3.12.01 Position Summary:
The incident safety officer (ISO) is appointed by the department’s incident commander (IC) to monitor and assess safety hazards of unsafe situations at an incident scene or training evolution. The ISO reports directly to the IC as part of the incident command system.

3.12.02 Characteristic Work of the Position:

A. Definition: This assignment is performed at a professional level focusing on the safety aspects of the incident or training scenario, including the welfare of fire department personnel.

B. Nature: The position acts as the eyes and ears of the IC on matters related to safety. The ISO shall have the authority to alter, suspend, or terminate activities at an emergency scene or training exercise when he/she judges those activities to be unsafe or an imminent hazard.

3.12.03 Fundamental Duties and Ancillary Responsibilities

Fundamental Job Duties:

A. Upon assignment as ISO, he/she shall obtain a situation-status briefing from the IC and don the blue helmet and safety vest in addition to utilizing a portable radio and appropriate ISO safety checklist found in the snap pack.

B. Monitor conditions, hazards and risks, including conducting a 360-degree primary survey noting accessibility of entry and egress of the structure.

C. Ensure that a Rapid Intervention Team (RIT) is available and ready.

D. Monitor radio transmission. Be especially alert to unclear, incomplete or missed communications. ISO shall be known as “Safety” on the radio.

E. Set up and communicate collapse/safety zones.

F. Verify that an accountability system is in place.

G. Evaluate traffic hazards and apparatus placement.

H. Monitor smoke/fire conditions, fire extension, collapse potential or any other event that could pose a threat to operating personnel or the public.
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I. Confirm that EMS is on scene and ensure the establishment of firefighter rehabilitation setup/area.

J. Report status of hazards, risks, and conditions to the IC. If an imminent life-threatening situation exists EXERCISE EMERGENCY AUTHORITY TO STOP, ALTER OR SUSPEND OPERATIONS. If this action is taken, report it immediately to the IC.

3.12.04 Qualifications:

Essential Knowledge, Skills and Abilities:

1. The ISO shall have the knowledge, skills and abilities to manage incident scene safety and maintain knowledge of safety and health hazards involved in emergency operations.

2. The ISO shall maintain knowledge of building construction, fire behavior, personal accountability systems and incident scene rehabilitation.

3.12.05 Minimum Training and Experience:


2. State of Wisconsin Certified Firefighter II and Driver/Operator with a minimum of three (3) years experience as a firefighter or in a health related field.


4. Successfully complete National Fire Academy Incident Safety Officer course.

5. Specialized training in fire department incident scene safety.

6. Possess and maintain a valid Wisconsin Motor Vehicle Operators License.

7. Reside within 2 miles of the Town of Menasha.

A. Annual Refresher Training Requirements:

50 hours of training annually (calendar year) including attending a minimum of 50% of the department training drills along with approved training outside of the regular department training program.
B. **Non-Discrimination:**

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.