



# National Fire Academy

**W0729 – Incident Safety Officer**  
**Version: 4th Edition, 3rd Printing, February 2020**

**Quarter:**

**ACE Credit:** in the lower division baccalaureate/associate degree category, one semester hour in occupational health and safety, fire science safety, or fire administration.

**IACET Continuing Education Units: 1.6**

**Length of Course: 2 Days (16 hr., 30 min. contact hours)**

**Prerequisite: None**

**Curriculum: Responder Health and Safety**

**Training Specialist: George Morgan**

**Instructor:**

**Instructor email/phone:**

**Classroom: J-**

**Meeting Time: 8 AM – 5 PM**

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## Course Description (Catalog)

W0729 – “Incident Safety Officer.” This two-day course examines the Safety Officer’s role at emergency responses. This course focuses on operations within an Incident Command System (ICS) as a Safety Officer and emphasizes response to all-hazards types of situations.

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

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

## **Course Scope (Goal)**

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

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

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

After successfully completing this course, you will be able to accomplish the following:

- Define the roles of the Incident Safety Officer (ISO).
- Formulate a risk management matrix for various incidents and planned events.
- Evaluate incidents for unacceptable risks, and recommend remediation opportunities.
- Summarize the Incident Safety Officer's (ISO's) responsibilities during post-incident operations.

## **Course Delivery Method**

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#). This classroom course is designed for the national level fire service officer from State and local fire service organizations. During this 2-day delivery, students will reside in dormitories provided on campus with classes conducted in classrooms designed for critical student/instructor interaction. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

## Course Schedule

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

<b>DAY 1</b>	<b>DAY 2</b>
Introduction, Welcome and Administrative	Unit 3: Operational Scene Safety Analysis
<i>Break</i>	<i>Break</i>
Unit 1: The Role of the Incident Safety Officer Activity 1.1: What Does Incident Safety Officer Mean to Your Incident Command System Organization?	Unit 3: Operational Scene Safety Analysis (cont'd) Activity 3.1: Incident Safety Considerations Activity 3.2: Evaluating Level of Risk
<i>Break</i>	<i>Break</i>
Unit 1: The Role of the Incident Safety Officer (cont'd) Activity 1.2: Determine the Significance of the Incident Safety Officer Job Performance Requirements Found in National Fire Protection Association 1521 Activity 1.3: Incident Safety Officer Roles in Incident Investigations	Unit 3: Operational Scene Safety Analysis (cont'd) Activity 3.3: Suspend, Alter or Terminate
<i>Lunch Break</i>	<i>Lunch Break</i>
Unit 1: The Role of the Incident Safety Officer (cont'd) Activity 1.4: Describe Each Role of the Incident Commander, Incident Safety Officer, and Health and Safety Program Manager, and How They Interrelate to Safety Activity 1.5: Defining the Need for a Safety Officer Unit 2: Risk Analysis	Unit 4: Post-Incident Considerations Activity 4.1: Incident Safety Officer Roles in Post-Incident Operations
<i>Break</i>	<i>Break</i>
Unit 2: Risk Analysis (cont'd) Activity 2.1: Differentiate Between Hazards and Risks Activity 2.2: What is Risk-Benefit Analysis? Activity 2.3: Frequency/Severity Case Studies Activity 2.4: Incident Command System Safety Forms Activity 2.5: Assessment of Your Fire Agency	Unit 4: Post-Incident Considerations (cont'd) Activity 4.2: Post-Incident Analysis Activity 4.3: Incident Documentation

Day 1 Homework

A. Review Units 1 and 2

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

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

### **Required Readings**

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

None.

### **Suggested Reading/Resources**

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

None.

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

Student Manual.

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

None.

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

The required performance to successfully complete the course is attained by completing the examination with a "C" or by answering correctly a minimum of 18 out of 25 questions.

The following course grading plan should be used to determine the assigned course grade for each student in the class.

<b>Minimum Number of Questions Answered Correctly</b>	<b>Number of Incorrect Answers</b>	<b>Letter Grade to be Assigned to Student</b>
23	2	A
20	5	B
18	7	C
17 or fewer	8 or more	F

## **Required Reading Assignments**

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

## **Suggested Readings**

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

## **Course Outline**

### **Introduction**

#### **Objectives**

None.

### **Unit 1: The Role of the Incident Safety Officer (Day 1)**

#### **Terminal Objective**

The students will be able to:

- 1.1 Define the roles of the Incident Safety Officer (ISO).

#### **Enabling Objectives**

The students will be able to:

- 1.1 Explain the basic duties of the ISO.
- 1.2 Determine the significance of the job performance requirements (JPRs) found in National Fire Protection Association (NFPA) 1521, Standard for Fire Department Safety Officer Professional Qualifications.
- 1.3 Identify the process and procedure for an investigation.
- 1.4 Determine how the roles of the Incident Commander (IC), Health and Safety Program Manager (HSPM), and ISO interrelate.
- 1.5 Appraise the potential impact of health and safety programs on firefighter and Emergency Medical Services (EMS) personnel deaths and injuries.

## **Unit 2: Risk Analysis (Day 1)**

### **Terminal Objective**

The students will be able to:

- 2.1 Formulate a risk management matrix for various incidents and planned events.

### **Enabling Objectives**

The students will be able to:

- 2.1 Differentiate between hazard and risk.
- 2.2 Explain the concept of risk-benefit analysis.
- 2.3 Summarize the elements of the risk assessment process.
- 2.4 Complete an assessment of their fire agency.

## **Unit 3: Operational Scene Safety Analysis (Day 2)**

### **Terminal Objective**

The students will be able to:

- 3.1 Evaluate incidents for unacceptable risks, and recommend remediation opportunities.

### **Enabling Objectives**

The students will be able to:

- 3.1 Detect hazards, evaluate their level of risk, and recommend remediation for any risks that are unacceptable.
- 3.2 Differentiate between suspending, altering and terminating unsafe incident activities.
- 3.3 Determine the potential impacts on the incident objectives when taking such actions.

## **Unit 4: Post-Incident Considerations**

### **Terminal Objective**

The students will be able to:

- 4.1 Summarize the Incident Safety Officer's (ISO's) responsibilities during post-incident operations.

## **Enabling Objectives**

The students will be able to:

- 4.1 Articulate the importance of proper post-incident operations.
- 4.2 Identify the importance of appropriate incident documentation.
- 4.3 Identify and discuss the ISO role in post-incident operations.
- 4.4 Recommend activities for post-incident follow-up.

## **Policies**

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

#### **Attendance**

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

#### **Student Substitutions**

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

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

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

#### **Course Failure**

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

## **Student Code of Conduct Policy**

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

## **Writing Expectations**

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

## **Citation and Reference Style**

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

## **Late Assignments**

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

## **Disclaimer Statement**

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

## **Grading**

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

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

[https://www.usfa.fema.gov/training/nfa/admissions/student\\_policies.html](https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html)

## **Academic Honesty**

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

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

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

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

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