

# **Title: Syllabus for Florida Incident Safety Officer**

**July: January 2022**

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## ***Section I - Course Information***

**Course Title: Florida Incident Safety Officer**

**Course Number(s): BFST/FFP/ATPC6742**

**Class Days/Time:** If being taught at the Florida State Fire College Campus 11655 NW Gainesville Road, Ocala, FL 34482 Bldg. C – Classrooms – Monday - Friday 8 a.m.- 5 p.m. Additional coursework outside the classroom totaling five (5) hours of work may be assigned.

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## ***Section II - Points of Contact***

**Training Supervisor:**

Name: Robert Coyne  
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Bldg. C Room 158

**Program Manager:**

Name:  
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## ***Section III – Course Description***

This course will cover both national and Florida specific information relating to an Incident Safety Officer. Topics include: The Safety Officer’s Role; Safety Concepts; Regulations, Codes, Laws, Standards and Procedures; Designing an ISO System; Professional Development; Reading Buildings, Smoke, Risk, Hazardous Energy, and Firefighters; Triggers, Traps and Working within ICS; Basic Approach to ISO Duties; ISO at Structure Fires, Wildland Fires, Haz Mat Incidents and Technical Rescues; and Post Incident Responsibilities.

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## ***Section IV - Course Materials, Grading, and Attendance***

**Recommended Book:** *Fire Department Incident Safety Officer, 3rd Edition (2015)*; Publisher: Jones & Bartlett Learning; ISBN-978128404195-8

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**Prerequisite(s):** None

**Contact Hours:** This class has 45 contact hours.

**Continuing Educations Units (CEU's):** 45 hours towards Fire Safety Inspector and Instructor I, II, III recertification

**Pre-Course Assignment:** None

**Required Materials:** Paper, pens, USB portable storage device (thumb drive)

**Grading:** Students must achieve a minimum cumulative score of 70% to pass this course. Course grades are determined from assignments and activities including, homework, projects, quizzes, exams, and presentations. Below is the breakdown of the final accumulative grading:

- Individual Exercises 10 points
- Group Exercises 30 points
- Final Group project 30 points
- Final Written Exam 30 points

**Attendance:** Students are required to attend all sessions of the course.

- Excused absences - Students are permitted excused absences totaling no more than 10% of class (4.5 hours maximum); the instructor shall be the sole determining authority in the determination of an excused absence and may assign supplemental work to make up for missed class time.
- Unexcused absences - The instructor shall be the sole determining authority in the determination of an unexcused absence (i.e. “no call, no show”). The instructor has no obligation to offer the student an opportunity to make up assignments, including quizzes and/or exams, but may do so at his/her discretion.

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### *Section V - Instructor Qualifications*

As per Chapter Florida Administrative Codes, (Rule) *Programs of Study and Vocational Courses*, instructors must meet the following qualifications to be authorized to teach this course:

Rule: 69A-37.065(6)(a)(3) Instructor Qualifications:

- a. Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or
- b. Instructors with requisite faculty credentials as determined by the United States Fire Administration – National Fire Academy; or
- c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university, college or school; or
- d. Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined

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in subsection 69A-37.059(4), F.A.C.; or

e. Instructors who hold an active Safety Officer Certificate of Competency issued by the Division and an active Instructor I Certification issued by the Division; or

f. Instructors who hold an active Fire Officer Certification issued by the Division and an active Instructor I Certification issued by the Division, and have completed the courses entitled “Florida Incident Safety Officer,” “Legal Issues for Safety Officers,” and “Florida Health and Safety Officer.” This instructor qualification expires on December 31, 2015.

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## *Section VI – Job Performance Requirements*

Given information from discussion and reading materials, the student will satisfy the Job Performance Requirements (JPR) of the applicable National Fire Protection Association (NFPA) standards, any applicable skill sheets, and the applicable Fire and Life Safety Initiatives of the National Fallen Firefighters Foundation *Everyone Goes Home* program.

### NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications, 2015 Edition

**5.1.1** The fire department incident safety officer (ISO) shall meet the requirements of Fire Officer Level I specified in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, and the job performance requirements (JPRs) defined in Sections 5.2 through 5.7.

**5.1.2\*** A fire department ISO shall recuse himself/herself from any investigatory process where a conflict of interest exists.

**5.2.1** Perform the role of ISO within an incident command system(ICS) at an incident or planned event, given an incident or planned event, an ICS structure, a command post, a briefing from an incident commander (IC) or outgoing ISO, SOP related to health and safety, an incident action plan (IAP), applicable protective clothing and protective equipment, and communications and information recording equipment, so that the assignment is received and understood; situational information about the incident or planned event is received; incident priorities, goals, and objectives are transferred; action is taken to mitigate any immediate life safety threats; and applicable communication means are employed.

**(A) Requisite Knowledge.** Understand accepted safety and health principles, including issues such as the hierarchy of controls, specific technical or regulatory areas pertinent to the response, and the accepted management principles needed to promote safety in the response environment. [1026:5.2.1(A)]

**(B) Requisite Skills.** Prioritizing tasks, making decisions in an environment with a large number of unknowns, evaluating resource needs, recognizing the need for supplemental technical knowledge, and taking action in a proactive manner to ensure responder safety and health. [1026:5.2.1(B)]

**5.2.2\*** Monitor the IAP, conditions, activities, and operations, given an incident or planned event, an IAP, and risk management assessment criteria, so that activities and operations that involve an unacceptable level of risk can be altered, terminated, or suspended to protect members’ health and safety.

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**(A) Requisite Knowledge.** Comprehensive knowledge of incident hazards, applicable legislation, regulations, codes, and standards, the incident management system (IMS), recognized safety practices, risk management criteria, including what constitutes unacceptable level of risk; and fire department operations, training materials, and SOP/Gs.

**(B) Requisite Skills.** Ability to apply knowledge of fire behavior and fire dynamics, building construction, department SOP/Gs, training materials, and applicable safety practices in a risk management assessment to determine the most appropriate actions to minimize health and safety risks.

**5.2.3** Manage the transfer of ISO duties, given an incident or planned event, an established command structure and ISO, an IAP, an incident safety plan, a current situation status, incident resources, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident or planned event complexity are accounted for, the new ISO is briefed on the incident or planned event, and the new ISO is identified.

**(A) Requisite Knowledge.** AHJ's procedures for transfer of duty; information sources; resource accountability and tracking process; use of IMS forms; the role and duties of an ISO within an IMS; organizational policies and procedures for safety; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; operational periods for ISO functions; and types of tasks and assignment responsibilities.

**(B) Requisite Skills.** Conducting a transfer briefing meeting; acquiring and documenting information and orders from the IC; using reference materials; evaluating incident information; managing communications; completing required ICS and health and safety forms; recognizing the need to expand and/or transfer the safety function in the ICS structure; reviewing, understanding, and conducting a transfer of duty briefing, including the completion of the transfer documents; and communicating in a manner such that information is transferred and objectives are met. [1026:5.2.2(B)]

**5.2.4** Stop, alter, or suspend operations based on imminent threats posed to fire fighter safety, given an incident or planned event that contains threats to fire fighter safety, an incident management structure, risk management criteria, and applicable SOP/Gs, so that the hazard is identified, notice to suspend operations is communicated, action is taken to protect fire fighter safety, and this information is communicated to the IC.

**(A) Requisite Knowledge.** Knowledge of what constitutes imminent hazards at an incident or planned event that could impact fire fighter safety, IMS, radio protocols and transmission procedures, fire behavior/dynamics, hazardous energy, reading smoke, building construction, and departmental SOP/Gs and training materials.

**(B) Requisite Skills.** Ability to evaluate hazards; determine the relative degree of risk to members and whether they pose an imminent threat to fire fighter safety; use of department radios and communication abilities.

**5.2.5** Monitor and determine the incident scene conditions, given an incident or planned event, so that the ISO can report to the IC on the status of hazards and risks to members.

(A) **Requisite Knowledge.** Knowledge of what constitutes hazards at an emergency incident, the IMS, radio protocols and transmission procedures, incident hazards, and departmental SOP/Gs.

(B) **Requisite Skills.** Ability to evaluate hazards, determine the relative degree of risk to members, prioritize the risks, and communicate this information to the IC.

**5.2.6** Monitor the accountability system, given an incident or planned event, an IMS, personal identification devices, radios, and applicable SOP/Gs, so that it can be determined that the accountability system is being utilized as designed, all relevant positions and functions are implemented, and any noted deficiencies are communicated to the IC.

(A) **Requisite Knowledge.** Knowledge of incident management system, department accountability system positions and protocols, radio protocols and transmission procedures, and departmental SOP/Gs.

(B) **Requisite Skills.** Ability to recognize inadequacies in the use of the accountability system.

**5.2.7\*** Determine hazardous incident conditions and advise the IC to establish or modify control zones, given an incident, so that the incident control zones are communicated to members and entry into the hazardous area is controlled.

(A) **Requisite Knowledge.** Comprehensive knowledge of hazardous conditions, operations, departmental SOP/Gs and training materials, control zones protocols, and the IMS.

(B) **Requisite Skills.** Ability to evaluate the effect of proximity for incident hazards so that risk to members will be limited to emergency responders assigned tasks to mitigate the incident.

**5.2.8** Identify motor vehicle incident scene hazards, given an apparatus and temporary traffic control devices, an incident or planned event, so that actions to mitigate the hazards as described in Section 8.7 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, are taken to protect member safety.

(A) **Requisite Knowledge.** Knowledge of hazards associated with vehicle incidents and apparatus placement, the IMS, departmental SOP/Gs and training materials, state/provincial and local traffic regulations, risk management principles and criteria, and applicable safety principles and practices.

(B) **Requisite Skills.** Ability to apply knowledge of hazards and regulations to an incident within a risk management framework to protect member safety.

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## *Section VII –Plan of Instruction*

The following is the plan of instruction used during course offerings held at the Florida State Fire College. It also serves as the suggested instructional block format for other approved training providers who use the recommended text book. All class offerings **must** satisfy the JPRs listed in *Section VI – Job Performance Requirements* regardless of textbook used.

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Day/Date	Chapters	Activities
Day 1	<b>Class Introductions and Orientation</b> Chapter 1- The Safety Officer Role Chapter 2- Safety Concerns Chapter 3- Guiding Laws, Regulations and Standards Chapter 4- Designing an Incident Safety Officer Program <b>Group/Individual Project Discussion and Assignment</b> <b>Schedule and Grading</b>	<ul style="list-style-type: none"> <li>• Review each chapter at the end of lecture</li> <li>• Breaks/lunch</li> <li>•</li> </ul>
Day 2	<b>Quiz (chapters 1-4)</b> Chapter 5- Reading Buildings Chapter 6- Reading Smoke Chapter 7- Reading Risk Chapter 8-Reading Hazardous Energy	<ul style="list-style-type: none"> <li>• Review Quiz</li> <li>• Review each chapter at end of lecture</li> <li>• Breaks/lunch</li> </ul>
Day 3	<b>Quiz (Chapter 5-8)</b> Chapter 9- Reading Firefighters Chapter 10- Triggers, Traps, and Working with the Incident Commander Chapter 11- A Systematic Approach to the ISO Role Chapter 12- The ISO at Structure Fires Chapters 13- The ISO at Wildland and I-Zone Fires	<ul style="list-style-type: none"> <li>• Review Quiz</li> <li>• Review each chapter at end of lecture</li> <li>• Breaks/lunch</li> </ul>
Day 4	<b>Quiz (Chapters 9-13)</b> Chapter 14- The ISO at Hazardous Materials Incidents Chapter 15- The ISO at Technical Rescue Incidents Chapter 16- Post Incident Responsibilities and Mishaps Investigations Chapter 17- The ISO at Training Drill and Events	<ul style="list-style-type: none"> <li>• Review Quiz</li> <li>• Review each chapter at end of lecture</li> <li>• Breaks/lunch</li> </ul>
Day 5	<b>Quiz (Chapter 17-18)</b> <b>Final Presentations</b> <b>Summery of Departments ISO SOP/SOG paper</b> <b>LODD review</b> <b>Final Exam</b> <b>Final Presentations</b> <b>Review Final Exam</b> <b>Class Evaluations</b> <b>Class Certificates</b>	<ul style="list-style-type: none"> <li>• Review Quiz</li> <li>• Review Final</li> <li>• Breaks/lunch</li> <li>• Complete Class Evaluations</li> </ul>

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**Section VIII – Final Presentation and Grading Rubric**

**Description of Assignment:**

The final project for this class involves an individual/group presentation in PowerPoint format. All members are expected to contribute equally. The presentation should take 15 minutes and individuals/groups must submit a written summary of their work to accompany their presentation.

**Group Project**

Divide the students into groups of 2 - 4 depending on size of class. Groups must find a LODD report and prepare a 15– minute presentation for the final day. Students should give a synopsis of the case, identify what was done correctly, what needed improvement, and then in the final section explain what they would have done differently had they been the ISO to have a different outcome.

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**Final Presentation and Grading**

**The course will cover all 17 chapters in the textbook. The objectives are at the beginning of each Chapter. A good way to study is to review and answer the objectives at the beginning of each chapter.**

**Students are expected to participate in discussions during the classroom. Grading is as follows:**

<b>Quiz 1</b>	<b>10%</b>
<b>Quiz 2</b>	<b>10%</b>
<b>Quiz 3</b>	<b>10%</b>
<b>Final Exam</b>	<b>50%</b>
<b>Individual Project</b>	<b>10%</b>
<b>Group Project</b>	<b>10%</b>

**Group Project**

**Each student will review their fire department's ISO procedures/guidelines. A two page report will be written identifying who fulfills the role of the ISO, how the ISO is dispatched, and if there are automatic dispatch procedures for certain types of calls. The student will support the concepts of the ISO compared to the what has been learned, or identify where the policy could be made stronger. If a policy does not exist, the student will identify who an ISO process should be developed for their department.**

**The report is two typed pages, with 1" margins, double-spaced. No font greater than 12. Group Project:**

**Teams of two will find a line of duty death and review the case. The team will conduct a presentation of 8 to 12 minutes with each student having a speaking part. The presentation should consist of a brief synopsis of the case, what was done right, where the problems occurred leading to the LODD, and how the team would conduct the incident so that a different outcome would occur or would have been prevented ..**

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Name: -----

### Group Presentation Rubric

The instructor will use this rubric to evaluate each individual's presentation. Students can look at this rubric so they may understand what they are being graded on.

Trait	Criteria				Points
	1	2	3	4	
Introduction Did the presentation provide key issues to be discussed?	Does not adequately convey topic. Does not describe subtopics to be reviewed.	Conveys topic, but not key question(s). Describes subtopics to be reviewed.	Conveys topic and key question(s). Clearly delineates subtopics to be reviewed.	Strong introduction of topic's key question(s), terms. Clearly delineates subtopics to be reviewed.	
Content Did the presentation have valuable material?	Presentation contained little to no valuable material.	Presentation had moments where valuable material was present but as a whole content was lacking.	Presentation had a good amount of material and benefited the class.	Presentation had an exceptional amount of valuable material and was extremely beneficial to the class.	
Organization Was the presentation well organized and easy to follow?	The presentation lacked organization and had little evidence of preparation. Time was 3 minutes less or more than allowed.	There were minimal signs of organization or preparation. Time was 2 minutes less or more than allowed.	The presentation had organizing ideas but could have been much stronger with better preparation. Time was within one minute of allowed time.	The presentation was well organized, well prepared and easy to follow. Time was within established time allowed.	
Presentation Did the presenter speak clearly? Was the audience engaged? Was it obvious material had been rehearsed?	Presenter was unconfident and demonstrated little evidence of planning prior to presentation.	Presenter was not consistent with the level of confidence/ preparedness they showed the classroom but had some strong moments.	Presenter was occasionally confident with presentation, however, the presentation was not as engaging as it could have been for the class.	Presenter was very confident in delivery and did an excellent job of engaging the class. Preparation is very evident.	
Conclusion Were key points and conclusions reviewed? Was key concepts stressed on how to avoid the incident in the future?	Does not summarize evidence with outcome of case. Does not discuss the impact of researched material on topic.	Review of key conclusions. Some integration with outcome of case. Discusses impact of researched material on topic.	Strong review of key conclusions. Strong integration with outcome of case. Discusses impact of researched material on topic.	Strong review of key conclusions. Strong integration with outcome of case. Insightful discussion of impact of the researched material on topic.	

TOTAL POINTS: \_\_\_\_\_

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