



CHICAGO FIRE DEPARTMENT BUREAU OF OPERATIONS



Operations Order: 25-002
March 25, 2025

SUBJECT: FIRE INCIDENT SAFETY CHIEF

I. PURPOSE

This Order:

- A. Reaffirms the guidelines and procedures for the Fire Incident Safety Chief;
- B. Establishes the use of the Safety Chief Response Report;
- C. Rescinds Operations Order 22-014, dated November 9, 2022; and
- D. Becomes effective immediately.

II. POLICY

It is the policy of the Chicago Fire Department (CFD) to ensure the safety of members operating at all emergency incidents. A Fire Incident Safety Chief shall be dispatched to assist the Incident Commander in overseeing the safety of operations at working fires and other emergency incidents. The Fire Incident Safety Chief shall be dispatched after the RIT Chief has been dispatched.

III. PROCEDURE

- A. A Fire Incident Safety Chief shall be dispatched to the following incidents:
 - 1. Working fires in structures other than high-rise buildings.
 - 2. Confirmed fires in CTA tunnels or other below-grade structures.
 - 3. Other emergency incidents or training evolutions as requested by the Incident Commander, and for which the automatic dispatch of a Safety Chief is not already specified in Department orders or directives.
- B. The Fire Incident Safety Chief **shall not be held enroute** for any confirmed fire, regardless of size, by the Incident Commander.

- C. The Fire Incident Safety Chief, as designated by the OEMC, will assume the radio designation of **“Safety”** and complete the following:
1. When parking, ensure not to impede the ingress to or egress from the incident of any other apparatus.
 2. Update status via the Mobile Data Terminal (MDT), as per current Department policies and procedures.
 3. Report to Side A, equipped with the following:
 - a. Structural Firefighting Gear
 - b. Self-Contained Breathing Apparatus (SCBA) with the Safety Officer Cylinder Identification Cover affixed
 - c. Thermal Imaging Camera (TIC)
 - d. Two (2) Portable Radios, both in the “ON” position with one radio on Fireground and the second radio on Main/Englewood.
 4. Report directly to the Incident Commander (Still Alarm Battalion Chief) and gather all vital information regarding the incident (for example: identification of committed fire companies, location of the fire, ongoing progress or restrictions, status of searches, emergency alerts etc.).
 5. Conduct a complete 360-degree scene size-up of the structure, if possible, to determine the size and location of the fire, and to identify any hazards. Advise the Incident Commander of any change in conditions.
 6. Transmit an EMERGENCY ALERT on the tactical channel, if necessary, to notify the Incident Commander and companies operating on the scene of any emergency situations.
 7. Actively monitor fireground operations while continually assessing conditions to identify any imminent or potential hazards that may endanger members or the public.
 8. Evaluate any current or potential hazards that may cause harm, utilizing a “risk vs. gain” mentality as the priority.
 9. Survey for unsafe conditions or activities and IMMEDIATELY TERMINATE ANY ACTIVITY THAT PLACES MEMBERS OR THE PUBLIC IN IMMINENT DANGER, and report same to the Incident Commander.
 10. Refrain from giving orders unless members, civilians, property, or equipment are in danger of being harmed/damaged.
 11. Participate in After Action meetings (if required) to review the safety factors at the incident.
 12. Remain in the role of Safety Chief for the duration of the incident.

13. Complete and submit the Safety Chief Response Report via the Vector Solutions platform. Paper copies of the form, which can be used as a worksheet while on scene at an incident, can be printed from the Manuals section of SharePoint or from the report attached to this order, however the final version must be filled out electronically and submitted via Vector Solutions.

IV. RESPONSIBILITIES

- A. Chief Officers shall be responsible for ensuring compliance with the provisions of this Order.
- B. Chief Officers and Company Officers shall conduct Company School to ensure that all members are aware of the provisions of this Order.
- C. It is the responsibility of all members to have a thorough knowledge of this Order.

By order of:



Marc Ferman
Deputy Fire Commissioner
Bureau of Operations

TO BE READ AT FOUR (4) ROLL CALLS AND POSTED

Distribution: A



Chicago Fire Department

Bureau of Operations

Safety Chief Response Report

Date: _____ Location: _____

OEMC Number: _____ Time Dispatched: _____ Time On Scene: _____

Incident Commander (Name/Assignment): _____

***IMMEDIATELY STOP ANY UNSAFE ACTIONS AND REPORT TO INCIDENT COMMANDER FINDINGS**

Safety Tasks	Completed Y/N	Notes
Face to Face with Incident Commander		
Conduct 360° of incident		
Conduct Structured Risk Assessment		
Monitor Radio Communications		
Smoke/Fire Conditions		
Burned out stairs		
Loose hanging roof material, gutters, soffit & fascia boards or other overhead hazards		
Conditions of walls and chimneys		
Roof Operations being conducted including aerial, ground, and roof ladder usage		
Ladder placement & halyards secured		
Utilities Safety (Power, Gas, etc.)		
Collapse/Hazmat Zones		
Proper PPE for members operating on the incident scene (helmets, hoods, eye protection, gloves SCBA, structural firefighting gear, PASS Alarms)		
RIT Team Established in Ready position		
Establishment of Rehab		



Chicago Fire Department

Bureau of Operations

Safety Chief Response Report

Company Work Assignments and Locations on Incident:

Additional Safety Comments:

Submitted by: _____ File: _____ Date: _____