candidates will implement the incident command system (ICS)/incident management system (IMS) and ensure the safety of staff and scene safety.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) complete an IMS 201 (or similar) Incident Briefing document based on the IAP.
- c) complete an IMS 208 (or similar) Safety Message Plan to staff for the Ornge Ambulance arrival.
- d) complete an IMS 215-A (or similar) Incident Action Plan Safety Analysis based on the IAP.
- e) demonstrate your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

The scenario or actual incident must include the use of an Ornge Ambulance to airlift the patient(s) to hospital.

The NFPA 1521 scenarios build upon your familiarity with the Ontario IMS forms (established in NFPA 1021, Fire Officer II) and now asks you to use these forms in your role as an ISO.

If you have internal fire department documents that capture similar information, these may be used in place of the Ontario IMS forms.

If your department has mutual/automatic aid agreements or third-party vendors for fire and/or technical responses these should be addressed.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

General Requirements - NFPA 1521-2015, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.9, 5.2.11, 5.2.12, 5.2.13, 5.2.14

Perform the Role of the Incident Safety Officer

Student Name:

Skill Sheet #1

Skill Procedure:

Given an **active training scenario** or an **actual incident response** (fire suppression, technical rescue, or hazardous materials), a prepared risk management plan, and the criteria for a rapid intervention team, the candidate shall monitor and evaluate the incident for safety hazards or unsafe situations and use measures to notify and ensure the safety of all responders.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Considered incident conditions and ensured hazards were evaluated and resource needs , as well as the requirement for supplemental technical knowledge was evaluated and requested through the Incident Commander. 5.2.1 (B-1,2,3,4), 5.2.4 (B-1), 5.2.5 (B-1)	
2.	Prioritized risks to determine the existence of imminent threats to firefighter safety, and communicated this information to affected personnel and the Incident Commander. 5.2.4 (B-2), 5.2.5 (B-2,3,4), 5.2.13 (B-2)	
3.	Minimized health and safety risks proactively through the application of fire behaviour, fire dynamics, and building construction knowledge, in relation to the incident conditions, and demonstrated knowledge of department standard operating guidelines and training materials. 5.2.1 (B-5), 5.2.2 (B-1,2,3,4)	
4.	Ensured receipt of orders from Incident Commander and documented with applicable Incident Management System and health and safety forms when required, while using relevant reference materials. 5.2.3 (B-2,3,6)	



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

General Requirements - NFPA 1521-2015, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.9, 5.2.11, 5.2.12, 5.2.13, 5.2.14

Perform the Role of the Incident Safety Officer

Student Name:

Skill Sheet #1

5.	Demonstrated the use of effective communication skills with department radios so that information was adequately delivered and confirmed. 5.2.3 (B-5,9), 5.2.4 (B-3), 5.2.9 (B-1), 5.2.12 (B-2,3)	
6.	Evaluated the deployment and use of accountability system to correct any deficiencies recognized, and ensured the risk to assigned firefighters from proximity to incident hazards was limited. 5.2.6 (B-1), 5.2.7 (B-1)	
7.	Recognized the effect of environmental, physiological, and psychological stress to firefighters and confirmed the establishment of an adequate rehabilitation area. 5.2.12 (B-1), 5.2.14 (B-1,2)	
8.	Assisted and confirmed the landing zone location and hazards for rotary wing aircraft. 5.2.11 (B-1)	

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: Pass Fail

Evaluator's Signature: _____ Date: _____



Expand the Incident Safety Officer Role / Function

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.2.3

Manage the transfer of ISO duties, given an incident or planned event, an established command structure and ISO, an IAP, an incident safety plan, a current situation status, incident resources, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident or planned event complexity are accounted for, the new ISO is briefed on the incident or planned event, and the new ISO is identified.

5.2.8

Identify motor vehicle incident scene hazards, given an apparatus and temporary traffic control devices, an incident or planned event, so that actions to mitigate the hazards as described in Section 8.7 of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, are taken to protect member safety.

5.2.10*

Identify the incident strategic requirements (e.g., fire, technical rescue, hazmat), the corresponding hazards, the size, complexity and anticipated duration of the incident, including the associated risks, given an incident or planned event, an IMS, and applicable SOP/Gs, so that the ISO can determine the need for assistant ISOs and/or technical specialists and make the recommendations to the IC.

5.2.13*

Determine hazardous energy sources that can affect responder health and safety, given an incident or planned event, an active IAP with assigned responders, and an opportunity to perform environmental and operational reconnaissance, so that risks to personnel are identified, reduced, or eliminated; hazard information is relayed to IC staff and ancillary agencies responsible for the hazardous energy source; appropriate zones are established and marked; and personnel operating at the scene are briefed on the hazardous energy control zone.

**5.3.1***

Determine incident environmental and operational factors and confirm the establishment of rapid intervention crew (RIC) and evaluate the need to increase RIC capability, given an incident or planned event that includes one or more immediately dangerous to life and health (IDLH) elements, responders engaged in tactical operations, a pre-assigned RIC, and an IAP, so that a recommendation is offered to the IC.

5.3.2*

Communicate fire behavior, building access/egress issues, collapse, and hazardous energy issues to established RICs, given an incident or planned event, so that RIC team leaders are aware of the observations and concerns of the ISO.

5.3.3*

Identify and estimate building/structural collapse hazards, given a building fire incident, a building collapse incident, reconnaissance opportunity, and established AHJ preincident building plan information, so that the identified collapse hazard can be communicated to the IC and tactical level management units; judgment is offered to the IC for the establishment of control zone(s); personnel are removed from collapse zone dangers; and appropriate adjustments are made to the IAP by the IC to improve member safety.

5.3.4*

Determine flashover and hostile fire event potential at building fires, given an incident, so that risks are identified and communicated to the incident commander and tactical level management units, and adjustments are made to strategy and tactics to improve safety.

5.3.5*

Determine fire growth and blow up, given wildland and cultivated vegetation fires, so that information can be communicated to the IC and tactical-level management components, and adjustments made to the IAP to improve member safety.

5.3.6

Determine the suitability of building entry and egress options at building fires, given various building fire incidents, so that entry and egress options are optimized through communication with the IC and tactical-level management components.



**General Requirements and Fire Suppression Operations - NFPA 1521-2015,
5.2.3, 5.2.8, 5.2.10, 5.2.13, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6**

Expand the Incident Safety Officer Role / Function

Student Name:

Skill Sheet #2

Skill Sheet #2:

Expand the Incident Safety Officer Role / Function

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** (fire suppression, technical rescue, or CBRNE/hazardous materials) scenario to an emergency call during which the candidate will be the Incident Safety Officer (ISO).

Candidates will expand the Incident Safety Officer role/function to include an Assistant ISO.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) complete an IMS 202 (or similar) Incident Objectives document based on the IAP.
- c) complete an IMS 215-A (or similar) Incident Action Plan Safety Analysis based on the IAP.
- d) demonstrate your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

The NFPA 1521 scenarios build upon your familiarity with the Ontario IMS forms (established in NFPA 1021, Fire Officer II) and now asks you to use these forms in your role as an ISO.

If you have internal fire department documents that capture similar information these may be used in place of the Ontario IMS forms.



**General Requirements and Fire Suppression Operations - NFPA 1521-2015,
5.2.3, 5.2.8, 5.2.10, 5.2.13, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6**

Expand the Incident Safety Officer Role / Function

Student Name:

Skill Sheet #2

Skill Procedure:

Given a simulated training scenario or an actual incident response (fire, technical rescue, or hazardous materials), the candidate evaluates relevant incident conditions and communicates the need to expand the Incident Safety Officer role/function to the Incident Commander in order to include Assistant Incident Safety Officers and/or technical specialists. The candidate must conduct an incident transfer briefing to ensure all required documents and incident hazard information is provided to personnel involved, and the Incident Commander, while focusing on limiting the hazard exposure to responders operating at the incident.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Evaluated incident information and recognized need to expand or transfer the Incident Safety Officer role/function within the Incident Management System, to include additional Assistant Safety Officers and/or technical specialists (e.g. Hazmat - ASO). 5.2.3 (B-4,7), 5.2.10 (B-1)	
2.	Conducted a transfer briefing and ensured that relevant documents were produced and transferred. 5.2.3 (B-1,8)	
3.	Protected firefighter safety with application of knowledge regarding hazards and applicable regulations. 5.2.8 (B-1)	
4.	Recommended safety actions to the Incident Commander as a result of hazard identification, analysis, and judgement. 5.2.13 (B-1,5), 5.3.1 (B-3), 5.3.3 (B-1,6), 5.3.5 (B-1), 5.3.6 (B-1)	



Serve as the Incident Safety Officer at a Fire Suppression Scenario / Incident

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.3.1*

Determine incident environmental and operational factors and confirm the establishment of rapid intervention crew (RIC) and evaluate the need to increase RIC capability, given an incident or planned event that includes one or more immediately dangerous to life and health (IDLH) elements, responders engaged in tactical operations, a pre-assigned RIC, and an IAP, so that a recommendation is offered to the IC.

5.3.2*

Communicate fire behavior, building access/egress issues, collapse, and hazardous energy issues to established RICs, given an incident or planned event, so that RIC team leaders are aware of the observations and concerns of the ISO.

5.3.3*

Identify and estimate building/structural collapse hazards, given a building fire incident, a building collapse incident, reconnaissance opportunity, and established AHJ preincident building plan information, so that the identified collapse hazard can be communicated to the IC and tactical level management units; judgment is offered to the IC for the establishment of control zone(s); personnel are removed from collapse zone dangers; and appropriate adjustments are made to the IAP by the IC to improve member safety.

5.3.4*

Determine flashover and hostile fire event potential at building fires, given an incident, so that risks are identified and communicated to the incident commander and tactical level management units, and adjustments are made to strategy and tactics to improve safety.



5.3.5*

Determine fire growth and blow up, given wildland and cultivated vegetation fires, so that information can be communicated to the IC and tactical-level management components, and adjustments made to the IAP to improve member safety.

5.3.6

Determine the suitability of building entry and egress options at building fires, given various building fire incidents, so that entry and egress options are optimized through communication with the IC and tactical-level management components.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

**Fire Suppression Operations - NFPA 1521-2015, 5.3.1, 5.3.2, 5.3.3,
5.3.4, 5.3.5, 5.3.6**

Serve as the Incident Safety Officer at a Fire Suppression Scenario / Incident

Student Name:

Skill Sheet #3

Skill Sheet #3:

Serve as the Incident Safety Officer at a Fire Suppression Scenario / Incident

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** (fire suppression, technical rescue, or CBRNE/hazardous materials) scenario to an emergency call during which the candidate will be the Incident Safety Officer (ISO).

Candidates will monitor and assess safety hazards and develop safety measures.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) complete an IMS 202 (or similar) Incident Objectives document based on the IAP.
- c) complete an IMS 208 (or similar) Safety Message Plan.
- d) complete an IMS 215-A (or similar) Incident Action Plan Safety Analysis based on the IAP.
- e) demonstrate your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

The NFPA 1521 scenarios build upon your familiarity with the Ontario IMS forms (established in NFPA 1021, Fire Officer II) and now asks you to use these forms in your role as an ISO.

If you have internal fire department documents that capture similar information these may be used in place of the Ontario IMS forms.

If the Tactical Worksheet in the Appendix is going to be used, it is suggested that this document be completed/partially completed by the Fire Chief/Training Officer as a component of the IAP if the R.I.T. Box is not completed.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

Fire Suppression Operations - NFPA 1521-2015, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6

Serve as the Incident Safety Officer at a Fire Suppression Scenario / Incident

Student Name:

Skill Sheet #3

Skill Procedure:

Given a simulated training scenario or an actual incident response (fire suppression incident), and a prepared risk management plan, the candidate shall monitor and assess for safety hazards or unsafe situations and develop measures for ensuring safety of personnel so that the performance steps are accomplished.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Ensured that Personal Accountability System (PAS) and Rapid Intervention Team (RIT) are established based on NFPA 1500, 1561 (Section 21 Guidance Notes 5-1 and 6-11). 5.3.1 (B-1,2), 5.3.3 (B-1), 5.3.4 (B-1), 5.3.5 (B-1), 5.3.6 (B-1)	
2.	Advised the Incident Commander of hazards, pre-plans, changes in weather, suppression systems, blow ups, flare up, collapse potential, and fire extension in such building(s) and exposures. 5.3.1 (B-3), 5.3.3 (B-1,2,3), 5.3.4 (B-1,2), 5.3.5 (B-1,2,3), 5.3.6 (B-1,2)	
3.	Evaluated visible smoke and fire conditions, and advised the Incident Commander. 5.3.2 (B-1), 5.3.3 (B-1), 5.3.4 (B-2,3), 5.3.5 (B-1), 5.3.6 (B-1)	
4.	Monitored the PAS and RIT, the accessibility of entry, location and egress of firefighters within a structure, and the effect it had on the safety of personnel conducting interior operations. 5.3.3 (B-1,4), 5.3.6 (B-2)	

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: Pass Fail

Evaluator's Signature: _____ Date: _____



Serve as the Incident Safety Officer at a Technical Rescue Scenario / Incident

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.4.1*

Determine the need for a rescue technician-trained ISO or assistant ISO, given a technical rescue incident, CFR 1910.146; NFPA1006, Standard for Technical Rescuer Professional Qualifications, and AHJ SOP/Gs for technical rescue operations, so that the IC can appoint an assistant ISO or a technical rescuer.

5.4.2

Prepare a safety plan that identifies corrective or preventive actions, given a technical rescue incident, an IAP that includes situation and resource status information, an incident safety analysis form (ICS form 215A or its equivalent), weather condition information, special technical data (such as safety data sheets and topographical information, blueprints, and building drawings), and predetermined incident information, so that safety data are obtained, an incident safety plan is developed with coordinating documentation, elements of the plan are incorporated in the IAP, changes in incident safety conditions are noted and reported, judgment is offered to the IC for the establishment of control zone(s) and exclusion zone(s), safety and appropriate PPE elements are met, and assistant ISOs are appointed as necessary.

5.4.3*

Deliver a safety briefing for technical rescue incident response members, given a technical rescue incident, so that critical information such as expected hazards, PPE requirements, established zones, emergency procedures, air monitoring, medical surveillance, and chain-of-command elements are communicated.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

Technical Rescue Operations - NFPA 1521-2015, 5.4.1, 5.4.2, 5.4.3

Serve as the Incident Safety Officer at a Technical Rescue Scenario / Incident

Student Name:

Skill Sheet #4

Skill Sheet #4:

Serve as the Incident Safety Officer at a Technical Rescue Scenario / Incident

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** to a technical rescue scenario during which the candidate will be the Incident Safety Officer (ISO).

Candidates will monitor and assess safety hazards and develop safety measures.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) complete an IMS 202 (or similar) Incident Objectives document based on the IAP.
- c) complete an IMS 208 (or similar) Safety Message Plan.
- d) complete an IMS 215-A (or similar) Incident Action Plan Safety Analysis based on the IAP.
- e) demonstrate your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

The NFPA 1521 scenarios build upon your familiarity with the Ontario IMS forms (established in NFPA 1021, Fire Officer II) and now asks you to use these forms in your role as an ISO.

If you have internal fire department documents that capture similar information these may be used in place of the Ontario IMS forms.

If your department has mutual/automatic aid agreements or third-party vendors for fire and/or technical responses these should be addressed.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

Technical Rescue Operations - NFPA 1521-2015, 5.4.1, 5.4.2, 5.4.3

Serve as the Incident Safety Officer at a Technical Rescue Scenario / Incident

Student Name:

Skill Sheet #4

Skill Procedure:

Given a simulated training scenario or an actual incident response (technical rescue incident), and a prepared risk management plan, the candidate shall monitor and assess for safety hazards or unsafe situations, and develop measures for ensuring the safety of personnel so that the performance steps are accomplished.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Recognized technician level requirements of NFPA 1006 and advised Incident Command to designate a technical specialist as an Assistant Safety Officer , if required. 5.4.1 (B-1)	
2.	Attended strategic and tactical planning session and communicated safety issues. 5.4.2 (B-1), 5.4.3 (B-1)	
3.	Identified and communicated safety issues within the command structure. 5.4.2 (B-2)	
4.	Prepared a safety plan and delivered a safety briefing based on the incident action plan. 5.4.2 (B-3), 5.4.3 (B-1)	
5.	Forecasted stabilization strategies. 5.4.1 (B-1)	

Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: Pass Fail

Evaluator's Signature: _____ Date: _____



Serve as an Incident Safety Officer at a Hazardous Materials Scenario / Incident

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.5.1*

Determine the need for a hazardous materials technician trained ISO or assistant ISO, given a hazardous materials incident, 29 CFR 1910.120; NFPA 472, Standard for Competency for Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; and AHJ SOP/Gs for hazardous materials operations, so that the IC can appoint an assistant ISO or a hazardous materials technician.

5.5.2

Prepare a safety plan that identifies corrective or preventive actions, given a hazmat incident, IAP that includes situation and resource status information, an incident safety analysis form (ICS form 215A or its equivalent), weather condition information, special technical data (such as safety data sheets and topographical information, blueprints, and building drawings), and predetermined incident information, so that safety data are obtained, an incident safety plan is developed with coordinating documentation, elements of the plan are incorporated in the IAP, changes in incident safety conditions are noted and reported, judgment is offered to the IC for the establishment of control zone(s) and exclusion zone(s), safety and PPE elements of 29 CFR 1910.120 are met, and assistant ISOs are appointed as necessary.

5.5.3*

Deliver a safety briefing for hazardous materials incident response members, given a hazmat incident or scenario, so that critical information such as expected hazards, PPE requirements, established zones, decontamination procedures, emergency procedures, air monitoring, medical surveillance, and chain-of-command elements are communicated.

5.5.4*

Identify that hazardous materials incident control zones have been established and communicated to personnel on the scene, given a hazardous materials incident and SOP/Gs, so that responders can identify marked control zones, which must be inclusive of no-entry zones, hot zones, hazard reduction zones, support zones, and corridors.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

**Hazardous Materials Operations - NFPA 1521-2015, 5.5.1, 5.5.2,
5.5.3, 5.5.4**

**Serve as an Incident Safety Officer at a Hazardous Materials
Scenario / Incident**

Student Name:

Skill Sheet #5

**Skill Sheet #5:
Serve as an Incident Safety Officer at a Hazardous Materials
Scenario / Incident**

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** to a hazardous materials scenario during which the candidate will be the Incident Safety Officer (ISO).

Candidates will monitor and assess safety hazards and develop safety measures.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) complete an IMS 202 (or similar) Incident Objectives document based on the IAP.
- c) complete an IMS 208 (or similar) Safety Message Plan.
- d) complete an IMS 215-A (or similar) Incident Action Plan Safety Analysis based on the IAP.
- e) demonstrate your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

The NFPA 1521 scenarios build upon your familiarity with the Ontario IMS forms (established in NFPA 1021, Fire Officer II) and now asks you to use these forms in your role as an ISO.

If you have internal fire department documents that capture similar information these may be used in place of the Ontario IMS forms.

If your department has mutual/automatic aid agreements or third-party vendors for fire and/or technical responses these should be addressed.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

**Hazardous Materials Operations - NFPA 1521-2015, 5.5.1, 5.5.2,
5.5.3, 5.5.4**

**Serve as an Incident Safety Officer at a Hazardous Materials
Scenario / Incident**

Student Name:

Skill Sheet #5

Skill Procedure:

Given a simulated training scenario or an actual incident response (hazardous materials incident), and a prepared risk management plan, the candidate shall monitor and assess for safety hazards or unsafe situations and develop measures for ensuring the safety of personnel so that the performance steps are accomplished.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Recognized technician level requirements of NFPA 1072 (or equivalent) and advised Incident Command to designate a technical specialist as an Assistant Safety Officer, if required. 5.5.1 (B-1)	
2.	Attended strategic and tactical planning sessions and provided input on risk assessment and member safety. 5.5.1 (B-2)	
3.	Forecasted stabilization strategies. 5.5.1 (B-2)	
4.	Prepared a safety briefing based on the IAP and delivered to all personnel on the scene , and completed an Ontario IMS form (or similar document) such as IMS 201, 202, 208, or 215-A. 5.5.2 (B-1,2)	
5.	Identified that hazardous materials incident control zones have been established and communicated to personnel on the scene. 5.5.3 (B-1), 5.5.4 (B-1)	



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

**Hazardous Materials Operations - NFPA 1521-2015, 5.5.1, 5.5.2,
5.5.3, 5.5.4**

**Serve as an Incident Safety Officer at a Hazardous Materials
Scenario / Incident**

Student Name:

Skill Sheet #5

6.	Read/edited technical documents (e.g. tactical worksheet or SDS). 5.5.2 (B-3)	
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Candidate MUST successfully master each step listed to pass this skill.

Candidate's Grade: Pass Fail

Evaluator's Signature: _____ Date: _____



Conduct an Accident Investigation and Review

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.6.1*

Conduct a safety and health investigative process, given an incident or planned event, using applicable documents and techniques, so that the chain of evidence is started and maintained, critical incident data elements are collected, potential witnesses are identified, applicable SOP/Gs are identified for review, and gathered information is documented and prepared for the HSO or investigative continuance as established by the AHJ policies and SOP/Gs.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

Accident Investigations and Review - NFPA 1521-2015, 5.6.1

Conduct an Accident Investigation and Review

Student Name:

Skill Sheet #6

Skill Sheet #6: Conduct an Accident Investigation and Review

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** (fire suppression, technical rescue, or CBRNE/hazardous materials) scenario to an emergency call, at which an equipment failure (SCBA, hoseline blockage, etc.) lead to a near miss, injury or fatality.

Candidates will be the investigating Incident Safety Officer (ISO).

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) write a short report demonstrating your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

Internal fire department investigation and reporting documents must be completed.

**Accident Investigations and Review - NFPA 1521-2015, 5.6.1****Conduct an Accident Investigation and Review****Student Name:****Skill Sheet #6****Skill Procedure:**

Given a simulated training scenario or an actual incident investigation (fire, technical rescue, or hazardous materials) the candidate must support the formal investigation and analysis of the occurrence / loss experienced so that evidence is identified, documentation is completed, and recommendations for the improvement of operational safety are made.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Analyzed information from incident documentation, communications records, and responders. 5.6.1 (B-1)	
2.	Identified equipment and/or materials that could be considered evidence . 5.6.1 (B-2)	
3.	Conducted formal and informal interview(s) with responders involved with the incident and effectively recognized conditions of psychological stress . 5.6.1 (B-3)	
4.	Utilized and completed all required safety investigation documentation . 5.6.1 (B-4)	
5.	Assisted in the investigation to identify causes of injury, death, or property damage as a result of the incident (e.g. completion of internal accident investigation report). 5.6.1 (B-5)	



Participate in a Post-Incident Analysis

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1521-2015:

Incident Safety Officer Standard

5.7.1*

Prepare a written post-incident analysis (PIA) from the ISO perspective, given a witnessed incident, exercise, or planned event, so that safety and health issues, best safety practices, deviations from SOP/Gs established by the AHJ, and recommendations for future events are documented.

5.7.2*

Report observations, concerns, and recommendations, given a witnessed incident or planned event and PIA group setting, so that that safety and health issues, best safety practices, deviations from SOP/Gs established by the AHJ, and recommendations for future events are communicated to the AHJ.



Incident Safety Officer (NFPA 1521-2015)

Practical Skills

Post-Incident Analysis - NFPA 1521-2015, 5.7.1, 5.7.2

Participate in a Post-Incident Analysis

Student Name:

Skill Sheet #7

Skill Sheet #7: Participate in a Post-Incident Analysis

Scenario:

The Fire Chief or designate (e.g. Training Officer) will provide an appropriate multi-unit **active training scenario** or an **actual incident response** (fire suppression, technical rescue, or CBRNE/hazardous materials) scenario to an emergency call after which a post incident analysis is conducted.

Candidates will describe their actions as the Incident Safety Officer (ISO) and observations for future improvement or training.

Assignment:

As the Incident Safety Officer (ISO) you are to:

- a) review all the materials provided including the Incident Action Plan (IAP) provided by your Fire Chief/Training Officer.
- b) write a short report demonstrating your knowledge of the role of an ISO by successfully completing all skills.

NOTE:

Internal fire department investigation and reporting documents must be completed.

If the department does not have a Post-Incident Analysis Report (PIAR) form, please consider using the one provided in the Appendix.



Post-Incident Analysis - NFPA 1521-2015, 5.7.1, 5.7.2

Participate in a Post-Incident Analysis

Student Name:

Skill Sheet #7

Skill Procedure:

From an ISO perspective, **given a simulated training scenario or an actual incident the candidate must participate in a post incident analysis** such that incident safety/hazard information is collected, prepared and documented for presentation to responders.

Items to be checked

#	If the candidate:	Pass/Fail
1.	Retrieved relevant field notes and observations for the purpose of documenting this information into the post-incident analysis. 5.7.1 (B-1)	
2.	Prepared relevant safety related incident information and observations for access during the post-incident analysis. 5.7.1 (B-1)	
3.	Actively participated in post-incident analysis with incident responders and ensured safety-related information was accurately relayed, documented and analyzed. 5.7.1 (B-1)	
4.	Effectively and adequately listened to all information presented through the post-incident analysis by responders and appropriately supported factual details. 5.7.2 (B-1)	



APPENDIX

Ontario Forms for Suggested Use with Skill Sheets

The following Ontario Incident Management System (IMS) forms and other documents are included in this booklet for suggested use by candidates when completing assigned scenarios.

If you have internal fire department documents that capture similar information, these may be used in place of the Ontario IMS forms and other materials provided.

1. IMS Form 201: Incident Briefing
2. IMS Form 202: Incident Objectives
3. IMS Form 208: Safety Message/Plan
4. IMS Form 215-A: Incident Action Plan Safety Analysis
5. Tactical Worksheet
6. OFMEM Post-Incident Analysis Report (PIAR)



INCIDENT BRIEFING (IMS 201)

1. Incident Name:		2. Date/Time Initiated:		
		Date:		Time:
3. Background:				
4. Current Situation:				
5. Map (sketch, GIS image, or description of Incident area):				



6. Summary of Current Actions:

Empty space for writing the summary of current actions.

7. Current Organization:

Empty space for writing the current organization details.



Purpose:

The Incident Briefing provides the incoming Incident/EOC Commander and incident management team with the basic information regarding the status of the incident and the resources allocated to the incident. In addition to a briefing document, the IMS 201 also serves as an initial action worksheet and a permanent record of the initial response to the incident. The IMS 201 is superseded by and expires when a written IAP is developed.

Preparation:

The briefing form is initiated at the start of an incident by the Incident/EOC Commander (or Planning Section and/or other delegated individual). It is maintained and updated until a written IAP is developed.

Distribution:

Presented to incoming incident management team and distributed as necessary to all activated functions. Ideally, the IMS 201 is duplicated and distributed before the initial briefing of the Command and General Staff and other responders as appropriate. It is important to ensure the sections on Background, Current Situation, Map and Summary of Current actions (3-6) are given to the Situation Unit, while the sections on Current Organization and Resource Summary (7-8) are given to the Resources Unit.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Operational Period	Enter the start date (YYYY/MM/DD) and time (using the 24-hour clock) and end date and time for the operational period, to which the form applies.
3.	Background	Provide a high level overview of the key events and considerations leading up to the current situation.
4.	Current Situation	Include specific information on the nature of the hazard/incident and known consequences at time of report. This may include information on: scope, casualties, hazards, current response activities, outstanding issues, identified needs, etc.
5.	Map Sketch	Show the perimeter and control lines, resource assignments, incident facilities, jurisdictional boundaries and other special information as applicable. Utilize commonly accepted IMS map symbology.
6.	Summary of Current Actions	Enter the strategies, tactics and assignments being used.
7.	Current Organization	Depict the organization in use (structure, details, and activated components). Note appropriate supervisory levels by name.
8.	Resource Summary	Reflect the summary of resources ordered for the incident, noting appropriate details as shown. Special care should be taken to utilize a standardized reference for resources (by kind and type). Note: on-scene resources are those that have formally checked in and received a tasking.
	• Resource	Enter the appropriate category, kind, type of resource ordered.
	• Resource Identifier	Enter the relevant organization designator and/or resource designator.
	• Quantity	Enter the number of resources ordered
	• Date/Time Ordered	Enter the date (YYYY/MM/DD and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (24-hr clock).
	• Arrived	Enter an "X" or a "☑" upon arrival to the incident.
• Notes	Enter notes such as the assigned location of the resource and/or the actual assignment and status.	
9.	Prepared By	Enter the name, IMS position and signature of the person preparing the form. Enter the date (YYYY/MM/DD) and time prepared (24-hour clock).



INCIDENT OBJECTIVES (IMS 202)

1. Incident Name:	2. Operational Period:	Date From:		Date To:	
		Time From:		Time To:	
3. Type of IAP (check <input checked="" type="checkbox"/> appropriate boxes below):					
<input type="checkbox"/> Site-Level IAP (specify below):			<input type="checkbox"/> EOC-Level IAP (specify below):		
<input type="checkbox"/> Incident Command Additional Details:			<input type="checkbox"/> Incident Support exercised from EOC Additional Details:		
			<input type="checkbox"/> Area Command exercised from EOC: Additional Details:		
			<input type="checkbox"/> Incident Command exercised from EOC: Additional Details:		
4. Mission/ Goal:					
5. Objectives:					
6. Weather Forecast for Operational Period:					
IAP Page: _____					



7. Key Hazards, Vulnerabilities and Risks:			
8. General Safety Messages:			
9. Site Safety Plan Required (check <input checked="" type="checkbox"/> if attached):			
<input type="checkbox"/> Yes. Approved Site Safety Plan(s) located at:			
<input type="checkbox"/> No			
10. Key Media Messages:			
11. Attachments: Detailed forms are attached as necessary (check <input checked="" type="checkbox"/> if attached and paginate as part of IAP)			
<input type="checkbox"/> Organization Assignment List (IMS 203)		<input type="checkbox"/> Safety Message/Plan (IMS 208)	
<input type="checkbox"/> Resources Assignment List (IMS 204)		<input type="checkbox"/> Incident Map	
<input type="checkbox"/> Incident Telecommunications Plan (IMS 205)		<input type="checkbox"/> Traffic Plan	
<input type="checkbox"/> Medical Plan (IMS 206)		<input type="checkbox"/>	
<input type="checkbox"/> Incident Organization Chart (IMS 207)		<input type="checkbox"/>	
12. Prepared By (Planning Section Chief):			
Name:		Position/Title:	Signature:
13. Approved By (Incident or EOC Commander):			
Name:		Position/Title:	Signature:
IAP Page: _____		Date/Time:	



Purpose: The Incident Objectives form describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for use during the next operational period. This form serves as a written record of the main outcomes of the Command Objectives/Strategies meeting, and additional information is gathered by the Planning Section as required. Please note, depending on the nature of the incident and availability of resources, the IMS 202 may be used two different ways:

- Use # 1: Cover Page for IAP
 - If IMS Form 1001 (Consolidated IAP) **is not used**, the IMS 202 form will be used as the cover page of the IAP. Additional forms will be attached as necessary to complete the IAP
 - Please note, in such cases, the IMS 202 (Incident Objectives form) serves as a cover sheet and is not considered a complete IAP until all required forms are attached.
 - Note: on all forms that may be attached to an IAP, an 'IAP Page Number' field may be found in the bottom left corner. These forms may be repaginated as needed, to compose the IAP.
- Use # 2: Record of Command Objectives/Strategies Meeting
 - If IMS Form 1001 (Consolidated IAP) **is used**, relevant content from the IMS 202 will be transferred to the IMS 1001 form.
 - If this is the case, IMS 1001 Consolidated IAP will become the formal IAP and IMS 202 Incident Objectives will remain a stand-alone form, recording the main outcomes of the Command Objectives/Strategies meeting.

Preparation: Completed by the Planning Section during (or following) each Command Objectives/Strategies Meeting and approved by the Incident or EOC Commander.

Distribution:

- Use # 1: Cover Page for IAP:
 - IMS 202 fulfills its normal function as the Incident Objective form, and also is used as the cover page of the IAP. Additional forms are attached as required (and repaginated) to make the full IAP.
 - The IAP is distributed to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels.
 - Note: All completed original forms **MUST** be given to the Documentation Unit.
- Use # 2: Record of Command Objectives/Strategies Meeting:
 - Required content is transposed to IMS 1001 Consolidated IAP and the IMS 202 is retained by the Planning Section and filed by the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Operational Period	Enter the start date (YYYY/MM/DD) and time (using the 24-hour clock) and end date and time for the operational period, to which the form applies.
3.	Type of IAP	Check the appropriate box indicating whether this is a 'Site-Level IAP, or 'EOC-Level IAP'. Check the appropriate sub-category below and provide additional details as required.
	• Site-Level IAP	If this is a site-level IAP that applies to a site-level incident command response, check the 'Incident Command' box. Include any additional details required.
	• EOC-Level IAP	If this is an EOC-level IAP, check the appropriate box below:



		Incident Support	Check this box if this IAP applies to Incident Support being exercised from an EOC (i.e. the provision of off-site support to an incident management team (IMT) at a site or EOC). Provide additional details as required (e.g. "Remora City EOC supporting Apex Building Collapse")
		Area Command	Check this box if this IAP applies to Area Command being exercised from an EOC. Provide additional details as required (e.g. "Remora City Area Command for Apex Building Collapse and Oakridge School Flood").
		Incident Command	Check this box if this IAP applies to Incident Command being exercised from an EOC. Provide additional details as required (e.g. "Remora City Incident Command for Main St. Flood".)
4.	Mission/Goal	Enter a clear, concise statement of purpose for managing the response.	
5.	Objectives	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. Please note: these objectives are for the incident response for this operational period (and generally also for the duration of the incident).	
6.	Weather Forecast for Operational Period	Enter weather forecast information for the specified operational period.	
7.	Key Hazards, Vulnerabilities and Risks	Identify and provide key information concerning known safety hazards, vulnerabilities and risks.	
8.	General Safety Message	Enter information regarding specific safety precautions to be observed during this operational period. If available, a safety message should be referenced and attached.	
9.	Site Safety Plan Required	The Safety Officer should check whether or not a site safety plan is required for this incident. If yes, insert the physical location at which the Site Safety Plan is stored.	
10.	Key Media Messages	Enter clear and concise messages to be communicated to media.	
11.	Attachments	Indicate with a checkmark <input checked="" type="checkbox"/> the detailed forms that are attached (when the 202 is used as the cover page of the IAP). Include additional forms as needed.	
12.	Prepared by	Enter the name, IMS position and signature of the person preparing the form.	
13.	Approved by	Enter the name, IMS position and signature of the person approving the form. Enter the date (YYYY/MM/DD) and time approved (24-hour clock).	



SAFETY MESSAGE/PLAN (IMS 208)

1. Incident Name:		2. Operational Period:	Date From:		Date To:	
			Time From:		Time To:	
3. Purpose of Form (check applicable):	<input type="checkbox"/> Safety Message					
	<input type="checkbox"/> Safety Plan					
	<input type="checkbox"/> Site Safety Plan (located at):					
4. Details of Safety Message/Plan below:						
5. Prepared by (Safety Officer):		Name:		Signature:		
IAP Page: _____		Date/Time:				



Purpose: The Safety Message/Plan (IMS 208) is a generic template that can be used by the Safety Officer and/or other IMS personnel as a Safety Message or Safety Plan. If the user would like to use this form for more than one of the above purposes (e.g. as a Safety Message and Safety Plan) they have the option of a) using an additional form for each unique purpose, or b) including all content on a single form. In both cases, the appropriate boxes should be checked, indicating the purpose(s) of the IMS 208.

Preparation: The IMS 208 is an optional form that may be included and completed by the Safety Officer as an attachment for the Incident Action Plan (IAP), or stand-alone form.

Distribution: The IMS 208 or content from the IMS 208 may be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Note: The IMS 208 may serve (optionally) as part of the IAP. Use additional copies for continuation sheets as needed, and indicate pagination as used.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Operational Period	Enter the start date (YYYY/MM/DD) and time (using the 24-hour clock) and end date and time for the operational period, to which the form applies.
3.	Purpose of Form	Check the appropriate box, indicating the purpose of this form. If a Site Safety Plan is used, note the physical location in which this safety message is stored.
4.	Details of Safety Message/Plan Below	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
5.	Prepared By	Enter the name and position of the person completing the form (usually the Safety Officer, if activated). Enter the date (YYYY/MM/DD) and time prepared (24-hour clock).



Purpose: The purpose of the Incident Action Plan Safety Analysis (IMS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This form communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.

Preparation: The IMS 215-A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (IMS 215-G). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution: This form is attached to the Incident Safety Plan and is distributed according to the instructions for Safety Plans. It may also be attached to the IAP, or influence General Safety Messages recorded in IMS 202 and IMS 1001. This form may be used as a display, or distributed during the planning meeting.

Note: This worksheet can be made into a wall mount, and can be part of the IAP. If additional pages are needed, use a blank IMS 215-A and repaginate as needed. Other, hazard-specific versions of this form may also be used, depending on nature of the incident.

Item Number	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Number	Enter the number assigned to the incident.
3.	Date/Time Prepared	Enter date (YYYY/MM/DD) and time (using the 24-hour clock) prepared.
4.	Operational Period	Enter the start date (YYYY/MM/DD) and time (24-hour clock) and end date and time for the operational period to which the form applies
5.	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group
6.	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7.	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g. specify personal protective equipment or use of a buddy system or escape routes).
8.	Prepared/Approved By:	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (YYYY/MM/DD) and time (24-hour clock) reviewed.

(GENERIC TRAINING) TACTICAL WORKSHEET ALARM#

DATE: _____ TIME OF ALARM: _____ ARRIVE ON SCENE: _____ COMMAND TERM ATE _____
 ADDRESS: _____ IC: _____ PARs 1 2 3 4 5

CALL FOR OUTSIDE AGENCIES

POLICE

EMS

SENIOR OFFICER

MUTUAL AID

HYDRO

GAS

FPO

WORKS DEPT.

OTHER

SIZE-UP REPORT

ON SCENE

REPEAT ADDRESS

DESCRIPTION

SIGNS

CALL FOR HELP

SPECIAL HAZARDS

STRATEGY, MODE

TAKE COMMAND

COMMAND LOCATION

APPARATUS	SECTOR ASSIGNMENTS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

ACCOUNTABILITY WATER SUPPLY STAGING

ENTRY CONTROL RESCUE VENTILATION

ISO REHAB SALVAGE

EXPOSURES OVERHAUL

AGENT APPLIED _____

R.I.T.

2" ESCAPE

2" HOSE

UTILITIES

BENCHMARKS

PRIMARY-ALL CLEAR

UNDER CONTROL

SECONDARY-ALL CLEAR

LOSS STOPPED

TIMES

(GENERIC TRAINING) TACTICAL WORKSHEET

CHNUT (B)

-4
-4
-4
-4
-4

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POST-INCIDENT ANALYSIS REPORT (PIAR)

Date: _____ Time: _____ Incident #: _____

Address: _____

Incident Commander: _____

Type of Incident: Fire EMS HAZ/MAT OTHER

1. COMMUNICATION

a) Was radio communication from responding units clear, concise and complete? **Yes No**
If no, please explain.

b) Did dispatcher allocate appropriate radio frequency (ies) for use by all responding units? **Yes No**
If no, please explain.



c) General comments.

2. SIZE UP (RULE OF 8)

a) Was the initial size-up, by the first arriving unit, communicated over the radio? **Yes** **No**
If no, please explain

3. INCIDENT COMMAND SYSTEM – INITIATION AND SECTORING

a) Did the first arriving unit assume command? **Yes** **No**
If no, please explain.



b) What mode did the first unit use? **Offensive** **Defensive**
Please comment on the rationale for adopting such mode.

c) Was the incident sectored by task, geographical location/functional task? **Yes** **No**
Please comment on the rationale of your choice.

d) Were sector objectives communicated to sector officers? **Yes** **No**
If no, please explain.

e) Did sector officers provide adequate, timely progress reports to you? If no, please explain. **Yes** **No**





f) Did sector officers report to Command on completion of their assignments? If no, please explain. **Yes** **No**

4. FIRE TASKS

a) Was a primary search and rescue done? **Yes** **No**
If no, please explain.

b) Was a secondary search and rescue done? **Yes** **No**
If no, please explain.

c) Was ventilation done? **Yes** **No**
If no, please explain.



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d) If yes, please check off the types(s) of ventilation accomplished.

- | | | |
|--------------|-----|----|
| • PPV | Yes | No |
| • Horizontal | Yes | No |
| • Vertical | Yes | No |
| • Mechanical | Yes | No |
| • Other | | |

e) If exposures were apparent, were they protected? **Yes** **No**
If no, please explain.

f) Was overhaul done? **Yes** **No**
If no, please explain.



g) Was salvage done?
If no, please explain.

h) Were utilities (hydro and gas) handled early?
If no, please explain.

Yes No

i) Were water pressure and flow adequate?
If no, please explain.

Yes No

5. SAFETY

a) Was the lighting provided adequate?
If no, please explain.

Yes No





b)	Were the following safety practices in place?	Yes	No
	Command Established	Yes	No
	Personal Accountability Report (PAR)	Yes	No
	Accountability System	Yes	No
	Entry Control	Yes	No
	Rapid Intervention Team (RIT)	Yes	No
	Safety Officer (SO) Assigned	Yes	No
	Rehab	Yes	No

If no, please explain.

6. a) Was the apparatus and equipment dispatched to the fire scene adequate? If no, please explain. **Yes** **No**



- b)** Did all the vehicles function properly? **Yes** **No**
If no, please explain.

- c)** Did all the miscellaneous equipment function properly? (i.e.: SCBA, Fire Hose, etc...) **Yes** **No**
If no, please explain.

7. BENCHMARKS

- a)** Was “working fire” transmitted? **Yes** **No**
- b)** Was “primary search” completed and all clear on “primary search” transmitted? **Yes** **No**
- c)** Was “secondary search” completed and transmitted? **Yes** **No**
- d)** Was “all PAR’s completed” and transmitted? **Yes** **No**
- e)** Was “under control” transmitted? **Yes** **No**
- f)** Was “loss stopped” transmitted? **Yes** **No**
- g)** Was “Command terminated” transmitted? **Yes** **No**

8. APPARATUS PLACEMENT

- a)** Was the first arriving pump positioned appropriately? **Yes** **No**
If no, please explain.



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- b)** Were subsequent units positioned appropriately for the strategy selected? If no, please explain. **Yes** **No**

9. POLICE, HYDRO, GAS AND TEMPORARY SHELTER

- a)** Did police provide good traffic control? If no, please explain. **Yes** **No**

- b)** Did police provide good crowd control? If no, please explain. **Yes** **No**

- c)** Were victim support groups called? If no, please explain. **Yes** **No**





d) Did police use good vehicle placement procedure? **Yes** **No**
If no, please explain.

10. GENERAL COMMENTS

Signature of Incident Commander:

Date:
