

# FIRE DEPARTMENT: INCIDENT SAFETY OFFICER SKILL SHEET PACKAGE

Based on *NFPA 1521: Standard for Fire Department Safety Officer*,  
2015 Edition.



# Certification Criteria

## Fire Department Safety Officer: Incident Safety Officer



### Pre-Requisites

- ☒ 18 years of age
- ☒ Certified Fire Officer I

### Certification Requirements

To be issued certification for Fire Department Safety Officer – Incident Safety Officer, the candidate will:

- ☒ Show successful completion of the above pre-requisite requirements.  
This must be documented on file in Acadis.
- ☒ Complete required training course approved by the Commission.
- ☒ Submit the Instructional JPR Verification Sheet
- ☒ **Written Examination**
  - **100 point written test (100 multiple-choice questions)**
  - Perform to a minimum 70% competency on a 100-question multiple-choice examination for FD-ISO.
    - Retest after 14 days.
- ☒ **Practical Examination**
  - Successfully complete a skills evaluation (2 skills sheets randomly selected by the TFFC) show competency and successful completion of all critical points.



# TFFC

## FDSO: Incident Safety Officer

### Instructional JPR Verification Sheet

Full Name: \_\_\_\_\_ Fire Department: \_\_\_\_\_

**This Instructional JPR Verification Sheet is to be used in conjunction with the TFFC Incident Safety Officer Skill Sheets. These skills meet all the requirements of NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 edition. Each of these skills should be taught and assessed during the course. This form must be submitted by the Instructor for Certification.**

Skill Sheet	Primary Task	JPR(s) Covered
1	Serve as the Incident Safety Officer at an Incident	5.2.1,5.2.2,5.2.4,5.2.5,5.2.6,5.2.7,5.2.8,5.2.9,5.2.10,5.2.11,5.2.12,5.2.13
2	Conduct a Transfer Briefing Meeting	5.2.1, 5.2.3,5.2.4,5.2.5,5.2.9
3	Investigate an Accident at an Incident/Scenario	5.6.1,5.7.1,5.7.2
4	Serve as an Incident Safety Officer at a Fire Suppression Incident/Scenario	5.3.1,5.3.2,5.3.3,5.3.4,5.3.5,5.3.6
5	Serve as the Incident Safety Officer at an EMS Incident/Scenario	5.2.1,5.2.7,5.2.8,5.2.10,5.2.12,5.2.14
6	Serve as the Incident Safety Officer at a Technical Rescue Incident/Scenario	5.4.1,5.4.2,5.4.3
7	Serve as the Incident Safety Officer at a HazMat Incident/Scenario	5.5.1,5.5.2,5.5.3,5.5.4
Course Location:		Course Dates:
Instructor Printed Name:		Instructor Signature:
Candidate Printed Name:		Candidate Signature:



## Serve as the Incident Safety Officer at an

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR 5.2.1,5.2.2,5.2.4,5.2.5,5.2.6,5.2.7,5.2.8,5.2.9,5.2.10,5.2.11,5.2.12,5.2.13

FDSO: Incident Safety Officer

## Skill Sheet – FDSO - ISO - 01

Given an active training scenario (fire suppression, EMS, technical rescue, or hazardous materials), a prepared risk management plan, and the criteria for a rapid intervention crew (fire suppression scenario), or a prepared infection control plan (EMS scenario), the candidate shall monitor and assess for safety hazards or unsafe situations and develop measures for ensuring personnel safety so that the performance steps are accomplished.

**Expected time to complete skill(s) is 45 minutes**

Performance Steps	Test			
Safely performs the following steps:	P	F		
1. * Integrates with the IMS as a command staff member				
2. * Is readily identifiable on the incident scene				
3. *Obtains a situation-status briefing from the IC				
4. Monitors conditions, activities, and operations to determine whether they fall within the risk management plan				
5. Takes action when perceived risk is not within the risk management criteria				
6. * Monitors the scene and reports the status of conditions, hazards, and risks to the IC				
7. * Ensures that a personnel accountability system & medical monitoring is in place				
8. * Ensures that established safety zones, collapse zones, hot zone, and other designated hazard areas are communicated				
9. * Evaluates hazards to include traffic and apparatus placement and takes appropriate actions to mitigate hazards, Set up landing zones if required				
10. * Monitors radio transmissions for barriers that could result in missed, unclear, or incomplete communication				
11. *Ensures that the IC establishes PAS, RIC and rehabilitation unit				
12. Communicates to the IC the need for assistant incident safety officers, if needed				
<b>Candidate must successfully perform 9/12 steps including all * critical criteria</b>	<b>Score: _/12</b>			

### Evaluator Notes

Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score	
			Pass _____	Fail _____
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)				
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #		

**Note to Evaluator(s):** By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

**Note to Student:** Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.



## Conduct a Transfer Briefing Meeting

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR  
5.2.1, 5.2.3, 5.2.4, 5.2.5, 5.2.9

FDSO: Incident Safety Officer

## Skill Sheet – FDSO - ISO - 02

Given incident documentation, orders from the IC and reference materials the candidate shall evaluate incident information, and communications, then complete the required ICS health and safety forms; conduct a transfer of duty briefing, then complete the transfer documents.

Expected time to complete skill(s) is 30 minutes

Performance Steps		Test			
Safely performs the following steps:		P	F		
1.*Demonstrates the ability to evaluate incident information					
2.*Completes ICS Health & Safety Forms					
3.*Conducts a Transfer of duty briefing					
4. Completes Transfer documents					
5.*Communicate in a manner such that information is transferred and objectives are met					
Candidate must successfully perform 4/5 steps including all *critical criteria		Score: __/5			
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass____ Fail____		
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



## Investigate an Accident at an Incident/Scenario

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR 5.6.1, 5.7.1, 5.7.2

FDSO: Incident Safety Officer

## Skill Sheet – FDSO - ISO - 03

Given an active training scenario (fire suppression, EMS, technical rescue, **or** hazardous materials) with a simulated occurrence, which results in a loss such as unintended injury, illness, death, property damage, or damage to the environment, the candidate shall conduct an investigation.

**Expected time to complete skill(s) is 30 minutes**

Performance Steps		Test			
Safely performs the following steps:		P	F		
1. *Immediately communicates injury, illness information to the incident commander					
2. *Initiates the accident investigation procedures - Reference J&B FDISO 3rd P.238					
3. Requests assistance from the health and safety officer					
4. *Prepares a written report for the post-incident analysis					
5. *Participates in the post-incident analysis					
Candidate must successfully perform <b>4/5</b> steps including all *critical criteria		Score: __/5			
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass____		Fail____
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



## Serve as the Incident Safety Officer at a Fire

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6

FDSO: Incident Safety Officer

## Skill Sheet – FDSO-ISO -04

Given an active fire suppression training scenario, a prepared risk management plan, and the criteria for a rapid intervention crew, the candidate shall monitor and assess for safety hazards or unsafe situations and develop measures for ensuring personnel safety so that the performance steps are accomplished.

**Expected time to complete skill(s) is 30 minutes**

Performance Steps		Test			
Safely performs the following steps:		P	F		
1. *Ensures that PAS and RIC is established based on NFPA 1500, 1561					
2. *Advises the incident commander of hazards, changes in weather, pre-fire systems, blow ups, flare up, collapse potential, fire extension in such building(s) and exposures					
3. Evaluates visible smoke and fire conditions and advises the incident commander					
4. *Monitors the PAS, the accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations					
Candidate must successfully perform <b>3/4</b> steps including all *critical criteria		Score: __/4			
Evaluator Notes					
Evaluator Print Name & Signature:		Date		Overall Skill Sheet Score	
				Pass____ Fail____	
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Blow-up: A sudden increase in fire intensity or rate of spread strong enough to prevent direct control or to upset control plans.					
Flare-up: Any sudden acceleration of fire spread or intensification of a fire. Unlike a blow-up, a flare-up lasts a relatively short time					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



## Serve as the Incident Safety Officer at an EMS Incident/Scenario

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR  
5.2.1,5.2.7,5.2.8,5.2.10,5.2.12,5.2.14

FDSO: Incident Safety Officer

## Skill Sheet – FDSO – ISO - 05

Given an active training scenario, a prepared risk management plan, and a prepared IAP, the candidate shall monitor and assess for safety hazards or unsafe situations and develop measures for ensuring personnel safety so that the performance steps are accomplished.

**Expected time to complete skill(s) is 20 minutes**

Performance Steps		Test			
Safely performs the following steps:		P	F		
1. * Recognize signs of cardiac,heat, and cold stress.					
2. * Ensures that incident scene rehabilitation with medical monitoring and critical incident stress management are established as needed					
<b>Candidate must successfully perform ALL steps including all *critical criteria</b>		<b>Score: __/2</b>			
<b>Evaluator Notes</b>					
Evaluator Print Name & Signature:		Date		Overall Skill Sheet Score	
				Pass____ Fail____	
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					





## Serve as the Incident Safety Officer at a Technical

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR 5.4.1, 5.4.2, 5.4.3

FDSO: Incident Safety Officer

## Skill Sheet – FDSO - ISO - 06

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

**Expected time to complete skill(s) is 30 minutes**

Performance Steps		Test			
Safely performs the following steps:		P	F		
1. Meets technician level requirements of NFPA 1006 or designates a technical specialist as an assistant safety officer					
2. Attends strategic and tactical planning sessions					
3. *Prepare a safety plan and deliver a safety briefing based the incident action plan ICS form 215A					
Candidate must successfully perform <b>2/3</b> steps including all *critical criteria		Score: __/3			
Evaluator Notes					
Evaluator Print Name & Signature:		Date		Overall Skill Sheet Score	
				Pass____ Fail____	
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



## Serve as an Incident Safety Officer at a Hazardous

Reference source: NFPA 1521, *Standard for Fire Department Safety Officer*, 2015 Edition. JPR  
5.5.1, 5.5.2, 5.5.3, 5.5.4

FDSO: Incident Safety Officer

## Skill Sheet – FDSO - ISO - 07

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

**Expected time to complete skill(s) is 30 minutes**

Performance Steps		Test			
Safely performs the following steps:		P	F		
1. Meets technician level requirements of NFPA 472 or designates a technical specialist as an assistant safety officer					
2. Attends strategic and tactical planning sessions and provides input on risk assessment and member safety					
3. *Prepares a safety briefing based on the IAP and delivers to all members on the scene completes ICS Form 215A					
4. *Identify that hazardous materials incident control zones have been established and communicated to personnel on the scene					
Candidate must successfully perform <b>3/4</b> steps including all *critical criteria		Score: __/4			
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass____ Fail____		
By my signature above, I verify that I am currently certified to the level I am testing (TFFC/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an TFFC Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					