

Williams Rural Fire Protection District

Policy Manual

MISSION

It is our mission to be committed to quality, possess excellence in service, and have an emphasis on teamwork to protect life and property for the citizens of the Williams area.

We are committed to being an active community partner and to continue and increase activities that provide opportunities to be an integral part of the community we serve.

Williams Rural Fire Protection District

Policy Manual

PURPOSE AND MOTTO

Our Purpose

Williams Rural Fire Protection District, established in the 1960's, is dedicated to the safety and well-being of the community of Williams, Oregon. Situated near the heart of the 'downtown' intersection of Water Gap, East Fork, and Cedar Flat, it is our goal to support, promote and provide high quality Fire, EMS and Life Safety services to the community we serve. We are committed to the value and promotion of "community safety".

Our Motto

It is our motto that paid or volunteer we are professionals who put service before self.

Williams Rural Fire Protection District

Policy Manual

FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Williams Rural Fire Protection District, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods, and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends, or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention, and fire suppression.

As a member of the Williams Rural Fire Protection District, I accept this self-imposed and self-enforced obligation as my responsibility.

Williams Rural Fire Protection District

Policy Manual

Table of Contents

Mission	1
Purpose and Motto	2
Firefighter Code of Ethics	3
Chapter 1 - Fire Service Role and Authority	8
100 - Fire Service Authority	9
101 - Fire Chief	11
102 - Oath of Office	12
103 - Policy Manual	13
Chapter 2 - Organization and Administration	16
200 - Organizational Structure	17
202 - Department/Agency Directives	20
203 - Training Policy	21
204 - Liability Claims	23
205 - Electronic Mail	24
206 - Administrative Communications	26
207 - Post-Incident Analysis (PIA)	28
208 - Annual Planning Master Calendar	32
209 - Solicitation of Funds	34
210 - Physical Asset Management	37
211 - Purchasing and Procurement	41
Chapter 3 - General Operations	42
300 - Incident Management	43
301 - Emergency Response	44
302 - Fire Ground Accountability	46
303 - Rapid Intervention/Two-In Two-Out	48
304 - Urban Search and Rescue (USAR)	51
305 - Tactical Withdrawal	53
306 - Aircraft Operations	57
307 - Atmospheric Monitoring for Carbon Monoxide	59
308 - Staging	61
309 - Swiftwater Rescue and Flood Search and Rescue Responses	64
310 - Confined Space Rescue Response	66
311 - Wildland Firefighting	71
312 - Trench Rescues	72
313 - Carbon Monoxide Detector Activations	74
314 - A Safe Place for Newborns Law	76
315 - Hazardous Materials Response	78
316 - News Media and Community Relations	82
317 - Scene Preservation	86

Williams Rural Fire Protection District

Policy Manual

318 - Child Abuse	89
319 - Disposition of Valuables	91
320 - Performance of Duties	92
321 - Adult Abuse	94
322 - Traffic Accidents	96
323 - Line-of-Duty Death and Serious Injury Investigations	99
324 - National Fire Incident Reporting System (NFIRS)	102
326 - Ride-Along Program	103
327 - Grocery Shopping On-Duty	106
328 - Active Shooter and Other Violent Incidents	107
Chapter 4 - Fire Prevention	110
400 - Fire Inspections	111
401 - Fire Investigations	113
402 - Code Enforcement	116
403 - Alternative Materials and Methods Requests	118
404 - Hazardous Materials Disclosures	120
405 - Maximum Occupancy - Overcrowding	121
406 - Fire Watch Services	123
407 - Fireworks Displays	125
Chapter 5 - Emergency Medical Services	130
500 - Patient Care Reports	131
501 - Medical Supplies	134
502 - Patient Refusal of Pre-Hospital Care	136
503 - Advance Health Care Directives	140
504 - Latex Sensitivity	143
Chapter 6 - Training	145
600 - Emergency Vehicle Operator Training	146
601 - CPR and Automated External Defibrillator (AED) Training	148
602 - Communicable Disease Training Program	150
603 - Hazard Communication Program Training	151
604 - Hazardous Materials (HAZMAT) Training	153
605 - Occupational Noise Exposure and Hearing Conservation Program Training	156
606 - Heat Illness Prevention Training	158
607 - Health Insurance Portability and Accountability Act (HIPAA) Training	160
608 - National Incident Management System (NIMS) Training	162
609 - Repetitive Motion Injuries and Ergonomics Training	164
610 - Respiratory Protection Training	166
611 - Wildland Fire Shelter Deployment Training	169
612 - Training Records	171
613 - Emergency Action Plan and Fire Prevention Plan Training	175
614 - Firefighter Health, Safety and Survival Training	177
Chapter 7 - Equipment and Technology	179
700 - Use of District-Owned and Personal Property	180

Williams Rural Fire Protection District

Policy Manual

701 - Personal Communication Devices (PCD)	183
703 - Use of District Vehicles	187
704 - Information Technology Use	190
705 - Communications Operations	193
706 - Photography and Electronic Imaging	195
707 - Non-Official Use of District Property	198
Chapter 8 - Records Management	199
800 - Records Management	200
801 - Release of Records	203
802 - Subpoenas and Court Appearances	206
803 - Patient Medical Record Security and Privacy	210
Chapter 9 - Safety	217
900 - Illness and Injury Prevention Program	218
901 - Oregon Occupational Safety and Health Administration (OR-OSHA) Inspections	222
902 - Oregon Occupational Safety and Health Administration (OR-OSHA) Notification of Injury or Death	224
903 - Communicable Diseases	225
904 - High-Visibility Safety Vests	230
905 - Body Armor	231
906 - Apparatus/Vehicle Backing	233
907 - Heat Illness Prevention Program	236
908 - Respiratory Protection Program	239
909 - Personal Alert Safety System (PASS) Devices	248
910 - Health and Safety Officer Responsibilities	249
911 - Vehicle Safety Belts	252
912 - Fire Station Safety	253
913 - Ground Ladder Testing	258
914 - Personal Protective Equipment	259
915 - Hazardous Energy Control	268
916 - Hazard Communication Program	272
917 - Personal Firearms	273
918 - Roadway Incident Safety	274
Chapter 10 - Personnel	275
1000 - Recruitment and Selection	276
1001 - Driver License Requirements	281
1002 - Performance Evaluations	283
1003 - Position Descriptions	287
1004 - Tuition Reimbursement	288
1005 - Reporting for Duty	290
1006 - Fire Officer Development	292
1007 - Career Tracks	293
1008 - Overtime	294
1009 - Emergency Recall	296
1010 - Personnel Complaints	298

Williams Rural Fire Protection District

Policy Manual

1011 - Wellness and Fitness Program	305
1012 - Personal Projects On-Duty	307
1013 - Personnel Records	308
1014 - Discriminatory Harassment	311
1015 - Smoking and Tobacco Use	317
1016 - Physical Fitness	318
1018 - On-Duty Injuries	321
1019 - Conduct and Behavior	323
1021 - Grievance Procedure	326
1022 - Return to Work	330
1023 - Release of HIPAA-Protected Information	332
1025 - Lactation Breaks	333
1029 - Drug- and Alcohol-Free Workplace	335
1032 - Military Leave	338
1033 - Nepotism and Conflicting Relationships	343
1036 - Member Speech, Expression and Social Networking	346
1038 - Family and Medical Leave	350
1039 - Workplace Violence	358
1040 - Anti-Retaliation	361
Chapter 11 - Facility	364
1100 - Facility Security	365
1101 - Emergency Power	367
1102 - Flag Display	369
1103 - District-Owned Fuel Storage Tanks	371
Attachments	373
Shortcuts Word.pdf	374

Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Williams Rural Fire Protection District and the individual members.

100.2 POLICY

It is the policy of the Williams Rural Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Williams Rural Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this District does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This District is authorized by Oregon law to perform fire suppression and related services including, but not limited to the following:

- (a) Fire prevention and fire code enforcement
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency Medical Services (EMS)

100.4 FIREFIGHTER POWERS

Members of this District who are certified fire service professionals by the Oregon Board of Public Safety Standards and Training are authorized to exercise the following authority pursuant to applicable Oregon law (OAR 259-009-0000 et seq.):

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement, inspection and plan review services
- (g) Provide public education and fire prevention activities and services

Williams Rural Fire Protection District

Policy Manual

Fire Service Authority

100.5 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Oregon Constitutions.

100.6 SUPERVISORY AUTHORITY

Any company officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Duty Officer, followed by written documentation of the charges, in accordance with District procedures. All such processes shall comply with established rules or regulations.

Fire Chief

101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

101.2 POLICY

It is the policy of the Williams Rural Fire Protection District to have a highly qualified Fire Chief.

101.3 DESIRED QUALIFICATIONS

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO), the Center for Public Safety Excellence Chief Fire Officer (CFO), the Oregon Department of Public Safety Standards and Training (DPSST) and the Oregon Fire Chiefs Association Fire Chief's Toolbox programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 RECOMMENDED CURRICULUM

The Williams Rural Fire Protection District recommends candidates for the position of Fire Chief complete all modules of the Fire Chief's Toolbox program developed by the Oregon Fire Chiefs Association.

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to District members.

102.2 POLICY

It is the policy of the Williams Rural Fire Protection District that, when appropriate, District members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the District and the dedication of its members to their duties.

102.3 OATH OF OFFICE

Upon becoming a member of the Williams Rural Fire Protection District as a fire service professional as defined in OAR 259-009-0005, and where required by District ordinance or protocol, all members of the Williams Rural Fire Protection District shall take and subscribe to the following oath or affirmation in addition to any other form of oath or affirmation required.

I, [member name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the state of Oregon against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of Oregon; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by District ordinance or protocol.

Policy Manual

103.1 PURPOSE AND SCOPE

The Policy Manual of the Williams Rural Fire Protection District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this District. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this District under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Williams Rural Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for District administrative action, training or discipline. The Williams Rural Fire Protection District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy, such law, or District policy shall take precedence over that provision of the Policy Manual.

103.3 AUTHORITY

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Chief or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

Williams Rural Fire Protection District

Policy Manual

Policy Manual

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The Williams Rural Fire Protection District.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

District/WRFPD - The Williams Rural Fire Protection District.

Employee - Any person employed by the District.

Fire Code - 2019 edition of the International Fire Code with amendments as adopted by the State of Oregon (OAR 837-040-0010; OAR 837-040-0020).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Williams Rural Fire Protection District.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Williams Rural Fire Protection District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Williams Rural Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed or appointed by the Williams Rural Fire Protection District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Policy Manual

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other District members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the District network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Duty Officer will ensure that members under his/her command are aware of any Policy Manual revision.

All District members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Williams Rural Fire Protection District. This policy also provides guidance regarding the District's reporting process through the chain of command and makes reference to training provided by the District (OAR 437-002-0182(4)).

200.2 POLICY

It is the policy of the Williams Rural Fire Protection District to organize its resources and train personnel in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication (OAR 437-002-0182(4)).

200.3 DIVISIONS

The Fire Chief is responsible for managing the Williams Rural Fire Protection District. The following Divisions make up the Williams Rural Fire Protection District:

- Administration Division
- Fire Operations Division
- Fire Prevention Division
- Emergency Medical Services Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by a Duty Officer and provides administrative support to the Fire Chief; prepares and coordinates the District budget; acts as liaison with the Department of Human Resources regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the District, the District staff and District officials.

It is the responsibility of the Administration Duty Officer to prepare and maintain a current organizational chart.

200.3.2 FIRE OPERATIONS DIVISION

The Fire Operations Division is directed by a Duty Officer. The Fire Operations Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

Williams Rural Fire Protection District

Policy Manual

Organizational Structure

200.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in investigation, education, prevention and mitigation of fire incidents or accidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Williams Rural Fire Protection District.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Williams Rural Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each District member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the District's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Williams Rural Fire Protection District shall generally conduct District business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning District matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any District supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

Williams Rural Fire Protection District

Policy Manual

Organizational Structure

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District or involves other members or supervisors, the member may consult directly with the Duty Officer, the Fire Chief or a representative of the Department of Human Resources.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to the health, safety and security of the public or members without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Department of Human Resources. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

200.8 TRAINING

The type, amount and frequency of training provided to District members shall be provided in accordance with Oregon law (see the Training Policy) (OAR 437-002-0182(11)).

Department/Agency Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to District policy. District General Order will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

It is the policy of the Williams Rural Fire Protection District to make any immediate changes to policy and procedure and as permitted by applicable law or code. Generally the establishment of District General Orders is management's prerogative but employee participation may be sought in the development of those General Orders.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all District General Orders.

All District officers and/or supervisors shall be responsible for communicating District General Orders to all members under their command and/or direct supervision.

District General Orders will be rescinded upon incorporation into this manual.

All General Orders shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

Training Policy

203.1 PURPOSE AND SCOPE

The District will administer a training program that provides for the professional growth and continued development of its members. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets state law and the needs of the community (OAR 437-002-0182(11)).

203.2 POLICY

The policy of the Williams Rural Fire Protection District is to provide firefighter training as required by Oregon law (OAR 437-002-0182(11)). The District seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Oregon Department of Public Safety Standards and Training (DPSST), the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Provide for reduced risk and enhanced personnel safety.
- (c) Increase the technical expertise and overall effectiveness of District members.
- (d) Provide for continued professional development of District members.
- (e) Provide for the maintenance of member DPSST certifications (OAR 259-009-0065).
- (f) Meet the training requirements of OAR 437-002-0182(11).

203.4 TRAINING PROGRAM ACCREDITATION

The training program conducted and administered by the Williams Rural Fire Protection District shall be accredited by DPSST (OAR 259-009-0087).

203.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved.

Training Policy

203.6 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

203.7 TRAINING RECORDS

All training records will be maintained in accordance with established records retention schedules and the DPSST required minimum of five years (OAR 259-009-0087).

Liability Claims

204.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

204.2 POLICY

It is the policy of this District to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this District who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District, should forward the information to the risk manager as soon as practicable.

204.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the District's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing within a reasonable amount of time.

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

205.2 POLICY

Williams Rural Fire Protection District members shall use email in a professional manner in accordance with this policy and current law (Oregon Public Records Act).

205.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any District technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the District email system, computer network or any information placed into storage on any District system or device. This includes records of all key strokes or web-browsing history made at any District computer or over any District network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through District computers, electronic devices or networks.

205.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire District are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

Electronic Mail

205.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Oregon Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law (ORS 192.001 et seq.).

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management and Release of Records policies.

Administrative Communications

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

206.2 POLICY

It shall be the policy of the Williams Rural Fire Protection District to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

206.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

206.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on District letterhead.

All District letterhead shall bear the signature element the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

206.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between District members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized District memorandum format include:

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.

Williams Rural Fire Protection District

Policy Manual

Administrative Communications

- The name, rank and division of the District member creating the memorandum.
- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard District cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

206.7 SURVEYS

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Post-Incident Analysis (PIA)

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the District. This policy describes the various types of a PIA that can be used in the evaluation of District performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

207.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this District to use PIA as a tool for Incident Commanders (IC), Fire Marshals, Duty Officers, Shift Commanders and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in District-wide training to communicate continuous improvement of emergency scene operations.

207.2.1 RESPONSIBILITIES

ICs, Duty Officers, and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

207.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

- (a) A PIA may include the following:
 1. Evaluation of the overall operational effectiveness

Post-Incident Analysis (PIA)

2. Evaluation of safety procedures
 3. Evaluation of the success or failure of tactical objectives
 4. Evaluation of the application and effectiveness of policies and/or procedures
 5. Specific knowledge that might be beneficial
- (b) The information gained from a PIA should be used by Company Officers and staff teams to:
1. Reinforce the incident management system.
 2. Evaluate current training programs and/or identify training needs.
 3. Evaluate current policies and procedures.
 4. Identify and prioritize planning needs for the future.
 5. Identify equipment problems/concerns.
 6. Evaluate fire prevention inspection and public education effectiveness.

207.4 TYPES OF POST-INCIDENT ANALYSIS

207.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

207.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

207.4.3 COMPANY-LEVEL PIA

Company-level PIA is highly encouraged and should be a standard communication tool for all Company Officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Williams Rural Fire Protection District

Policy Manual

Post-Incident Analysis (PIA)

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

207.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
 - 1. Multiple alarm structure fires
 - 2. Multiple alarm brush fires
 - 3. Multiple alarm Emergency Medical Service (EMS) incidents
 - 4. Multiple alarm special operations incidents
 - 5. Major disaster drills
 - 6. Any unusual incident identified by the IC or other staff officers
- (b) A formal PIA should be considered for:
 - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
 - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
 - 3. Any fire resulting in a fatality.
 - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
 - 5. Any "close call" incident where firefighters could have been injured.
 - 6. Any hazardous materials incident with multi-company involvement.
 - 7. Specialty rescue operations with multi-company involvement.
 - 8. Any incident, at the IC's discretion or at the request of a Company Officer.
- (c) The Training Unit Duty Officer is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
 - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
 - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
 - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
 - 4. Notification of Shift Commanders.
 - 5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
 - 6. Arranging move-up and/or cover companies from other departments.

Williams Rural Fire Protection District

Policy Manual

Post-Incident Analysis (PIA)

The Duty Officer is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

Annual Planning Master Calendar

208.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of District resources, training, and other activities.

208.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; or have a significant impact on the community if the target were destroyed.

208.2 POLICY

The Williams Rural Fire Protection District will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

208.3 RESPONSIBILITIES

The Fire Chief is responsible to create and maintain a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections, and other significant activities. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Oregon Occupational Safety and Health Administration (OR-OSHA) training.
- (b) All required Emergency Medical Services (EMS) training to include Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic recertification as well as continuing education training as necessary to maintain valid certification and comply with the Oregon EMS authority and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS), and approved Oregon Department of Public Safety Standards and Training (DPSST) courses, in addition to hazardous material training, wildland interface training, and target hazard training as required by federal, state, and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work, and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.

Williams Rural Fire Protection District

Policy Manual

Annual Planning Master Calendar

- (g) Self-Contained Breathing Apparatus (SCBA) inspections and testing.
- (h) Hose and ladder inspections, including aerial inspections.
- (i) Vehicle and pump capacity inspection and testing.
- (j) All other training and inspections required by any federal, Oregon, or local agency requirement.
- (k) Other significant activities of the District.

Solicitation of Funds

209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment or facilities.

209.1.1 DEFINITIONS

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

209.2 POLICY

It shall be the policy of this District that all fundraising activities involving on-duty members or use of District equipment, for the financial benefit of the District, must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of District-sponsored or hosted events, or to events when members attend as representatives of the District.

209.3 GUIDELINES

Fundraising activities or events involving the District should incorporate the following elements:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with District and governing-body policies.
- (c) A benefit to the District that is consistent with the District mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this District or a hired solicitor.
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

Williams Rural Fire Protection District

Policy Manual

Solicitation of Funds

- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.
- (i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

209.4 DISTRICT-SPONSORED EVENTS

The following also apply to District-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

209.5 FUNDRAISING ON BEHALF OF OTHERS

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

Williams Rural Fire Protection District

Policy Manual

Solicitation of Funds

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other District funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Physical Asset Management

210.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the District's physical assets.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the District's physical assets.

210.2 POLICY

It is the policy of the District to accurately inventory, track, maintain, and dispose of its physical assets owned by the District in a manner that controls costs, avoids waste, and promotes the District's mission.

210.3 RESPONSIBILITIES

The Deputy Clerk and Administrative Assistant to the Board or the authorized designee should be responsible for the inventory, maintenance, and disposal of District physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all District-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

Physical Asset Management

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the District's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the District's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

210.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

210.5 SURPLUS OR OBSOLETE ASSETS

When the District no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

Physical Asset Management

210.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the District should pursue disposal of the item in accordance with this policy.

210.5.2 TRANSFERS

When a physical asset is transferred from one District to another, the value of the physical asset should transfer with the asset. InterDistrict transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

210.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of District physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of District-Owned and Personal Property Policy, as applicable.

210.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the District's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

210.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the District's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Board of Directors or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

210.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

210.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

Williams Rural Fire Protection District

Policy Manual

Physical Asset Management

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

210.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all District physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing and Procurement

211.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

211.2 POLICY

It is the policy of the District to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the District and maintain public trust.

211.3 PURCHASING COORDINATOR

The Board of Directors should designate a member to coordinate District purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

211.4 REVIEWS

The Board of Directors should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents in accordance with Oregon law (OAR 437-002-0182(9)).

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

IMS - Incident Management System. Also referred to as an Incident Command System (ICS) (OAR 437-002-0182(3)).

300.2 POLICY

It is the policy of the Williams Rural Fire Protection District to utilize the ICS or the National Incident Management System (NIMS) as the IMS for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The Fire Chief should ensure the District adopts written ICS/NIMS procedures in accordance with Oregon law and when practical that are compatible with neighboring jurisdictions. These procedures shall meet the requirements of the National Fire Protection Association 1561, 2008 edition, Standard on Emergency Services Incident Management System and should be available to members (OAR 437-002-0182(9)).

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Emergency Response

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of District members and the public by requiring operators of District vehicles to conform to applicable Oregon laws and regulations during an emergency response (ORS 820.300).

301.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

Emergency vehicle - An ambulance or other vehicle operated by a public fire department that is equipped with emergency warning lights and siren as required by Oregon law (ORS 801.260).

301.2 POLICY

It is the policy of the Williams Rural Fire Protection District to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

Personnel responding to an emergency call shall proceed immediately and continuously operate emergency warning lights and siren as reasonably necessary pursuant to ORS 820.300 and ORS 820.320. The use of any other warning equipment without emergency warning lights and siren does not provide any exemption from Oregon traffic laws.

Personnel should only respond with emergency warning lights and siren when dispatched or when circumstances reasonably indicate an emergency response is required.

The operator of an emergency vehicle is only exempt from Oregon traffic laws when responding to an emergency call but not upon returning from an emergency (ORS 820.300).

Personnel not authorized to respond with emergency warning lights and siren shall observe all traffic laws and proceed without the use of emergency warning lights and siren.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

Emergency Response

301.5 INITIATING AN EMERGENCY RESPONSE

If an emergency vehicle operator believes an emergency response to any call is appropriate, the operator shall ensure Dispatch is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response, and abide with the conditions, limitations and prohibitions of the traffic law exemptions provided in ORS 820.300.

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons.

In exercising the provisions of Oregon law exempting emergency vehicles from traffic laws related to passing stopped school buses, the operator must first stop the vehicle, must determine that no passengers on the bus remain on the roadway and then must proceed with caution (ORS 820.320).

The operator of an emergency vehicle must not exceed any designated speed limit to an extent which endangers persons or property, and in proceeding past any stop light or stop sign, must slow down as may be necessary for the vehicle's safe operation (ORS 820.320).

In addition, emergency vehicle operators should reduce speed at all street intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator. If, in the vehicle operator's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the vehicle operator may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator should ensure Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator shall notify Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident in accordance with National Fire Protection Association (NFPA) 1561, 2008 edition: Standard on Emergency Services Incident Management System (OAR 437-002-0182(10)).

302.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.2 POLICY

It is the policy of this District that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of District members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident and meet the requirements of NFPA 1561, 2008 edition (OAR 437-002-0182(10)).

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form ICS-201 for Incident Commanders (ICs) or some similar process, should be used and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of District vehicles.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Fire Ground Accountability

Division or group supervisors should be assigned to keep track of all crews under their supervision. Company Officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

302.4 REPORTING

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs) (29 CFR 1910.134(g)(4); OAR 437-002-0120).

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere (OAR 437-002-0182(3)). Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention team (IRIT) - A team of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid intervention team (RIT) - A formalized designated team of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

It is the policy of the Williams Rural Fire Protection District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members shall ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4); OAR 437-002-0120).

Williams Rural Fire Protection District

Policy Manual

Rapid Intervention/Two-In Two-Out

- (a) Members shall ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters shall be located outside the IDLH environment.
 - 1. These two outside firefighters may be assigned additional roles, such as pump operator or Incident Commander (IC), as long as the individuals are able to immediately perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 - 2. If one of the two outside firefighters is assigned as the pump operator, entry into the IDLH atmosphere cannot be initiated until the pumper is operating properly, with water flowing from a reliable and adequate source (OR-OSHA Fire Fighters Advisory Committee interpretation, July 2005).

303.4 INITIAL DEPLOYMENT

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

If, upon arriving at the scene, firefighters find an imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, the requirements for personnel in the outside standby mode may be suspended when notification is given by radio to incoming companies that they must provide necessary support and backup upon arrival (OAR 437-002-0182(18)).

All members operating in IDLH environments shall be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIT DUTIES

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIT

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is

Williams Rural Fire Protection District

Policy Manual

Rapid Intervention/Two-In Two-Out

using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIT supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response as well as to identify certain USAR resources available within the State of Oregon. This policy also provides guidelines for the request and activation of USAR resources for District-involved incidents.

304.2 POLICY

It is the policy of the Williams Rural Fire Protection District to utilize the FEMA and/or Oregon-coordinated USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

If a disaster warrants national USAR support, both Oregon-coordinated resources and FEMA resources may be available for assistance.

304.3.1 STATE RESOURCES

Local fire departments throughout Oregon presently own and maintain USAR equipment and trained personnel that can be requested through the Oregon Fire Service Mobilization Plan pursuant to the Oregon Emergency Conflagration Act (ORS 476.510 et seq.).

The Incident Commander (IC), Fire Chief or the County Fire Defense Board Chief can request these assets through the Oregon State Fire Marshal (OSFM) by calling the Oregon Emergency Response System (OERS) and establishing contact with the OSFM Duty Officer.

304.3.2 NATIONAL RESOURCES

If national USAR support is warranted, FEMA may deploy multiple task forces within six hours of notification and can provide additional teams as necessary to support the Williams Rural Fire Protection District's efforts to locate victims and manage recovery operations.

Urban Search and Rescue (USAR)

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of federal USAR resources may be obtained on the FEMA website.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at District members to justify the application of this policy.

305.2 POLICY

The Williams Rural Fire Protection District is committed to the safety of its members. It is the policy of the Williams Rural Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or District vehicles or apparatus; individuals attempting to gain access to District vehicles or apparatus; or any direct act of violence committed against members of this District.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

Tactical Withdrawal

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident, the District member responsible for initiating the withdrawal is responsible for notifying all responding units and Dispatch of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Dispatch notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Dispatch of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual

Williams Rural Fire Protection District

Policy Manual

Tactical Withdrawal

units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and District members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Duty Officer. The Duty Officer should ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

Williams Rural Fire Protection District

Policy Manual

Tactical Withdrawal

The Duty Officer should coordinate with Dispatch and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Aircraft Operations

306.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any District incident involving the tactical use of aircraft. While assigned to major wildland fires, and while under the direction and authority of state or federal incident commanders, National Wildfire Coordinating Group (NWCG) protocols should be followed.

306.2 POLICY

The Williams Rural Fire Protection District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

306.3 ICS STANDARDS

Members should follow the District's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

306.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Williams Rural Fire Protection District should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., the District public works department, the county roads department or the Oregon Department of Transportation (ODOT)) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

Williams Rural Fire Protection District

Policy Manual

Aircraft Operations

- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for maintaining effective radio communications between the aircraft and landing zone coordinator.

Atmospheric Monitoring for Carbon Monoxide

307.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

307.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Williams Rural Fire Protection District to mitigate the health risks associated with exposure to CO by its members and the public.

307.3 RESPONSIBILITIES

Duty Officers should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a weekly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

307.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Williams Rural Fire Protection District

Policy Manual

Atmospheric Monitoring for Carbon Monoxide

Members shall also use an SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (OAR 437-002-0120; 29 CFR 1910.134).

307.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and, in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

Staging

308.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

308.2 POLICY

It is the policy of the Williams Rural Fire Protection District to safely stage resources at emergency incidents.

308.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the District's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

308.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Williams Rural Fire Protection District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple alarm incidents, the IC should establish a secondary staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
 2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or a designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a

Staging

staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

308.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Calls involving criminal gang activity
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of the Williams Rural Fire Protection District to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, District members should take the following actions:

- (a) Whenever possible, Dispatch should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Dispatch or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Dispatch that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving

Williams Rural Fire Protection District

Policy Manual

Staging

by or through the line of sight of the incident until it is determined to be safe to enter the scene.

- (d) All units should report “on-scene staging” upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Dispatch of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

Swiftwater Rescue and Flood Search and Rescue Responses

309.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

309.2 POLICY

It is the policy of the Williams Rural Fire Protection District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

309.3 PROCEDURE

Upon notification of a potential water rescue incident, District members and Dispatch personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only members currently certified for in-water rescues at the Swiftwater Rescue Level (OAR 259-009-0005) should enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.

Williams Rural Fire Protection District

Policy Manual

Swiftwater Rescue and Flood Search and Rescue Responses

- (c) Surface support personnel who are not properly trained, certified or equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practical, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

Confined Space Rescue Response

310.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to Oregon Occupational Safety and Health Administration (OR-OSHA) rules (OAR 437-002-0146; OAR 437-002-0182).

310.1.1 DEFINITIONS

Definitions related to this policy include (OAR 437-002-0146):

Attendant - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all the duties assigned.

Confined space - A space that meets all of the following criteria (OAR 437-002-0182):

- (a) Is large enough and so configured that a member can fully enter the space and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

Entry - The action by which any part of an entrant's body breaks the plane of an opening into a confined space. Entry or entry operations also refers to the period during which an entrant occupies a confined space.

Entry permit - Written authorization from the District to enter into a permit-required confined space to perform work.

Entry Supervisor - The person responsible for:

- (a) Determining if acceptable entry conditions are present at a permit space where entry is planned.
- (b) Authorizing and overseeing entry operations.
- (c) Terminating entry as required.

Permit-required confined space - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

310.2 POLICY

It is the policy of the Williams Rural Fire Protection District to establish permit-required confined space incident response guidelines in compliance with applicable OR-OSHA safety standards,

Confined Space Rescue Response

and required training and equipment to reasonably ensure members' safety while they are performing permit-required confined space rescues (OAR 437-002-0146; OAR 437-002-0182).

310.3 GENERAL REQUIREMENTS

District procedures shall meet the standards and requirements set forth in OR-OSHA rules and this policy (OAR 437-002-0146; OAR 437-002-0182).

District standards and procedures will include, but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training and written certification requirements for members entering into confined spaces, including annual confined space rescue operation practice from a real or simulated confined space.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

310.4 PROCEDURES

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) and OR-OSHA rules when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, District rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

310.4.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

Confined Space Rescue Response

310.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the District respond to an incident requiring permit-required confined space entry, a written hazard evaluation shall be performed. The hazard evaluation shall include, but is not limited to (OAR 437-002-0146):

- (a) Recognition, determination and declaration of the situation as a permit-required confined space incident, including the date, time and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations and injury conditions.
- (e) Discussions with witnesses, a supervisor and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

310.5 TACTICAL GUIDELINES

310.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions (see the Incident Management Policy).
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determination whether the operation will be a rescue or a recovery.

310.5.2 SECONDARY ASSESSMENT

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.

Williams Rural Fire Protection District

Policy Manual

Confined Space Rescue Response

- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

310.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure District-approved procedures are followed to perform the rescue.

310.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

310.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

310.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

Williams Rural Fire Protection District

Policy Manual

Confined Space Rescue Response

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, is warranted and, if so, implement as appropriate.

Wildland Firefighting

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

311.1.1 DEFINITIONS

Definitions related to this policy include:

For the purpose of wildland firefighting, the State of Oregon recognizes the terms and nomenclature of the National Wildfire Coordinating Group (NWCG), the Incident Command System (ICS) and the National Incident Management System (NIMS).

311.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The District will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

311.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Williams Rural Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately notify the Oregon Department of Forestry (ODF) or the U.S. Forest Service (USFS) of the incident. The IC shall also send notification up the chain of command to the on-duty Duty Officer, the Fire Operations Duty Officer and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Williams Rural Fire Protection District it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Dispatch to notify the appropriate jurisdictions.

311.4 WILDLAND FIRE OPERATIONS

311.4.1 AIRCRAFT OPERATIONS

Members operating at wildland fires shall adhere to NWCG approved standards and training guidelines when operating in coordination with aircraft.

Trench Rescues

312.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (OAR 437-003-0001; 29 CFR 1926 Subpart P).

312.1.1 DEFINITIONS

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

312.2 POLICY

It is the policy of the Williams Rural Fire Protection District to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

312.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 1. Who is in charge at the site and what happened?
 2. How many victims are trapped and where are they located?
 3. Is a rescue possible or is this a body recovery?
 4. What kind of material is covering the victims (e.g., dirt, sand, rock)
- (b) An extrication and safety officer should be assigned to:
 1. Monitor the status of all personnel involved in the rescue.
 2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include the following (29 CFR 1926.651(g)(2)(i)):

Williams Rural Fire Protection District

Policy Manual

Trench Rescues

1. A self-contained breathing apparatus (SCBA)
 2. A safety harness or line, or a basket stretcher
 3. A helmet
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Carbon Monoxide Detector Activations

313.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

313.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Williams Rural Fire Protection District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

313.3 RESPONSIBILITIES

313.3.1 DISPATCH RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event record (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

313.3.2 ARRIVING UNITS

Arriving units should establish NIMS/ICS practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Evaluate the situation through interviews prior to entering the building.
- (b) Assess airflow ventilation conditions and general building conditions.
- (c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (d) Have face pieces on and air flowing:
 1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
 2. Whenever information is inadequate to rule out toxic levels of CO.

313.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.

Williams Rural Fire Protection District

Policy Manual

Carbon Monoxide Detector Activations

- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
 - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
 - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
 - 1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
 - 2. Complete any required property notification and provide a copy to the property owner or tenant.

A Safe Place for Newborns Law

314.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Safe Place for Newborns law (ORS 418.017).

This policy addresses infants who are less than 31 days old and are left under the terms of the Safe Place for Newborns law. This policy does not address abandonment of an infant as defined in the Child Abuse Policy.

314.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide an option to protect infants by allowing parents to safely and confidentially leave infants at any staffed fire station.

314.3 GUIDELINES

The Fire Chief shall identify qualified personnel to take custody of infant left at the fire station and ensure that such qualified personnel are available to receive those infants.

The following guidelines will be used by personnel at all District stations (ORS 418.017):

- (a) Site preparation:
 - 1. All District stations should clearly display the appropriate safe haven signage identifying the station as a drop-off location. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.
- (b) Accepting an infant:
 - 1. Qualified personnel shall receive an infant, even if the infant appears older than 30 days. If the infant appears to be older than 30 days, the receiving personnel should immediately notify law enforcement and the Department of Human Services, as provided in the Child Abuse Policy.
 - 2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested as provided in the Child Abuse Policy.
- (c) Following acceptance of an infant:
 - 1. Receiving personnel shall notify the Department of Human Services no later than 24 hours after receiving the infant.
 - 2. Receiving personnel shall release the infant to the Department of Human Services when release is appropriate, considering the infant's medical condition, and shall provide the Department of Human Services with all information gathered regarding the infant. Keep in mind that a parent leaving an infant is not required to provide any identifying information about the infant or him/herself.
- (d) Additional notifications and media concerns:

Williams Rural Fire Protection District

Policy Manual

A Safe Place for Newborns Law

1. The receiving personnel shall notify Dispatch and their appropriate supervisor as soon as practicable.
 2. The supervisor will notify the Duty Officer, duty officer and the District Public Information Officer.
 3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media:
 - (a) Date, time and fire station where the infant was left.
 - (b) Local Department of Human Services representative's name and telephone number.
 - (c) Under no circumstances shall the parent's identity be released to the public or media.
- (e) Individuals who return to claim an infant:
1. If a parent who voluntarily left an infant requests the return of the infant, the parent should be referred to Department of Human Services.
 2. The identity of the parent must still be kept anonymous and confidential.
 3. District members should not make any judgments about time frames or the individual's ability to care for the infant. The local Department of Human Services will determine whether the infant is released to the individual.
- (f) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
 - (a) Only new baby blankets in the original wrapper should be accepted.
 - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

Hazardous Materials Response

315.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

315.2 POLICY

It is the policy of the Williams Rural Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120; OAR 437-002-0100; ORS 453.380; ORS 466.620; ORS 453.374; OAR 437-002-0182(22)).

315.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS), and in accordance with the Oregon Hazardous Materials Emergency Response System (OAR 837-120-0020 et seq.; OAR 437-002-0182(22)).

The Williams Rural Fire Protection District shall develop a written response plan for HAZMAT incidents including but not limited to (OAR 437-002-0182(22)):

- (a) Pre-emergency planning and coordination with outside parties.
- (b) Personnel roles, lines of authority, training, and communication.
- (c) Emergency recognition and prevention.
- (d) Safe distances.
- (e) Scene security and control.
- (f) Evacuation procedures.
- (g) Decontamination.
- (h) Emergency medical treatment and first aid.
- (i) Personnel withdrawal procedures.
- (j) Critique of response and follow-up.
- (k) Personal protective equipment (PPE) and emergency equipment and response procedures.

315.3.1 INITIAL ACTIONS

If available, information should be provided by Dispatch to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

Hazardous Materials Response

The first-arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to District personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, District specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

315.3.2 INCIDENT COMMANDER RESPONSIBILITIES

The Incident Commander (IC) shall be responsible for (OAR 437-002-0182(22)):

- (a) Identifying of the hazardous substance and condition.
- (b) Implementing emergency operations.
- (c) Ensuring PPE is worn.
- (d) Limiting access of hot zone to those with a specific mission assignment.
- (e) Implementing decontamination procedures.
- (f) Designating a safety officer.
- (g) Using appropriately trained personnel.
- (h) Providing on-scene medical surveillance for emergency responders.

315.4 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of

Williams Rural Fire Protection District

Policy Manual

Hazardous Materials Response

hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific PPE, and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the IC.

The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) A plan for limiting access to the hot zone to members with a specific assignment.
- (f) A plan for implementing decontamination procedures.
- (g) An incident site safety plan and designation of an Incident Safety Officer.
- (h) A communications plan including radio frequencies and contact telephone numbers.
- (i) A medical surveillance plan for emergency responders.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP shall be developed. The written IAP should utilize standard NIMS/ICS forms that may include but not be limited to:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Site Safety and Control Plan

315.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

Additional resources should be requested through the Oregon Emergency Response System (OERS), which will notify the Office of the State Fire Marshal (OSFM) duty officer of the need for Regional Hazardous Materials Emergency Response Teams or other necessary resources.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

Williams Rural Fire Protection District

Policy Manual

Hazardous Materials Response

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of regional Hazardous Materials Emergency Response Teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and roads departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training and certification by the OSFM (ORS 453.347(3)) and the Oregon Department of Public Safety Standards and Training (OAR 259-009-0000). It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

315.6 NOTIFICATIONS

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) Law enforcement
- (e) Oregon Health Authority (OHA)
- (f) Oregon State Department of Energy (ODOE)
- (g) United States Coast Guard (USCG)
- (h) United States Environmental Protection Agency
- (i) Oregon State Department of Transportation (ODOT)
- (j) Oregon Office of Emergency Management (OEM)
- (k) United States Environmental Protection Agency National Response Center

News Media and Community Relations

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer (PIO) into the incident management system.

316.2 POLICY

It is the policy of the Williams Rural Fire Protection District to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

316.3 PIO DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a PIO if the District does not have a full-time PIO. The PIO shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single PIO will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

Upon arrival at the scene of the incident, the designated PIO will report to the IC, obtain an incident briefing and be assigned the PIO radio designator for the incident.

316.4 DISSEMINATION OF INFORMATION

The PIO should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- (f) Projected duration of the incident
- (g) Approved evacuation notices and restricted areas

News Media and Community Relations

316.5 RESTRICTED INFORMATION

The _ PIO shall ensure that legally protected information is not released to the media. The _ PIO should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

316.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the PIO for response. The _ PIO will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the PIO may request assistance from the IC in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the PIO shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The PIO should contact Dispatch supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The PIO or the authorized designee should not speculate as to the cause of an incident.

316.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

Authorized members of the media, local leaders, their representatives and other visiting dignitaries maybe provided access or tours of scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The PIO shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

Williams Rural Fire Protection District

Policy Manual

News Media and Community Relations

- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) In the case of a fire incident, the PIO may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The PIO will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

316.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Dispatch. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

316.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the PIO and approved by the Fire Chief, IC or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved District standard.

316.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, opening of a new fire station or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The PIO should prepare the news release and/or a prepared statement for the spokesperson. The District PIO shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the PIO, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow and conclude the conference.

Specific information should not be released prior to the conference. The _ PIO should notify appropriate District personnel of the date, time and location of all news conferences. District

Williams Rural Fire Protection District

Policy Manual

News Media and Community Relations

members attending the news conference should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide District members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances District members must evaluate whether to enter a scene or to initiate mitigation activities.

317.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

317.2 POLICY

It is the policy of the Williams Rural Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

317.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified District members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where District members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

Scene Preservation

- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

317.4 ENTERING SCENES

When District members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of District members, scenes may be categorized into two distinct types: stable or unstable.

317.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of District members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of District members.

When District members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, District members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

317.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of District members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When District members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

317.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, District members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, District members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or

Scene Preservation

law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

317.6 MEDICAL SUPPLIES AND DEBRIS

When District members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by District members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, District members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the notification of suspected child abuse.

318.2 POLICY

It is the policy of the Williams Rural Fire Protection District to ensure the Department of Human Services is notified of suspected child abuse as required by law (ORS 419B.015).

318.3 MANDATORY NOTIFICATION

Members of the Williams Rural Fire Protection District shall notify the Department of Human Services or the local law enforcement agency when they have reasonable cause to believe that any child has suffered abuse or that any person has abused a child (ORS 419B.010).

For purposes of notification, a child is an unmarried person under 18 years of age (ORS 419B.005(2)).

For purposes of notification, abuse of a child includes but is not limited to assault or physical injury of a non-accidental nature, rape, sexual abuse, or sexual exploitation including contributing to the sexual delinquency of a minor, threatened harm, negligent treatment or maltreatment, buying or selling a child, unlawful exposure to a controlled substance or to the unlawful manufacturing of a cannabinoid extract, permitting a child to enter or remain in or upon premises where methamphetamines are manufactured, or any other act described in ORS 419B.005(1)(a).

318.3.1 NOTIFICATION PROCEDURE

Notification shall include the following, if known (ORS 419B.015):

- (a) The name and address of the child
- (b) The names and addresses of the parents of the child or other persons responsible for the care of the child
- (c) The child's age
- (d) The nature and extent of the abuse, including any evidence of previous abuse
- (e) The explanation given for the abuse
- (f) Any other information that might be helpful in establishing the cause of the abuse and the identity of the perpetrator

The District EMS supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the Department of Human Services.

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Williams Rural Fire Protection District

Policy Manual

Child Abuse

Failure to report an incident of known or reasonably suspected child abuse or neglect by a member of the Williams Rural Fire Protection District is a misdemeanor and may also result in discipline (ORS 419B.010).

318.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (ORS 419B.035).

Disposition of Valuables

319.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

319.2 POLICY

The Williams Rural Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

319.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

Performance of Duties

320.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

320.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

320.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

320.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

320.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Non-compliance with District policy, guidelines, rules, directives and orders

320.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

Williams Rural Fire Protection District

Policy Manual

Performance of Duties

320.7 DRIVER LICENSE

All members shall possess a valid state-issued driver license and the appropriate training required for their assigned duties as approved by the Fire Chief or the authorized designee..

All members should be familiar with the state vehicle code, any manuals specific to driving or operating District apparatus and all other applicable District policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license and training in accordance with an employee's current classification specification may result in disciplinary action.

320.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable District policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

320.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and District identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

320.10 LOSS OF EQUIPMENT

Members shall report to their supervisors the loss or recovery of any District badge, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Adult Abuse

321.1 PURPOSE AND SCOPE

This policy provides members of the Williams Rural Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the Oregon Department of Human Services (DHS) of suspected abuse of certain adults.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Abuse - Includes physical injury, neglect, abandonment, verbal abuse, financial exploitation, sexual abuse, sexual offenses, involuntary seclusion, and wrongful use of physical or chemical restraints as provided in ORS 124.050, ORS 430.735; ORS 441.630.

Adult with mental illness or developmental disabilities - A person 18 years of age or older with (ORS 430.735):

- (a) A developmental disability who is currently receiving services from a community mental health or developmental disabilities program or facility, as defined by ORS 430.735, or who was previously determined eligible for services as an adult.
- (b) A severe and persistent mental illness, who is receiving mental health treatment from any such community program/facility.

Elderly person - Any person 65 years of age or older (ORS 124.050).

321.2 POLICY

It is the policy of the Williams Rural Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

321.3 MANDATORY NOTIFICATION

Members of the Williams Rural Fire Protection District shall notify the local office of DHS or law enforcement when a member has reasonable cause to believe that any of the following persons have suffered abuse (ORS 430.765):

- (a) An elderly person (ORS 124.060)
- (b) An adult with mental illness or developmental disabilities (ORS 430.735)
- (c) A resident of a long-term care facility (ORS 441.640)
- (d) An adult (18 years or older) who is receiving services for a substance use disorder or a mental illness in a state hospital or facility as defined by ORS 430.735.

Notification is also required when the member comes in contact with a person who they reasonably believe is abusing any of the above individuals.

321.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (ORS 124.065; ORS 430.743; ORS 441.645):

Williams Rural Fire Protection District

Policy Manual

Adult Abuse

- (a) If known, the notification should include:
 - 1. The name, age, and location of the abused person.
 - 2. The names and addresses of any persons responsible for the care of the abused person.
 - 3. The date of the incident.
 - 4. The nature and extent of the suspected abuse.
 - 5. The explanation given for the abuse.
 - 6. Any additional information that caused the member to suspect that abuse has occurred.
 - 7. The extent of the abuse (including any evidence of previous abuse).
 - 8. Any other information which might be helpful in establishing the cause of the abuse and the identity of the perpetrator.
- (b) Notification should be made by contacting the local office of DHS or a law enforcement agency within the abused person's county.
- (c) The notification shall be made immediately.

321.4 CONFIDENTIALITY

Reports of adult abuse are confidential and will only be released pursuant to state law and the Release of Records Policy (ORS 124.090; ORS 430.763; ORS 441.671).

Requests for information about an incident should be referred to law enforcement or DHS.

Traffic Accidents

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving District vehicles and District personnel on official business. This policy applies to accidents involving any District-owned vehicle and to accidents any time District business is being conducted, regardless of who owns the vehicle involved.

322.2 POLICY

It is the policy of this District to investigate all District traffic accidents with the intent of learning the cause of the accidents, contributing factors and implementing corrective measures when appropriate.

322.3 REPORTING RESPONSIBILITIES

All District members involved in a traffic accident in a vehicle owned by the District or while conducting District business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify an on-duty supervisor.

All District members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Duty Officer of traffic accidents.

Once notified of a traffic accident, the Duty Officer is responsible for ensuring that the District investigation and review occurs in a timely manner.

322.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

322.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
 - 1. Minor injury to any District member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to District property or vehicles.
 - 3. Minor damage to non-District property or vehicles while conducting District business.
- (b) A Level II accident is any traffic accident involving:
 - 1. Any injury to persons other than District members, except contract and other public agency employees noted in Level I.

Williams Rural Fire Protection District

Policy Manual

Traffic Accidents

2. Any injury requiring immediate transport and treatment of any District member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the District or major damage to District property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this District.
 2. The death or anticipated disabling injury of anyone other than a member of this District, a contract employee or other public agency employee when the traffic accident involves any District member, vehicle or property.

322.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Duty Officer or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Duty Officer or respective manager and a Duty Officer selected by the Fire Chief, a designated Health and Safety officer or risk manager and a labor representative of the involved member. The Duty Officer or manager is the team leader.

322.5 ACCIDENT REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I accidents will be submitted through the chain of command to the Duty Officer in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the District's Custodian of Records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

Traffic Accidents

- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any District policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any District policies or procedures, the Duty Officer should recommend that the matter be submitted for the initiation of possible administrative action.

322.6 CONFIDENTIALITY OF DISTRICT ACCIDENT INVESTIGATIONS

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any accident reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law.

Line-of-Duty Death and Serious Injury Investigations

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

323.2 POLICY

It is the policy of the Williams Rural Fire Protection District to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include:

- The Oregon State Police (OSP)
- The Oregon Department of Transportation (ODOT)
- The Oregon State Fire Marshal
- Local law enforcement
- Local Medical Examiner
- Personnel from another Oregon fire department

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

323.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Duty Officer designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Williams Rural Fire Protection District shall give their full and complete cooperation to the investigation team.

Williams Rural Fire Protection District

Policy Manual

Line-of-Duty Death and Serious Injury Investigations

- (c) The Oregon Occupational Health and Safety Administration (OR-OSHA) may conduct an investigation of the incidents involving the death or serious injury of an employee.
- (d) The Williams Rural Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Williams Rural Fire Protection District administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Oregon Public Records Law.

323.4 INVESTIGATION TEAM

The investigation team should consist, at a minimum, of the following team members:

- (a) Duty Officer
- (b) Fire investigator
- (c) District Health and Safety Officer

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

323.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the District, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.

Williams Rural Fire Protection District

Policy Manual

Line-of-Duty Death and Serious Injury Investigations

- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

323.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

323.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

324.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The Oregon State Fire Marshal (OSFM) reporting policy is based on NFIRS standards. The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure District response information is properly reported to the OSFM and in turn is forwarded from the OSFM to NFIRS (ORS 476.210(2)).

324.2 POLICY

The Williams Rural Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Williams Rural Fire Protection District to participate in reporting incident data to the OSFM which in turn will forward the data to NFIRS.

324.3 RESPONSIBILITIES

The Fire Chief should designate an NFIRS coordinator, who should develop and maintain familiarity with both NFIRS resources and the reporting requirements of the OSFM. This is to ensure District information is compliant with the NFIRS reporting format and that this information is forwarded to the OSFM.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

Ride-Along Program

326.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

326.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

326.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Fire Operations Duty Officer or the authorized designee.

The Fire Operations Duty Officer or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Duty Officer as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, Reserves, applicants, and others with approval of the Fire Operations Duty Officer.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

326.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection, on the day of the ride along.

Williams Rural Fire Protection District

Policy Manual

Ride-Along Program

326.3.2 ELIGIBILITY

The Williams Rural Fire Protection District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

Factors that may be considered in disqualifying an applicant include and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

326.3.3 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Fire Operations Duty Officer. Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal or the Fire Operations Duty Officer.

326.3.4 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Fire Operations Duty Officer or Company Officer may refuse a ride-along to anyone not properly dressed.

326.4 FIREFIGHTER RIDE-ALONGS

Off-duty members of this District or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Fire Operations Duty Officer or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

326.5 COMPANY OFFICER RESPONSIBILITIES

The Company Officer shall advise the on-duty Duty Officer that a ride-along is present in the fire apparatus before going into service. Company Officers shall consider the safety of the ride-along at all times. Company Officers should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

326.6 CONTROL OF RIDE-ALONG

The Company Officer shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

Williams Rural Fire Protection District

Policy Manual

Ride-Along Program

- (a) The ride-along will follow the lawful directions of any District member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the ride-along or the Company Officer may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Company Officers will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

Grocery Shopping On-Duty

327.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

327.2 POLICY

It is the policy of the Williams Rural Fire Protection District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

327.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Duty Officer.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

Active Shooter and Other Violent Incidents

328.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

328.2 POLICY

The Williams Rural Fire Protection District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Williams Rural Fire Protection District is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

328.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the Williams Rural Fire Protection District's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VI with fire, EMS and law enforcement personnel, including but not limited to:
 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations.
 2. Rapid entry and evacuation routes.
 3. Equipment needs.
 4. Communication interoperability.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI.
- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
- (h) Common communications and terminology to be utilized by responding personnel.

Williams Rural Fire Protection District

Policy Manual

Active Shooter and Other Violent Incidents

- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (k) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Williams Rural Fire Protection District's plan annually and make any necessary updates.

328.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment and extrication of any individuals with life-threatening injuries.
- (f) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.
- (g) Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

328.5 TRAINING

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.

Williams Rural Fire Protection District

Policy Manual

Active Shooter and Other Violent Incidents

- (e) Reality-based training at locations that may be a potential target of a critical incident.

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Williams Rural Fire Protection District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the District's jurisdiction.

400.2 POLICY

The Williams Rural Fire Protection District is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Oregon and published in the Oregon Fire Code, and any other regulations or ordinances that have been formally adopted by the Oregon Office of the State Fire Marshal (OSFM) or the District for the prevention of fire or the protection of life and property against fire (OAR 837-040-0010).

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Williams Rural Fire Protection District's jurisdictional boundaries. The inspection program will comply with the Oregon Fire Code and any local amendments or ordinances specific to the District. The District fire inspection program will be administered by the Fire Prevention Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

400.4.1 SCHOOLS

The Williams Rural Fire Protection District shall inspect every building used as a public or private school in the District's jurisdiction with written authorization from the facility or the OSFM (ORS 476.030). School inspections should be completed annually and in compliance with the Oregon Fire Code.

400.4.2 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS

The Williams Rural Fire Protection District will inspect state facilities in its jurisdiction with written authorization from the facility or the OSFM (ORS 476.030). The inspections shall be for the purpose of enforcing the Oregon Fire Code.

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the Oregon Fire Code as well as the accuracy of any required Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS).

Williams Rural Fire Protection District

Policy Manual

Fire Inspections

Facilities that are required to submit a HMMP and HMIS should be inspected no less frequently than once every three years.

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (ORS 476.150(1)).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 RECORDS

The District shall document all inspections, including notices and orders issued, showing the findings and disposition of each inspection. Records shall be maintained for a minimum of five years and pursuant to the District established records retention schedule (Fire Code § 104.6; Fire Code § 104.6.2).

400.8 CITATIONS AND ORDERS

Any citation or order issued shall be completed fully and include an exact reference to the legal authority (e.g., statute, regulation) related to the violation and a plain statement of the facts upon which the citation or order is based (ORS 476.175).

Fire Investigations

401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Williams Rural Fire Protection District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

401.2 POLICY

It is the policy of the Williams Rural Fire Protection District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

401.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Chief is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

401.4 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Duty Officer
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

Fire Investigations

- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

401.4.1 NOTICE TO STATE FIRE MARSHAL

When any fire investigation has a finding of an undetermined or suspicious origin or involves a death or serious injury, the Fire Chief shall immediately notify the State Fire Marshal or Deputy State Fire Marshal (ORS 476.210).

401.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

401.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Oregon Department of Public Safety Standards and Training for fire investigators (OAR 259-009-0062).
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

401.6 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

401.6.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

Williams Rural Fire Protection District

Policy Manual

Fire Investigations

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

401.6.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

401.7 INCIDENT REPORTS

To ensure District fire incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

401.7.1 STATE-SPECIFIC REPORTS

The Fire Chief shall provide the State Fire Marshal with a full report of every fire occurring within the jurisdiction of the District on a form provided or approved by the State Fire Marshal (ORS 476.210).

The Fire Chief shall assemble all known facts and circumstances where there has been a finding of an undetermined or suspicious origin or the incident involved a death or serious injury on an approved report form to the State Fire Marshal or Deputy State Fire Marshal assigned to the territory where the fire originated. When evidence clearly indicates the cause of the fire to be of incendiary origin, the Fire Chief shall also immediately notify local law enforcement (ORS 476.210).

Code Enforcement

402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Williams Rural Fire Protection District will enforce District fire and life-safety codes during inspections.

402.2 POLICY

It is the policy of the Williams Rural Fire Protection District to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders.

402.3 PROCEDURE

The Williams Rural Fire Protection District shall issue correction notices when violations of the Oregon Fire Code are found during fire and life-safety inspections (Fire Code § 110.3; ORS 479.170).

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Chief as soon as practicable.

402.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated, and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and based on the type of violation.

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations, and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

Service of the notice shall be made as directed in Oregon Fire Code § 110.3.

402.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

Code Enforcement

402.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

402.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation shall be served upon the violator as directed in Oregon Fire Code § 110.3 and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

402.3.5 VIOLATION PENALTIES

If compliance is not achieved by the time of the final re-inspection, a violation penalty may be issued (Fire Code § 110.4.1). A violation penalty informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The violation penalty may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Violation penalties may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all violation penalties should be sent to the District's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Oregon Fire Code.

403.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods request - A request from a permit applicant to deviate in some manner from the requirements of the Oregon Fire Code, consisting of the applicant and project information, a summary of the issue and the solution being proposed, identification of the specific Oregon Fire Code reference and the intent of the code, a description of why the standard requirements are not possible, feasible or desirable, and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

403.2 POLICY

It is the policy of the Williams Rural Fire Protection District that requests for AMM shall be evaluated by the Fire Chief or the authorized designee for compliance with the Oregon Fire Code (Fire Code § 104.9).

403.3 PROCEDURE

The following procedures have been established to assist the District members in determining whether a proposed AMM is at least equivalent to that prescribed by the Oregon Fire Code in quality, strength, effectiveness, fire resistance, durability and safety (ORS 476.035).

403.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information including:
 1. The project name, address, contact person and telephone number.
 2. The owner's name, address and telephone number.
 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) Identify the Oregon Fire Code section or reference the specific requirement for which the AMM is requested.
- (c) Detail the alternative fire protection measures as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Williams Rural Fire Protection District.

Williams Rural Fire Protection District

Policy Manual

Alternative Materials and Methods Requests

403.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Williams Rural Fire Protection District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Chief or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Chief or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Williams Rural Fire Protection District. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Chief or the authorized designee.

Hazardous Materials Disclosures

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state and federal requirements and for the inspection of the businesses that handle hazardous materials pursuant to the Oregon Community Right to Know (CR2K) and Protection Act.

404.2 POLICY

The Williams Rural Fire Protection District will work in coordination with the Local Emergency Planning Committee (LEPC) and the Oregon Office of the State Fire Marshal regarding the receipt of dangerous or hazardous material submittals and necessary inspections (ORS 453.317).

404.3 SUBMITTALS

Businesses treating, storing or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Office of the State Fire Marshal (ORS 453.317).

Businesses required to prepare or have available a safety data sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

404.4 INSPECTIONS

The District may conduct field inspections of facilities that are subject to the requirements of this policy to confirm the validity of a hazardous substance survey submitted to the Oregon Office of State Fire Marshal by a facility (ORS 453.376). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC and the Oregon Office of State Fire Marshal.

Where appropriate, the District will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

404.5 PUBLIC RECORDS

Generally, submissions received by the District are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

Maximum Occupancy - Overcrowding

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding pursuant to the Oregon Fire Code.

405.2 POLICY

It is the policy of the Williams Rural Fire Protection District to protect the safety of the public through enforcement of the Oregon Fire Code regarding occupancy overcrowding (ORS 479.195).

405.3 ENFORCEMENT

The Fire Chief or the authorized designee of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard is authorized to cause the event to be stopped until such condition or obstruction is corrected (OAR 837-041-0050).

405.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire Chief for investigation and follow-up. The complaint shall be entered into the records management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

405.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Dispatch after hours shall be routed to the Fire Chief. Depending upon the urgency of the complaint, the Fire Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

405.3.3 OVERCROWDING MITIGATION AND ABATEMENT

Each complaint of overcrowding will be unique and shall be fully investigated based upon the circumstances presented with the occupancy. If at any time, in the investigating officer's opinion,

Williams Rural Fire Protection District

Policy Manual

Maximum Occupancy - Overcrowding

the overcrowding condition is in excess of the maximum number of persons allowed at any one time as set forth in a capacity notice, the investigating officer is authorized to prohibit occupancy immediately and until the excess capacity is corrected in accordance with this policy (ORS 479.195). The investigating officer shall immediately notify the Fire Chief any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Chief prior to requiring that an occupancy be vacated.

Fire Watch Services

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is at least 18 years old, is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A system of trained, on-site fire guards who notify the Williams Rural Fire Protection District and the occupants of a building if a fire occurs. Fire watch may be conducted by District personnel.

High life-risk occupancy - Assembly occupancies, hospitals, care facilities, schools and high-rise buildings.

406.2 POLICY

It is the policy of the Williams Rural Fire Protection District that any time the District is notified that required automatic fire protection or detection systems are inoperable, the District will, where required, ensure appropriate measures are taken to protect building occupants pursuant to the guidelines contained in Appendix T of the Oregon Fire Code.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair, and demolition.

406.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall make a determination whether the location has a high life-risk occupancy and, if so, immediately implement a fire watch. If the location does not have not a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch pursuant to the guidelines contained in Appendix T of the Oregon Fire Code.

- (a) The owner or the authorized designee shall immediately notify the Williams Rural Fire Protection District any time an automatic fire protection or detection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Williams Rural Fire Protection District and occupants should again be notified by the owner or the authorized designee.

Williams Rural Fire Protection District

Policy Manual

Fire Watch Services

- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life-safety hazard as determined by the Fire Chief or the authorized designee. A fire watch shall be established immediately, however, when fire protection, detection, and alarm systems are not in operation in high life-risk occupancies, such as assembly occupancies, hospitals, care facilities, schools, and high-rise buildings.
- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may depend on the hazard and building design. The fire watch service will patrol the area at least every 15 minutes and continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the District and their only duty shall be to perform constant patrols of the premises to watch for fires.
- (f) The Fire Chief or the authorized designee may require documentation of a fire watch completed by authorized persons utilizing forms contained in Appendix T of the Oregon Fire Code.

Fireworks Displays

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays that are in compliance with the Fire Code and Oregon law to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Williams Rural Fire Protection District standards for the storage and disposal of illegal fireworks and the ability for the Williams Rural Fire Protection District Fire Chief to issue civil penalty citations.

407.1.1 DEFINITIONS

Definitions related to this policy include (OAR 837-012-0720):

Discharge site - The area immediately surrounding the area where fireworks are ignited for an outdoor display.

Display site - The immediate area where a fireworks display is conducted, which includes the discharge site, the fall-out area and the required separation distance from the discharge site to spectator viewing areas. The display site does not include spectator viewing areas or vehicle parking areas.

Fall-out area - The area over which aerial shells are fired and burst and where unsafe debris and malfunctioning aerial shells fall. The fall-out area is the location where a typical aerial shell dud will fall to the ground considering wind and the angle of mortar placement. At a minimum, the fall-out area shall be the required separation distance based on the table of distances as required in OAR 837-012-0840.

General fireworks display - An outdoor display using 1.3g fireworks. Fireworks in this category are primarily aerial shells, but may also include 1.4g fireworks and/or special effects fireworks. All general displays must be conducted by a general display operator certified by the Office of the State Fire Chief(OSFM) with a minimum of one assistant.

Limited fireworks display - An outdoor display limited to 1.4g fireworks labeled UN0336. Fireworks in this category are subject to limitation by the District and the OSFM. Types of fireworks that may be utilized include firecrackers, sky rockets, missile rockets and mortars. All limited displays must be conducted by a limited display operator certified by the OSFM, with a minimum of one assistant.

Special effects display - A display held either indoors or outdoors limited to special effects fireworks authorized by the special effects permit.

407.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

Fireworks Displays

It is the policy of the Williams Rural Fire Protection District to observe the Fire Code and fireworks laws and follow any additional regulations prepared by local, state or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections. The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

407.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made in writing to the OSFM and received or postmarked at least 15 days prior to the proposed display. Prior to submission to the OSFM applications shall be submitted to the Williams Rural Fire Protection District and local law enforcement in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (OAR 837-012-0740).

407.3.1 GENERAL FIREWORKS DISPLAYS

When applying for a public general fireworks display permit, an applicant shall use the general fireworks display permit application form provided by the OSFM and submit all required information and evidence to the Williams Rural Fire Protection District for review, approval and signature.

- (a) A detailed map of the display site shall be attached to the display application form showing (OAR 837-012-0740):
 - 1. The fall-out area.
 - 2. The discharge site.
 - 3. The display site.
 - 4. The distance in feet from the outside measurement of the discharge site to spectators, overhead obstructions, buildings, highways and parking areas.
- (b) Additional items that should be included in the application packet include:
 - 1. Proof that satisfactory workers' compensation insurance is carried for all employees.
 - 2. Documentary proof of public liability insurance (ORS 480.150).
 - 3. A copy of the operators' certifications.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Williams Rural Fire Protection District, its officers and the District harmless for any damages or liability.

407.3.2 LIMITED FIREWORKS DISPLAY

When applying for a public limited fireworks display permit, an applicant shall use the limited fireworks display permit application form provided by the OSFM and submit all required information and evidence to the Williams Rural Fire Protection District.

Williams Rural Fire Protection District

Policy Manual

Fireworks Displays

407.3.3 SPECIAL EFFECTS DISPLAYS

When applying for a public special effects display permit, an applicant shall use the special effects display permit application form provided by the OSFM and submit all required information and evidence to the Williams Rural Fire Protection District.

407.4 INSPECTIONS

All District personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the Oregon fireworks laws.

- (a) The inspection will include, but is not limited to, the following requirements:
 - 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site (OAR 837-012-0960).
 - 2. A water container for duds or misfired shells shall be available on the site.
 - 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
 - 4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
 - 5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
 - 6. If mortar racks are used, they shall be stable, secure and spaced appropriately.
 - 7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
 - 8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
 - 9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
 - 10. No smoking is permitted in firing or display areas.
 - 11. During the electrical firing, no one is allowed to enter the firing area of the display.
 - 12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
 - 13. A continuity test shall be conducted prior to the test fire.
- (b) Additional items to review during the inspection include, but are not limited to:
 - 1. Verification of proper operator certification with qualified assistants.
 - 2. Verification of identification and age of all qualified assistants.

Williams Rural Fire Protection District

Policy Manual

Fireworks Displays

3. Inspection and inventory of fireworks shells to be discharged.
4. Inspection of ready boxes.
5. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Williams Rural Fire Protection District inspector.
6. Inspection of any other components of the display as deemed appropriate by the inspector.

407.5 STORAGE OF DISPLAY FIREWORKS

Storage of fireworks in residential locations, mini-storage units or other structures is prohibited unless such storage is in accordance with the Fire Code; Oregon Structural Specialty Code 2014 Edition; and National Fire Protection Association (NFPA) 1124, Manufacture, Transportation, and Storage of Fireworks and Pyrotechnic Articles as published in August 2012. Such storage must also be in accordance with this policy and any requirements of the District (OAR 837-012-0900).

Applicants must also provide a complete and detailed description of how and where they will store fireworks in their possession before, during and after the display on the required application form.

407.6 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

Any fireworks seized pursuant to state law shall be stored in compliance with the Fire Code and in a manner approved by the Williams Rural Fire Protection District Fire Chief until returned or destroyed (OAR 837-012-0940).

The Williams Rural Fire Protection District Fire Chief or the authorized designee should notify the OSFM not more than three days after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks may be held in trust for a reasonable period of time to allow for any disputes in the matter that may need to be adjudicated by the OSFM.

(a) Routine seizures (quantities that are temporarily manageable):

1. Inventory, randomly sample and photograph the seized fireworks.
2. Complete any forms required by the appropriate authority and forward as the form instructs.
3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
6. The following items should not be included:

Williams Rural Fire Protection District

Policy Manual

Fireworks Displays

- (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
 - (b) Trash (including expended fireworks, lighters and matches)
 - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
 - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Williams Rural Fire Protection District to manage):
1. Contact the appropriate OSFM representative or law enforcement investigator, who may assist with arranging for temporary storage.
 2. Inventory, randomly sample and photograph the seized fireworks.
 3. Complete the necessary report and forward it to the appropriate authority.
 4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The Williams Rural Fire Protection District may remain as the lead agency responsible for prosecuting any case involving fireworks seized by the District or may receive assistance from local law enforcement.

407.7 ISSUANCE OF CIVIL PENALTY CITATIONS

The Williams Rural Fire Protection District Fire Chief or the authorized designee has the authority to issue civil penalty citations for firework violations, which may impose a penalty or provide a warning. The District shall forward the citation to the OSFM within 10 days of issuance. Where possible, each citation should be accompanied by a copy of the Williams Rural Fire Protection District written report, inspection sheets, District property report or evidence receipt, or any other forms that are completed during the process of issuing a citation. The OSFM will issue a notice of civil penalty based upon the information contained in the citation and any accompanying documentation (OAR 837-012-1060; OAR 837-012-1050).

Chapter 5 - Emergency Medical Services

Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure.

500.1.1 DEFINITIONS

Definitions related to this policy include:

NEMSIS - National EMS Information System.

OR-EMSIS - Oregon Emergency Medical Services Information System.

Patient - A person who is ill, injured, or who has a disability and who receives emergency or nonemergency care from an emergency medical services provider (ORS 682.025).

Patient Care Report (PCR) - An Oregon Health Authority-approved paper form or electronic field data format (ePCR) that is completed by an EMS provider or ambulance-based clinician for all patients receiving pre-hospital assessment, care, or transportation to a medical facility (OAR 333-250-0205). This may also be called a Pre-Hospital Care Report (PHCR/ePHCR).

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or medical control to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Service (EMS) system, but who declines medical care despite being advised of his/her condition, and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the Williams Rural Fire Protection District to follow the patient documentation and distribution guidelines developed by the Oregon Health Authority.

500.3 REQUIREMENTS

An electronic PCR shall be completed for every incident in which patient contact is initiated (ORS 682.025; ORS 682.056; OAR 333-250-0310). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment, and/or transport.

500.3.1 REQUIRED INFORMATION

District members providing pre-hospital care shall provide patient care information on the PCR including but not limited to (OAR 333-250-0310):

- (a) Information and data points as defined in the National Highway Traffic Safety Administration NEMSIS data dictionary, using a version determined by the Oregon Health Authority.

Williams Rural Fire Protection District

Policy Manual

Patient Care Reports

- (b) Trauma band number.
- (c) Triage criteria as defined in OAR Chapter 333, Division 200, Exhibit 2.

A completed PCR is not required during a disaster or multiple-patient incident meeting the criteria set forth in OAR 333-250-0310 or as otherwise prescribed in the county's Ambulance Service Area (ASA) plan.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the District's incident reporting system to document that assistance was offered and declined. The District's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

PCRs should be completed as soon as possible after providing patient care. If a completed PCR cannot be provided to the receiving medical facility with the patient, a verbal report relaying pertinent patient care information must be given to the receiving hospital staff after the patient arrives. District members shall ensure that they receive verbal verification from an emergency department employee who is involved with providing the patient care that sufficient patient information has been transferred to support safe and timely continuation of patient care (OAR 333-250-0310).

A completed PCR shall be submitted OR-EMSIS within 24 hours of patient contact and to the hospital or facility receiving the patient within 24 hours of the patient being transported (OAR 333-250-0310).

An EMS evaluation, performed minimally by a qualified District member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, District EMS supervisors, and the designated hospital receiving center shall review their copies of the PCRs and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

- (a) If a patient is transported to a paramedic receiving center, copies should be distributed as follows:
 - 1. Copy retained by the District
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 - 1. Copy retained by the District
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
 - 1. Copy retained by the District

Patient Care Reports

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy and OAR 333-250-0310.

500.6 ADDITIONAL REPORTING REQUIREMENTS

In addition to completing a PCR, members shall electronically report within 24 hours (including weekends and holidays) all human cases of COVID-19 and MIS-C (Multisystem Inflammatory Syndrome in Children) as required by OAR 333-018-0016.

For all COVID-19 cases, the report shall include but is not limited to the following patient information (OAR 333-018-0011):

- (a) Race
- (b) Ethnicity
- (c) Preferred spoken and written language
- (d) English proficiency
- (e) Interpreter needs
- (f) Disability status

Medical Supplies

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

501.2 POLICY

It is the policy of the Williams Rural Fire Protection District to use a PAR level system for medical supply inventories.

501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a four-week period. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

501.3.1 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only District members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the District mail system.
- (c) All medications should be inventoried monthly by the designated paramedic for each facility or station.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.
- (h) Out-of-date medications should be exchanged for current medications.
- (i) The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

Medical Supplies

501.4 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the Fire Chief.

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care, and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication, or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide, verbalized suicidal intent, or for whom other factors lead pre-hospital care personnel to suspect suicidal intent, should not be regarded as competent.

Emancipated minor - An individual under the age of 18 years who is married, on active duty in the military, or is 16 years of age or older and emancipated by judgment of a court.

Patient - A person who is ill, injured, or who has a disability and who receives emergency or nonemergency care from an emergency medical services provider (ORS 682.025).

Patient Care Report (PCR) - An Oregon Health Authority-approved paper form or electronic field data format (ePCR) that is completed by an EMS provider or ambulance-based clinician for all patients receiving pre-hospital assessment, care, or transportation to a medical facility (OAR 333-250-0205).

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition, and the risks and possible complications of refusing medical care.

Protective custody - A patient who is taken into custody by a peace officer pursuant to ORS 426.228 for a civil commitment evaluation because the patient is a danger to him/herself, a danger to others, and is in need of immediate care, custody, or treatment for mental illness.

On-Line Medical Direction (OLMD) - The direction provided by a physician to pre-hospital emergency medical care providers through radio, telephone, or other real-time communication (OAR 333-200-0010).

502.2 POLICY

It is the policy of the Williams Rural Fire Protection District that a Patient Care Report (PCR) and a patient release form shall be completed any time a patient refuses emergency medical evaluation, care, and/or transportation (OAR 333-250-0310).

Patient Refusal of Pre-Hospital Care

502.3 GUIDELINES

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. EMTs should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care, and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT should make contact with On-Line Medical Direction (OLMD) for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to the following:
 - 1. The patient's complaint or the reason for the call.
 - 2. Any important circumstances surrounding the call for assistance.
 - 3. Significant patient medical history.
 - 4. Complete physical assessment, including vital signs and mental status.
 - 5. A check for signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include but are not limited to a significantly altered level of consciousness or blood pressure, hypoxia, or severe pain.
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires, the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport, or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including OLMD contact, should be thoroughly documented for conditions the EMT believes are potentially serious.

Williams Rural Fire Protection District

Policy Manual

Patient Refusal of Pre-Hospital Care

- (f) The OLMD should be contacted regarding any patient exhibiting symptoms meeting the OLMD criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, OLMD consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the hospital should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, and is in need of immediate care or treatment for mental illness, the EMT should notify local law enforcement for consideration of placement into protective custody for a civil commitment. The EMT should remain with the patient until law enforcement has made a determination regarding protective custody. Patients in protective custody cannot be released at the scene by an EMT.
- (i) If the OLMD and/or EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - 1. The patient should be transported to an appropriate facility under implied consent.
 - 2. If the OLMD determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider protective custody for civil commitment for the patient.
 - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment, or transport
- (d) A statement that the patient was advised of the risk/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

Williams Rural Fire Protection District

Policy Manual

Patient Refusal of Pre-Hospital Care

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the District-specific incident number, the signature of the field personnel, and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

Advance Health Care Directives

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for District Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Oregon Health Care Decisions Act.

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

503.1.1 DEFINITIONS

Definitions related to this policy include:

Advance health care directive (or Advance Directive) - A document that contains a health care instruction or a power of attorney for health care (ORS 127.505).

Attorney-in-fact - An adult appointed to make health care decisions for a principal under a power of attorney for health care and includes an alternative attorney-in-fact (ORS 127.505).

Do Not Resuscitate (DNR) - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advanced airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotoxic medications, or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR includes:

- An Advance Directive that directs the withholding of life sustaining or resuscitating measures.
- An order written by a physician or a patient in hospice care, a skilled nursing facility, or other licensed care facility.
- A Physician Orders for Life-Sustaining Treatment (POLST) Form.

Health care representative - An attorney-in-fact, a person designated in a written power of attorney for health care to make health care decisions, or a guardian or other person appointed by a court to make health care decisions (ORS 127.505).

On-Line Medical Direction (OLMD) - The direction provided by a physician to pre-hospital emergency medical care providers through radio, telephone, or other real-time communication (OAR 333-200-0010).

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Patient Care Report (PCR) - An Oregon Health Authority-approved paper form or electronic field data format (ePCR) that is completed by an EMS provider or ambulance-based clinician for all patients receiving pre-hospital assessment, care, or transportation to a medical facility (OAR 333-250-0205).

Williams Rural Fire Protection District

Policy Manual

Advance Health Care Directives

Physician Orders for Life-Sustaining Treatment (POLST) Form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities.

503.2 POLICY

It is the policy of the Williams Rural Fire Protection District that EMS members honor DNR/POLST directives regarding pre-hospital life-sustaining treatments.

503.3 GUIDELINES

The following guidelines should be used by members who are presented with a DNR/POLST directive:

- (a) EMS members shall honor a DNR/POLST directive when it can be reasonably established that the patient is the subject of the DNR/POLST directive and either:
 1. EMS members have identified a DNR/POLST directive as defined in this policy.
 2. EMS members have personally seen the DNR/POLST directive in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) DNR/POLST patients should receive non-resuscitation-related palliative care and other comfort measures as identified in the directive.
- (c) A DNR/POLST directive shall be disregarded if the patient requests resuscitative measures.
- (d) EMS members may accept a verbal directive to withhold or withdraw resuscitative measures under the following circumstances:
 1. A licensed physician identified as the patient's physician and present with the patient gives a verbal order and writes the DNR/POLST directive on the PCR and signs it. The physician's name, address, telephone number, and medical license number must be recorded on the PCR.
 2. The EMS member contacts the POLST registry and speaks with registry staff and verifies both pertinent information regarding the patient's identity and also POLST orders (OAR 333-270-0050). The EMS member shall contact OLMD for direction regarding POLST directives and/or resuscitative measures.
- (e) When EMS members honor a DNR/POLST directive, they should note on the PCR that a DNR/POLST directive was presented and honored, and shall document the circumstances surrounding the DNR/POLST directive on a PCR.
- (f) OLMD contact should be made and consulted, and resuscitation initiated:
 1. If there are any questions concerning the validity of the DNR/POLST directive.
 2. If a DNR/POLST directive is incomplete or not signed.
 3. When a document other than those noted in this policy is presented.
 4. Any time EMS members have concerns or require assistance.

Williams Rural Fire Protection District

Policy Manual

Advance Health Care Directives

- (g) DNR/POLST patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or the coroner's office to report the death and should support family members on-scene, as appropriate.
- (h) DNR/POLST patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members shall be required to preserve the patient's privacy, respect, dignity, comfort, and hygienic care before leaving the scene.
- (i) If a DNR patient is transported to a hospital, the following shall apply:
 - 1. A valid DNR/POLST directive shall be honored during transport of the patient.
 - 2. The DNR/POLST Form should accompany the patient.
 - 3. The health care representative (if applicable) should accompany the patient to the hospital.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all District members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

504.2 POLICY

It is the policy of the Williams Rural Fire Protection District that members shall take precautions and follow the latex sensitivity policy any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

All non-essential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital care report form as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves
- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinette or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Williams Rural Fire Protection District

Policy Manual

Latex Sensitivity

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Chapter 6 - Training

Emergency Vehicle Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Williams Rural Fire Protection District members who operate emergency vehicles, firefighting apparatus and/or ambulances as part of their duties receive appropriate training (OAR 437-002-0182(25)).

600.1.1 DEFINITIONS

Definitions related to this policy include:

Ambulance - Any privately or publicly owned motor vehicle, aircraft or watercraft that is regularly provided or offered for the emergency transportation of persons who are ill or injured or who have disabilities (OAR 333-255-0000).

Emergency vehicle - A vehicle that is operated by the District and is equipped with lights and sirens, as required by ORS 820.350 and ORS 820.370. Emergency vehicles designed for firefighting purposes may also be known as apparatus (ORS 801.260).

Firefighting apparatus - A mobile piece of firefighting equipment such as pumper or water tender (OAR 437-002-0182(3)). This includes pumpers, ladder trucks and aerial devices, wildland firefighting, aircraft rescue firefighting (ARFF) and mobile water supply (water tender) units.

Task performance evaluation - Document used to report a member's ability to perform tasks of a certification level, in a controlled environment, while being evaluated. This is also known as a task book (OAR 259-009-0005).

600.2 POLICY

It is the policy of the Williams Rural Fire Protection District that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of the National Fire Protection Association (NFPA) 1002, 2009 edition.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills for the specific apparatus type, consistent with OAR 259-009-0062.

All members who operate ambulances shall successfully complete driver training that meets or exceeds the National Safety Council for Emergency Vehicle Operators Course (EVOC 3) or the

Emergency Vehicle Operator Training

NFPA Fire and Emergency Services Vehicle Operations Training standards prior to independently operating an ambulance (OAR 333-250-0270).

Emergency vehicle operators shall demonstrate proficiency through completion of a task performance evaluation or a task book approved by the District for the specific type of emergency vehicle being operated.

600.4 RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive emergency vehicles and/or ambulances as part of his/her normal duties has received all training required for competent, safe operation of the vehicle. The Training Officer shall coordinate with the District member appointed to monitor member driver license status to ensure members have a valid Oregon Class C Driver License, in accordance with the Driver License Requirements Policy.

The Training Officer shall verify the completed training by signing the task performance evaluation (or task book) and maintaining proof of the training in the records management system.

CPR and Automated External Defibrillator (AED) Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an automated external defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Qualified instructor - An individual who is qualified by the American Heart Association (AHA) to teach AED/CPR to the AHA's level of Basic Life Support for health care providers or the equivalent.

601.2 POLICY

It is the policy of the Williams Rural Fire Protection District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required in order to utilize such equipment and/or skills. Initial training and recertification will consist of AHA-approved courses and will be provided by qualified instructors at the health care provider level.

601.3 REQUIREMENTS

CPR and AED training should comply with the most current AHA guidelines including, but not limited to, the following topics and skills:

- Proper use, maintenance and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock, without jeopardizing the safety of the patient, rescuers or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.

Williams Rural Fire Protection District

Policy Manual

CPR and Automated External Defibrillator (AED) Training

- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass an AHA written and skills examination with a pre-established standard. The skills test shall meet the most current AHA guidelines.

All CPR and AED training provided by the District shall be approved and monitored by the AHA, which shall also approve any written and skills examinations required for course completion. All instructors shall be currently certified by the AHA.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members in accordance with the Oregon Health Authority's regulations and AHA requirements. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the person conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

601.5 REPORTING

The Training Officer shall be responsible for collecting and reporting AED data to the Oregon Health Authority or the District supervising physician. It will be necessary to establish procedures for the collection, maintenance and evaluation of AED data.

Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

602.2 POLICY

It is the policy of the Williams Rural Fire Protection District to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

The Health and Safety Officer, working with the Training Officer, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Disease Policy and an Exposure Control Plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in 29 CFR 1910.1030 and OAR 437-002-0360 are included in the training program and are met by all members.

602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive District-provided, no-cost training during working hours (29 CFR 1910.1030; OAR 437-002-0360).

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hazard Communication Program Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the District's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with federal regulations and state law (OAR 437-002-0360; 29 CFR 1910.1200).

603.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.1200):

Hazardous chemical - Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas or a hazard not otherwise classified.

Health hazard - Any chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.

603.2 POLICY

It is the policy of the Williams Rural Fire Protection District, in accordance with the Hazard Communication Program Policy, to provide members with effective information and training on health hazards and hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced (29 CFR 1910.1200).

603.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics:

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of the written hazard communication program, including lists of hazardous chemicals and Safety Data Sheets (SDS) as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

Hazard Communication Program Training

- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

603.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hazardous Materials (HAZMAT) Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Williams Rural Fire Protection District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, and the training records required to comply with Oregon law (OAR 437-002-0100; 29 CFR 1910.120).

604.2 POLICY

It is the policy of the Williams Rural Fire Protection District that any member whose duties include a role in the HAZMAT response program shall receive training at the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

604.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the incident commander, awareness or operations level, and HAZMAT technician or specialist (29 CFR 1910.120(q)(6)).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

604.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training shall be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (29 CFR 1910.120(q)(6)(i)).

604.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training shall be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures (29 CFR 1910.120(q)(6)(ii)).

604.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training shall be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point

Hazardous Materials (HAZMAT) Training

of release in order to plug, patch, or otherwise stop the release of a hazardous substance (29 CFR 1910.120(q)(6)(iii)).

604.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training shall be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (29 CFR 1910.120(q)(6)(iv)).

604.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training shall be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (29 CFR 1910.120(q)(6)(v)).

604.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives, and Oregon Occupational Safety and Health Administration (OR-OSHA) personnel.

604.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120(q)(8)).

604.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
 1. Specific content required by regulation covered
 2. Manufacturer's recommendations (as applicable)
 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifier and job title of all members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

Williams Rural Fire Protection District

Policy Manual

Hazardous Materials (HAZMAT) Training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Occupational Noise Exposure and Hearing Conservation Program Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain occupational noise exposure and hearing conservation training for members exposed to noise above levels predetermined by Oregon law (OAR 437-002-0080; 29 CFR 1910.95).

605.2 POLICY

It is the policy of the Williams Rural Fire Protection District to promote member health and safety by establishing a hearing conservation program and requiring annual member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the District's efforts (29 CFR 1910.95).

605.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation program for the Williams Rural Fire Protection District. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Company Officers shall be responsible for ensuring that members attend scheduled testing and training.

605.3.1 NOISE EXPOSURE LIMITS

The Williams Rural Fire Protection District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 29 CFR 1910.95, App. A.

605.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Members shall have the opportunity to select hearing protectors from a variety provided by the District (29 CFR 1910.95, App. B).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

605.3.3 HEARING PROTECTOR ATTENUATION

The Williams Rural Fire Protection District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in 29 CFR 1910.95, App. B. The District will provide more effective hearing protectors where necessary.

Williams Rural Fire Protection District

Policy Manual

Occupational Noise Exposure and Hearing Conservation Program Training

605.3.4 MONITORING

The Williams Rural Fire Protection District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (29 CFR 1910.95, App. G).

605.3.5 AUDIOMETRIC TESTING PROGRAM

The Williams Rural Fire Protection District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 29 CFR 1910.95, App. C and App. D. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter.

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

605.4 TESTING AND TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hearing conservation program training and audiometric testing provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation document.

The Training Officer shall maintain the testing and training records in accordance with 29 CFR 1910.95(m) and established records retention schedules.

Heat Illness Prevention Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with Williams Rural Fire Protection District policy for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

606.2 POLICY

It is the policy of the Williams Rural Fire Protection District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

606.3 TRAINING REQUIREMENTS

Training should be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The District's procedures for complying with the Heat Illness Prevention Program Policy for the prevention of heat illness.
- (c) The importance of hydration, including frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

Heat Illness Prevention Training

- (g) The District's procedures for responding to symptoms of possible heat illness, including how emergency medical services (EMS) will be provided if necessary.
- (h) The District's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

606.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors should be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy.
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary.

606.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifier and job title of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Health Insurance Portability and Accountability Act (HIPAA) Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

607.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

607.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

607.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the District's privacy policies and procedures.

Williams Rural Fire Protection District

Policy Manual

Health Insurance Portability and Accountability Act (HIPAA) Training

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Pre-Hospital Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

607.4 TRAINING RECORDS

The Training Unit shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

608.2 POLICY

It is the policy of the Williams Rural Fire Protection District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Williams Rural Fire Protection District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

608.3 PROCEDURE

All District personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
 - 1. IS-700, IS-800 NRF, ICS-100, ICS-200, and ICS-300
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800 NRF, ICS-100, ICS-200, ICS-300, and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

Williams Rural Fire Protection District

Policy Manual

National Incident Management System (NIMS) Training

608.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Repetitive Motion Injuries and Ergonomics Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMI) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs.

609.2 POLICY

It is the policy of the Williams Rural Fire Protection District that members should be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The District should correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the District shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures or tool redesign and administrative controls such as job rotation, work pacing or work breaks.

609.3 TRAINING GUIDELINES

- (a) Members should be provided training that includes, but is not limited to, an explanation of:
 - 1. The District's program to minimize RMIs.
 - 2. The exposures that have been associated with RMIs.
 - 3. The symptoms and consequences of injuries caused by repetitive motion.
 - 4. The importance of reporting symptoms and injuries to the District
 - 5. Methods used by the District to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members should receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
 - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process or operation.
 - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly or loading).

Repetitive Motion Injuries and Ergonomics Training

3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
4. The RMIs were reported by members to the District in the previous 12 months.

609.4 ADDITIONAL TRAINING AND INFORMATION

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the District becomes aware of new work-related exposures associated with RMIs.

609.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all RMI prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

609.6 MANDATORY REPORTING

The District shall submit the mandated injury report annually for the previous 12-month period (OAR 437-001-0700).

Respiratory Protection Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through the appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (OAR 437-002-0120; 29 CFR 1910.134(k)).

610.1.1 DEFINITIONS

Definitions related to this policy include:

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

610.2 POLICY

It is the policy of the Williams Rural Fire Protection District to protect the health of members by providing respiratory protection training (OAR 437-002-0120; 29 CFR 1910.134(k)).

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they do any of the following:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

610.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134).

610.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (29 CFR 1910.134(k)):

Respiratory Protection Training

- (a) Initially, before worksite respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
 - 1. The member has not retained knowledge or skills.
 - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member should practice, at least quarterly, for each type and manufacturer of respiratory equipment available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

610.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training should include (OAR 437-002-0134):

- (a) When respirator protection is necessary.
- (b) What respiratory protection is necessary.
- (c) How to properly don, doff, adjust and wear respiratory protection.
- (d) The limitations of the respiratory protection.
- (e) The proper care, maintenance, useful life and disposal of respiratory protection.
- (f) Hands-on practice in the operation of the respiratory protection equipment (OAR 437-002-0182).

Members should be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

610.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties (OAR 437-002-0120; 29 CFR 1910.134(k)):

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Training

- (e) How to clean, disinfect, repair and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators (OAR 437-002-0134; OAR 437-002-0120; 29 CFR 1910.134(k)).

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District shall document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Wildland Fire Shelter Deployment Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and effective deployment of a wildland fire shelter.

611.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide initial and recurrent wildland fire shelter deployment training to all District members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

611.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 “The New Generation Fire Shelter.”
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712.
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.

Williams Rural Fire Protection District

Policy Manual

Wildland Fire Shelter Deployment Training

5. Practical exercise of deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise of lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

611.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

Training Records

612.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual District members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

612.2 POLICY

It is the policy of the Williams Rural Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by District members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Unit in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using District-approved secure electronic file storage systems.

612.3 MASTER TRAINING CALENDAR

The Training Unit will create and maintain an annual master training calendar for the District. This calendar will document all District-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms and fit testing for Oregon Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OR-OSHA/NIOSH)-approved masks and respirators.
- (c) All Oregon Department of Public Safety Standards and Training (DPSST) training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other incident management system.
- (e) All National Incident Management System (NIMS), Incident Command System (ICS) and Incident Management System courses.

Williams Rural Fire Protection District

Policy Manual

Training Records

- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Unit and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly-scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Unit files based on District established records retention schedules.

612.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to, the following:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, OR-OSHA regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

612.5 INDIVIDUAL TRAINING RECORDS

The Training Unit will create and maintain an individual training file for each member of the District. The training files will be kept separate from the District's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

Williams Rural Fire Protection District

Policy Manual

Training Records

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the District's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Unit should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Unit staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Oregon DPSST certifications and Oregon Health Authority pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Unit for inclusion in their individual training file. The Training Unit staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Unit copies of any licenses, certifications and coursework that are pertinent to their position with the Williams Rural Fire Protection District.

The Training Unit staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Williams Rural Fire Protection District training file.

612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Williams Rural Fire Protection District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a

Williams Rural Fire Protection District

Policy Manual

Training Records

statement authorizing the Williams Rural Fire Protection District to release copies to the named third party.

Emergency Action Plan and Fire Prevention Plan Training

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Williams Rural Fire Protection District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Oregon Occupational Safety and Health Administration (OR-OSHA) regulations for all Williams Rural Fire Protection District facilities (OAR 437-002-0042; OAR 437-002-0043).

613.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide training to all members regarding the EAP and the FPP.

613.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to:

- (a) A review of the District's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plans at the following times:
 1. Initially when the plan is developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan and Fire Prevention Plan Training

613.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the District's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Firefighter Health, Safety and Survival Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

614.2 POLICY

The Williams Rural Fire Protection District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

614.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Williams Rural Fire Protection District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

614.4 SUPERVISOR RESPONSIBILITIES

Company Officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

614.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

614.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

Williams Rural Fire Protection District

Policy Manual

Firefighter Health, Safety and Survival Training

- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Chapter 7 - Equipment and Technology

Use of District-Owned and Personal Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of District property entrusted to District members and the return of District property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

It is the policy of the Williams Rural Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all District property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of District property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

The following procedures shall be in effect regarding District property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage to, or unserviceable condition of District-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable District property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable District property without supervisory approval.
- (d) Use of District property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, District property shall only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Members who separate from the District shall return all District property, regardless of its condition. The following guidelines should apply:

- (a) All District property, including keys, identification cards, electronic devices and system access cards shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

Use of District-Owned and Personal Property

- (c) A member who fails to return all District property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements, and District and District rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District or District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form, to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Duty Officer, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.

Williams Rural Fire Protection District

Policy Manual

Use of District-Owned and Personal Property

- (c) Any personal property used in place of District-issued property, unless required by the District.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for District business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for District business shall have the minimum evidence of financial responsibility required for that vehicle (ORS 806.070: ORS 806.080).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any District function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Duty Officer.

Personal Communication Devices (PCD)

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Williams Rural Fire Protection District allows members to utilize District-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair firefighter safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The District reserves the right to access, audit and disclose, for whatever reason, any message and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including any District-issued PCD or personally owned PCD that has been used to conduct District-related business. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through District PCDs or networks.

Williams Rural Fire Protection District

Policy Manual

Personal Communication Devices (PCD)

701.4 DISTRICT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue a PCD. District-issued PCDs are provided as a convenience to facilitate on-duty performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any District business-related communication.
- (e) The device shall not be utilized to record or disclose any District business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD constitutes consent for the District to access the PCD to inspect and copy data to meet the needs of the District, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the District with the telephone number of the device.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage

Williams Rural Fire Protection District

Policy Manual

Personal Communication Devices (PCD)

in District business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty District-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct District business:

- (a) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (b) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official District business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (c) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other District communications network.

Personal Communication Devices (PCD)

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (ORS 811.507). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of District assigned emergency response vehicles. The use of assigned emergency response vehicles is an essential component of the District's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate District needs, members may be allowed to take District assigned emergency response vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered emergency response vehicles.

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

703.2 POLICY

The District provides vehicles for official business use and may assign emergency response vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

District members authorized to use assigned emergency response vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to District-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use assigned emergency response vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.

Williams Rural Fire Protection District

Policy Manual

Use of District Vehicles

- (c) District members are prohibited from driving District vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- (d) Members operating District-owned vehicles shall not permit persons other than District members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.
- (e) District assigned emergency response vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.
- (f) District members shall not relinquish control of, nor allow any person to operate, District vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned an emergency response vehicle may use the vehicle to commute to their workplace and for District-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) Time spent during normal commuting is not compensable.
- (c) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances. The District should provide necessary care and maintenance supplies.
- (d) Off-street parking shall be available at the member's residence.
- (e) Vehicles shall be locked when not attended.
- (f) All District identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a District-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All District-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

Williams Rural Fire Protection District

Policy Manual

Use of District Vehicles

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to District vehicles without written permission from the designated vehicle manager.

Information Technology Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of District information technology resources, including computers, electronic devices, hardware, software and systems.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Williams Rural Fire Protection District that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or District funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

704.2 POLICY

Williams Rural Fire Protection District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any District technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the District email system, computer network or any information placed into storage on any District system or device. This includes records of all keystrokes or Web-browsing history made at any District computer or over any District network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through District computers, electronic devices or networks.

Information Technology Use

Members may not be asked for or required to provide access through their username, password or other means of authentication that provides access to their personal social media accounts unless otherwise allowed under ORS 659A.330.

704.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

704.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any District computer. Members shall not install personal copies of any software on any District computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on District premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of District- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Access to technology resources provided by or through the District shall be strictly limited to District-related activities. Data stored on or available through District computer systems shall only be accessed by authorized members who are engaged in an approved District-related project or program or who otherwise have a legitimate District-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

704.4.3 INTERNET USE

Internet access provided by or through the District shall be strictly limited to District-related activities. Internet sites containing information that is not appropriate or applicable to District use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Information Technology Use

Downloaded information from the Internet shall be limited to messages, mail and data files.

704.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access District resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

704.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure District computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

704.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any District policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the District computer system when requested by a supervisor or during the course of regular duties that require such information.

Communications Operations

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

705.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Williams Rural Fire Protection District radio operations shall be conducted in accordance with the FCC procedures and guidelines.

705.2 POLICY

The Williams Rural Fire Protection District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Dispatch. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

705.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Dispatch to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident

Williams Rural Fire Protection District

Policy Manual

Communications Operations

- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

705.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

705.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Dispatch. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Dispatch once the mobile unit has been properly identified.

705.4.2 RADIO TESTING

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Photography and Electronic Imaging

706.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize District members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring District compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by District members; establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

706.2 POLICY

It is the policy of the Williams Rural Fire Protection District to authorize members to utilize photography and electronic imaging to document incidents and District activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by District members must also comply with the requirements of HIPAA.

The Williams Rural Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

706.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by District members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

706.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

706.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by District members for non-incident events, including:

- (a) Documentation of District training events, exercises, lectures, classes or activities, and all fire academy-related activities.

Williams Rural Fire Protection District

Policy Manual

Photography and Electronic Imaging

- (b) Documentation of internal District events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving District members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all District vehicles, apparatus, tools and equipment, facilities and other District-owned property.
- (e) Creating and maintaining a photo/image bank depicting all District members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the District's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the District's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, to document any District activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Duty Officer or any Duty Officer.

706.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by District members at incident scenes, including:

- (a) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (b) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (c) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (d) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (e) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (f) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (g) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.

Williams Rural Fire Protection District

Policy Manual

Photography and Electronic Imaging

- (h) Documentation of the extrication of trapped individuals in any rescue situation.
- (i) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (j) Documentation of all aspects of any incident involving hazardous materials.
- (k) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (l) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

706.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by District members.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by District members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

Non-Official Use of District Property

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of District property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, radios, small tools or any power driven tools.

707.2 POLICY

The personal use of District property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official District business without the express prior approval of a Duty Officer.

Requests from water companies or other District agencies for hose adapters or other equipment should be forwarded to the appropriate Duty Officer for consideration.

Chapter 8 - Records Management

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all District documents, including those in fire stations, to ensure that District records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

800.2 POLICY

It is the policy of the Williams Rural Fire Protection District to promote the efficient and cost-effective conduct of District business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program (ORS 192.318; OAR 166-017-0005 et seq.; OAR 166-020-0010 et seq.; OAR 166-030-0005 et seq.).

The Custodian of Records or the authorized designee should:

- (a) Remain familiar with any Oregon Public Records Law.
- (b) Identify what records the District has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the District's records retention schedules, including:
 1. Identify the minimum length of time the District must keep records in a series.
 2. Identify the District section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
 1. Maintaining a storage inventory.
 2. Providing an annual reminder to Duty Officers and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of District records, including:
 1. Annually reviewing the records retention schedules and storage inventory list to determine which records are eligible for destruction.
 2. Providing a list to Duty Officers and section managers of records eligible to be destroyed.
 3. Obtaining any required approvals for the destruction of eligible records.
 4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.

Williams Rural Fire Protection District

Policy Manual

Records Management

- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records, and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of District records as reasonably necessary for the protection of such records, including:
 - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 - 2. Maintaining a schedule of fees for public records as allowed by law (ORS 192.324(4)(5)).
- (j) Prepare and make available to the public a written procedure that includes the name and address of where to obtain District records as well as the amounts and the manner of calculating fees for responding to requests for public records (ORS 192.324(7)).

800.4 MEMBERS' RESPONSIBILITY

All members are expected to handle District records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

800.5 COMPANY OFFICER'S RESPONSIBILITY

Company Officers at fire stations are responsible for the management of records at the fire station level. The Company Officers should ensure that all records at the fire stations are retained in accordance with this policy.

800.6 SECURITY BREACHES

In the event of an unauthorized acquisition of personal information, the Fire Chief or the authorized designee shall ensure that an investigation into the breach is made and applicable steps pursuant to ORS 646A.602 et seq. are taken.

Required notice shall be made as follows (ORS 646A.604):

- (a) Notice shall be made to any individual whose private or confidential data was or is reasonably believed to have been breached. Notice shall be provided in the most expeditious manner possible without unreasonable delay, but not later than 45 days after becoming aware of the breach, unless the notice impedes a criminal investigation.
 - 1. The notice shall be made as set forth in ORS 646A.604 and include a general description of the breach of security; the approximate date of the breach; the type of information that was compromised; the contact information for the person providing the notice; and the contact information for national consumer reporting

Williams Rural Fire Protection District

Policy Manual

Records Management

agencies. Any suspected identity theft should be reported to law enforcement, the Attorney General, and the Federal Trade Commission.

- (b) When notice is delayed because it will impede an active criminal investigation, the member in charge of the investigation must document the reason why a delay in notification is necessary to the investigation.
- (c) Provide substitute notice if notification would cost more than \$250,000 or if there were more than 350,000 individuals whose personal information was breached.
- (d) If notification is required to be made to more than 1,000 individuals, the Fire Chief should also notify consumer reporting agencies.
- (e) Provide notice to the Oregon Attorney General if the breach involves the personal information of more than 250 people, along with a copy of any notice sent to individuals whose personal information was affected.
- (f) Document when a breach of security is unlikely to cause any harm and does not require notification. In these cases, the documentation shall be maintained for at least five years.

800.7 TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate District members.

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

The Williams Rural Fire Protection District is committed to providing public access to records consistent with Oregon's Public Records Law.

801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (ORS 192.324; ORS 192.329):

- (a) The District is not required to create records which do not exist.
- (b) Within five business days of receiving a written request to inspect or receive a copy of a public record, the Custodian of Records or authorized designee shall acknowledge receipt of the request or complete the response to the request.
- (c) A written acknowledgement shall advise the requester of one of the following:
 1. The District is the custodian of the requested record.
 2. The District is not the custodian of the requested record.
 3. The District is uncertain whether the District is the custodian of the requested record.
- (d) As soon as reasonably practicable, but not later than 10 business days after acknowledgement of a receipt of the request, the Custodian of Records shall:
 1. Complete the response to the records request, or;
 2. Provide a written statement that the request is being processed and a reasonable estimated date on when the response should be completed based on the information currently available.
- (e) A request for records is considered complete when:
 1. Access or copies of the requested public records is provided to the requester, if no exemption applies or an explanation is provided to the requester regarding where the records are publicly available.
 2. A written statement is sent to the requester that an exemption exists and that access is denied.

Williams Rural Fire Protection District

Policy Manual

Release of Records

- (a) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted, and the unrestricted material released (ORS 192.338).
 - (b) A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
3. A written statement is sent to the requester that the District is not the Custodian of Records for the record requested.
 4. A written statement that state or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the records exists would result in the loss of federal benefits or other sanctions. This statement shall include the state or federal law citation relied upon by the District.
- (f) If a fee is permitted under ORS 192.324(4) and the requester has been informed, the request is suspended until the requester has paid the fee or the District has waived the fee. If the fee is not paid within 60 days of informing the requester of the fee or the District has denied a request for a fee waiver, the request shall be closed.
 - (g) If necessary, the Custodian of Records or the authorized designee may request additional information or clarification for the purpose of expediting the response to the request. The response to the request is suspended until the requester provides the requested information, clarification, or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days, the request shall be closed.
 - (h) If the public record is maintained in a machine readable or electronic form, a copy of the public record shall be provided in the form requested, if available. If the public record is not available in the form requested, the public record shall be made available in the manner in which it is maintained (ORS 192.324).

801.3.2 DENIALS

If the Custodian of Records determines that a requested record is not subject to disclosure or release, the Custodian of Records shall inform the requestor in writing of that fact and state the reason for the denial. When the denial is pursuant to federal or state law, the specific law shall be provided to the requester (ORS 192.329).

When asserting that a record is exempt, the written statement of denial shall include a statement that the requester may seek review of the determination pursuant to Oregon law as identified by ORS 192.329.

If the disclosure refusal is challenged by the requester by petition to the Attorney General or the Fire District Attorney, the District will have the burden to support the denial (ORS 192.401; ORS 192.415).

801.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include:

Williams Rural Fire Protection District

Policy Manual

Release of Records

- (a) Patient Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy)
- (b) Personnel or similar files (ORS 192.355)
- (c) Records pertaining to pending litigation (ORS 192.345)
- (d) Legal opinions
- (e) Arson investigations (ORS 192.345)
- (f) A personnel discipline action, including materials or documents in support of the action (ORS 192.345)
- (g) Test questions, scoring keys, and other examination data used to administer an examination for employment (ORS 192.345)
- (h) Contents of real estate appraisals prior to acquisition (ORS 192.345)
- (i) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (j) Records that relate to archeological site information (ORS 192.345)
- (k) Any public records or information prohibited from disclosure by federal law or regulations (ORS 192.355)
- (l) Any public records or information prohibited, restricted, or otherwise made confidential or privileged by Oregon law (ORS 192.355)

Subpoenas and Court Appearances

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

802.2 POLICY

District members will respond appropriately to all subpoenas and any other court ordered appearances (ORCP 55; ORS 136.580; ORS 136.595).

802.3 RECEIPT OF SUBPOENAS

Only District members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or authorized designee for processing.

802.3.1 SUBPOENAS OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for District records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the District privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the legal counsel for the District.

The District may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

Williams Rural Fire Protection District

Policy Manual

Subpoenas and Court Appearances

The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this District as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena (ORS 44.415).

Members shall notify their Duty Officer of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Duty Officer.

Members who are deposed should request a copy of the transcript.

802.3.3 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.4 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to District business, the member shall promptly notify the Duty Officer of his/her appearance and contact legal counsel if he/she has any questions.

No subpoena for a member of this District as a witness in a criminal action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena (ORS 44.415).

802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DISTRICT BUSINESS

Members properly served with valid subpoenas for civil matters unrelated to their District duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

802.4 RESPONSIBILITIES

Williams Rural Fire Protection District

Policy Manual

Subpoenas and Court Appearances

802.4.1 MEMBERS

Members subpoenaed to appear for any District-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena and/or summons and complaint.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about District -related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Company Officer to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or legal District counsel.

802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the District's legal counsel, as may be indicated by the case.

- (a) This requirement includes:
 1. Providing testimony or information for the defense in any criminal trial or proceeding.
 2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.

Williams Rural Fire Protection District

Policy Manual

Subpoenas and Court Appearances

3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
4. No member will be retaliated against for testifying in any matter.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to District business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- State law relating to protected rights regarding health information (ORS 192.558)
- State rule relating to responses to civil and criminal subpoenas (ORCP 55 H)

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers

Patient Medical Record Security and Privacy

- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected Health Information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected Personal Information (PPI) - Information that includes but is not limited to PHI, pictures, or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received District training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.

Patient Medical Record Security and Privacy

- (c) Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs) shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at Williams Rural Fire Protection District facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as District records during the time District personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to District computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

Williams Rural Fire Protection District

Policy Manual

Patient Medical Record Security and Privacy

803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

- (a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):
 1. PHI or PPI contained in email or other forms of written communication.
 2. Sharing of PHI or PPI on any website, blog, or other form of social or public media.
 3. Verbal discussions.
 4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-

Williams Rural Fire Protection District

Policy Manual

Patient Medical Record Security and Privacy

taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the District's use to carry out treatment, payment, or health care operations (45 CFR 164.506).
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c)).
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f)).
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l)).

803.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1); ORCP 55 H):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If

Williams Rural Fire Protection District

Policy Manual

Patient Medical Record Security and Privacy

written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the District's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena, or summons, a grand jury subpoena, or an administrative request.
- (b) In response to a law enforcement officer who completes the District's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

Patient Medical Record Security and Privacy

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

Chapter 9 - Safety

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Williams Rural Fire Protection District, in accordance with the requirements of the Oregon Safe Employment Act (OAR 437-001-0001 et seq.).

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by District procedures outside the Policy Manual.

This policy does not supersede, but supplements any related District-wide safety efforts.

900.2 POLICY

The Williams Rural Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 - (a) New member orientation, including a discussion of safety and health policies and procedures.
 - (b) Regularly scheduled safety meetings.
 - (c) Regular member review of the IIPP.
- (h) Posting or distributing safety information.
- (i) A system for members to anonymously inform management about workplace hazards.
- (j) A system for reviewing whether safety mandates are being met that relate to:
 - 1. Communicable diseases (29 CFR 1910.1030).
 - 2. Respiratory protection (29 CFR 1910.134; OAR 437-002-0120).
 - 3. Emergency Action Plan (OAR 437-002-0042).
 - 4. Fire Prevention Plan (OAR 437-002-0043).

Williams Rural Fire Protection District

Policy Manual

Illness and Injury Prevention Program

- (k) Availability of forms that address:
 - 1. Identification, documentation and correction of hazards, any unsafe condition or work practice and actions taken to correct them.
 - 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 - 3. Training records of each member, including the member's name or other identifier, training dates, type of training and training providers.
- (l) Establishing a safety committee, which will (OAR 437-002-0182; OAR 437-001-0765):
 - 1. Meet monthly.
 - 2. Prepare a written record of safety committee meetings.
 - 3. Establish procedures for conducting workplace safety and health inspections.
 - 4. Conduct quarterly workplace inspections.
 - 5. Review the results of periodic scheduled inspections.
 - 6. Review investigations of accidents and exposures.
 - 7. Make suggestions to command staff for the prevention of future incidents.
 - 8. Review investigations of alleged hazardous conditions.
 - 9. Submit recommendations to assist in the evaluation of member safety suggestions.
 - 10. Assess the effectiveness of efforts made by the District to meet the standards of OAR 437-001-0001 et seq.

The HSO must conduct and document a review of the IIPP at least annually.

900.3.1 SAFETY COMMITTEE

The Williams Rural Fire Protection District maintains a safety committee to review and evaluate safety and/or health issues that may affect members and to promote safety and health in the work environment (OAR 437-001-0765; OAR 437-002-0182). The safety committee should include full-time and volunteer firefighters, as applicable (OAR 437-002-0182). Members of the Williams Rural Fire Protection District shall notify the safety committee of unsafe work practices, equipment or environments as soon as practicable (OAR 437-002-0182).

Each time the safety committee meets, the committee chairperson or the authorized designee shall prepare a written record of the meeting that includes (OAR 437-001-0765):

- (a) The names of all attendees.
- (b) The date of the meeting.
- (c) All safety and health issues discussed at the meeting, including tools, equipment, work environment and work practice hazards.
- (d) The recommendations for corrective action, if made, and a reasonable date by which to comply with the recommendation.

Williams Rural Fire Protection District

Policy Manual

Illness and Injury Prevention Program

- (e) The individual responsible for follow-up on any recommended corrective actions.
- (f) All reports, evaluations and recommendations made by the committee.
- (g) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (h) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (i) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (j) Completing required forms and reports relating to injury and illness prevention, including notifying the Oregon Occupational Safety and Health Administration (OR-OSHA) as may be required (OAR 437-001-0700). Such forms and reports shall be submitted to the Administration Duty Officer.
- (k) Notifying the HSO when:
 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 2. New, previously unidentified hazards are recognized.
 3. Occupational injuries and illnesses occur.
 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 5. Workplace conditions warrant an inspection.

900.4 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Fire Chief via the chain of command.

Williams Rural Fire Protection District

Policy Manual

Illness and Injury Prevention Program

The Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.5 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The safety committee shall ensure that the appropriate documentation is completed for each inspection.

900.6 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule. Safety committee records shall be kept for three years (OAR 437-001-0765).

Oregon Occupational Safety and Health Administration (OR-OSHA) Inspections

901.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for Williams Rural Fire Protection District members to follow in the event that an Oregon Occupational Safety and Health Administration (OR-OSHA) inspector requests access to District property or work operations.

This policy does not address those inspections requested by the Williams Rural Fire Protection District as part of a consultation service by OR-OSHA.

901.2 POLICY

It is the policy of the Williams Rural Fire Protection District for the Fire Chief or the authorized designee to designate one or more District representatives who will be responsible for facilitating an OR-OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the OR-OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the OR-OSHA inspector once he/she has arrived (ORS 654.067).

District members should work cooperatively with any OR-OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the OR-OSHA inspector obtaining an inspection warrant to enter District property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

OR-OSHA inspections may be unannounced (ORS 654.067(2)). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the District worksite, the inspector will present his/her identification and will ask to meet with the District representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

OR-OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples.

Williams Rural Fire Protection District

Policy Manual

Oregon Occupational Safety and Health Administration (OR-OSHA) Inspections

District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic (ORS 654.067(4)).

At the conclusion of the inspection, the OR-OSHA inspector will hold a closing meeting with the District representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is an OR-OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the District's Health and Safety Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all OR-OSHA findings.

Oregon Occupational Safety and Health Administration (OR-OSHA) Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to notify the Oregon Occupational Safety and Health Administration (OR-OSHA) of employment-related injuries or deaths of any District members (OAR 437-001-0704).

902.2 POLICY

The District will comply with OR-OSHA reporting requirements in the event of a serious injury or death.

902.3 MANDATORY NOTIFICATION

OR-OSHA notification is required in person or by telephone within eight hours after the death of any member or a catastrophe. For purposes of notification, a catastrophe is an incident in which two or more members are fatally injured, or three or more members are admitted to a hospital or medical facility as a result of the same incident (29 CFR 1904.39; OAR 437-001-0704).

OR-OSHA notification is also required within 24 hours of an inpatient hospitalization of one or more members, or an amputation, an avulsion that results in bone loss, or the loss of an eye as a result of a work-related incident (29 CFR 1904.39; OAR 437-001-0704).

Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of District members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Williams Rural Fire Protection District (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

The Williams Rural Fire Protection District is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the District's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that District members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Complying with the Oregon Safe Employment Act (ORS 654.001 et seq.).
 2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 3. Engineering and work practice controls, including safer medical devices, such as sharps (OAR 437-002-1030).

Communicable Diseases

4. Exposure control plan contents and precautions in 29 CFR 1910.1030, including bloodborne pathogen precautions (OAR 437-002-0360).

The ECO should also act as the liaison with the Oregon Occupational Safety and Health Administration (OR-OSHA) and may request voluntary compliance inspections. The ECO should periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan.

903.4 EXPOSURE PREVENTION AND MITIGATION

903.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or District vehicle, as applicable.
- (b) Wearing District-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

Communicable Diseases

903.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; OAR 437-002-0360).

Other preventive, no-cost immunizations shall be provided to members who are at risk of contracting a communicable disease if such preventive immunization is available and is medically appropriate. A member shall not be required to be immunized unless such immunization is otherwise required by federal or state law, rule, or regulation (ORS 433.416).

903.5 POST-EXPOSURE

903.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

903.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the members exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the On-Duty Injuries and Illness and Injury Prevention Program policies).

903.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

District members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

Williams Rural Fire Protection District

Policy Manual

Communicable Diseases

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

The District shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

903.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Contacting the Oregon Health Authority to seek voluntary consent for source testing for HIV (ORS 433.065).
- (c) Petitioning for a court order to compel source testing for HIV or other communicable disease, as defined by ORS 431A.005, if a good faith effort to obtain voluntary consent is requested from the source person and not obtained (ORS 433.080; ORS 431A.570).
- (d) Performing a blood draw on a patient who is unconscious or otherwise unable to give consent, if an emergency medical services provider receives a needlestick injury during treatment and all of the following apply (ORS 676.551):
 - 1. The patient is not expected to rapidly regain consciousness or the ability to consent.
 - 2. There is no one immediately available to provide consent on behalf of the patient.
 - 3. The emergency medical services provider will benefit from knowing the results of the test.

Test results obtained through option (d) shall not be shared with law enforcement agencies (ORS 676.551).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

Communicable Diseases

The ECO should seek the consent of the individual for testing and consult the Fire District Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

903.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways, 23 CFR 655.601; OAR 437-002-0134(7)).

904.2 POLICY

It is the policy of the Williams Rural Fire Protection District that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other District personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
 - 1. Extra vests are located in a cabinet of the apparatus.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Body Armor

905.1 PURPOSE AND SCOPE

The Williams Rural Fire Protection District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

905.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide body armor to District members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The Williams Rural Fire Protection District authorizes members to utilize District-issued body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of body armor in any situation or circumstance that he/she feels may warrant the use of armor.

905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

- (a) For the purposes of this policy a supervisor may be defined as:
 - 1. The Incident Commander (IC) directing any incident
 - 2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of personnel assigned to him/her
 - 3. The Company Officer in charge of any apparatus or crew
 - 4. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew)
- (b) In certain situations, supervisors and members of the District should strongly consider utilizing body armor. These situations include:
 - 1. Incidents involving mass civil disturbances, rioting or looting
 - 2. Incidents involving large-scale protesting or organized civil disturbances
 - 3. Incidents involving confrontations between rival street gangs, motorcycle gangs or other criminal enterprises
 - 4. Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing
 - 5. Incidents involving groups or organizations with a known history of violent encounters or activities

Body Armor

6. Any incident when law enforcement representatives recommend the use of body armor

905.4 STORAGE OF BODY ARMOR

All District-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members, as needed. During times of known or anticipated violent events, body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

905.5 MAINTENANCE AND SERVICE LIFE OF BODY ARMOR

All District-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions. All District body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria or when it has exceeded its rated service life.

Apparatus/Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities. This policy shall apply to all vehicles operated by the Williams Rural Fire Protection District.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Emergency vehicle - A vehicle operated by the District that is equipped with lights and sirens as required by ORS 820.350 and 820.370. Emergency vehicles designed for firefighting purposes may also be known as apparatus (ORS 801.260).

Officer - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a back-up person.

Staff vehicles - District vehicles, emergency or not, assigned to members for use during District business.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Williams Rural Fire Protection District and used for District business.

906.2 POLICY

To promote firefighter safety, it is the policy of the Williams Rural Fire Protection District that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in unique circumstances.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer, or the driver if there is no officer present, shall deploy spotters when backing-up or as necessary to allow the safe movement of an apparatus or vehicle.

Williams Rural Fire Protection District

Policy Manual

Apparatus/Vehicle Backing

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.

Williams Rural Fire Protection District

Policy Manual

Apparatus/Vehicle Backing

- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

Heat Illness Prevention Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program encouraging member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations.

907.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Williams Rural Fire Protection District

Policy Manual

Heat Illness Prevention Program

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Temperature is usually 104 or higher.

907.2 POLICY

It is the policy of the Williams Rural Fire Protection District to encourage member participation in the heat illness prevention program and the accompanying training.

907.3 GUIDELINES

This heat illness prevention program should apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group should be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company Officer should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat

Williams Rural Fire Protection District

Policy Manual

Heat Illness Prevention Program

exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every Company Officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; OAR 437-002-0182; OAR 437-002-0120).

908.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere (OAR 437-002-0182). Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

It is the policy of the Williams Rural Fire Protection District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Company Officer or Incident Commander (IC) based upon his/her evaluation of the hazard. Members shall not be required, or allowed to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates (29 CFR 1910.134; OAR 437-002-0182; OAR 437-002-0120).
- (d) Ensure selected respirators continue to effectively protect members.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection (29 CFR 1910.134; OAR 437-002-0134; OAR 437-002-0120).
- (i) Require medical evaluations for members who use respiratory protection set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure they have no facial hair that comes between the sealing surface of the facepiece and the face that could interfere with the seal or valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or valve function (29 CFR 1910.134).

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other District-approved procedures recommended by the respirator manufacturer.

Company Officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Company Officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are designed to provide the wearer with a supply of respirable air carried in and generated by the breathing apparatus. This apparatus requires no intake of oxygen from the outside atmosphere and can be designed to be a demand or pressure-demand type respirator (OAR 437-002-0182(3)).

Members shall use SCBA when entering an atmosphere that may be IDLH (29 CFR 1910.134). These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Anytime use is specified by the Company Officer or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

All members who are using SCBA during a rescue, fire, or other hazardous condition must also be equipped with a personal alert safety system (PASS) that meets the requirements of OAR 437-002-0182(20) (see the Personal Alert Safety System (PASS) Devices Policy).

908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air (29 CFR 1910.134).

Company Officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include, but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.
- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

- (d) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. The correct cartridge must be selected prior to use (29 CFR 1910.134).

A Company Officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants which are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

908.5.1 SCBA REQUIREMENTS

Williams Rural Fire Protection District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH (29 CFR 1910.134). Approved SCBA must be in compliance with the requirements of OAR 437-002-0182(19).

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

The Williams Rural Fire Protection District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

All compressed air cylinders used with SCBA must meet U.S. Department of Transportation and NIOSH criteria (OAR 437-002-0182(19)). Air samples shall be taken from the compressor when the system is installed or repaired and every six months, to be analyzed in accordance with the requirements of OAR 437-002-0182(21).

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-2011) (OAR 437-002-0182(21)).

908.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator. Before a member may be required to use any negative or positive pressure tight-fitting facepiece respirator, the member shall be fit tested with the same make, model, style and size of respirator that will be used (29 CFR 1910.134).

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use. Fit testing procedures shall comply with 29 CFR 1910.134.

908.6.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the District records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include (29 CFR 1910.134; OAR 437-002-0120):

- (a) Name of person tested.
- (b) Test date.

Respiratory Protection Program

- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out, or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (29 CFR 1910.134):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

908.8 SCBA INSPECTION, MAINTENANCE AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below District standard air volume shall be taken out of service immediately until the problem is remedied.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose or scratched lenses (fullface piece)
 - 5. Broken or missing mounting clips
- (d) Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments
 - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
 - 1. Detergent residue, dust particles or dirt on the valve seal
 - 2. Cracks, tears or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- (f) Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets
 - 4. Worn thread
 - 5. Cracks or dents in filter housing

908.8.1 MAINTENANCE AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use (29 CFR 1910.134).

Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or a manufacturer approved cleaning product.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards and manufacturer recommendations (29 CFR 1910.134).

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

908.8.2 STORAGE

Respirators in storage shall be protected against (29 CFR 1910.134):

- Dust
- Sunlight
- Heat
- Extreme cold
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible (29 CFR 1910.134).

908.8.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent (29 CFR 1910.134).

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

908.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but not be limited to:

- Difficulty breathing.
- Dizziness, headache or other distress symptoms.

Williams Rural Fire Protection District

Policy Manual

Respiratory Protection Program

- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

Personal Alert Safety System (PASS) Devices

909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alert safety system (PASS) device. PASS devices are designed to monitor responder movement and alert others to a lack of movement (OAR 437-002-0182(20)).

909.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a PASS device.

909.3 USE OF PASS DEVICES

All PASS devices purchased before July 1, 2016, shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1983 edition. All PASS devices purchased on or after July 1, 2016, shall meet the requirements of NFPA standard 1982, 2013 edition (OAR 437-002-0182(20)).

Members shall wear a PASS device any time they are in atmospheres that are IDLH, including rescue, fire or other hazardous condition (OAR 437-002-0182(20)).

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A PASS device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress (OAR 437-002-0182(10)).

909.4 MAINTENANCE OF PASS DEVICES

All PASS devices shall be tested at least monthly and repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (OAR 437-002-0182(20)).

Health and Safety Officer Responsibilities

910.1 PURPOSE AND SCOPE

This policy does not repeat specific duties assigned to the Health and Safety Officer in other policies.

910.2 POLICY

It is the policy of the Williams Rural Fire Protection District that the Fire Chief is ultimately responsible for the health and safety related duties described in this policy. The Fire Chief may assign a person as the Health and Safety Officer and will be equally responsible to meet the responsibilities outlined in this policy. If a Health and Safety Officer has not been designated, the Fire Chief shall act in that capacity.

910.3 QUALIFICATIONS

In the event the Fire Chief decides to designate a Health and Safety Officer, the qualifications and training that should be considered in making the selection include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors that are unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, emergency medical services (EMS) and instruction.
- (e) Familiarity with the operation of the District's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 - 1. Fire Instructor I (NFPA Instructor I).
 - 2. NFPA Instructor II.
 - 3. NFPA Fire Officer I.
 - 4. Training program management.
 - 5. Incident Safety Officer.
 - 6. Health and Safety Officer.

Williams Rural Fire Protection District

Policy Manual

Health and Safety Officer Responsibilities

910.4 ADMINISTRATIVE RESPONSIBILITIES

The responsibilities of the Fire Chief and any designated Health and Safety Officer include, but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general District safety standards, and serving as the chair of the Safety Committee (see the Illness and Injury Prevention Program (IIPP) Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee (OAR 437-001-0760).
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the District Safety Committee for review (OAR 437-001-0765).
- Conducting regular safety inspections.
- Serving as a resource for District officers regarding health and safety matters.
- Identifying, documenting and notifying members of workplace safety hazards.
- Researching, identifying and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of safety meeting training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures and injuries are thoroughly investigated.
- Developing and maintaining accident, injury and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.
- Ensuring all lost time injuries are investigated and procedures are in place so that investigations will be handled appropriately (OAR 437-001-0760).

910.5 HEALTH AND SAFETY OFFICER RESPONSE DUTIES

If a Health and Safety Officer has been designated, he/she should respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues

Williams Rural Fire Protection District

Policy Manual

Health and Safety Officer Responsibilities

- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

The Fire Chief or a designated Health and Safety Officer should review health and safety incident reports and ensure copies are forwarded to the Safety Committee (see the Illness and Injury Prevention Program (IIPP) Policy).

Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in District vehicles or privately owned vehicles while conducting District business in compliance with Oregon law. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

911.2 POLICY

It is the policy of the Williams Rural Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this District, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (ORS 811.210).

911.3 INOPERABLE SAFETY BELTS

No person shall operate District vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

911.4 SAFETY BELT EXEMPTION

Safety restraints are not required when a member is riding in an ambulance and administering medical aid to another person in the ambulance if being secured by a safety restraint would substantially inhibit the administration of medical aid (ORS 811.215(8)).

Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Williams Rural Fire Protection District members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

It is the policy of the Williams Rural Fire Protection District that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

For the safety of all occupants, the on-duty Company Officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
 - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, (e.g., working with trimmers, pruners, other tools).
 - 3. Wear hearing protection in compliance with the Occupational Noise Exposure and Hearing Conservation Program Training Policy.
- (b) Housekeeping and personal hygiene
 - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
 - 2. Clean and repair the source of water leaks quickly to avoid mold growth.

Williams Rural Fire Protection District

Policy Manual

Fire Station Safety

3. Smoking is prohibited in the building or within 10 feet of an entrance, exit or operable window, as provided in the Smoking and Tobacco Use Policy (ORS 433.845).
 4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.

Williams Rural Fire Protection District

Policy Manual

Fire Station Safety

5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
 2. Use caution and handrails when exiting apparatus.
 3. Maintain apparatus doors in a safe, operable condition.
 4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace defective equipment before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (h) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
 2. Label electrical switches and circuit breakers with their purpose.
 3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.

Williams Rural Fire Protection District

Policy Manual

Fire Station Safety

4. Ensure all extension cords are properly grounded and approved.
 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 6. Avoid hanging electrical cords on pipes, nail hooks and so forth.
 7. Check all electrical cords for fraying or exposed plug wiring.
 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
 3. Store hazardous materials separately from food, food preparation and eating areas.
 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 5. Store cylinders of compressed gas securely in an upright position, away from combustible materials. Storage methods shall comply with the Oregon Fire Code and any local codes or ordinances.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.

Williams Rural Fire Protection District

Policy Manual

Fire Station Safety

8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Wellness and Fitness Program Policy.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Policy.

Ground Ladder Testing

913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in Oregon law and by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to District members when using ground ladders (OAR 437-002-0182(31)).

913.2 POLICY

It is the policy of the Williams Rural Fire Protection District to perform testing, inspection and certification of all ground ladders for the safety of District members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

All District-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders should be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground repair, ladder testing and certification should be performed by a trained, qualified District member or a qualified vendor.

913.4 RECORDS

The Duty Officer shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Personal Protective Equipment

914.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Williams Rural Fire Protection District members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices and safeguards for workplace activities in compliance with the general requirements as specified in OAR 437-002-0182. PPE information related to patient care is found in the Communicable Diseases Policy.

914.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard.

The Williams Rural Fire Protection District shall also establish a written maintenance, repair, servicing and inspection program for protective clothing and equipment to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear and improper use of PPE.

914.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards (OAR 437-002-0182):

- (a) The PPE provided shall minimally meet the standards approved by the National Institute for Occupational Safety (NIOSH), the National Fire Protection Association (NFPA) and the American National Standards Institute (ANSI) or other recognized authority.
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Duty Officer in charge of the Division where the equipment will be used.
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) The District shall ensure that all PPE, whether provided by the District or the member, complies with the applicable state standards.
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (h) PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

914.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, members shall confine their hair to eliminate the hazard.

Each protective helmet shall consist of a rigid shell, an energy absorbing system, a retention system, florescent and retroreflective trim, ear covers, and either a faceshield or goggles, or both (OAR 437-002-0182(14)).

If a faceshield is used, it must be installed as part of the helmet in either a fixed position or hinged to allow adjustment of the shields and must meet the requirements of ANSI (OAR 437-002-0182(17)).

A flame-resistant protective hood that will not impair the use of a respirator facepiece must be worn during interior structural firefighting to protect the sides of the face and hair. All helmets and flame-resistant protective hoods must be in compliance with NFPA 1971 requirements as set forth in OAR 437-002-0182(14).

Use, care, alterations and maintenance instructions for protective headgear must be supplied for each helmet (OAR 437-002-0182(14)).

914.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns from contact with flying particles, hazardous substances, projectiles or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with OAR 437-002-0182(17).

Eye and face protection is not required if firefighters are wearing full-face respiratory equipment that has been approved by NIOSH. Members who need corrective lenses must be provided with protective equipment that can be worn over their lenses.

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

Members shall also be protected from hazardous noise conditions (see the Occupational Noise Exposure and Hearing Conservation Program Training Policy) (OAR 437-002-0182(12)).

914.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants or oxidizing agents shall either be removed and shall not be worn until properly cleaned, or shall be destroyed. To ensure full body protection for members, coats and trousers used by structural firefighters shall comply with the requirements of OAR 437-002-0182(13).

914.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment.

During interior structural firefighting, members shall wear gloves or glove systems which meet the requirements of OAR 437-002-0182(15).

914.3.5 FOOT AND LEG PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard that the member may encounter. Foot and leg protection for structural firefighting shall meet the requirements of OAR 437-002-0182(16).

Firefighters using chain saws for non-firefighting activities must wear chaps or leg protectors in accordance with OAR 437-002-0134 (OAR 437-002-0182(16)).

914.4 SELECTION, CARE AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Structural firefighting PPE shall consist of a protective hood, helmet,

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

coat, trousers, gloves, wristlets, footwear, eye and face protection devices and respirators (OAR 437-002-0182). A program for selection, care and maintenance of PPE consists of the following:

914.4.1 SELECTION

The PPE selection process should be conducted through a labor-management committee utilizing members from labor and representatives from the District and other regional partners if a multi-agency purchasing agreement is used.

Prior to procurement, a risk assessment may be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions. The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty and customer support needs

914.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Each firefighter should conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears and cuts
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping or discoloration
 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes and melting
 5. Damaged or missing components of suspension and retention systems
 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage, such as:
 - (a) Cuts, tears and punctures
 - (b) Thermal damage, such as charring, burn holes and melting
 - (c) Exposed or deformed steel toe, steel midsole and shank
 - (d) Loss of water resistance

Advanced inspection - Advanced inspection of PPE ensembles and elements should be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections should only be conducted by trained and certified members or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections should be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections should include, at a minimum, the inspection criteria outlined in NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Firefighting and Proximity Firefighting.

914.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions should apply to the cleaning and decontamination of PPE:

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

- (a) Soiled and contaminated PPE elements should not be taken home, washed in the home or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.
- (c) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, should not be used.
- (f) All contract cleaning or decontamination businesses should demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements. District standards identify and define three primary types of cleaning: routine, advanced and specialized.
 - 1. **Routine cleaning** - After each use, any elements that are soiled should receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 - 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used and soiled should undergo advanced cleaning every six months, at a minimum.
 - (a) The District's Health and Safety Officer (HSO) or the authorized designee should manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the HSO or the authorized designee by either the crew or by the individual. Loaner PPE should be provided for any member scheduled to work.
 - (c) Station laundering machines should not be used to clean PPE elements.

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
 - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The District's HSO should manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

914.4.4 REPAIR OF PPE

The District's HSO or the authorized designee should manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements should be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to members while repairs are being made.

914.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the District's HSO or the authorized designee. All fittings should be completed by the HSO or the authorized designee and/or by a manufacturer's representative.

- Members should only use District-issued PPE.
- Members should minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members should not wear PPE inside station living quarters or other District facilities.

914.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE should not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- (b) PPE should be clean, dry and well ventilated before storage.
- (c) PPE should not be stored in airtight containers unless the container is new and unused.
- (d) PPE should not be stored at temperatures below 40 degrees F or above 180 degrees F.

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

- (e) PPE should be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE should not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- (g) PPE should not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE should not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

914.4.7 PPE TRAINING

The Training Officer shall be responsible for the following (OAR 437-002-0182(6)(d)):

- (a) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use and maintenance of their PPE, including any warnings issued by the manufacturer.
- (b) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

914.4.8 PPE RECORD KEEPING

The District shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name or design.
- (d) The manufacturer's identification number, lot number or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced, specialized cleaning or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE and a brief description of the repair.
- (i) The date the element was removed from service (retirement).
- (j) The date and method the element was disposed.

Williams Rural Fire Protection District

Policy Manual

Personal Protective Equipment

914.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the District deems that it is not possible or cost effective to repair shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

914.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Williams Rural Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the District's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and OAR 437-002-0140. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

It is the policy of the Williams Rural Fire Protection District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpended start-up of machines or equipment (29 CFR 1910.147).

915.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but not be limited to, the following (29 CFR 1910.147(c)(4)):

Hazardous Energy Control

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 - 1. A statement of the intended use of the procedure.
 - 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 - 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
 - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to, the following:
 - 1. Hurst® tools
 - 2. Chain saws
 - 3. Hydraulic systems (e.g., rack, jacks)
 - 4. Complex electrical systems (e.g., generators, pumps, radios, etc.)

915.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

Williams Rural Fire Protection District

Policy Manual

Hazardous Energy Control

915.5 INSPECTIONS

The Williams Rural Fire Protection District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147(c)(6)).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer or the authorized designee shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

915.6 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics:

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process
- (h) Refresher training shall be provided whenever there is a change in job assignment, machines, equipment, or a processes that presents a new hazard, or when hazardous energy control procedures change

915.7 TRAINING RECORDS

The Training Officer should document the hazardous energy control training provided to members both initially and annually and shall retain those records in compliance with the District's established records retention schedule. Documentation shall include the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions

Williams Rural Fire Protection District

Policy Manual

Hazardous Energy Control

- (c) The name or other identifier and rank of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

Hazard Communication Program

916.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of District members who may be occupationally exposed to hazardous chemicals in the workplace.

916.2 POLICY

It is the policy of the Williams Rural Fire Protection District to develop, implement and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how District members will receive information and training on the criteria specified for labels and other forms of warning, and Safety Data Sheets (SDS) (OAR 437-002-0360; 29 CFR 1910.1200).

916.3 PROCEDURE

The Fire Chief or the authorized designee shall develop, implement and maintain a written hazard communication program that includes, but is not limited to:

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The District shall make the written hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH) and the Oregon Occupational Safety and Health Administration (OR-OSHA).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
 1. Identity of the hazardous chemical
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer or other responsible party

916.4 SAFETY DATA SHEETS

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to member and prepared in accordance with 29 CFR 1910.1200(g)(2).

916.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Personal Firearms

917.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

917.2 POLICY

The Williams Rural Fire Protection District will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto District property or carried by members while on-duty or while representing the District in any capacity.

917.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in District property or vehicles.

Roadway Incident Safety

918.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth District Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

918.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

918.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

918.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the Manual of Uniform Traffic Control Devices adopted by the state, including but not limited to the following (OAR 734-020-0005):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Williams Rural Fire Protection District. This policy supplements any rules that govern employment practices for the Williams Rural Fire Protection District.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Williams Rural Fire Protection District provides equal opportunities for applicants and District members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1000.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive District website and the use of District-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ a comprehensive screening, background investigation, and selection process that assesses

Williams Rural Fire Protection District

Policy Manual

Recruitment and Selection

cognitive and physical abilities and includes review and verification of the following (OAR 259-009-0015):

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Local, state, and federal criminal history record checks
- Medical (may only be given after a conditional offer of employment)
- Review board or selection committee assessment
- Department of Public Safety Standards and Training (DPSST) Professional Standards records

1000.4.1 VETERAN PREFERENCE

Veterans of the United States Armed Forces who served on active duty and who meet the minimum qualification for employment may receive preference pursuant to ORS 408.230.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Williams Rural Fire Protection District (OAR 259-009-0015).

The background investigation should identify any conduct that would be grounds for denial of fire service certification under OAR 259-009-0120 and this information should be noted in the background report.

1000.5.1 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Criminal Justice Information Services or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Division shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (ORS 659A.330).

Williams Rural Fire Protection District

Policy Manual

Recruitment and Selection

The Administration Duty Officer should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The District fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Duty Officer should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators, and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

Williams Rural Fire Protection District

Policy Manual

Recruitment and Selection

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1000.7.1 STANDARDS FOR FIREFIGHTERS

The candidate shall meet the requirements of OAR 259-009-0059. In addition, the candidate should:

- (a) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (b) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (c) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (d) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (e) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
 1. Candidates should be certified as having successfully completed the DPSST training for vehicles used in the course of official duties (OAR 259-009-0062).
- (f) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.8 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by or approved by the Oregon DPSST. Candidates hired by the District shall be certified by the DPSST as a fire service professional in accordance with OAR 259-009-0005 et seq.

1000.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.

Williams Rural Fire Protection District

Policy Manual

Recruitment and Selection

- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a employment benefits, seniority benefits, forms of recognition, etc.

Driver License Requirements

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Williams Rural Fire Protection District members who drive as a part of their duties have and maintain a valid Oregon driver license.

1001.2 POLICY

In order to promote driver safety, it is the policy of the Williams Rural Fire Protection District that any member who is assigned duties that require him/her to drive District vehicles or equipment, or drive a privately owned vehicle while conducting District business, have and maintain driving privileges, training and licenses consistent with his/her duties.

1001.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive District vehicles, equipment or private vehicles shall be required to obtain and maintain a valid Oregon driver license.

1001.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting District business, to confirm each driver has a valid Oregon driver license and to monitor driver records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor, and the Health and Safety Officer or the authorized designee.

1001.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid Oregon driver license and to review the type and number of traffic violations and traffic accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting District business shall be required to present a valid Oregon driver license.

1001.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid Oregon driver license and to review any traffic violations and traffic accidents.

Williams Rural Fire Protection District

Policy Manual

Driver License Requirements

Any member who drives a vehicle while conducting District business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid Oregon driver license shall not drive any vehicle while conducting District business.

If a member's Oregon driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Oregon Department of Motor Vehicles report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 - 1. The member can still perform the majority of his/her job duties.
 - 2. There is minimal impact on the District work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the Oregon DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

Performance Evaluations

1002.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1002.2 POLICY

The District evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1002.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific period and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior, or correct and counsel unsatisfactory behavior. The supervisor should create a documentation of the performance and the follow-up conversation and use this documentation at the next evaluation period.

At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

Performance Evaluations

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1002.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a probationary period as determined by applicable civil service law, or local personnel rules before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period.

Performance evaluation reports shall be completed as defined by the Department of Human Resources by specific job classification for all other full-time personnel during the probationary period.

1002.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1002.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding status.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Performance Evaluations

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths and weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1002.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1002.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the District and District harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1002.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

Performance Evaluations

1002.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Department of Human Resources.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District. These are in compliance with Oregon Civil Service law, and the provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1003.2 POLICY

It is the policy of the Williams Rural Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The Department of Human Resources will generally develop and maintain classification specifications (e.g., firefighter, Company Officer, Duty Officer). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

Tuition Reimbursement

1004.1 PURPOSE AND SCOPE

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Williams Rural Fire Protection District by taking courses from an accredited institution.

1004.2 POLICY

It is the policy of the Williams Rural Fire Protection District to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1004.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be limited to full-time employees and volunteers who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, accredited public education institutions.

1004.2.2 FUNDS AVAILABILITY

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar materials fees, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

1004.2.3 MAXIMUM CREDIT HOURS PER YEAR

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the District. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire Chief but in no case should exceed the limits outlined elsewhere in this policy.

1004.2.4 OTHER CONSIDERATIONS

Williams Rural Fire Protection District vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs, unless approved by the Training Officer.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

In order to request a tuition reimbursement, a grade of satisfactory (e.g., C or better) must be achieved for undergraduate courses and a grade of above average (e.g., B or better) must be achieved for graduate courses. To request reimbursement for all non-graded courses, the member

Tuition Reimbursement

shall obtain a successful completion certificate or a letter from the course instructor or the Oregon Department of Public Safety Standards and Training (DPSST) showing successful completion.

1004.3 PROCEDURE

Approval of the Fire Chief or the authorized designee shall be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief or authorized designee for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1004.4 RESPONSIBILITY

The Department of Human Resources is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with District goals and with the current and anticipated District needs. The Fire Chief should also monitor this policy to ensure that the Williams Rural Fire Protection District remains within the limits of the funds that have been allocated for this purpose.

1004.5 RECORDS

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

1004.6 TAX CONSIDERATIONS

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Reporting for Duty

1005.1 PURPOSE AND SCOPE

This policy describes the District's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1005.2 POLICY

It is the policy of this District to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1005.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1005.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company Officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Duty Officer. Company Officers may not be absent from their place of assignment without the specific permission of a Duty Officer.

1005.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1005.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1005.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

Williams Rural Fire Protection District

Policy Manual

Reporting for Duty

1005.8 INABILITY TO REPORT FOR DUTY

Members should notify their Company Officer at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Company Officer at the duty station, members should notify the duty Duty Officer.

1005.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1005.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any Company Officer may relieve a member under his/her command from duty, when in the Company Officer's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Duty Officer, followed by written charges and documentation in accordance with District procedures.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Williams Rural Fire Protection District's fire officer development program.

1006.2 POLICY

It is the policy of the Williams Rural Fire Protection District that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE); the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; courses and training approved by the Oregon Department of Public Safety Standards and Training (DPSST); and other District-approved certification programs for the professional development of fire officers.

Career Tracks

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the Williams Rural Fire Protection District.

1007.2 POLICY

It is the policy of the Williams Rural Fire Protection District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1007.3 PROCEDURE

The Williams Department of Human Resources shall maintain all information on classification specifications, promotional opportunities and career tracks.

Overtime

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Williams Rural Fire Protection District employees and to establish an overtime compensation request process.

1008.2 POLICY

It is the policy of the Williams Rural Fire Protection District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1008.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon or by the allowance of accrual of compensatory time off, should submit a request for overtime compensation as soon as practicable after overtime is worked.

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by District rules and regulations, or the FLSA (29 CFR 553.22).

1008.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1008.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status.

1008.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	RECORD
-------------	--------

Williams Rural Fire Protection District

Policy Manual

Overtime

Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1008.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Duty Officer or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

Emergency Recall

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Williams Rural Fire Protection District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities, or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Williams Rural Fire Protection District and neighboring jurisdictions.

Oregon Fire Service Mobilization Plan - Resources requested from or provided to other jurisdictions and coordinated by the Department of the State Fire Marshal or the Oregon Department of Emergency Management.

1009.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

1009.3 PROCEDURES

The Fire Chief or any other chief officer or Duty Officer may initiate an emergency recall by providing Dispatch or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1009.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area
- Two or more incidents causing a high demand for resources at different locations
- Numerous incidents causing a peak demand on the entire resource system
- Any time designated by the Fire Chief or the authorized designee

Emergency Recall

1009.3.2 DISPATCH RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws. Dispatch or the other designated resource should follow the established procedure when implementing an emergency recall.

1009.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

1009.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1009.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Additional chief officers
- Oregon Fire Service Mobilization Plan

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this District and the service provided by this District. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

This District takes seriously all complaints regarding service provided by the District and the conduct of its members.

The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this District to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of District policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate District policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

1010.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Duty Officer is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated District representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated District representative, such matters need not be documented as personnel complaints

Personnel Complaints

but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within District facilities. Forms will also be available on the District website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Duty Officer any suggestions for improvement or changes.

1010.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any District member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1010.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

Williams Rural Fire Protection District

Policy Manual

Personnel Complaints

On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1010.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Duty Officer, Duty Officer and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Duty Officer of the accused member, via the chain of command. The Duty Officer will forward a copy of the complaint to the Duty Officer to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Duty Officer, Duty Officer or Fire Chief.
- (d) A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources and the Duty Officer for direction regarding his/her role in addressing the complaint.

Williams Rural Fire Protection District

Policy Manual

Personnel Complaints

- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Duty Officer.
- (g) Unresolved citizen complaints shall be forwarded to the Duty Officer to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1010.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However,

Williams Rural Fire Protection District

Policy Manual

Personnel Complaints

in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.

- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1010.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Department of Human Resources in writing of the employee's administrative leave and the cause for the leave.

1010.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1010.7.1 DUTY OFFICER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Duty Officer of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

Williams Rural Fire Protection District

Policy Manual

Personnel Complaints

The Duty Officer may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Duty Officer may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Duty Officer shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Duty Officer for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

1010.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.

Personnel Complaints

- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1010.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.10 POST DISCIPLINE APPEAL RIGHTS

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

1010.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

Wellness and Fitness Program

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength; decreasing the risk of injury, disability or death from disease or injury; improving performance; increasing energy; and recovering more quickly from strenuous and exhaustive work (OAR 437-002-0182(5)).

1011.2 POLICY

It is the policy of the Williams Rural Fire Protection District that the wellness and fitness of its members are an organizational priority and that the District will evaluate the physical capability of each employee annually. The International Association of Fire Fighters (IAFF) and International Association of Fire Chiefs (IAFC) Fire Service Joint Labor Management Wellness-Fitness Initiative (WFI) should serve as a best practice model program for members.

1011.3 PROGRAM COMPONENTS

1011.3.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline and repeat every five years or as required)
- Cancer screening

Williams Rural Fire Protection District

Policy Manual

Wellness and Fitness Program

1011.3.2 FITNESS EVALUATIONS

All firefighting members shall have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional or best practice standard) and testing to evaluate both immunization and disease screening, as well as physical fitness and conditioning (OAR 437-002-0182(5)).

The Williams Rural Fire Protection District will not permit a member with a known medical condition that would significantly impair his/her ability to engage in fire suppression activities at an emergency scene to do so without first meeting the conditions set forth in OAR 437-002-0182(5).

1011.3.3 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional and may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Varicella (chicken pox)
- Polio
- Influenza
- H1N1
- HIV (optional)

1011.3.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

1011.3.5 PEER FITNESS TRAINERS

Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

Personal Projects On-Duty

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1012.2 POLICY

It is the policy of the Williams Rural Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Company Officer or Duty Officer may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All District policies must be followed while engaged in the personal project.

1012.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

Personnel Records

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of, and access to personnel files in accordance with established Oregon law.

1013.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational, and employment history or similar information.
- (b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases, and all other records that reveal a member's past, current, or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal, or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1013.1.2 MEMBER RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Department of Human Resources as a permanent record of a member's employment with the District.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations, or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1013.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel records pursuant to Oregon law.

Williams Rural Fire Protection District

Policy Manual

Personnel Records

1013.3 REQUESTS FOR DISCLOSURE

All records kept by Oregon public agencies are considered public unless they are covered by specific disclosure statutes (ORS 192.314).

Private personnel records that are exempt from public disclosure include but are not limited to:

- (a) Test questions, scoring keys and other data used to administer a licensing or employment examination (ORS 192.345(4)).
- (b) Residential addresses, Social Security numbers, dates of birth, and telephone numbers (ORS 192.355(3)).
- (c) Medical information contained in medical records and similar personal information which, if released, would constitute an unreasonable invasion of privacy (ORS 192.355(2)).
- (d) Disciplinary actions including materials or documents that support the action (ORS 192.345(12)).
- (e) Personnel electronic mail addresses (ORS 192.355(40)(a)).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated District official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated District official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the District's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Board of Directors, Fire District Attorney or attorneys or representatives of the District in connection with official business.

1013.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Williams Rural Fire Protection District

Policy Manual

Personnel Records

1013.5 MEMBER ACCESS TO OWN FILE

Any member may request access to his/her own personnel file for inspection during the normal business hours of the individual responsible for maintaining such files. The file or a certified copy, upon request, shall be made available within 45 days after receipt of the request (ORS 652.750(2)).

Discriminatory Harassment

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent District members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

This policy also applies to District elected officials (ORS 243.319).

1014.2 POLICY

The Williams Rural Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1014.3 DEFINITIONS

Definitions related to this policy include:

1014.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (ORS 659A.030; ORS 659A.082; ORS 659A.112).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments, making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or District equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to District policy and to a work environment that is free of discrimination.

Williams Rural Fire Protection District

Policy Manual

Discriminatory Harassment

1014.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1014.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1014.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Oregon Bureau of Labor and Industries Civil Rights Division guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or District rules or regulations, or any other appropriate work-related communication between supervisor and member.

1014.4 RESPONSIBILITIES

This policy applies to all District members, who shall follow the intent of these guidelines in a manner that reflects District policy, professional standards, and the best interest of the Williams Rural Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Deputy Clerk and Administrative Assistant to the Board, or the Board of Directors.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

Williams Rural Fire Protection District

Policy Manual

Discriminatory Harassment

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1014.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Deputy Clerk and Administrative Assistant to the Board, or the Board of Directors for further information, direction, or clarification.

1014.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
 - 1. Unless a member objects in writing, a supervisor designated by the Fire Chief shall follow up with a member once every three months for a year following the date on which the member reported the incident to determine whether the alleged harassment has stopped or if the member has experienced retaliation (ORS 243.321).
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Deputy Clerk and Administrative Assistant to the Board in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1014.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating

Williams Rural Fire Protection District

Policy Manual

Discriminatory Harassment

or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1014.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Williams Rural Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1014.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1014.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation (ORS 659A.199).

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Deputy Clerk and Administrative Assistant to the Board, or the Board of Directors.

1014.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

Williams Rural Fire Protection District

Policy Manual

Discriminatory Harassment

1014.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Board of Directors, or the Deputy Clerk and Administrative Assistant to the Board, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

1014.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1014.7 ADDITIONAL REQUIREMENTS

The Deputy Clerk and Administrative Assistant to the Board should consult with the District human resources manager to ensure that all required notifications regarding unlawful employment discrimination are available to all employees.

When any member complains about discriminatory harassment, the person receiving the complaint should provide a copy of this policy to the member (ORS 243.319).

A member may file a complaint with the Bureau of Labor and Industries and may have other legal remedies under Oregon law (ORS 243.319).

- (a) Administrative complaints regarding federal discrimination claims must be filed within 300 days of the alleged unlawful employment practice (42 USC § 2000e-5(e)(1)).
- (b) Administrative complaints regarding state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.820(3)).
- (c) A civil lawsuit alleging state discrimination claims must be filed within five years of the alleged unlawful employment practice (ORS 659A.875).
- (d) A civil lawsuit alleging federal discrimination claims must be filed within 90 days of the receipt of a right to sue letter from the Bureau of Labor and Industries and/or the EEOC (42 USC § 2000e-16(c)).
- (e) The statute of limitation periods for crimes related to sexual harassment vary, from two to 12 years.
- (f) Claims made against the Williams Rural Fire Protection District require advance notice pursuant to ORS 30.275 (ORS 243.319).

A member may file a complaint with the District within four years from the date of the alleged incident or within the time limitation specified in ORS 659A.875, whichever is greater (ORS 243.321).

A member who believes he/she has been subjected to workplace harassment may access available community services and any support services provided by the District, such as the employee assistance program (ORS 243.319).

Williams Rural Fire Protection District

Policy Manual

Discriminatory Harassment

No member will be required or coerced into a nondisclosure agreement (requiring confidentiality) or a nondisparagement agreement (prohibiting any negative statements about the Williams Rural Fire Protection District or its members in any form of communication). A member may voluntarily enter into an agreement that contains a nondisclosure or nondisparagement provision and has a minimum of seven days to revoke the agreement (ORS 243.319).

1014.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Smoking and Tobacco Use

1015.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Williams Rural Fire Protection District facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1015.2 POLICY

The Williams Rural Fire Protection District recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all District facilities, buildings and vehicles, and as is further outlined in this policy.

1015.3 SMOKING AND TOBACCO USE

Smoking and use of other tobacco products is not permitted inside any District facility, office, District vehicle or fire apparatus, fire station, training facility or any other public building (ORS 433.845; ORS 433.850).

Tobacco products cannot be used within close proximity to any of these facilities to prevent smoke from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes or uses any tobacco product inside District facilities and vehicles.

1015.4 ADDITIONAL PROHIBITIONS

No employee shall smoke tobacco products within 10 feet of a main entrance, exit, operable window or ventilation intakes that serve an enclosed area of any District facility (ORS 433.845).

The Fire Chief shall ensure that proper signage is in place to provide notice of prohibited tobacco use areas (ORS 433.850; OAR 333-015-0040).

Physical Fitness

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1016.2 POLICY

It is the policy of the Williams Rural Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1016.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Duty Officer and the Company Officer.

All Fire Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Company Officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment
 1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

1016.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond

Physical Fitness

to the physical movement patterns required in the performance of firefighter duties. Activities may include, but are not limited to, the following:

- (a) Stretching
- (b) Running, jogging, walking or rowing
- (c) Weight training (with spotter present)
- (d) Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- (e) Core strengthening
- (f) Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- (g) Physical fitness activities as recommended by the District Wellness and Fitness Program and/or peer fitness trainers (PFTs)

Member participation in competitive or contact sports is prohibited while on-duty.

1016.5 INJURY PREVENTION

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.
 - 4. Improper equipment use.
 - 5. Defective equipment.
 - 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
 - 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 - 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 - 3. Maintain realistic goals and limits for physical fitness routines.
 - 4. Develop an understanding of how to use fitness equipment properly and safely.
 - 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it, if necessary.

Williams Rural Fire Protection District

Policy Manual

Physical Fitness

6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

On-Duty Injuries

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, post traumatic stress disorder (PTSD), mental health issues and occupational illnesses.

1018.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related injury or illness - Generally includes an illness, occupational disease or accidental injury while working that requires medical services or results in disability or death (ORS 656.005(7); ORS 656.802).

1018.2 POLICY

The Williams Rural Fire Protection District will address work-related injuries, PTSD, mental health issues and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (ORS 656.005 et seq.).

1018.3 RESPONSIBILITIES

1018.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours to a supervisor, and shall seek medical care when appropriate. A member may choose a medical service provider, attending physician or authorized nurse practitioner for medical care (OAR 436-060-0010).

1018.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related District-wide injury- or illness-reporting protocol shall also be followed.

The supervisor shall provide every injured member with a Report of Job Injury or Illness form (Form 801) immediately upon the request of the member or his/her attorney or upon receiving notice or knowledge of an accident that may involve a compensable injury (ORS 656.265; OAR 436-060-0010).

The supervisor shall report the claim to the District's insurer no later than five days after notice or knowledge of any claim or accident which may result in a compensable injury (OAR 436-060-0010).

On-Duty Injuries

1018.3.3 DUTY OFFICER RESPONSIBILITIES

The Duty Officer who receives a report of a work-related injury or occupational illness should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the District's risk management entity and the Administration Duty Officer to ensure any required OR-OSHA reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Program Policy.

1018.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

The Fire Chief or the authorized designee shall complete an OR-OSHA annual summary of work-related injuries and illnesses and shall post the summary in a conspicuous location in compliance with the Oregon Safe Employment Act (OAR 437-001-0700(17)).

1018.4 OTHER INJURY OR ILLNESS

Injuries and illnesses caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Duty Officer through the chain of command and a copy sent to the Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1018.5 SETTLEMENT OFFERS

When a member sustains a work-related injury or occupational illness that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1018.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related injury or occupational illness, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

Conduct and Behavior

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1019.2 POLICY

It is the policy of this District that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1019.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming of a member shall include that which discredits the District or the person as a member of the District, or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene, or uncivil language, verbal or physical altercations or threats thereof, or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1019.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (ORS 659A.006).

1019.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (ORS 659A.006).

1019.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected

Williams Rural Fire Protection District

Policy Manual

Conduct and Behavior

by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1019.7 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1019.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report, or activity which would tend to disrupt District morale or bring discredit to the District or any member thereof. Member questions concerning District policy, activities, officers, and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1019.9 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1019.10 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.

1019.11 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether District-issued or owned by the member.

1019.12 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

1019.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

Williams Rural Fire Protection District

Policy Manual

Conduct and Behavior

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1019.14 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as District members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1019.15 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

1019.16 CONVICTION OF CRIMES

A certified firefighter convicted of a crime shall notify the Fire Chief via chain of command within five business days of the conviction. The firefighter shall also notify the Department of Public Safety Standards and Training within 10 calendar days of the conviction in writing, including the specific charges, the county and state where the conviction occurred, the investigating agency, and the date of conviction (OAR 259-009-0059). A copy of this notification shall be routed to the Fire Chief via chain of command.

Grievance Procedure

1021.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of District policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance.

1021.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority or gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1021.2 POLICY

It is the policy of this District that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this District to promote free verbal communication between members and supervisors.

1021.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Williams Rural Fire Protection District

Policy Manual

Grievance Procedure

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1021.4 PROCEDURE

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

1021.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Department of Human Resources without first reporting the information to his/her immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1021.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Department of Human Resources are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1021.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

Williams Rural Fire Protection District

Policy Manual

Grievance Procedure

- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Duty Officer.
- (c) If a successful resolution is not found with the Duty Officer, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the written grievance. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

1021.5 RESPONSIBILITIES

1021.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, or constitutional provision.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Department of Human Resources.

1021.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member

Williams Rural Fire Protection District

Policy Manual

Grievance Procedure

has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Duty Officer through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1021.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1021.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1021.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Duty Officer.

1021.8 GRIEVANCE AUDITS

The Administration Duty Officer or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Duty Officer shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

Return to Work

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1022.2 POLICY

It is the policy of the Williams Rural Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

1022.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Department of Human Resources.

1022.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Department of Human Resources in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.

Williams Rural Fire Protection District

Policy Manual

Return to Work

- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The Department of Human Resources, in consultation with the District representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Department of Human Resources should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

Release of HIPAA-Protected Information

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's protected health information (PHI), which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1023.2 POLICY

It is the policy of the Williams Rural Fire Protection District to allow members to complete a pre-authorization for the release of their PHI to family members or other specific individuals in the event the member becomes injured or ill on-duty.

1023.3 GUIDELINES

The Fire Chief or the authorized designee should ensure procedures are in place to address:

- (a) The right of members to voluntarily complete a pre-authorization for the release of PHI to family members or other specific individuals.
- (b) Storage and security of completed pre-authorization forms.
- (c) Supervisor access to completed forms during both business and non-business hours.
- (d) Expiration and renewal requirements for the pre-authorization form.
- (e) Situations or circumstances in which members can expect the District to release their PHI to the pre-authorized individuals.

Lactation Breaks

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to a member desiring to express breast milk for her infant child.

1025.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide, in compliance with the Fair Labor Standards Act (FLSA) and Oregon law, reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her nursing child for up to 18 months after the child's birth (29 USC § 207; ORS 653.077).

1025.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207; OAR 839-020-0051). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt District operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1025.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207; ORS 653.077).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Lactation Breaks

1025.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such and shall remove it when the member ends her shift.

Drug- and Alcohol-Free Workplace

1029.1 PURPOSE AND SCOPE

The Williams Rural Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere (41 USC § 8103).

1029.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide a drug- and alcohol-free workplace for all members.

1029.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on District time can endanger the health and safety of District members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (OAR 437-001-0760(4)) (see the Work Restrictions section in this policy).

1029.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1029.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1029.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on District premises or on District time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Williams Rural Fire Protection District

Policy Manual

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1029.4.1 ADDITIONAL MEMBER RESPONSIBILITIES

Members licensed to attend to any ill, injured, or disabled person shall not consume alcohol within eight hours of reporting for duty or while on-call (OAR 333-265-0083). Members who become aware that another member has consumed alcohol within eight hours of reporting for duty or while on-call shall notify a supervisor.

1029.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1029.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Duty Officer respond to the location of the impaired member. The Duty Officer shall ensure the member is transported to a safe location and that the continuity of District operations is maintained.

1029.7 REQUESTING SCREENING TESTS

A supervisor or Duty Officer may request that an employee submit to a screening test under any of the following circumstances (ORS 659A.300):

- (a) The supervisor or Duty Officer reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

Williams Rural Fire Protection District

Policy Manual

Drug- and Alcohol-Free Workplace

1029.7.1 DUTY OFFICER RESPONSIBILITY

The Duty Officer shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1029.7.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1029.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1029.9 CONFIDENTIALITY

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Military Leave

1032.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or active duty in the U.S. Armed Forces (Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding military leave rights.

1032.2 POLICY

The Williams Rural Fire Protection District supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

1032.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

1032.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a)(2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13); 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

1032.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

An eligible public employee who is a member of the National Guard, National Guard Reserve, or any reserve component of the Armed Forces of the United States or of the United States Public Health Service is entitled to a leave of absence for initial active duty training and for all periods of annual active duty training of 15 days in one training year (ORS 408.290).

1032.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a); 38 USC § 4312(b)).
- (b) Provide copies of official orders or other official documentation.

Williams Rural Fire Protection District

Policy Manual

Military Leave

- (c) Select the benefit options desired during absence, if applicable.
- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Williams Rural Fire Protection District will determine eligibility for military leave and notify the employee in writing of the determination.

1032.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the District will apply the more beneficial right or benefit (38 USC § 4302).

1032.6 LEAVE ACCRUALS

Employees on military leave are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or and paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

1032.7 COMPENSATION

During approved temporary military leave, eligible employees are entitled to compensation not exceeding 15 days (ORS 408.290).

1032.7.1 HEALTH CARE BENEFITS

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the District's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

1032.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows:

Military Leave

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period (38 USC § 4312(e)(1)(A)).
- (b) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so (38 USC § 4312(e)(1)(C)).

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service (38 USC § 4312(e)(1)(D)).

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist (38 USC § 4312(e)(2)(A)).

An employee who fails to report or apply for reemployment in a timely manner will be subject to the District's rules of conduct and established policies covering absence from scheduled work.

1032.9 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job.

1032.9.1 FORMER POSITION

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1); 38 USC § 4313(a)(2)).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the District's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

Williams Rural Fire Protection District

Policy Manual

Military Leave

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3); 20 CFR 1002.198; ORS 408.240).

1032.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in District health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

1032.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Williams Rural Fire Protection District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Williams Rural Fire Protection District or applies for reemployment in a timely manner as provided in this policy.
 - 1. In the case that the approved military leave exceeds 30 days, submits documentation showing:

Military Leave

- (a) The application for reemployment is timely.
- (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

1032.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The District's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (c) The person held a non-recurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Department of Human Resources or legal counsel before determining whether any of these conditions exist.

1032.10 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c); 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.
- (c) For one year after the date of reemployment (ORS 408.270).

1032.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; ORS 659A.082).

Nepotism and Conflicting Relationships

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this District. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$1000.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - Any person who is serving the State of Oregon, any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services (ORS 244.020).

Relative - The spouse of the member, any children of the member or of the member's spouse, and brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, stepparents, stepchildren or parents of the member or of the member's spouse, or any individual for which the member has a legal support obligation (ORS 244.020).

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

Williams Rural Fire Protection District

Policy Manual

Nepotism and Conflicting Relationships

1033.2 POLICY

The Williams Rural Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

1033.3 RESTRICTED DUTIES AND ASSIGNMENTS

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship (ORS 244.179).
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this District should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

Williams Rural Fire Protection District

Policy Manual

Nepotism and Conflicting Relationships

1033.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1033.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Member Speech, Expression and Social Networking

1036.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1036.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1036.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this District. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this District be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Williams Rural Fire Protection District will carefully balance the individual member's rights against the District's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1036.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Williams Rural Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

Williams Rural Fire Protection District

Policy Manual

Member Speech, Expression and Social Networking

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

1036.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the District's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Williams Rural Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Williams Rural Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Williams Rural Fire Protection District or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters Code of Ethics as adopted by the Williams Rural Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee, or any other act that would constitute a misuse of public information in violation of ORS 162.425.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of District logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Williams Rural Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

Williams Rural Fire Protection District

Policy Manual

Member Speech, Expression and Social Networking

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or District-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1036.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Although members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Williams Rural Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Williams Rural Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief:

- (a) Endorse, support, oppose or contradict any political campaign or initiative
- (b) Endorse, support, oppose or contradict any social issue, cause or religion
- (c) Endorse, support or oppose any product, service, company or other commercial entity
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this District, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Williams Rural Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1036.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of District policy or any time a member is on-duty or in uniform.

Williams Rural Fire Protection District

Policy Manual

Member Speech, Expression and Social Networking

Members shall not be coerced or required to engage in political activity.

A notice of restrictions on political activities by employees shall be posted and maintained by the District in a place that is conspicuous to all employees as required by law (ORS 260.432).

1036.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any District technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the District email system, computer network or any information placed into storage on any District system or device. This includes records of all keystrokes or Web-browsing history made at any District computer or over any District network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through District computers, electronic devices or networks.

Members may not be asked for or required to provide access through their username, password or other means of authentication that provides access to their personal social media accounts unless otherwise allowed under ORS 659A.330.

1036.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

1036.7 TRAINING

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Family and Medical Leave

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; ORS 659A.159):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition. Under state law, family member also includes same-gender registered domestic partner, parent-in-law, grandparent, and grandchild (ORS 659A.150; OAR 839-009-0210).
- When an employee is unable to work because of a serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.
- To care for a child of an employee who is ill, injured, or has a condition that is not a serious health condition but requires home care, or who requires home care due to the closure of a child's school or child care provider because of a public health emergency (ORS 659A.159).
- Death of a family member (ORS 659A.159).

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any civil service, or other local rule, or any law that provides greater family or medical leave rights.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

For purposes of the Oregon Family Leave Act (OFLA), an employee's child also includes the child of an employee's same-gender domestic partner. An employee's child may be a minor or adult when leave is taken for a serious health condition, sick child leave, or death of a family member (OAR 839-009-0210).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Williams Rural Fire Protection District

Policy Manual

Family and Medical Leave

OFLA - The Oregon Family Leave Act (ORS 659A.150 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the District benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122). For purposes of OFLA, Oregon recognizes individuals who have lawfully established a civil union, domestic partnership, or similar relationship under the laws of any state, or a marriage validly performed in a foreign jurisdiction (OAR 839-009-0210).

1038.2 POLICY

It is the policy of the Williams Rural Fire Protection District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law.

1038.3 FMLA-ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the Williams Rural Fire Protection District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1038.3.1 OFLA-ELIGIBLE EMPLOYEES

Employees are eligible for OFLA after working for the Williams Rural Fire Protection District for 180 days preceding the leave and working at least an average of 25 hours per week during the 180-day period. Employees may not be eligible for OFLA leave if there are less than 25 employees (ORS 659A.153; ORS 659A.156). The following exceptions apply under OFLA:

- (a) For parental leave, employees are eligible after being employed for 180 days, without regard for the number of hours worked per week.
- (b) For Oregon Military Family Leave, eligible employees must work an average of 20 hours per week (ORS 659A.090).
- (c) Leave during a public health emergency (ORS 659A.156).
- (d) Re-employment or temporary cessation of scheduled hours within certain timeframes as prescribed in ORS 659A.156.

1038.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA/OFLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100; ORS 659A.162). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

Williams Rural Fire Protection District

Policy Manual

Family and Medical Leave

1038.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of a serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

Under state law, eligible employees may take up to 12 weeks to care for a family member, including a same-gender registered domestic partner, parent-in-law, grandparent, or grandchild, with a serious health condition or when the employee is unable to work because of a serious health condition (ORS 659A.159; ORS 659A.162).

If both spouses, including a state-registered domestic partner, are employed by the Williams Rural Fire Protection District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114; ORS 659A.150).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b); ORS 659A.150).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).
- Under OFLA, an illness, disease, or condition that, in the medical judgment of the treating health care provider, poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care (ORS 659A.150).
- Under OFLA, any period of absence for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery (ORS 659A.150).

1038.4.2 PREGNANCY DISABILITY LEAVE

Employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA/OFLA leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work (ORS 659A.186).

Williams Rural Fire Protection District

Policy Manual

Family and Medical Leave

1038.4.3 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200; ORS 659A.159). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121; ORS 659A.159).

If both parents are employed by the Williams Rural Fire Protection District, the combined number of work weeks of leave, under FMLA, is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

Under OFLA, if both parents are employed by the Williams Rural Fire Protection District, the eligible employees may each take up to 12 weeks of leave but not concurrently (ORS 659A.162).

1038.4.4 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1038.4.5 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five

Williams Rural Fire Protection District

Policy Manual

Family and Medical Leave

years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Williams Rural Fire Protection District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1038.4.6 MILITARY FAMILY LEAVE

During a period of military conflict, an eligible employee who is the spouse (including a same-gender domestic partner) of a service member is entitled to 14 days of unpaid leave for each deployment when the service member is called to active duty or is deployed. The leave is to be used prior to deployment or when the service member is on leave from deployment (ORS 659A.093).

An employee who requests military family leave shall provide a supervisor with notice of the intent to take leave within five business days of receiving official notice of an impending call or order to active duty or a leave from deployment (ORS 659A.093).

Military family leave shall be included in the total amount of leave authorized under OFLA (ORS 659A.093).

1038.4.7 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Under state law, an employee who has previously qualified for and taken a portion of OFLA may have to requalify as an eligible employee each time additional OFLA leave is taken within the same leave year (OAR 839-009-0240).

Intermittent leave for any employee shall be tracked and calculated.

Family and Medical Leave

1038.5 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210; OAR 839-009-0270(6)). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after the leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or a family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1038.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA and/or OFLA leave. Employees may not use paid accrued leave to extend FMLA/OFLA leave beyond 12 work weeks per year.

1038.7 USE OF FMLA/OFLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA/OFLA qualifying, the District may designate that non-FMLA/OFLA leave as running concurrently with the employee's 12-week FMLA/OFLA leave entitlement.

1038.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA/OFLA:

- (a) When a leave is requested for a medical or other FMLA/OFLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the District's operations (29 USC § 2612; 29 CFR 825.302; ORS 659A.168).
- (b) An employee who wishes to take FMLA/OFLA must provide a supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable, but not later than 24 hours if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303; ORS 659A.165).
- (c) At the time of the request, the employee must complete an FMLA/OFLA request form.

Williams Rural Fire Protection District

Policy Manual

Family and Medical Leave

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Department of Human Resources and ensure the employee is provided the necessary forms and FMLA/OFLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional, military documentation, or child care verification, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310; ORS 659A.168).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311; ORS 659A.171). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312; ORS 659A.171).

1038.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA/OFLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216; ORS 659A.171).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Department of Human Resources or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting any paid FMLA/OFLA leave, non-paid leave will continue until the conclusion of the protected time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Department of Human Resources, will determine whether non-FMLA/OFLA leave should apply.

1038.10 RESPONSIBILITY

Supervisors should work with the Department of Human Resources or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Department

Family and Medical Leave

of Human Resources should advise the supervisor and inform members of their rights and responsibilities.

1038.11 RECORDS

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the District's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/OFLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1038.12 NOTICE TO EMPLOYEES

The Deputy Clerk and Administrative Assistant to the Board should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Workplace Violence

1039.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

1039.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public (ORS 654.001 et seq.).

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1039.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting District business or on District property.

No member engaged in District business shall carry or possess weapons or explosives unless either:

- (a) Permitted by District policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

1039.4 REPORTING AND INVESTIGATING

1039.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1039.4.2 SUPERVISOR, MANAGER, DUTY OFFICER, AND DUTY OFFICER RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Workplace Violence

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1039.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1039.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1039.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1039.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Deputy Clerk and Administrative Assistant to the Board. The District needs this information in order to provide a safe workplace.

1039.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

Workplace Violence

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1039.8 LEGAL ACTION

The District's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

1039.9 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1039.10 WORKPLACE VIOLENCE PREVENTION

All District members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Anti-Retaliation

1040.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, or ordinance.

1040.2 POLICY

The Williams Rural Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1040.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1040.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Deputy Clerk and Administrative Assistant to the Board.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1040.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Williams Rural Fire Protection District

Policy Manual

Anti-Retaliation

1040.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1040.7 WHISTLE-BLOWING

Oregon law protects employees who disclose or threaten to disclose information that the employee reasonably believes is evidence of (ORS 659A.203):

- (a) A violation of federal, state or local law, rule, or regulation.
- (b) Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.
- (c) The fact that a person receiving public assistance is subject to a felony or misdemeanor warrant.

Employees are encouraged to report such violations or disclosures of information through the chain of command (ORS 659A.221; ORS 654.062).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1040.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1040.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Chapter 11 - Facility

Facility Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other District facilities. The safety and security of District members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of District facilities.

1100.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide physical security measures for all facilities under District control.

1100.3 GUIDELINES

Members are responsible for ensuring that all District facilities remain secured from unauthorized access at all times.

District members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the District's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a Chief Officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient District personnel are not available to monitor visitor access.

Facility Security

1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of District facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility.

Any criminal activity that occurs and that poses a threat to District members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around District facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of District vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to District facilities without proper authorization.
- Any abandoned packages or other items left on District grounds or adjacent to District facilities.
- Any unknown or abandoned vehicles left on District grounds or adjacent to the District facility.

Emergency Power

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The District provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1101.2 POLICY

It is the policy of the Williams Rural Fire Protection District to provide emergency power sources at its facilities, where necessary.

1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the District's mission and determine the District's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the District with electrical generators, uninterruptible power sources or other means of sustaining critical business components in the event of a loss of commercial power.
 1. All emergency power sources selected shall be in compliance with all building codes, environmental codes and Oregon Occupational Safety and Health Administration (OR-OSHA) rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate the equipment to reduce the risk of having inoperative equipment.

1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts

Williams Rural Fire Protection District

Policy Manual

Emergency Power

- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event
- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the back-up system
- In the event of no power contingency plan for the back-up system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

Flag Display

1102.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Williams Rural Fire Protection District regarding the proper display of the flags of both the United States and the State of Oregon.

1102.2 POLICY

It is the policy of the Williams Rural Fire Protection District to display flags at District facilities in compliance with Oregon and federal laws.

1102.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this District will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1102.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all District facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1102.4 DISPLAY OF THE OREGON STATE FLAG

Members of the Williams Rural Fire Protection District will display the Oregon State flag prominently and in the proper position of honor in accordance with the United States Flag Code (ORS 186.110).

1102.4.1 DISPLAY OF THE OREGON FLAG IN DAILY OPERATIONS

District members should consult the Oregon Department of Administrative Services for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately (ORS 186.110).

Williams Rural Fire Protection District

Policy Manual

Flag Display

Displays of the flag should be consistent with the following protocol:

- (a) The flag should be conspicuously posted on all District facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Oregon.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

1102.5 DISPLAY OF THE POW/MIA FLAG

Members of the Williams Rural Fire Protection District shall display the National League of Families' POW/MIA flag with the United States flag and Oregon State flag (ORS 186.110).

District-Owned Fuel Storage Tanks

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all above-ground (ASTs) and underground fuel storage tanks (USTs) located on Williams Rural Fire Protection District property are maintained and operated in a manner consistent with the safety of District members and the environment and in compliance with all applicable regulations and laws and requirements of the Oregon Department of Environmental Quality (DEQ) and the Office of the State Fire Marshal (OSFM).

1103.2 POLICY

It is the policy of the Williams Rural Fire Protection District to adhere to local, state and federal regulations established to enhance safety and minimize the adverse impacts to the environment from District-owned fuel tank operations.

1103.3 DESIGNATED PERMITTEE

The Fire Chief shall appoint a designated permittee who will be responsible for:

- (a) Maintaining DEQ required certifications (OAR 340-150-0020).
- (b) Conducting required visual inspections of UST facilities as provided by the Oregon UST program.
- (c) Ensuring daily inspections of fueling areas, ASTs and USTs.
- (d) Ensuring compliance with the training requirements for both the operation and also the maintenance of USTs for personnel who operate or maintain the UST system (OAR 340-150-0200; OAR 340-150-0210).
- (e) Ensuring records of annual training are maintained by the District.
- (f) Receiving reports of spills and notifying appropriate authorities.
- (g) Maintaining records of inspections, repairs and fuel deliveries.
- (h) Preparing and maintaining Spill Prevention Control and Countermeasure Plans if required (OAR 340-141-0001).
- (i) Preparing and maintaining monitoring plans and response plans for USTs.
- (j) Submitting any required documentation to regulatory agencies.

1103.4 INSPECTION

Fueling areas and ASTs shall be inspected daily by the Duty Officer or the authorized designee. Visual inspections shall be conducted of the tank and containment area to check for pooling of liquids or other signs of leaks and cracks or damage to concrete. Any damage or visible liquid in the containment area shall be reported immediately to the designated operator.

District-Owned Fuel Storage Tanks

Fuel dispensing areas shall be inspected to ensure that dispensing apparatus is properly maintained and the area is free of litter and debris. The inspection shall confirm that absorbent or other appropriate cleanup materials are available in the fueling area as well as one or more portable fire extinguishers.

In fueling areas where USTs are present, the UST monitoring panel shall be inspected. Any alarms or warnings on the panel shall be reported immediately to the designated operator.

All inspections shall be documented and any problems noted.

1103.5 SPILL CLEANUP

Any spill of fuel or other vehicle fluids in the fueling areas shall be absorbed, picked up and properly containerized to prevent the risk of fire or release to the environment. If a spill cannot be absorbed using the materials available on-site or if the spill has migrated off District property, the designated operator shall be notified immediately.

1103.6 RECORD-KEEPING

- (a) District sites with USTs shall maintain records consistent with the rules and guidance of the Oregon UST program.
- (b) District sites where the cumulative capacity of the ASTs exceeds 10,000 gallons shall maintain a copy of the Spill Prevention Control and Countermeasure Plan for the facility.

Attachments

Shortcuts Word.pdf

Williams Fire Rescue Policy Manual

Policy Manual

INDEX / TOPICS

A

ACCLIMATIZATION	158
AED	148
AIRCRAFT OPERATIONS	57
ALTERNATIVE MATERIALS AND METHODS REQUEST	118
ATMOSPHERIC MONITORING	59
AUDIOMETRIC TESTING PROGRAM	157
AUTOMATED EXTERNAL DEFIBRILLATOR	148
AUTOMATIC AID	296
AUTOMATIC DISTRESS SIGNAL UNIT ADSU	248

B

BODY ARMOR	231
BUSINESS RELATIONSHIP	343

C

CARBON MONOXIDE	74
CARBON MONOXIDE MONITORING	59
CODE ENFORCEMENT	116
COMMUNICABLE DISEASE TRAINING PROGRAM	150
COMMUNICATIONS OPERATIONS	193
COMPETENCE	92
CONFIDENTIAL INFORMATION	309
CONFLICT OF INTEREST	343
CONFLICTING RELATIONSHIPS	343

D

DISCLAIMER OF POLICIES	13
DRIVER LICENSE	93
DRIVER LICENSE REQUIREMENTS	281

E

EMERGENCY ACTION PLAN TRAINING	175
EMERGENCY POWER	367
EMERGENCY RECALL	291
EMERGENCY RESPONSE	44
EMERGENCY VEHICLE OPERATOR TRAINING	146
EMPLOYEE FILES	310
ENDORSEMENTS	348

F

FACILITY SECURITY	365
FCC COMPLIANCE	193
FIRE GUARD	123
FIRE INSPECTIONS	111
FIRE STATION SAFETY	253
FIRE WATCH	123
FIRE WATCH SERVICES	123
FITNESS EVALUATIONS	306
FLOOD SEARCH AND RESCUE	64
FUEL STORAGE TANKS	371

G

GROCERY SHOPPING	106
GROUND LADDER TESTING	258

H

HAZARDOUS MATERIALS	120
HAZARDOUS MATERIALS (HAZMAT) TRAINING	153
HAZARDOUS MATERIALS BUSINESS PLAN	120
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT HIPAA	160
HEARING CONSERVATION Noise control	156
HEAT ILLNESS PREVENTION PROGRAM	236
HEAT ILLNESS PREVENTION TRAINING	158
HIGH-VISIBILITY SAFETY VESTS	230
HIPAA	332
HOT WASH	29

I

IMMUNIZATIONS	306
INFANT SAFE SURRENDER	76
INJURY PREVENTION	319
INSPECTIONS	111
Code Enforcement	116

L

LACTATION BREAKS	333
LANDING ZONE CONSIDERATIONS	57
LATEX SENSITIVITY	143
LINE-OF-DUTY DEATH AND SERIOUS INJURY INVESTIGATIONS	99

Williams Rural Fire Protection District

Policy Manual

M

MAXIMUM OCCUPANCY	121
MEDICAL EVACUATION	57
MEDICAL EXAMS	305
MUTUAL AID	296

N

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING	162
NEPOTISM	343
NFIRS	102
NON-OFFICIAL USE OF DEPARTMENT PROPERTY	198

O

OREGON DEPARTMENT OF FORESTRY (ODF)	71
ORGANIZATIONAL POWERS	9
OVERCROWDING	121

P

PEER FITNESS TRAINERS	306
PERFORMANCE OF DUTIES	92
PERSONAL ALARM DEVICES	248
PERSONAL ALERT SAFETY SYSTEM PASS.	248
PERSONAL APPEARANCE	290
PERSONAL COMMUNICATION DEVICES	183
PERSONAL PROJECTS	307
PERSONAL PROTECTIVE EQUIPMENT PPE.	259
PERSONNEL ACCOUNTABILITY REPORT	46
PERSONNEL COMPLAINTS	298
PFT	318
PHOTOGRAPHY AND ELECTRONIC IMAGING	195
PHYSICAL FITNESS	318
POLICY MANUAL	13
POLITICAL ENDORSEMENTS	348
POST-INCIDENT ANALYSIS PIA.	28
PRIVACY EXPECTATION	349
PROBATIONARY EMPLOYEES	284
PROHIBITED SPEECH	347
PROTECTED HEALTH INFORMATION PHI.	160

R

RAPID INTERVENTION TEAMS	48
RELIEVED FROM DUTY	291
REPETITIVE MOTION INJURIES AND ERGONOMICS TRAINING	164
REPORTING FOR DUTY	290
RESPIRATORY PROTECTION PROGRAM	239
RESPIRATORY PROTECTION TRAINING	166
RIDE-ALONG PROGRAM	103
RIGHT OF ENTRY	112

S

SAFETY AND HEALTH OFFICER	249
SHOPPING ON DUTY	106
SOCIAL NETWORKING	346
STABLE SCENE	87
STAGING	61
SUBPOENAS	206
SURRENDERED INFANT	76
SWIFTWATER RESCUE	64

T

TAKE-HOME VEHICLE	187
TRAFFIC ACCIDENTS	96
TRAINING AED.	148
Communicable Disease.	150
Firefighting apparatus.	146
Hazard Communication.	151
HAZMAT.	153
TRAINING RECORDS	171
TRENCH RESCUE	72
TUITION REIMBURSEMENT	288
TWO-IN/TWO-OUT	48

U

UNSTABLE SCENE	87
URBAN SEARCH AND RESCUE	51
USAR	51
USE OF DEPARTMENT VEHICLES	187
USFS	71

W

WELLNESS AND FITNESS PROGRAM	305
WILDLAND FIRE SHELTER DEPLOYMENT TRAINING	169
WILDLAND FIREFIGHTING	71