

East Lake Tarpon Special Fire Control District



SOP 806 Risk Management Plan

Implementation
Date: 11/2000

Revision Date(s): 1/01/2007

Reviewed Date(s):

Forms or Attachments: None

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

RISK MANAGEMENT PLAN

Division Chief Thomas May

October 2006

EAST LAKE FIRE SPECIAL FIRE CONTROL DISTRICT
RISK MANAGEMENT PLAN

SCOPE

This risk management plan was developed and implemented to comply with the requirements of the National Fire Protection Association (NFPA) 1500, Standard for a Fire Department Occupational Safety and Health Program. In order for this process to be effective, the following elements must be maintained:

- \$ An annual review of the department operations and the impact of any significant or catastrophic incident.
- \$ Compliance of the Health and Safety Officer with NFPA 1521, Standard for Fire Department Safety Officer.
- \$ Periodic review and evaluation of the Department's Occupational Safety and Health Policies and Standard Operating Procedures.
- \$ Periodic review and evaluation of the Risk Management Plan.
- \$ Periodic NFPA 1500 Audit

PURPOSE

The intent of the East Lake Tarpon Special Fire Control District's Risk Management Plan is:

- \$ To effectively serve our customers both internally and externally.
- \$ To reduce the severity of occupational risks encountered by our members that could have a harmful effect and impact during service delivery.
- \$ To provide the safest and healthiest work environment for the members of East Lake Tarpon Special Fire Control District, recognizing the inherent risks of the fire service.
- \$ Establish a standard level of safety for all members of the department.

RESPONSIBILITY

It is the responsibility of all East Lake Tarpon Special Fire Control District personnel to adhere to, help develop, and follow established procedures to ensure firefighter safety and health within our department.

CONTENT

Risk management incorporates a full range of control measures that may be used to limit, reduce, or eliminate the probability that an undesirable outcome will occur. Risk management also includes control measures that can be used to limit, reduce, or eliminate anticipated hazards. Risk management measures may address the probability of the occurrence, the probable magnitude of the outcome, or both.

The fire department delivers emergency services, which involve operations that could result in an undesirable outcome, including death or injury to members. Other undesirable outcomes include loss or damage to the organization's apparatus, equipment, or facilities.

Managing organizational risk is not unique to the fire department. The nature of activities conducted by a fire department makes risk management a highly important and challenging process. One mission of the fire department is to reduce the probability of harm to the community that it serves. The fire department must manage its internal (organization) risk while it performs its mission of managing external (community) risk. This plan addresses managing risk within East Lake Tarpon Special Fire Control District.

Risk management consists of many elements such as liability, insurance, safety, health, security, financial impact, and several other elements. For the purpose of this plan we will primarily focus on firefighter safety and health.

There is no single method or solution for effectively managing risk. We will evaluate annually and where necessary. Most importantly, once a risk management process is implemented, the plan must be properly managed, continuously evaluated, and updated annually.

RISK MANAGEMENT MODEL

In order for the risk management plan to be effective, the following components must be included:

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| (1) | RISK IDENTIFICATION: | Actual or potential hazards. |
| (2) | RISK EVALUATION: | The potential of occurrence of a given hazard and the severity of the consequences. |
| (3) | PRIORITIZING RISK: | The degree of a hazard based upon the frequency and severity of occurrence. |
| (4) | RISK CONTROL: | Solutions for elimination or reduction of real or potential hazards by implementing an effective control measure. |
| (5) | RISK MONITORING: | Evaluation of effectiveness of risk control measures. |

PLAN ORGANIZATION

The plan organization utilizes the following tactics to strive toward compliance with the risk management plan:

- § The risk management plan shall at the least identify the risk associated with the following:
 - Operations at emergency incidents
 - Operations at non-emergency incidents
 - Protective clothing and equipment
 - Vehicle operations, emergency and non-emergency
 - Training
 - Facilities
 - Administration
 - Other related activities
- § Identification of the risk that members encounter or may be expected to confront
- § Evaluate the identified risk based upon the frequency and severity of these risks
- § An action plan for addressing each of the risks, in order of priority
- § Selecting a means of controlling the risk
- § Provisions for monitoring the effectiveness of the controls implemented
- § A periodic review (annually) and required modifications to the plan

This plan establishes a standard of safety for the daily operations of the department. The standard of safety establishes the parameters in which we conduct activities during emergency and non-emergency operations. We utilize a variety of control measures to ensure for the safety of our members. These control measures include but are not limited to training, protective clothing, incident command, personnel accountability, use of incident safety officers, and standard operating procedures.

The Fire Chief has responsibility for the implementation and operation of the department’s risk management plan. The department’s health and safety officer has the responsibility for managing and annually revising the risk management plan.

All members of the department have responsibility for ensuring their health and safety based upon the requirements of the risk management plan and the department’s occupational safety and health program.

The key to achieving success with this plan is SROVT. (SOLID, REALISTIC, ONGOING, VERIFIABLE TRAINING). The importance is that the department provides an ongoing and verifiable training for all members.

IF IT IS PREDICTABLE, IT IS PREVENTABLE

RISK MANAGEMENT FREQUENCY AND SEVERITY

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The entire risk management decision-making process can be summarized as follows:

- § Identify or recognize

- \$ Evaluate
- \$ Act and control
- \$ Monitor and re-evaluate

Since no two departments are alike, there is no standard scale to measure and evaluate frequency and severity of risk. The intent of the risk management process is for the department to develop a standard level of safety. This standard level of safety defines the parameters of the acceptable degree of risk for which members perform their job functions.

By definition, frequency is how often something does, or might, happen. Severity is a measure of the consequences if an undesirable event occurs. Each risk will have its own set of factors that will dictate how the fire department will try to determine how severe the consequences might be.

This scale is used to establish the degree of priority. The scale of high, medium, and low is used to establish the degree of risk when using frequency and severity. East Lake Tarpon Special Fire Control District has a low tolerance for the risk and typically rates frequency and severity higher. This approach is much more effective than accepting a high tolerance for the risk, which means to accept more risk, and consequently rates frequency and severity lower.

The primary focus of the risk management plan is to focus on incidents, which are low frequency and high risk of severity.

GOALS AND OBJECTIVES

For fiscal year 2006/2007, the following goals and objectives are established for the department’s risk management plan. These goals and objectives will guide the department toward ensuring that control measures are implemented.

\$ IMPLEMENTATION OF WRITTEN SCBA (SELF-CONTAINED BREATHING APPARATUS) MAINTENANCE PROGRAM

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This program will provide compliance with NFPA 1500 and NFPA 1981 in regard to maintenance and care of East Lake Tarpon Special Fire Control District self-contained breathing apparatus.

\$ CONDUCT AN AUDIT OF THE DEPARTMENT’S OCCUPATIONAL SAFETY AND HEALTH PROGRAM

As required by NFPA 1500, Chapter 4, the department shall evaluate the effectiveness of the occupational safety and health program at least once every three years. This audit will be submitted to the Chief and to the members of the department.

\$ IMPLEMENTATION OF INCIDENT SAFETY OFFICER

The intent is to ensure compliance with NFPA 1521, Fire Department Safety Officer. The department will provide training to equip the assigned safety officers. The proposed group to be trained as Incident Safety Officers are: Training Officers, District Chiefs and Lieutenants. Future efforts will be made in regard to dispatch an Incident Safety Officer to responds to pre-determined emergencies.

RISK CONTROL PLAN

<u>Identification</u>	<u>Frequency/Severity</u>	<u>Priority</u>	<u>Control Measures</u>
Interior Structural	Medium/High	High	1. Ongoing ICS (Incident Command Firefighting System). 2. Promote Risk Management Statement and 2 In and 2 Out. 3. Evaluate effectiveness of personnel accountability system. 4. Enforcement of department’s SOP on PPE. 5. Evaluate current high rise incident procedures. 6. Better utilization of post-incident analysis process with written

Vehicle Operation	Medium/High	High	documentation. <ol style="list-style-type: none"> 1. Adherence to state motor vehicle Emergency/ Non-Emergency laws. 2. Develop department procedure for emergency response. 3. Monitor individual member's driving record. 4. Enhance training programs for driver/operator certification. 5. Evaluate the investigation procedures for vehicle accidents with fire department accidents. 6. Continue in-service training
			for driver engineers.

<u>Identification</u>	<u>Frequency/Severity</u>	<u>Priority</u>	<u>Control Measures</u>
Natural Disasters	Low/High	High	<ol style="list-style-type: none"> 1. Evaluate procedures and contingency Emergency plans and develop liaison with other city departments. 2. Develop training programs for all department personnel, which addresses the Fire Department Disaster Operations Plan.

3. Develop family education with regard to natural disaster emergencies.

Facility Safety	Medium/High	High	<ol style="list-style-type: none"> 1. Conduct a fire, safety, and health inspection of all fire department facilities. 2. Conduct an inspection of fire department facilities in conjunction with the Risk Management Plan. 3. Monitor the infection control compliance within all fire department facilities.
Health Maintenance	Low/High	High	<ol style="list-style-type: none"> 1. Evaluate the Health Wellness Plan and Wellness to improve health maintenance, fitness and wellness. 2. Monitor participation and success with a physical fitness program. 3. Continue health and wellness education.

<u>Identification</u>	<u>Frequency/Severity</u>	<u>Priority</u>	<u>Control Measures</u>
Occupational	High/Medium	Medium	<ol style="list-style-type: none"> 1. Based upon 2005 emergency Injuries/Illnesses incidents continue to Monitor and Health frequency/severity of occupational Exposures. injuries, illnesses, and health exposures. 2. Require all supervisors to review use of PPE and equipment during emergencies and non-emergency operations. 3. Provide annual training on infectious control and evaluate SOP. 4. Create ISO program and future certification with FDSOA. 5. Create written SCBA maintenance program.
Hazardous Material	Medium/High	High	<ol style="list-style-type: none"> 1. Department compliance with 29 WMD CFR 1910.120, NFPA 472 and 473. 2. Review and update written procedures regarding first responders to WMD incidents. 3. Continue training programs to update members on hazardous materials.
Use of Protective Clothing Equipment	High/High	High	<ol style="list-style-type: none"> 1. Enforce department's procedures and for use of PPE. 2. Continue PPE cleaning. 3. Ongoing education of personnel of chronic effects of inhalation of byproducts of combustion. 4. Provide multi-gas monitoring for (CO, O2, HS, and LEL/UEL) levels at fire scenes, especially during overhaul.

<u>Identification</u>	<u>Frequency/Severity</u>	<u>Priority</u>	<u>Control Measure</u>
Rehabilitation	High/Low	Medium	<ol style="list-style-type: none"> 1. Develop policy relating to during Emergency "Emergency Incident Rehab."
Incidents lightning, flooding.			<ol style="list-style-type: none"> 2. Develop policy and procedures for "weather extremes," storms, tornados, and

MONITORING RISK

Provisions for monitoring the effectiveness of the controls implemented:

§ The Risk Management Program will be monitored on an annual basis.

§ Recommendations and revisions will be made based on the following criteria:

1. Annual accident and injury data for the proceeding year, and significant incidents that have occurred during the past year.

2. Information and suggestions from the Occupational Health & Safety Committee.
3. Information and suggestions from the department staff and personnel.

§ Every three years the Risk Management Program will be evaluated. Recommendations will be sent to the Fire Chief, the Health and Safety Officer, and the Occupational Safety and Health Committee.

Reviewed by

Approved by Fire Chief

ABBREVIATIONS

SROVT	=	Solid Realistic Ongoing Verifiable Training
NFPA	=	National Fire Protection Association
IAFF - IAFC	=	International Association of Fire Fighters/International Association of Chiefs
ICS	=	Incident Command System
PPE	=	Personal Protective Equipment
SCBA	=	Self-Contained Breathing Apparatus
SOP	=	Standard Operating Procedures
FD	=	Fire Department
OSHA	=	Occupational Safety & Health Administration
WMD	=	Weapons of Mass Destruction
OPS	=	Operations
CO	=	Carbon monoxide
PIA	=	Post Incident Analysis
ISO	=	Incident Safety Officer
FDSO App	=	Continuing Medical Education
EVT	=	Emergency Vehicle Technician