

Appendix B-13

Designation of a SCBA/ Work Evolutions Safety Officer Procedure for Outreach/ Regional course delivery

Purpose:

1. To outline when a designated Safety Officer is required for practical skills, especially when incorporating SCBA use, hazardous task, and intense physical work evolutions conducted during Office of Fire Prevention and Control courses.
2. To outline the role and responsibilities of a Safety Officer.

Scope:

1. This procedure shall apply to all agencies and instructors authorized to conduct State Fire Training Courses.

Definitions:

1. EMS Provider- New York State Certified Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic.
2. Instructor – OFPC employee with the job title of Fire Protection Specialist or State Fire Instructor, County Fire Instructor, Municipal Training Officer, Municipal Fire Instructor, Fire Brigade Training Officer, Fire Brigade Training Instructor, or any firefighter authorized to teach the specific OFPC course.
3. OFPC Staff (also Staff) – OFPC employee in the job title series of Fire Protection Specialist. Qualified OFPC Staff may also serve as the Safety Officer.
4. OFPC Course Facilitator- On site, OFPC full time staff assigned to supervise the delivery of the training course.
5. Program Manager – The full-time Fire Protection Specialist responsible for the administration of a training program, including scheduling instructors and/or assigning instructor responsibilities.
6. Training Administrative District (TAD) Fire Protection Specialist (FPS)- The full-time Fire Protection Specialist responsible for the supervision of the FTEB Outreach course deliveries in an assigned geographic region.
7. Safety Officer – The person responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The safety officer must be credentialed to have the Firefighter Training Series Instructor Authorization as well as the completion of the Fire Officer I program, either through the entire course, 5 modules, or national certification process. Special Operations/

Hazardous materials branch courses will appoint a safety officer who is considered an experienced/ qualified instructor for the topic being instructed.

8. Uninterrupted intense physical activity-Intense or vigorous physical activity is defined as activity that produces large increases in breathing or heart rate resulting in not be able to say more than a few words without pausing for a breath.

Procedure:

1. Procedure for designation of a Safety Officer
 - a. A designated Safety Officer shall be required when any of the following criteria are met.
 - i. A course unit objective requires a participant, wearing personal protective clothing PPC to breath more than a few breaths from one or more cylinder(s) OR to perform 40 minutes or more of uninterrupted intense physical activity without the use of SCBA OR performing any practical skills where the program manager deems it necessary to have a safety officer.
 - ii. All live-fire training units.
 - iii. When required by other OFPC policy, procedure, or course administration documents.
 - b. Program managers are responsible to evaluate their training programs for the need to have a designated Safety Officer during the specific units of the course that meet the above criteria and communicate it in the course Instructor Handbook/ Lesson plan. When prudent, the program manager, TAD FPS staff, or course facilitator may also designate additional Assistant Safety Officers who shall work under the Safety Officer and maintain all responsibilities and authority of the Safety Officer.
 - c. Lead instructors/ course facilitator will ensure that a Safety Officer is designated for the specified units and ensure that they are documented on the course confirmation.
 - d. When a Safety Officer is required per this procedure, the Safety Officer may not have any additional roles or duties assigned; Their sole responsibility must be that of the Safety Officer.
2. Identification of the Safety Officer- When a Safety Officer is designated, the program managers, course facilitator, or Lead instructor must communicate to all students, instructors, and staff involved with the training evolution that there is a Safety Officer, who that person is, and any mechanisms available to communicate with them.

3. Role, responsibilities, and authority of the Safety Officer

- a. Prior to training commencing, the Safety Officer shall visually observe and/or test all testable safety features of structures or props utilized in training to assure their operational condition. Some examples include, but are not limited to:
 - i. Safety device installed on any prop shall be tested for proper operation
 - ii. Entanglement/ Reduced profile type props should be configured so that an incapacitated participant will be fully accessible by an instructor in a quick and efficient manner so that they can be in the care of EMS immediately.
 - iii. Entanglement/ reduced profile obstacle sections of props shall be directly observed by an instructor at any time it is occupied
- b. The Safety Officer shall verify that the appropriate high heat/ extreme cold weather condition preparations are in place in accordance with the OFPC Severe Weather/ Heat Stress policy, or local policy if it meets or exceeds OFPC's policies.
- c. The Safety Officer shall verify that Rehabilitation Stations are established and staffed in accordance with the Outreach Rehabilitation and Medical Evaluation Procedure or local policy if it meets or exceeds OFPC's policies.
- d. The Safety Officer shall develop and/ or review the incapacitated participant removal plan with all instructors and EMS personnel on site. This plan may be verbal and shall account for a means to remove incapacitated participants from any props or structures utilized in the training event.
- e. The Safety Officer shall conduct the pre-training participant safety briefing to include:
 - i. The health evaluation cues script listed in the OFPC SCBA Safety Officer Checklist shall be read and clarified with the participants and the respective communication plan should be confirmed
 - ii. Response by instructors to unplanned activation of PASS Alarms and End-Of-Service Time Indicator Alarms (low air alarms)
 - iii. The Participant Go, Pause-Go, No-Go quick assessment, as listed in the SCBA Safety Officer Checklist, shall be described/ reviewed with the instructors and EMS staff on site
 - iv. Air management/ cylinder usage with PAR reporting process

- f. The Safety Officer shall monitor the training environment so that training evolutions that involve an unacceptable level of risk can be altered, terminated, or suspended.
- g. The Safety Officer shall have the authority to stop, alter, or suspend training evolutions based on imminent threats posed to the safety of personnel.
- h. The Safety Officer shall prevent unsafe acts and eliminate unsafe conditions to provide for the safety of all students, instructors, and staff.
- i. The Lead Instructor shall remain responsible to report injuries or illnesses to the NYS Watch Center, as well as to file a ***Student Injury/Illness Report Form***. In the event of a serious injury or illness, the Lead Instructor must make positive communication with the Duty Officer of the branch responsible for the training by calling the NYS Watch Center and asking to be connected with the OFPC Duty Officer for the responsible branch. The Safety Officer may assist with these duties as assigned by the Lead Instructor.
- j. At the conclusion of the course unit, the Safety Officer shall complete a report utilizing ***Outreach Course/ Regional Delivery SCBA/ Work Evolutions Safety Officer Checklist*** and shall file the report with the Program Manager if on site or send it to the ofpc.training@dhses.ny.gov email address.

4. Qualifications of the Safety Officer

- a. Be an appointed instructor thru the Office of Fire Prevention and Control
- b. Have Completed the NYS INST AUTH-2021 SCBA/ Interior Firefighting Operations-FF1 OR be authorized by OFPC to instruct the course being delivered.

AND

- c. Be knowledgeable in the operation and location of any safety features for structures or props utilized in training.

AND

- d. Have completed Fire Officer I OR Fire Officer I- Supervising Fire Officer Module Series OR National Certification Fire Officer I at minimum.

5. Qualifications of the Safety Officer for Special Operations Courses (01-04)

- a. Be an appointed instructor thru the Office of Fire Prevention and Control

AND

- b. Be authorized by OFPC to instruct the courses being delivered AND are experienced/ qualified instructors in the topic being instructed.
 - c. Be knowledgeable in the operation and location of any safety features for structures or props utilized in training.
- 6. Qualifications of the Safety Officer for Hazardous Materials Courses (01-09)
 - a. Be an appointed instructor thru the Office of Fire Prevention and Control
AND
 - b. Be authorized by OFPC to instruct the courses being delivered AND are experienced/ qualified instructors in the topic being instructed.
 - c. Be knowledgeable in the operation and location of any safety features for structures or props utilized in training.
- 7. Procedure for review of all Outreach Course/ Regional Delivery Safety Officer Checklists
 - a. Administrative staff shall submit all Outreach Course/ Regional Delivery Safety Officer Checklists received to the Deputy Chief designated by each branch to conduct this review for their respective program areas.
 - b. Each Deputy Chief shall be responsible to review checklists submitted to them and consider whether all appropriate safety related steps and precautions were completed. The Deputy Chief shall also consult with the program manager and consider any recommended alterations needed to future offerings of the training program to provide for safer training and communicate those changes deemed to be reasonable and appropriate to their Branch Chief.
 - c. Branch Chiefs shall have approval authority to make changes necessary or beneficial to improve the safety of the courses in their respective program area.
 - d. The Safety Branch Chief shall also be notified of any substantial incidents or issues identified.

References:

The following references were utilized in the formulation of this procedure.

- 1. NFPA 1403 "Standard on Live Fire Training Evolutions"
- 2. NFPA 1404 "Standard for Fire Service Respiratory Protection Training"
- 3. NFPA 1521 "Standard for Fire Department Safety Officer Professional Qualifications"