



Virtual Tabletop (VTTX) for HazMat Response

Module 2: Expanding Incident Position: Safety Officer (SOFR)

This VTTX Playbook is your guidebook for progressing through the scenario. This gives you the required tasks that you need to complete based on your assigned ICS position. The Playbook will be different for each module and each role - please double check your playbook and intended training prior to starting work.

You will be asked to create any forms necessary in the performance of your position. Challenge questions are designed for you to demonstrate PQS or position knowledge where the creation of a form or product is not applicable. Please record your responses to the challenge questions on your ICS 214 Activity Log. Your exercise facilitator or ICS Coach will instruct you on how to submit your exercise materials, including any position specific deliverables, your ICS 214, Record of Training, and request for PQS signatures based on the proficiency you are able to demonstrate.

If you are short on time or are only needing specific PQS items, please discuss the appropriate tasks to complete with your ICS coach prior to starting the exercise. If you run out of time, stop wherever you are and jump to the final three tasks for DEMOB document submission.

Upon conclusion of the exercise, please take a moment to complete the Hot Wash/Exercise Evaluation (button located at the bottom of exercise website). Please identify at least two positives from your training experience and two things that can be improved. This honest feedback will enable the exercise support team to continue developing relevant training modules that provide valuable trainee experiences. Please remember, the feedback form is for evaluation of the exercise (design, materials, etc), not for an evaluation of your performance with the exercise tasks. Individual performance will be captured in your own ICS 225 and PQS completion with your designated ICS coach. *Your Verifying Officer may require completion of the Hot Wash/Exercise Evaluation as a condition of eligibility to receive PQS sign offs.

Please review the Scenario and the ICS 201 prior to starting your exercise play. Both documents are available under the Exercise Document Library of the exercise website.

STARTEX

Task	EXERCISE PROMPTS	SOFR
1	You received notification that a hazardous materials incident has occurred about an hour away from your residence. It is an expanding incident in the process of transitioning to an Incident Command System structure, and you are being asked to respond as part of the Incident Management Team.	ICS-GEN-24
	You decide to pull out an ICS-214 to start documenting all activities beginning with the initial notification of deployment.	ICS-214
2	What information and materials will you pack (or double check that you have already packed) in your go-kit? <i>Reminder – please record your responses on your ICS 214</i>	ICS-GEN-01
3	What information do you need to know or verify prior to your arrival on-scene?	ICS-GEN-02
	If the point of contact who notifies you of your deployment status is not familiar with the requirements, who might you connect with in order to obtain missing information?	
4	This is also a good time to double check that you are ready to perform your role as assigned. What non-ICS training is required for your position? What about ICS training? What about training requirements for any subordinates?	ICS-T3-SOF-08
5	You arrive on-site as instructed. What will you do upon check-in at the incident?	ICS-GEN-03
6	How will you go about establishing Situational Awareness?	ICS-T3-SOF-05
	What deadlines or critical items will you need to be aware of?	
	Is there anything else you will need in order to support your position?	
7	In preparation for your first family huddle (section meeting), you make an outline of all the critical items to brief your new team on before they get to work setting up their work spaces. Include both assignments and authorities as well as any limitations.	ICS-T3-SOFR-17
8	About 15 minutes in to your first family huddle (section meeting), you realize that the team on site is not sufficient to handle the rapidly expanding incident, nor do you have access to all the resources you need.	ICS-T3-SOF-04
	On your 214, please indicate what the ideal make-up of your section would be, including justification for each position request.	
	Don't forget to request your replacement so you can demob or avoid working both night shift and day shift! Submit an ICS-213-RR for your position as well as one other position in your section.	
9	You have been assigned a team of relatively inexperienced personnel, who are needing a refresher on their job roles.	ICS-GEN-09
	Please list and describe the ICS forms your position is responsible for, either as a primary owner/creator or as a contributor. What about the rest of your section?	
	Where does your section fall within the organization structure, and what is your immediate chain of command?	
	Please briefly describe the Operational Planning Process, highlighting where your position and section play a major role.	
	Please describe the difference between groups and divisions, task force and strike team, deputies and assistants.	

10	In addition to a roles and responsibilities overview, it is critical for all personnel to be keenly familiar with the safety precautions in place for the incident.	ICS-T3-SOFR-20 ICS-GEN-34
	What tools or resources are used to identify, evaluate, and communicate safety hazards? What are the primary purposes/uses for each of the tools or resources?	
	How will you ensure your team follows all safety related guidelines for incident-specific hazards appropriately?	
11	What constitutes an extraordinary hazard or conditions causing elevated risk?	ICS-T3-SOFR-49
	What precautions need to be taken when one exists on the incident?	
12	How will you communicate any changes in conditions that could affect risk levels?	ICS-T3-SOFR-35
13	You are asked to submit the Safety Message ASAP, even though you are planning for the next operational cycle there are new resources still arriving on scene and the field unit needs something to hand out.	ICS-T3-SOFR-32
14	What other times or incident triggers would call for a safety Message to be created?	ICS-T3-SOFR-45
15	When might you be required to prepare a special report? What kinds of information would be included?	ICS-T3-SOFR-33
16	What is the process for submitting and distributing an accident investigation report?	ICS-T3-SOFR-34
17	The Incident Commander has indicated the Safety Message is sufficient until the start of the next Operational Period. Do you agree or not? Please explain.	ICS-T3-SOFR-36
	Knowing the full Site Safety Plan will need to be included for the next IAP, you decide to get a jump on it with what you know.	
	What sources or resources do you need access to in order to complete the rest of the SSP?	
18	There is no MEDL assigned to the incident, so you will have to create the Medical Plan as well. (please use your local unit information to populate an ICS-206)	ICS-T3-SOFR-37
19	It is critical to foster positive and productive interpersonal and interagency working relationships when responding to an incident.	ICS-GEN-08
	Explain your positions relationship and interactions with the rest of your section, the rest of the IMT, and with external stakeholders?	
	What are some of the essential keys to successful relationship building and in your position?	
20	Please elaborate on your relationships with Command Staff and your interactions with other section leaders.	ICS-GEN-18
21	What does success look like in your position/section? How will you communicate this expectation?	ICS-GEN-16
	If you supervise others, how will you evaluate your subordinate's success or performance deficiencies?	
	If you do not supervise others, how will you communicate your accomplishments or your needs to your supervisor?	

22	How will you go about ensuring the safety, welfare, and accountability of assigned personnel throughout the incident?	ICS-T3-SOFR-46
	If you do not supervise anyone, please describe what steps can you take to look out for your shipmates and fellow responders?	
	What risk management practices and tools will help ensure safety throughout your section?	
23	Even though you have just started to build out the multiple safety related forms and documents, the County Sheriff's Office is asking for verification of PPE requirements not that the responsible party has made all relevant documents available on the material involved in the spill.	ICS-T3-SOFR-15
24	What is your role in procuring, preparing, communicating, distributing, or displaying incident information?	ICS-T3-SOFR-31
	How will you ensure your section is working with the most current situation status?	
25	Members of the General staff have approached you with a concern about communication flow with external stakeholders. They are concerned about not receiving all the appropriate updates and are worried about missing something critical in planning for the following operational period.	ICS-T3-SOFR-21
	You are tasked with creating and maintaining a central point of contact for partner and stakeholder issues. How will you go about doing this? What tools or resources will aid in this task?	
26	What is your position's (or section) role in the Command and General Staff Meeting?	ICS-GEN-06
	Who are the rest of the participants, and what are their roles?	
	What is the purpose of this meeting? What information do you expect shared/received at this meeting?	
27	Please describe span of control and what are the effective limits for your position.	ICS-GEN-10
	What are the indicators that you are no longer operating under an effective span of control situation?	
28	What is your position's (or section) role in the Planning Meeting?	ICS-T3-SOFR-24
	Who are the rest of the participants, and what are their roles?	
	What is the purpose of this meeting? What information do you expect shared/received at this meeting?	
29	What is your position's (or section) role in the Operations Briefing?	ICS-T3-SOFR-25
	Who are the rest of the participants, and what are their roles?	
	What is the purpose of this meeting? What information do you expect shared/received at this meeting?	
30	When, outside the Operations Briefing, might you be responsible for delivering a safety brief? What outline would you use to ensure you pass all relevant information?	ICS-T3-SOFR-22
31	Please describe, in your own words, what the Coast Guard Core Values of Honor, Respect, and Devotion to Duty mean. How are these applicable to incident response?	ICS-GEN-11 ICS-GEN-12
	How will you go about exhibiting and modeling these principles as a leader, as a subordinate, as a teammate, as a public servant?	ICS-GEN-13

32	It's nearing the end of your shift and you need to start preparing to transfer your duties to your replacement. Since you don't know if you will have time to complete a lengthy verbal hand-off, you decide to write down all critical information that they will need to be successful in taking over your position.	ICS-GEN-33
	Please record your hand-off conversation outline or full briefing report for your incoming replacement, as well as list of notifications that need to be made concerning a change in assigned personnel (internal or external stakeholders). Also, what will your subordinates and supervisor need to know before you hand off to your replacement?	
33	Magically, you have some down time before you are finished with your day. Please check the Open Action Tracker (ICS-233) to see what is left that you may be able to identify a solution for. Explain on your 214 how you would go about resolving this item. What, if any, additional resources or information would you need?	Open Challenge
33	Please review the demob plan to ensure you meet all the requirements to be released from the incident.	ICS-GEN-29
34	What documentation is required to be submitted to the Documentation Unit Leader upon completion of your work assignment/deployment?	ICS-T3-SOFR-28
	Please submit all documentation created to your assigned PQS signer / ICS Coach for evaluation and exercise credit.	
35	Please return to the exercise website to submit your Hot-Wash / Exercise Evaluation.	ICS-GEN-21
	Lessons Learned and AAR/RAI will be discussed with all exercise participants at the next drill weekend (or other time as appropriate if the exercise is being conducted outside of a scheduled drill)	

Congratulations – you have completed the exercise!