



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
SAFETY OFFICER (TYPE 1)**

SAFETY OFFICER (TYPE 1)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Safety Officer and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
2. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
3. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

1b. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Identify and coordinate with appropriate external health and safety services: <ul style="list-style-type: none"> ● Health department ● Environmental protection organization ● Transportation department ● Fire department ● Law enforcement agencies ● Risk management office ● Occupational safety and health program 	E, F, I		

<p>5. Obtain and review necessary documentation:</p> <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
<p>6. Receive briefing from the Incident Commander (IC) or outgoing Safety Officer:</p> <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1c. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>7. Evaluate staffing needs required to manage the incident:</p> <ul style="list-style-type: none"> ● Organize to meet incident management and control needs ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
<p>8. Utilize Assistant Safety Officers (ASO), as necessary:</p> <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control ● Identify need for ASOs ● Order ASOs through appropriate channels ● Assign ASOs ● Supervise ASOs ● Inspect ASO kits and ensure kits contain necessary supplies and PPE to accomplish tasks ● Ensure appropriate knowledge and skills to manage potential risk 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Brief the Operations Section Chief on activities: <ul style="list-style-type: none"> ● Assist in identifying hazardous operations activities ● As necessary, assign an ASO to exclusively support air operations safety 	E, F, I		
10. Lead staff briefings and debriefings.	E, F, I		
11. Prepare for and participate in briefings: <ul style="list-style-type: none"> ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information ● Identify safety hazards and mitigation strategies 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Create a positive work environment: <ul style="list-style-type: none"> ● Communicate leader's intent and guidance ● Manage incident personnel and their activities effectively ● Proactively assume responsibility for the incident and initiate action 	E, F, I		
13. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> ● Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
14. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
15. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> ● Establish and modify an effective organization based on changing incident and resource conditions ● Maintain appropriate span of control ● Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Communicate with assigned personnel: <ul style="list-style-type: none"> ● Communicate priorities, objectives, strategies and any changes ● Inform personnel of their assigned tasks and expectations ● Clearly explain conflict resolution procedures and ensure that personnel understand ● Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
17. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> ● Ensure incident situation status information is current and complete 	E, F, I		
18. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> ● Federal, state, local, tribal, territorial and regional relationships, as appropriate ● Roles and responsibilities of potential responder agencies ● Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

<p>19. Supervise and hold personnel accountable for executing assigned tasks:</p> <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	E, F, I		
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------	--	--

3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Demonstrate knowledge of and comply with relevant health and safety requirements:</p> <ul style="list-style-type: none"> ● Direct and oversee incident operations to ensure compliance with health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations 	E, F, I		
<p>21. Ensure accountability of all personnel:</p> <ul style="list-style-type: none"> ● Coordinate with assigned personnel to conduct personnel accountability checks ● Validate accountability with supervisor 	E, F, I		
<p>22. Ensure all personnel are aware of the health and safety aspects of their jobs and carry out their responsibilities in a safe manner based on expected incident duration, size, type, priorities, jurisdictional involvement and resources to protect (such as life, property, infrastructure and environment).</p>	E, F, I		
<p>23. Evaluate mental and physical fatigue of assigned personnel:</p> <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
<p>24. Monitor incident personnel for general welfare:</p> <ul style="list-style-type: none"> ● Ensure personnel receive appropriate amounts of food, water and rest ● Use safe work practices ● Monitor use of PPE ● Monitor for illness, injuries and fatigue ● Evaluate environmental conditions 	E, F, I		
<p>25. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk:</p> <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
<p>26. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage:</p> <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
27. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
28. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
29. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the incident priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Analyze work assignments and staffing levels to ensure achievement of incident objectives.	E, F, I		
31. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure incident success ● Prioritize incident objectives 	E, F, I		
32. Disseminate priorities and expected completion timelines to staff.	E, F, I		
33. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Approve completed plans: <ul style="list-style-type: none"> ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
35. Develop a risk assessment and revise as necessary: <ul style="list-style-type: none"> ● Identify, monitor and mitigate hazards and risks to responders and the general public ● Coordinate with the IC and relevant staff to take appropriate actions ● Include cooperating and assisting agencies 	E, F, I		
36. Participate in the planning process: <ul style="list-style-type: none"> ● Prepare for and participate in planning meetings ● Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		
37. Prepare a health and safety message for each Incident Action Plan (IAP) and other relevant plans: <ul style="list-style-type: none"> ● Use information from staff ● Prepare within the time frames the Planning Section Chief designates ● List observed or projected risk/hazards by priority 	E, F, I		
38. Prepare incident safety analysis for each operational period: <ul style="list-style-type: none"> ● Identify risks or hazards with the potential to cause serious accident or injury ● Coordinate with the Operations Section Chief ● Review with the Planning Section Chief ● Use technical expertise to identify and mitigate hazards 	E, F, I		

39. Review and approve relevant plans: <ul style="list-style-type: none"> ● Medical ● Traffic ● Evacuation ● Severe weather 	E, F, I		
40. Review, validate and modify plans: <ul style="list-style-type: none"> ● Analyze alternate strategies and explain decision ● Validate or revise incident objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate incident organizational structure ● Validate incident resource assignments ● Review reserve resources ● Evaluate immediate support needs 	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
41. Coordinate with Medical Unit to approve the medical plan.	E, F, I		
42. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> ● IMT personnel ● Other supporting personnel 	E, F, I		
43. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		
44. Solicit relevant health and safety concerns from incident personnel.	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
45. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> ● Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
46. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>47. Evaluate special conditions, existing or predicted, that require technical expertise, including:</p> <ul style="list-style-type: none"> ● Hazards ● Reconnaissance ● Objectives ● Access/egress ● Values to be protected ● Evacuation/sheltering potential ● Communications ● Organizational structure ● Tactical coordination ● Weather and topography ● Responder fatigue ● Logistical considerations ● Jurisdictional responsibilities ● Span of control 	E, F, I		
<p>48. Inspect, identify, document and mitigate facilities' risks as appropriate:</p> <ul style="list-style-type: none"> ● Conduct a general inspection of incident facilities soon after they become operational ● Conduct periodic follow-up inspections to ensure compliance with all health and safety standards ● Identify and document all unsafe conditions and report this information to appropriate incident staff ● Provide information to appropriate personnel 	E, F, I		
<p>49. Monitor and review information on current and predicted weather conditions obtained from meteorologist.</p>	E, F, I		

4f. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>50. Document identified risks, hazards and deficiencies:</p> <ul style="list-style-type: none"> ● Food and potable water supplies ● Vehicle/mechanical equipment ● Driver/operator qualifications ● Air operations hazards/unsafe conditions ● Weather and environmental hazards and risks ● Site and workforce security ● Health and safety issues ● Facility safety issues 	E, F, I		
<p>51. Ensure accident investigation reports are complete and provided to relevant incident staff and local agency/organization:</p> <ul style="list-style-type: none"> ● Notify relevant incident staff ● Assess and determine level of accident investigation ● Include documentation of necessary follow-up actions ● Ensure reports are complete and include necessary information ● Ensure investigation does not interfere with the Safety Officer's primary duties ● Notify law enforcement or other regulatory/ investigatory agencies as appropriate ● Initiate follow-up action, as necessary ● Recommend need for corrective action based on findings ● Initiate immediate corrective action, if necessary 	E, F, I		

52. Maintain and collect personal records related to the incident: <ul style="list-style-type: none"> ● Time sheets ● Rental records ● Accident forms ● Property records <ul style="list-style-type: none"> ○ Equipment time records ● Receipts 	E, F, I		
53. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> ● Property loss/damage reports ● Agency-required incident reports ● Activity log ● Changes in strategy and tactics 	E, F, I		
54. Maintain file for health and safety documentation.	E, F, I		
55. Prepare narrative or special reports: <ul style="list-style-type: none"> ● At request of incident leadership, prepare narrative report of incident safety concerns that includes: <ul style="list-style-type: none"> ○ Number of injuries and accidents ○ Description of general health and safety situation and problems encountered ○ Description of significant incidents or unsafe situations ○ Recommendations for corrective action ● Provide information regarding responder injuries or deaths on situation reports ● Disseminate health and safety information to appropriate personnel 	E, F, I		
56. Provide copies of incident safety analysis to Operations Section and Planning Section.	E, F, I		
57. Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

4g. Behavior: Follow established procedures, including health and safety procedures, relevant to given assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
58. Communicate information concerning accidents/serious injuries to the IC, ICS Public Information Officer (PIO), Liaison Officer and other relevant incident staff.	E, F, I		
59. Exercise emergency authority to alter, suspend or terminate unsafe acts: <ul style="list-style-type: none"> ● Use direct intervention to correct any extremely dangerous act that personnel perform outside agency regulations, policies, standards and guidelines; follow up with offending individual's immediate supervisor ● Contact the responsible supervisor for corrective action on unsafe situations ● Discuss significant events with relevant incident staff 	E, F, I		
60. Monitor all operations activities and respond as necessary: <ul style="list-style-type: none"> ● Review compliance with agency/organization duty limitations ● Monitor to ensure personnel implement and follow safety requirements ● Document all identified serious hazards, threats or unsafe conditions 	E, F, I		

61. Monitor operations for compliance with appropriate health and safety requirements.	E, F, I		
62. Recognize limits of knowledge and seek advice or help on health and safety management as appropriate.	E, F, I		
63. Reinforce and monitor corrective actions.	E, F, I		
64. Report unexpected occurrences: <ul style="list-style-type: none"> ● Obtain information about special hazards or threats from: <ul style="list-style-type: none"> ○ Subordinates ○ Personal observation ○ Other personnel ○ Operations Section Chief 	F, I		

4h. Behavior: Prepare clear, concise assessments regarding hazards, hazard behavior, weather and other relevant events

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
65. Conduct initial and ongoing assessments to gather information and determine incident health and safety needs.	F, I		
66. During public health emergencies or incidents with illness-related threats, obtain epidemiological trend details and PPE support requirements for personnel.	E, I		
67. During public health emergencies, recommend health resource protection measures, such as vaccinations, prophylaxis or non-pharmaceutical processes.	E, I		
68. Ensure appropriate personnel receive notice of emerging safety hazards.	E, F, I		
69. Ensure safety and safe operation of tools and equipment: <ul style="list-style-type: none"> ● Ensure technical specialists periodically review the condition of hand tools to determine whether they are safe for use and remove unsafe tools and power equipment ● Conduct periodic inspections to ensure vehicles are up to all mechanical and maintenance standards ● Ensure that drivers/operators have proper licenses and follow safety procedures ● Document deficiencies and coordinate the mitigation of hazards 	E, F, I		
70. Identify potentially unsafe situations: <ul style="list-style-type: none"> ● Monitor all activities to identify any potentially unsafe situations ● Take appropriate corrective actions when necessary 	E, F, I		
71. Review medical activity log for injuries and illnesses: <ul style="list-style-type: none"> ● Determine trends and make recommendations to incident organization for corrective or preventative action 	E, F, I		
72. Review the injury/illness claims requiring hospitalization or further medical treatment with the appropriate personnel on duty: <ul style="list-style-type: none"> ● Review for possible cause and corrective action 	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
73. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
74. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
75. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
76. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
77. Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		
78. Review demobilization plan to ensure it incorporates appropriate health and safety guidelines.	E, F, I		