



Carroll County Department of Fire & EMS

Standard Operating Procedure: 6.01	Effective Date: June 8, 2023
Subject: Operational Safety Officers	Section: Health & Safety
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

To define the duties, responsibilities, and functions of Operational Safety Officers in the Carroll County Department of Fire & EMS.

II. DEFINITIONS

Department of Fire & EMS Operational Safety Officer - An individual assigned by the Director to perform the duties and functions related to the safe performance of operational personnel.

Incident Safety Officer - An individual assigned by the Incident Commander to perform the duties of a Safety Officer at a specific incident.

Member - Denotes any career employee or volunteer member of the Carroll County Department of Fire and EMS

III. PROCEDURES

A. **General Guidelines**

1. The Department of Fire & EMS Operational Safety Officers are assigned to assure the provision of an Incident Safety Officer (ISO) on any incident as defined in this policy. On incident scenes the Operational Safety Officers shall assist in implementing the safety goals and objectives of the Department.
2. Both career and volunteer members may be assigned as Department of Fire & EMS Operational Safety Officers.

3. The Training, Health & Safety Officer will determine the qualifications, experience, and training levels that are appropriate for this assignment. This shall include as a minimum:
 - a. Knowledge of Carroll County Department of Fire & EMS
 - b. Fire Officer II certification- MFSPQB
 - c. Incident Safety Officer (ISO) Certification- MFSPQB
4. A volunteer member wishing to become a Department of Fire & EMS Safety Officer must provide written approval by the sponsoring department, on company letterhead, authorizing the members use of a volunteer owned support vehicle and portable radio.

B. Emergency Incidents:

1. A Department of Fire & EMS Operational Safety Officer should be available when on call to respond to appropriate emergency incidents or handle other safety related duties.
2. The Department of Fire & EMS Operational Safety Officer shall be responsible to respond to:
 - a. All working fires
 - b. All multiple alarm incidents
 - c. Working Rescues
 - d. Advanced Technical Rescue Team responses
 - e. Hazardous Materials Team responses
 - f. Mass Casualty Incidents (MCI)
 - g. Incidents involving unusual or severe risks to responders.
 - h. Any incident where a member is injured and requires treatment at a hospital.
 - i. Any serious accident involving Fire & EMS Department vehicles or equipment.
 - j. Any other incident when requested by the Incident Commander or any incident to observe emergency operations.
3. The response of an Operational Safety Officer does not alter the responsibility of the Incident Commander to assign an Incident Safety Officer at incidents. Upon arrival at any incident where an Incident Safety Officer has been assigned the Operational Safety Officer shall report to the Incident Commander for assignment.
4. Upon termination of an incident, the Operational Safety Officer shall review the incident status with the Incident Commander and provide any observations or comments regarding health and safety issues. Appropriate data shall be recorded in the operational safety database for follow-up and/or corrective action through the Training, Health & Safety Officer.

C. Training

1. Department of Fire & EMS Operational Safety Officers shall participate in training activities as appropriate to:
 - a. Provide safety-related training and materials to members of the Department.
 - b. Ensure that training exercises are conducted safely.

D. Responsibilities:

1. The primary responsibility of this position is the prevention and mitigation of safety hazards within our operational environment.
2. Emergency Incidents: The Operational Safety Officer shall always report directly to the Incident Commander. When a situation or act is deemed to present an immediate and exigent hazard, the Operational Safety Officer may direct the affected individuals to withdraw from an area or to delay their actions. The Operational Safety Officer shall immediately contact the Incident Commander to report his/her actions and address the safety concern.
3. Non-emergency Situations: When dealing with situations that do not constitute imminent hazards, Operational Safety Officers shall act in an advisory capacity and work through the Training, Health & Safety Officer to mitigate the hazard and attain the safety goals of the Department.
4. The Department of Fire & EMS Operational Safety Officer is responsible for coordinating with the Incident Commander to ensure that all incident health and safety concerns, such as accountability and rehabilitation, are appropriately addressed and that all health and safety requirements are satisfied.
5. Additionally, the Operational Safety Officer may be requested to assist with information gathering of any other safety related concerns or events. The initial investigation report shall address:
 - a. The nature and circumstances of the vehicle collision or injury.
 - b. Contributing factors.
 - c. Use and effectiveness of protective clothing and equipment.
 - d. Compliance with standard operating procedures.
 - e. Initial corrective actions taken to prevent future occurrences.

IV. RECISSION

This Standard Operating Procedure rescinds all directives regarding Safety Officer Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.