

FEDERAL EMERGENCY MANAGEMENT AGENCY

***NATIONAL
URBAN SEARCH AND RESCUE
RESPONSE SYSTEM***

**A Component of the National Response Plan
Emergency Support Function # 9**



FEMA

**SAFETY OFFICER
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Task Force Safety Officer Position Description**

General Requirements

1. Must be able to meet the physical requirements of the sponsoring agency with or without accommodations.
2. Must be available on short notice to mobilize within six hours of request and be self-sufficient for at least 72 hours for a response assignment of up to 10 days in austere environments.
3. Must be capable of improvising and functioning for long hours under adverse conditions.
4. Must maintain current inoculations for Diphtheria/Tetanus (or Tetanus only if there is a contra-indication to Diphtheria), Hepatitis A & B, Measles/Mumps/Rubella (if born after 1957), and Polio.
5. Must be able to function safely at heights and on or around rubble.
6. Must be aware of the signs, symptoms and corrective measures of critical incident stress syndrome.
7. Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.
8. Must have a working knowledge of FEMA's US&R Response System, organizational structure, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
9. Must have successfully completed the First Responder Operations Level for Hazardous Materials as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.
10. Must be currently certified in America Heart Association (or equivalent) Cardiopulmonary Resuscitation - Basic Life Support.
11. Must have a working knowledge of the Incident Command System including successful completion of the IS-100, IS-200, IS-700 and IS-800 on-line courses.
12. Successful completion of the DHS/FEMA US&R Orientation Course or equivalent.
13. Successful completion of Respiratory Protection training and quantitative fit test per 29 CFR 1910.134
14. Successful completion of the DOJ Emergency Response to Terrorism, Basic Concepts or equivalent.
15. Successful completion of the FEMA/US&R WMD Enhanced Operations
16. Successful completion of Awareness Level training per NFPA 1670 including;
 - Confined Space Operations
 - Water Rescue Operations
 - Structural Collapse Operations

National Urban Search & Rescue Response System
Task Force Safety Officer Position Description

17. Successful completion of GPS Awareness Level course (Garmin V or comparable)
18. Must understand the needs of and provide support to their counterparts within the task force for specific operations, techniques and application of tools and equipment.
19. Must possess training and experience in personal safety in US&R environments.
20. The authority having jurisdiction shall assure that the individual meets or exceeds the required knowledge, skills, and abilities (KSA's).

Position Specific Requirements

TASK FORCE SAFETY OFFICER

The Task Force Safety Officer is responsible for monitoring and assessing the safety aspects of the task force during training, exercises and incident operations. The Task Force Safety Officer reports directly to the Task Force Leader.

Description of Duties

The Task Force Safety Officer is responsible for:

- Overseeing all health and safety of all task force personnel during day to day operations, training and exercises as well as on deployment.
- Coordinating with task force Team Managers relative to the health, welfare and safe operations of their assigned personnel.
- Preventing injuries and illness of task force members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures.
- Conduct site safety analysis, complete required ICS documents for OAP/TAP, develop safety messages and conduct safety briefings.
- Work with task force Team Managers to establish acceptable entry conditions and appropriate personal protective equipment to be worn by personnel entering the hazard zone.
- Establish and enforce the use of a personnel accountability system to be used during training, exercises and actual disaster deployments.
- Immediate intervention of activities to prevent the loss of life and prevention of injuries.

National Urban Search & Rescue Response System
Task Force Safety Officer Position Description

- Conduct incident/accident investigations with appropriate task force personnel under the direction of the Task Force Leader. Prepare post incident injury reports and submit them to the Task Force Leader.
- Preparing and maintaining entry permits, records and reports.
- Performing additional tasks or duties as assigned during training exercises and missions.
- Adhere to all safety policies and procedures.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Safety Officers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the safety function in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities

Knowledge

The Task Force Safety Officer must have:

1. Met all task force general requirements.
2. Met all requirements for Structural Collapse in Chapter 5: NFPA 1670, Technician Level as outlined in Rescue Specialist Position Description.
3. Completed DHS/FEMA Task Force Safety Officer course.
4. Completed FEMA/US&R Rescue Specialist/ Structural Collapse Technician course.
5. Knowledge and understanding of basic construction types, materials and methods.
6. An awareness of public health and industrial hygiene considerations.
7. Knowledge of field food service and sanitation procedures.
8. Knowledge of applicable OSHA regulations and NFPA standards including, but not limited to, respiratory, head, foot, hand, eye and face protection.
9. Knowledge of the principles of risk management.
10. Knowledge of proper accident investigation techniques and considerations.

**National Urban Search & Rescue Response System
Task Force Safety Officer Position Description**

Skills

The Task Force Safety Officer must:

1. Be capable of recognizing unsafe conditions that may affect task force personnel
2. Be capable of operating in a disaster environment wearing personal protective equipment for an extended period of time.
3. Be capable of working at extreme heights wearing appropriate fall protection.

Ability

The Task Force Safety Officer must:

1. Be able to collect and analyze data and make recommendations for safe practices.
2. Be able to effectively communicate orally and in writing.

General Operational Checklist

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- Receive notification of assignment and instructions from the initiating organization.
- Establish communications with the appropriate supervisor.
- Monitor mission-related information from local sources such as radio and television.
- Review the personal equipment checklist.
- Ensure that you have personal daypack, approved hearing protection and warm clothes for flight.
- Report to the assigned Assembly Point at the prescribed time.
- Forward an accurate Responder Information Sheet to the Medical Team Manager.
- Complete check-in procedures to include medical screening.
- Ensure that you receive any appropriate issue of gear (radio, functional vest, etc.) pertinent to the position.
- Participate in task force briefings and meetings as requested.
- Carry out assignments as directed.
- Must not be under the influence of illegal substances or alcohol for the duration of the deployment.

**National Urban Search & Rescue Response System
Task Force Safety Officer Position Description**

AT POINT OF DEPARTURE

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.
- ❑ Ensure that electronic equipment is turned off prior to boarding aircraft.

IN TRANSIT

- ❑ Review the FEMA US&R Field Operations Guide for information pertinent to your position description, operational checklist, operational procedures, and safety procedures.
- ❑ Monitor mission-related information from local sources such as radio and television.
- ❑ Review disaster related information, as it becomes available.
- ❑ Take advantage of available travel time for rest prior to arrival.
- ❑ Carry out assignments as directed.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.

ON-SITE OPERATIONS

- ❑ Ensure your physical readiness through proper nutrition, water intake, rest, and stress control techniques.
- ❑ Participate in the task force daily briefings and meetings as requested.
- ❑ Ensure use of all safety practices and procedures.
- ❑ Ensure proper equipment needs are met and equipment is operational prior to each work period.
- ❑ Carry out assignments as directed.
- ❑ Report any signs/symptoms of incident stress, injury, fatigue, or illness in yourself/coworkers to your immediate supervisor.
- ❑ Brief your shift replacement fully on all ongoing operations when relieved at work cycle rotations.
- ❑ Prepare appropriate reports (i.e. Unit Logs ICS-214, etc.).

**National Urban Search & Rescue Response System
Task Force Safety Officer Position Description**

REASSIGNMENT/DEMOBILIZATION

- ❑ Participate in the task force daily briefings and meetings as requested.
- ❑ Prepare personal belongings for demobilization.
- ❑ Carry out assignments as directed.
- ❑ Ensure the return of all items issued to you during the mobilization phase.
- ❑ Upon return, participate in the task force mission critique and incident stress management activities.
- ❑ Submit comments to your supervisor for inclusion in the after-action reports. This should include reviewing pertinent position descriptions, operational checklists, and procedures for recommended changes.

Position Specific Operational Checklist

TASK FORCE SAFETY OFFICER

The purpose of this checklist is to define the duties and responsibilities of the Task Force Safety Officer during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- 1) Some required actions may not be listed, but must be identified and assumed by this position.
- 2) Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position.
- 3) The actions are listed in a general chronological order, but may require deviation.

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- ❑ Conduct a work place walk-through assessment for hazards and safety practices.
- ❑ Ensure implementation of a personnel accountability system.
- ❑ Review personal, team, and specialized equipment checklist.
- ❑ Coordinate with the Medical Section in establishing proper reporting procedures for all illnesses and injuries during the activation.
- ❑ Verify adequate team medical evaluation of deploying members.
- ❑ Review Task Force plans for the specific incident relating to safety.
- ❑ Ensure that appropriate personal protective equipment is used.
- ❑ Evaluate safety considerations in all Task Force planning sessions.

**National Urban Search & Rescue Response System
Task Force Safety Officer Position Description**

AT POINT OF DEPARTURE

- ❑ Ensure accountability is maintained.
- ❑ Ensure adequate medical coverage is available.
- ❑ Review safety procedures appropriate for the type of transportation mode.
- ❑ Ensure proper nourishment and hydration for the task force personnel.
- ❑ Ensure that appropriate personal protective equipment is used.
- ❑ Monitor the well being of task force personnel during any delays.

IN TRANSIT

- ❑ Ensure accountability is maintained.
- ❑ Review travel plan with Logistics Team Manager and Task Force Leader.
- ❑ Ensure that appropriate personal protective equipment is used especially hearing protection for aircraft.
- ❑ Provide adequate time for rest and rehabilitation.
- ❑ Review safety considerations with the task force members.
- ❑ Monitor safety requirements while in transit.
- ❑ Update preliminary safety plan to include environmental conditions.
- ❑ Attend task force management meetings and planning sessions as they are conducted.
- ❑ Ensure task force members have meals.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Ensure accountability is maintained.
- ❑ Review emergency signaling and evacuation procedures.
- ❑ Ensure that appropriate personal protective equipment is used.
- ❑ Observe personnel and equipment off-loading to identify safety hazards.
- ❑ Observe conditions at the Mobilization Center for safety issues (i.e. staging, sleeping areas, hygiene, traffic patterns).

National Urban Search & Rescue Response System
Task Force Safety Officer Position Description

- ❑ Review each functional groups operational checklist in the Field Operations Guide for compliance.
- ❑ Ensure each functional group has reviewed the structural/triage, assessment marking system.
- ❑ Review each functional group's action plan for safety awareness and compliance.

ON-SITE OPERATIONS

The effectiveness of a task force is incumbent upon proper health and safety procedures being established, followed, and enforced. The Task Force Safety Officer will use the following checklist to promote safety and welfare in the task force Base of Operations and at operational work sites.

- ❑ Ensure accountability is maintained.
- ❑ Ensure proper level of personal protective equipment is provided and used.
- ❑ Ensure appropriate decontamination procedures are performed prior to personnel exit from the operational work site.
- ❑ Ensure an adequate emergency decontamination plan is developed.
- ❑ Develop and implement a site evacuation plan.
- ❑ Compose and present a daily safety message.
- ❑ Ensure the placement and appropriate use of an adequate number of hand washing stations in the Base of Operations. The same format is to be followed at all operational work sites. These stations are to be located at or near all:
 - Latrine facilities
 - Mess Hall or designated eating areas
 - Food preparation areas
 - Medical treatment areas
 - Canine areas
 - Base of Operation's entry point or Work site exit point.
- ❑ Ensure that adequate fire protection is available at the Base of Operations and the operational work sites.
- ❑ Coordinate with Logistics Specialist and Medical Team to ensure an adequate food preparation protocol is established that includes use of thermometers, cover, diet, cooking and cooling, storage, and ventilation.
- ❑ Ensure and define appropriate placement of all canine areas, including:
 - Eating

National Urban Search & Rescue Response System
Task Force Safety Officer Position Description

- Hygiene
 - Sleep
 - Rest and recreation.
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- Ensure appropriate latrine placement after consultation with the Task Force Medical Team Manager and Logistics Section.
 - Designate smoking areas.
 - Coordinate with the Logistics Specialists regarding establishing appropriate garbage and rubbish disposal protocols.
 - Coordinate with Logistics regarding an appropriate protocol is established that ensures that an adequate supply of non-contaminated water is maintained for the task force.
 - Ensure that location of generators, petroleum reserves, warming and cooking fires, etc, does not impact the well being of the task force (carbon monoxide, fumes, noise, electrical hazard, etc.).
 - Coordinate with the Medical Team Manager for biological waste reporting protocol.
 - Ensure that complete climatic condition (Heat Index and Wind Chill Factor, storms, winds, etc.) monitoring is performed. These factors must be included in each Task Force briefing and clothing/protection measures presented to the Task Force Leader as warranted.
 - Ensure that appropriate measures are taken to report and mitigate dangers of stray animals, rodents, reptiles, infectious disease vectors, and hazardous materials.
 - Review each function group's action plan for safety considerations.
 - Ensure that adequate lighting is provided to the Base of Operations and operational work sites.
 - Monitor operations to determine safe practices in all aspects including but not limited to:
 - Personal protective equipment
 - Proper lifting techniques
 - Confined space procedures are followed
 - Proper entry permits used
 - Ladders secured at the top and bottom
 - Power tools not under power while being raised or lowered
 - Rescue Squad members communicating while moving heavy objects
 - Escape routes identified and made safe
 - Tools used properly and in good working condition
 - Ample consumption of water
 - Proper shoring and cribbing techniques
 - Lookouts are in place when necessary
 - Safely lines when applicable
 - Lockouts posted where required

National Urban Search & Rescue Response System
Task Force Safety Officer Position Description

- Proper communications in the chain of command
 - Fall protection
- Monitor the Base of Operations for safety considerations of the location, feeding requirements, water, and sanitation.
- Ensure appropriate temperatures and noise levels are maintained in assigned sleeping areas.
- Ensure that injury and illness data is obtained and that appropriate Worker's Compensation paperwork is completed.
- Analyze injury and illness data to note any trends or areas of concern.
- Coordinate with the IST/JMT to ensure that adequate security is maintained at the Base of Operations and operational work sites.
- Conduct safety briefings at the start of the shift to inform personnel of possible hazards and evacuation signals and procedures.
- Debrief the Rescue Squads being relieved to assess developing hazards, safety problems, and injuries.
- Confer with the Rescue Team Manager, Structural Specialists, and Medical Team Manager to identify unsafe locations and hazards.

REASSIGNMENT/DEMOBILIZATION

- Ensure accountability is maintained.
- Notify the Logistics Specialist of the loss or potential maintenance requirements of any assigned tools and equipment.
- Ensure that necessary follow-up care for Task Force members has been arranged.