

PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM



INCIDENT SAFETY OFFICER CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. This manual provides information to assist you in successfully participating in the certification test. This manual outlines the pre-requisites, testing, and application process and provides a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner, with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC)

In accordance with Section 7384 of the Emergency Management Services Code (35 Pa. C.S. §§ 7101 *et seq.*), OSFC Office of the State Fire Commissioner is entrusted with the duty to implement a statewide firefighter training and certification program. The voluntary certification program in Pennsylvania is available to any Commonwealth resident, regardless of religion, gender, or national origin; any resident may apply for consideration as a test candidate (18) eighteen years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: [ENVISAGE Acadis®](#))
- All certification candidates are to be registered with the designated test site and rostered for the certification test.
- All certification candidates are to be registered within Acadis for the certification test.
(You will need to register twice for the certification test, with the test site *and* Acadis)

Good luck and thank you for participating in the Pennsylvania Fire Service Voluntary Certification Program.

Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) [website](#) or an approved test site. You must fill out the form in full and provide all required documentation. The completed application and accompanying documents will be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and accepted or rejected based on compliance and deficiencies (i.e., lack of pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon completing the written and skills tests and reviewing the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and completed within one (1) year of the original test date.

Application Pointers

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. Application **MUST** have your FEMA Student Identification Number. (FEMA-SID).
3. Social Security Number: please provide the last four (4) digits.
4. Provide your complete name, including suffix (Jr, Sr, III, etc.) **NO** nicknames.
5. Ensure your mailing address includes street, apartment number, city, state, and zip.
6. Make sure all appropriate signatures are obtained and are signed in **all areas, either in Blue or Black ink, or via digital, electronic signatures (must be Adobe signature, not a Freeform signature)**.
 - a. *Chief Officers **CAN NOT** sign for themselves where a Chief Officer's signature is required;*
 - b. *For this requirement, another Chief Officer **MUST** sign this application section.*
7. Legible copies of all pre-requisites must be attached and signed where applicable. **NOTE:** *Copies must include both the front and back of the document where appropriate. (i.e., CPR & Medical cards).*
8. Ensure your Pre-requisite Verification Form (found on the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink or via digital, electronic signatures (**must be Adobe signature, not a Freeform signature**).

Pre-requisites

1. Successful completion of Incident Command System Course

The following are the recognized courses:

- a) NIMS ICS for Fire Service
- b) NIMS ICS for EMS
- c) National Fire Academy, Incident Command System Course
- d) NFA ICS 100 and 200 (Independent Study or Facilitated Courses)
- e) Incident Command System and Resource Management for the Fire Service

2. Fire Officer I Certification: You must be certified at the Fire Officer I level.

Certification Number: _____ (Pro-Board or IFSAC)

3. National Fire Academy: Incident Safety Officer Course: You must have taken the NFA: ISO course. Please attach a copy of your course completion certificate

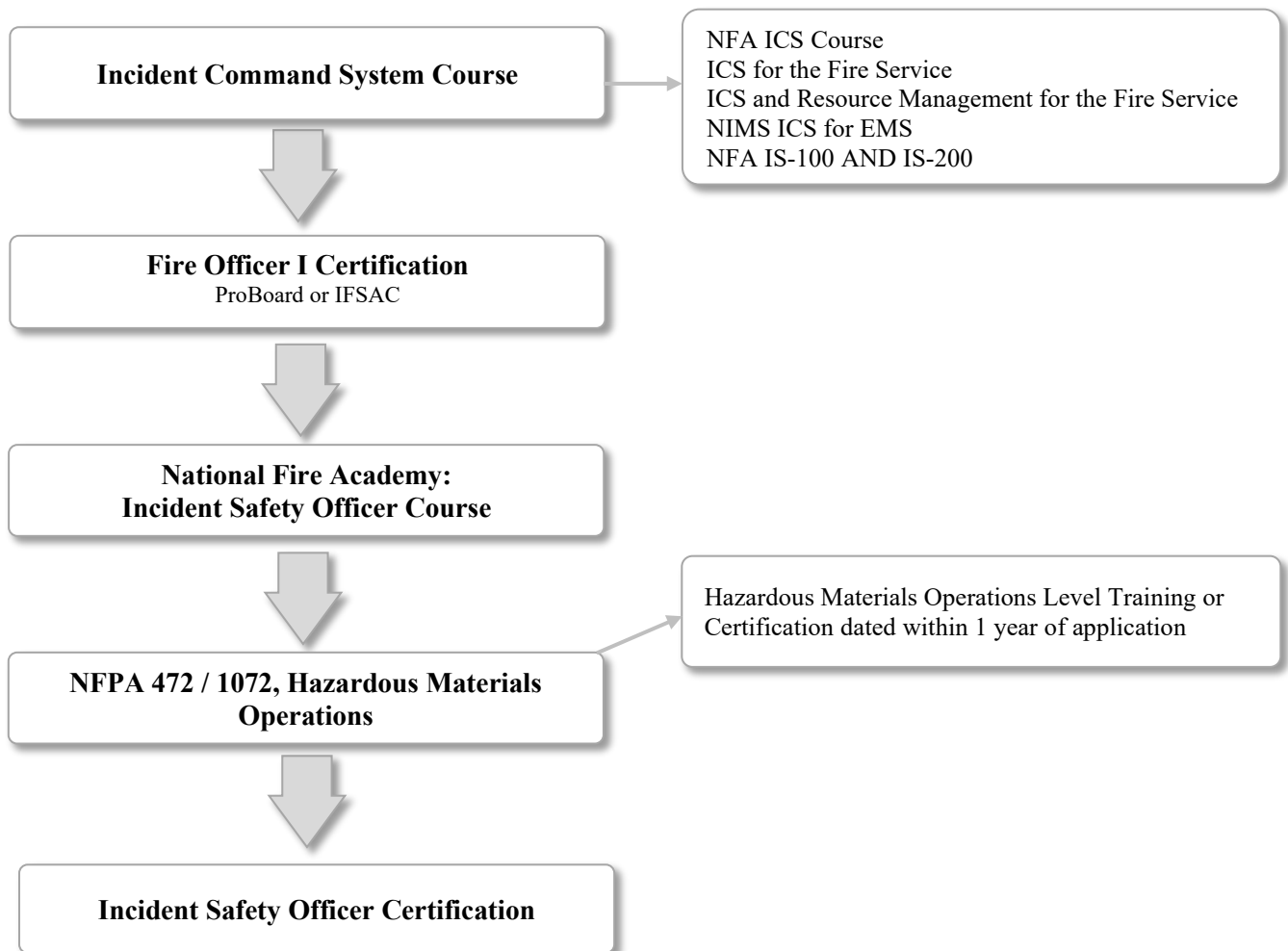
4. Hazardous Materials Training or Certification: Candidates **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 1072 (2017), Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specifics) Section 6.2 (PPE) and Section 6.6 (Product Control), **OR** NFPA 470 (2022) *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders*. Training standards as outlined in Chapters 6 and Chapter 8, Section 8.2 (PPE) and Section 8.6 (Product Control) or in Certification standards as outlined in Chapter 7 and Chapter 9, Section 9.2 (PPE) and Section 9.6 (Product Control)

Attach a copy of one of the following recognized certificates. Training certificates **MUST** be from the PSFA-approved Jones & Bartlett curriculum **OR** the PSFA-approved IFSTA curriculum.

- Hazardous Materials Operations Level training **OR**
- Hazardous Materials Operations Level Annual Refresher training (candidate must have completed an approved operations initial course) **OR**
- Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

NOTE: The certificate (training, refresher training, or certification) **MUST** be current and dated within one (1) year of the certification application and **MUST** meet the requirements of NFPA 1072 (2017) **OR** NFPA 470 (2022).

Incident Safety Officer Certification Pathway



Test Policy

Written Test: The written test consists of seventy-five (75) questions and is randomly generated. Candidates have a maximum of one and a half (1.5) hours to complete the test. The passing score for the written test is seventy percent (70%).

Skills Test: Candidates must pass one hundred percent (100%) of the skill stations offered.

Retest Policy

Written Test: If unsuccessful, you have two (2) retest attempts and one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule a retest.

Skills Test: You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or fewer skill stations, you may retest the same day (only one retest per skill station);
- If unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year to complete the testing process successfully.

Appeals

A candidate may request a review of their performance records by the State Fire Academy within thirty (30) days of receipt of a failure notice. Appeals **MUST** be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed, and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the accommodation request.

The *Accommodation Request Form* is located on page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Contact the Certification Program Manager for further information. The candidate requesting accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. Requests must be submitted before the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days before the scheduled exam will delay the candidate's examination date.

Documentation of a specific disability that would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is requested.

Recertification

Issuance of a certificate indicates the candidate has successfully passed the certification test. The certificate issued indicates the candidate is certified based on the edition and year of the standard. Furthermore, the issuance of a certification certificate does not imply nor guarantee any indication of future performance because of the testing process. In the Commonwealth of Pennsylvania, certification is a voluntary process; currently, there is no requirement for recertification.

Safety Policy

A candidate should meet the requirements of *NFPA 1580 (2025) Standard for Emergency Responder Occupational Health and Wellness* before participating in any physical test to ensure their ability to perform the required tasks safely.

For the safety and protection of all participants, equipment and Personal Protective Equipment (PPE) used in a test must meet the NFPA standard at the time of manufacturing. PPE will be inspected before use in a test.

The facial hair policy states candidates with facial hair that interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in a test that requires an SCBA.

Test Results & Release of Results

The Office of the State Fire Commissioner / PA State Fire Academy notifies candidates of their results in writing via the US Postal Service (i.e., mail). Only Pass/Fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 (a federal law that established a minimum standard for the protection of educational records), PSFA requires prior consent from a candidate before any records or other personally identifiable information can be released. If a third party requests a test result, a Consent to Release Information form **MUST** be completed, signed, and submitted by the candidate to the PSFA before records are released to the third party.

No show policy

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified time period or financial penalties.

Professional Testing Integrity and Dishonesty

All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment where all can succeed. Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary or legal actions.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators, and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, the test

site coordinators must provide candidates with the "Testing Integrity and Dishonesty" policy and clarify questions.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

Cheating on Test

All candidates are expected to work entirely independently while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for a specific test, or any persons, papers, or electronic devices, or of any attempt to give assistance

Document Integrity

Certification candidates are expected to complete all work individually. All essay answers must be the candidate's own work. A source reference must be given for any material obtained from other sources such as plot plans, web maps, etc.

Study Reference List

The following list contains references and texts that may be helpful in preparation for the test.

1. National Fire Protection Association NFPA 1021 (2020 Ed) Standard for Fire Officer Professional Qualifications;
2. Jones and Bartlett, Fire Department Incident Safety Officer, Revised 3rd Edition;
3. Jones & Bartlett: Public Safety Group Navigate 2 Test Prep
 - a. [Fire Department Incident Safety Officer Revised 3rd Edition](#)
4. NIMS Forms Booklet
 - a. [NIMS Forms Booklet - Entire](#)
 - b. [NIMS Forms - individual forms](#)
5. Skill Sheets can be found under [“Skills we’re looking for”](#)

Additional Information

1. Applications shall be submitted to the test site by their established deadline or three weeks before the test date.
2. Please contact the test site of your choice to receive information about testing fees.
3. A Photo ID is required at the written and skills test.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at [Firefighter Certifications | Commonwealth of Pennsylvania](#). A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedules, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site where you applied to be tested or contact the PA State Fire Academy Certification Program Staff.

Skills Completion Information

The Incident Safety Officer certification employs a written exam at the state-approved test site. The examination process also uses mandatory and random skills stations. Candidates will complete all skill stations **BEFORE** the scheduled test date. These written skills will be turned into the test site on the scheduled test day. Fire academy staff will grade Skill stations at the PA State Fire Academy.

Candidates must complete three (3) mandatory skills and one (1) random skill for a total of four (4) skills in the Incident Safety Officer certification test. Candidates should review all skills and be prepared to test the Mandatory skills and any of the six Random skills. Skill sheets are posted on the Office of the State Fire Commissioner's [website](#)

Skills A, D, and E are mandatory. Skills B, C, and F are random skills, and candidates **MAY** need to perform these skills if chosen for a test session. Content used in Skills A, D, and E are provided in this handbook and the skill sheets. Candidates will be provided the scenario for the random skill selected 30 days before the scheduled test date.

The content needed to complete the skills is contained within this handbook and in the Urtown FES SOP/Policy Manual found at [Get Certified: Incident Safety Officer | Commonwealth of Pennsylvania](#)

NOTE: On test day, **candidates will have their test packet (i.e., skills) completed and ready to turn in before the written test.**

All forms, reports, and paperwork generated for the certification will be typed. Spelling and grammar will count in all paperwork created. All paperwork generated will use the supplied Urtown FD paperwork. **All SOPs referenced and forms used for all skill stations will be found in the Urtown FES SOP Manual or the Urtown FES Forms Manual.**

Incident Safety Officer

Guide 1 – Skill A

JPR 5.2.1, 5.2.2, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.9, 5.2.10, 5.2.12, 5.2.13, 5.2.14, 5.2.15, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.6

Incident Management and Control

The candidate will be provided with a descriptive scenario or simulated incident. Utilizing the form(s) provided, the candidate will evaluate the situation, communicate in writing to record and report observations and summarize findings. All documents will be typed. Spelling and grammar will be correct.

The candidate will utilize the ISO checklist to compile information from the scenario and write a report on Urtown FESD letterhead to their immediate supervisor documenting the actions taken at the scene and any measures the ISO took during the response.

Scenario

You are dispatched as the ISO for a structure fire.

Dispatch Date: 6 January

Dispatch Time: 16:28

Dispatched Units: Engine 1 (staffing 4), Engine 2 (staffing 3), Engine 3 (staffing 4),
 Truck 1 (staffing 4) Rescue 11 (staffing 3) BC1 (staffing 1)
 Safety (staffing 1 – You)

Units are dispatched to a reported house fire, with reported entrapment at 346 Andor St., Urtown, PA 15700. Police arrived on the scene and reported a working structure fire. They have broken down the door but could not make entry because of heat and smoke. The house is a one and half story wood frame structure with brick veneer. BC1 arrived on scene and has established an ICP on side A. BC1 has reported that one member of the family is unaccounted for.

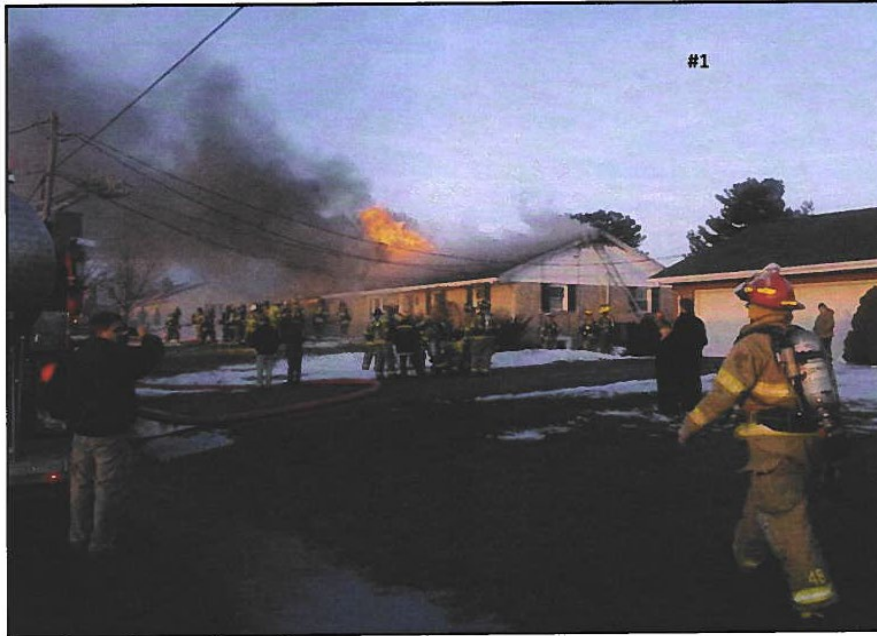
Engine 1 arrived on scene, and the driver is taking a hydrant in front of the building. The officer and firefighter #1 are masking up for entry into the structure to search for the missing occupant. Firefighter # 2 is stretching a 1 ¾" handline to go with the officer and firefighter #1 of Engine 1 to search.

Engine 2 arrives on scene, and the driver assists with water supply. The officer and firefighter #1 from Engine 2 advance a 1 ¾" hoseline into the garage for fire attack.

You arrived on the scene at 16:36

Engine 3, Truck 1, and Rescue 11 are not yet on scene. However, BC1 has assigned Engine 3 to stretch a backup line, Truck 1 to ventilate and place ground ladders, and Rescue 11 to search for the missing occupant.

Picture 1 – Your arrival as ISO. (Pictured below)



Incident Time: 16:45 (Pictured Below)

All units are on scene.

Engine 1 crew did not find any occupants in the structure. They are now attacking the fire from the kitchen to the garage. Engine 2 crew is attacking the fire from the garage door Engine 3 crew is unassigned, but their apparatus has made connections to Truck 1 for elevated master stream operations. Truck 1 has two members ventilating from ground ladders and two setting up the elevated master stream Rescue 11 is inside the building but has not answered command's radio calls



Incident Time: 16:55 (Pictured below)

Engine 2 crew reported that the fire is knocked down in the garage, and they are performing overhaul. Engine 1 crew exited the structure as their air supply was nearing $\frac{1}{4}$ service. Engine 3 crew has remained unassigned but is requesting an assignment. Truck 1 has laddered Side A, C, and D side of the building. They could not ladder side B because of heavy fire conditions. Truck 1 has begun elevated master stream operations. Rescue 11 has exited the structure and reported to Command.



Incident Time: 17:05 (Pictured below)

The sun has set. Engine 2 crew has reported high heat and smoke conditions in the first division with nothing found. They are proceeding to the basement.



Extreme Cold Safety Wind Chill Warning vs Watch Prepare for Extreme Cold During Extreme Cold After Extreme Cold



		Temperature (°F)																	
		40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
Wind (mph)	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98	

Frostbite Times: 30 minutes (light blue), 10 minutes (medium blue), 5 minutes (dark blue)

Wind Chill (°F) = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})
 Where, T= Air Temperature (°F) V= Wind Speed (mph) Effective 11/01/01

Forms required for this skill station

UFESD Form # 41 ISO Worksheet
 UFESD Letterhead

During your ISO duties:

Squad 21 arrived and received orders to begin stabilizing the trench with ground pads and create an equipment staging area.

Truck 2 arrived and was ordered to assist Squad 21 with equipment staging and moving the spoil pile.

Engine 6 crew was ordered to start getting dressed out in rescue PPE

Battalions 1 requests additional resources to include:

Battalion 2, Rescue 11, Squad 11, two additional engine companies, and three ambulances

Battalion 2 is assigned to Operations

Rescue 11 is assigned to trench rescue entry operations

Squad 11 is assigned to L-Z operations

Additional engines are assigned to the personnel pool.

During the rescue, responders are saturated with mud and dirt from the trench.

At 1420 hours, Battalion 3 reports the victim is rescued and requires air transportation to a medical facility. LifeFlight 1 was assigned to the incident, with Squad 11 assigned to the landing zone.

Instructions:

Utilizing the provided YouTube links, assume the role of Incident Safety Officer, evaluate the situation, record observations, summarize all findings, and accurately complete reports in accordance with Urtown SOGs.

[23 June, 2022 Hamilton Township Mercer County, NJ, Trench Rescue - YouTube](#)

[23 June, 2022 Trench Rescue Hamilton Township Mercer County, NJ - YouTube](#)

Required forms that need to be filled out per SOG 40 ISO Duties and Responsibilities

ICS Form 208 – Safety Message/Plan

ICS Form 215 A – IAP Safety Analysis

UFESD Form # 41 ISO Checklist

UFESD Form # 42 Trench Rescue ISO Worksheet

UFESD Letterhead

Incident Safety Officer

Guide 3 – Skill C

JPR 5.2.1, 5.2.2, 5.2.4, 5.2.5, 5.2.6, 5.2.10, 5.2.11, 5.2.12, 5.2.13, 5.2.14, 5.2.15, 5.4.1, 5.4.2, 5.4.3

Hazmat – Incident Management and Control

The candidate will be provided with a descriptive scenario or simulated incident. Utilizing the form(s) provided, the candidate will evaluate the situation, communicate in writing to record and report observations and summarize findings. All documents will be typed. Spelling and grammar will be correct.

The candidate will utilize the ISO checklist to compile information from the scenario and write a report on Urtown FESD letterhead to their immediate supervisor documenting the actions taken at the scene and any measures the ISO took during the response.

Scenario

You are dispatched as the ISO for a Fire/Hazmat operation.

Dispatch Date: 17 June

Weather: Partly cloudy, 82 degrees with 47% relative humidity and a 50% chance of light rain around 1700 hours. The evening forecast is for lows around 65 degrees, 35% relative humidity, and mostly clear skies.

Dispatch Time: 14:15 Hours

Dispatched Units: Engine 1, Engine 3, Truck 1 Rescue 11 BC1

On Tuesday, 17 June, at approximately 14:15 hours, your engine company is dispatched as part of a 1st alarm: assignment to 1227 Farthing Circle for a report of a fire in the kitchen. The first alarm assignment consists of 2 Engine Companies, 1 Truck Company, 1 Rescue Company, Battalion Chief 1, and 1 EMS unit. Each company is comprised of one (1) driver, one (1) officer, and two (2) Firefighters.

Your Engine Company arrives on the scene of a one-story ranch-style home, with smoke showing from a wide-open front door on the Alpha Side. As the first arriving officer, you report to the communications center of the conditions, establish Incident Command (IC) as "Main St Command," and request a working fire dispatch consisting of 1 Engine Company, 1 Truck Company, and 1 Squad for RIC. While your Firefighters are stretching an 1 ¾" attack line for an offensive fire attack, you find a homeowner in the front yard who confirms that he was the only person home at the time. While completing your 360° walkaround, you notice 5 – 200-pound propane cylinders in the rear of the house, where the lines enter the structure through an open basement window. After completing your walkaround, you are met by the Assistant Chief on Side Alpha, and you transfer command to him. He assigns you as Incident Safety Officer (ISO) at this time.

The second arriving Engine Company (E-3) establishes a water supply from the corner of Main St and 1st St and begins to supply E-1. The crew of E-3 stretches a 2" backup attack line through the Charlie Side of the residence. At the same time, the first arriving Truck Company (T-1) begins to place ground and aerial ladders in service and begins ventilation. The first arriving Rescue Company (R-1) begins primary searches.

The working fire dispatch companies begin to request assignments as they approach the scene. The IC orders the Squad (S-21) to proceed to the scene and assume RIC responsibilities. He orders the Engine Company (E-6) and Truck Company (T-2) to enter a level 1 staging area at Marty's Hardware, located at 2347 Main St, approximately one block north of the incident.

The E-1 crew reports that the fire was knocked down and contained to the kitchen. They request additional ventilation and staffing to begin salvage and overhaul. The IC directs T-2 and E-3 to the scene for staffing. T-2 will be responsible for placing positive pressure fans and completing overhaul. E-3 will be responsible for air monitoring in the fire room while overhaul is in progress for Carbon Monoxide (CO), Hydrogen Cyanide (HCN), and Oxygen Concentration (O₂) levels.

During this time, E-3 reports that there is 423ppm of CO, 52ppm of HCN, and 17.6% O₂ in the fire room. As the ISO, you ensure that all personnel in the structure are in full PPE, as it is still considered an IDLH atmosphere.

While conducting a secondary search, the T-1 Officer reports that they have found what might appear to be some sort of drug lab. He reports multiple different types of chemicals in large quantities and multiple 20-pound propane cylinders in the home's basement.

Required forms that need to be filled out per SOG 40 ISO Duties and Responsibilities

ICS Form 208 – Safety Message/Plan

ICS Form 215 A – IAP Safety Analysis

UFESD Form # 41 ISO Checklist

UFESD Letterhead

Incident Safety Officer

Guide 4 – Skill D

JPR 5.1.2, 5.2.8, 5.6.1

Accident Investigation and Review

The candidate will be provided with a descriptive scenario or simulated incident. Utilizing the form(s) provided, the candidate will evaluate the situation, communicate in writing to record and report observations and summarize findings. All documents will be typed. Spelling and grammar will be correct.

The candidate will utilize the ISO checklist to compile information from the scenario and write a report on Urtown FESD letterhead to their immediate supervisor documenting the actions taken at the scene and any measures the ISO took during the response.

You are dispatched as the ISO for a

Scenario

You are dispatched as the ISO for an accident investigation

Accident Scenario

Dispatch Date: 1 September

Dispatch Time: 17:10

Weather: Cloudy skies. The temperature is 71 degrees with a humidity of 40%. A light breeze of 2-4 mph from the southeast. No chance of rain today.

Incident number# 004721

On Friday, 1 September, at 17:10, Urtown Fire and Emergency Services Department was dispatched to a vehicle accident along with Pittsfield Township VFC to a multi-vehicle accident located on PA Route 80 at mile marker 156. The accident is in the eastbound lanes of the highway. The eastbound lanes have been shut down, and the traffic has been detoured onto White Deer Pike, Sugar Valley Narrows Road, a two-lane roadway paralleling Route 80.

UFESD assets on the scene are Rescue 11 and Squad 11, who were dispatched for vehicle extraction and victim rescue. Pittsfield sent two engines to the scene for fire suppression duties. All persons involved in the accident were extricated and transported to local hospitals,

While the vehicles involved in the accident were still being cleared from the roadway, Firefighter Jaison Schmidt, who was retrieving tools from Rescue 11, was struck by a passing motorist. FF Schmidt was transported to the hospital by medics. He may have a broken leg.

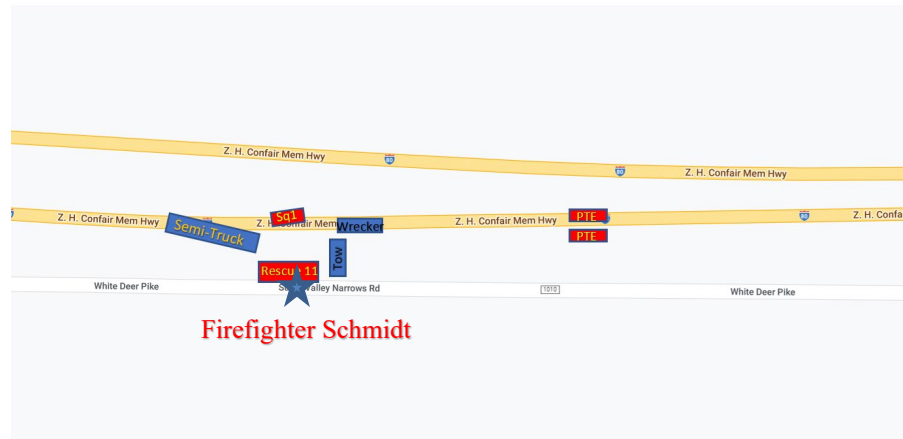


Fig 1. Accident scene

A westbound motorist struck Firefighter Schmidt on White Deer Pike/Sugar Valley Narrows Road. The motorist remained on the scene.

Injured Firefighter
 Jasion Schmidt
 Phone number (555) 555-1212
 DOB 10/15/1997
 Struck by a vehicle at 17:55 hours

Motorist information. Name - Georges LaRoc. NY license # 10 090 01 expires 1 July next year. Driving a 2018 Bentley Continental. New York License # STNLYCP. VIN 43L098FD54939G65.

Georges LaRoc
 27 Forward Circle
 Emperor, New York, 45678

Mr. LaRoc stated that he was passing the accident and was looking at the scene to see what they were doing and never saw the firefighter that he struck. Mr. LaRoc got out of the car and alerted the firefighters who were on the scene to come and render aid to the firefighter that he hit.

Upon your arrival, Mr. LaRoc was with the police, who were also asking him questions. Mr. LaRoc passed a breathalyzer test and field sobriety test.



Fig 2. View from accident to the East



Fig 3. Accident scene, view 1



Fig 4. Accident Scene, view 2



Fig 5. Accident scene, view 3



Fig. 6 Accident scene, view 4 – with Firefighter Schmidt just before he was struck

Witnesses.

Sandy Tremain
99 Plain Way
Urtown, PA 15700

Ms. Tremain was driving eastbound and was also looking at the incident scene to see what was happening. As she looked back to the roadway, Mr. LaRoc was a mere 5 feet from firefighter Schmidt, whose back was to the vehicle approaching him. Ms. Tremain was going to blow her horn to alert the firefighter and driver, but the firefighter was struck before she could.

Firefighter Robert Walters
567 Justin St
Urtown, PA 15700
Assigned to Rescue 11

"I did not see the accident between Mr. LaRoc and Schmidty. But I was the first to get to FF Schmidt. He was hit bad and had scrapes all over him, and we think that his leg was broken. We used a SAM splint on his right Tib/Fib and bandaged up the worst of the cuts. By then, the medics were here with the stretcher and took Schmidt to the hospital."

Captain Fred Lane
381 Penbrook Ln
Urtown, PA 15700
Officer of Rescue 11

"I also did not see the accident. I had ordered FF Schmidt to go to the rig and retrieve the oil dry container and bring it to the front of the scene. That is when we heard Mr. LaRoc yelling for help. FF Walters and I proceeded to the roadway, where we were confronted with FF Schmidt on the ground holding his leg and moaning. We were able to splint his leg and bandage the worst of his cuts/scrapes when the medics arrived and took patient care. FF Schmidt was transported to Geisinger Hospital."

Crew Chief John Sadorski
510 Red Oak Street
Urtown, PA 15700

"I am the crew chief of Ambulance 31, who treated FF Schmidt and transported him to the hospital. He had cuts and scrapes on his arms and face that were minor. The firefighter from Rescue 11 bandaged him up. But he probably also had a broken right leg at the Tib/Fib area. The firefighters had also used a SAM splint on his leg before we were able to get to their location. We transported him to Geisinger Hospital and transferred care to the ER ward."

Required forms that need to be filled out per SOG 40 ISO Duties and Responsibilities

UFESD Form # 97 Injury Report

UFESD Form # 12-A – Accident, Injury or Near-Miss Investigation NARRATIVE

UFESD Form # 12-B – Accident, Injury or Near-Miss Investigation WITNESS STATEMENT

UFESD Form # 12-C – Accident, Injury or Near-Miss Investigation SCENE DIAGRAM

UFESD Form # 12-D – Accident, Injury or Near-Miss Investigation RECOMMENDATIONS

UFESD Letterhead

Incident Safety Officer

Guide 5 – Skill E

JPR 5.7.1, 5.7.2

Post-Incident Analysis

The candidate will be provided with a descriptive scenario or simulated incident. Utilizing the form(s) provided, the candidate will evaluate the situation, communicate in writing to record and report observations and summarize findings. All documents will be typed. Spelling and grammar will be correct.

The candidate will utilize the ISO checklist to compile information from the scenario and write a report on Urtown FESD letterhead to their immediate supervisor documenting the actions taken at the scene and any measures the ISO took during the response.

You are dispatched as the ISO for a

Scenario

On Thursday, 18 September, at 14:10, Urtown Fire Department is dispatched to a vehicle fire located at 123 Inferno Way. Engine 1 is dispatched to this assignment. Upon arriving on location at 14:13, E-1 reports that the car is located inside the attached two-car garage, which is located beneath the second floor of a 2 1/2 story colonial dwelling. There is a second vehicle in the garage, which is also on fire, and flames are extending through the open windows on the second floor via the outside vinyl siding.

At 14:14, your E-1 captain reports going in service with an inch and three-quarter attack line. Battalion Chief 1 responds to this incident at 14:14. Battalion 1 arrives on location at 14:16, completes a 360 size-up, establishes Inferno Way Command, and upgrades the assignment to a structure fire. Battalion Chief 2, Safety 1 (this is you), Engine 1-1, Engine 2, Truck 3, and Ambulance 31 are dispatched to the scene.

Battalion 1 assigns Engine 1-1 to water supply, Engine 2 to side C, and Truck 3 to Side A. Battalion 1 requests that Ambulance 31 take a level 1 staging position at Inferno Way and Water Street. This level 1 staging area is halfway between the fire scene and the Urtown Middle School on Water Street. Battalion Chief 2 is assigned as the Operations Chief, and you are designated as the Incident Safety Officer,

At 14:20, Engine 1-1 establishes a water supply and begins to supply E-1 with water. At 14:21, Engine 2 establishes its own water supply, takes up a position on the C side of the dwelling, and accesses the rear of the dwelling. Truck 3 positions on the A side of the dwelling and goes in service placing ladders, search & rescue, and ventilation.

At 14:22, you complete your 360 size-up where you identified three concerns: electric lines stretching from the street to the A/B corner of the dwelling, extension to the second floor from the garage, and no accountability system in place. You report these concerns to the IC, and you will continuously monitor conditions. You work with the IC to establish incident control/work zones and implement the department's accountability system.

At 14:22, Truck 3 Captain reports extension to two (2) second-floor bedrooms. At this time, Battalion 1 requests Truck 2 for RIT assignment to be staged on the A/D corner of the dwelling, Ambulance 31 and 41 for Rehab, Engine 2-1 to the scene for staffing, and Ambulance 11 for emergency transport, if needed.

At 14:22, Engine 1-1 advances an inch and three-quarter attack line to the second floor, and Engine 2 advances an inch and three-quarter attack line through the back door to protect the second-floor stairway and to backup Engine 1-1 crew, if needed. At 14:24, Engine 1-1 Captain reports that the fire on the second floor is extinguished. At this time, Truck 3 Captain reports primary search complete and no victims were found. Truck 3 Captain also reports that a secondary search is in progress, and Truck 3 ventilates as they search. At this time, all personnel begin salvage and overhaul the garage and dwelling operations.

You monitored both locations and observed that the personnel in the dwelling are operating in full PPE and SCBA; however, some of the personnel conducting salvage and overhaul operations in the garage have removed their coats. None of the garage personnel are wearing SCBA. You immediately order all personnel to operate in full PPE and SCBA until you deem the area safe. At 14:34, you begin rotating personnel to REHAB for hydration, assessment, and reassignment.

At 14:26, Battalion 1 places the incident under control. As the ISO called for a PAR check, you directed all personnel to complete level 3 field contamination reduction procedures on the scene before returning to quarters. All units have returned by 15:22. There were no injuries, fatalities, or near-misses at this incident.

Additional Information

As the ISO, Battalion Chief 1 has charged you the ISO with developing a Post-Incident Analysis in accordance with department SOGs. You are afforded access to Form 24 (Post-Incident Analysis Worksheet) to help you organize your observations and experiences. Since this was a private dwelling, no pre-incident plan exists; however, the decisions and actions made and executed on the scene will need to be assessed for compliance with existing department SOGs. If a SOG does not exist to address your concerns, observations, or experiences, you will add this gap to your recommendations outlined in the Post-Incident Analysis.

Additional Resource Information:

- I. Urtown Fire Department Apparatus Staffing
 - a. Engines (4) (3-career; 1 volunteer)
 - b. Truck (4) (3-career; 1 volunteer)
 - c. Rescue (4) (3-career; 1 volunteer)
 - d. Ambulance (2) (1-career; 1-volunteer)

Required forms that need to be filled out per SOG 40 ISO Duties and Responsibilities

UFESD Form # 24 Post Incident Analysis

UFESD Form # 41 ISO Checklist

UFESD Letterhead

Incident Safety Officer

Guide 6 – Skill F

JPR 5.2.1, 5.2.2, 5.2.3, 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, 5.2.14, 5.2.15, 5.3.1, 5.3.5

Wildfire Incident Management and Control

The candidate will be provided with a descriptive scenario or simulated incident. Utilizing the form(s) provided, the candidate will evaluate the situation, communicate in writing to record and report observations and summarize findings. All documents will be typed. Spelling and grammar will be correct.

The candidate will utilize the ISO checklist to compile information from the scenario and write a report on Urtown FESD letterhead to their immediate supervisor documenting the actions taken at the scene and any measures the ISO took during the response.

Scenario

16 September

It is a warm fall day in the morning. At 0942 hours, Urtown Engine 4 is dispatched to a leaf fire at Seven Mountains Scout Camp. After their arrival at 0949 hours, the company officer of Engine 4 requests a full alarm to their location.

You are dispatched as the Safety Officer in this still district. As you proceed to the location, you listen to the radio reports.

- Initial dispatch was for a pile of leaves being burnt that got out of control
- Engine 4 reports that approximately 40 acres of brush are on fire
- The fire threatens two camp buildings
-

The weather for the last three weeks has been dry. No precipitation has been recorded. Winds are 20-25 mph from the southwest.

Your response takes approximately another 7 minutes from the arrival of Engine 4. You are to assume the ISO duties for this fire. At your arrival, you notice the following:

- BC-1 is on scene and has command
- Resources on scene
 - o Engine 4, Engine 2, Truck 1, and Ambulance 22
- One of the camp buildings is on fire and is unsavable
- An additional camp building is being threatened
- The fire has grown to approximately 50 acres of grass, scrub trees, and woods
- A grove of pines is threatened by fire

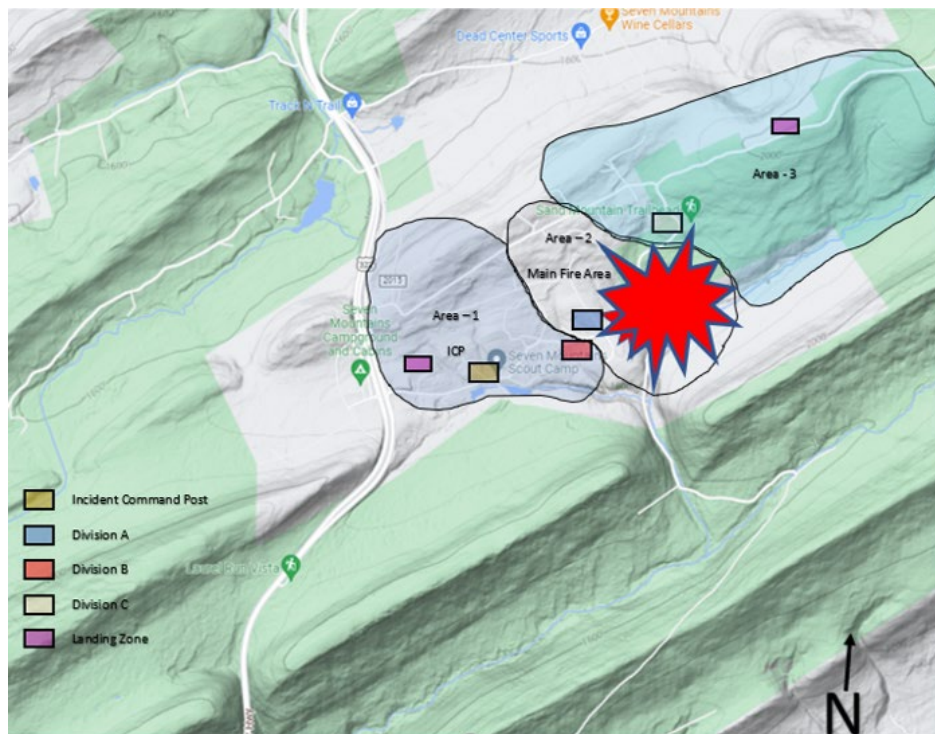
The IC has requested assistance, through dispatch, for Forest Fire Wardens from the DCNR, two water tenders, personnel, an additional alarm of UFESD, an all-call to recall firefighters, and PA Air National Guard firefighters to send a wildland team. These units have arrived by 15:00 hours and have been sent to work on the fire lines and to protect buildings at the Seven Mountains Scout Camp.

The IC has requested a Type II wildfire crew of 15 members and a Type III All Hazard-Incident Management Team (AH-IMT). These assets will be available for deployment by 2200.

Task:

Given policies and procedures, forms, and the scenario provided above and the supplied IAP, review the situation and determine your course of action based on the policies and procedures. Prepare for the 21:00 hour transfer of command briefing and the transfer of your ISO duties to the AH-IMT. Utilize forms from the Urtown Forms Manual, ICS forms, and write a report of your action to your supervisor, identifying and documenting the situation, the course of events, and what measures you implemented to manage the concern. The report shall reference the appropriate policy(s) and procedures for the situation and how the policy and applicable procedures were applied.

NOTE: Please check your work against Skill Sheet F to ensure you incorporated all required tasks.



Incident Safety Officer
Skill F – Wildland/Urban Interface Fire
Map of area

Forms needed to be completed for this station

- ICS Form 208 – Safety Message/Plan
- ICS Form 215 A – IAP Safety Analysis
- UFESD Form # 41 ISO Checklist
- UFESD Letterhead

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or others' dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers