

Seaside Fire & Rescue

Policy Manual

MISSION

The Mission of Seaside Fire & Rescue is Life Safety, Incident Stabilization & Property Conservation.

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PHILOSOPHY AND GOALS

To keep moving forward, always advancing in the way we do business to better serve our community.

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FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Seaside Fire & Rescue, 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 Seaside Fire & Rescue, I accept this self-imposed and self-enforced obligation as my responsibility.

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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 Seaside Fire & Rescue and the individual members.

100.2 POLICY

It is the policy of Seaside Fire & Rescue to limit its members to only exercise the authority granted to them by law.

While Seaside Fire & Rescue recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This department 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 department 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

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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 chief 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 Division Chief , followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Policy Manual

101.1 PURPOSE AND SCOPE

The Policy Manual of Seaside Fire & Rescue 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 department. All members are expected to conform to the provisions of this manual and City of Seaside Policy 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.

101.2 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 department under the circumstances reasonably available at the time of any incident.

101.2.1 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 Seaside Fire & Rescue and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. Seaside Fire & Rescue reserves the right to revise any policy content, in whole or in part.

101.2.2 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, City policy or collective bargaining agreement, such law, City policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

101.3 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 Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

101.4 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.

City - The City of Seaside.

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

Department/SF&R - Seaside Fire & Rescue.

Employee - Any person employed by the Department.

Fire Code - 2012 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 Seaside Fire & Rescue.

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

Manual - The Seaside Fire & Rescue Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by Seaside Fire & Rescue, 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.

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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.

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 department 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.

101.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department 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 Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

101.6 PERIODIC REVIEW OF THE POLICY MANUAL

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

101.7 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.

The Fire Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department 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 Seaside Fire & Rescue. This policy also provides guidance regarding the department's reporting process through the chain of command and makes reference to training provided by the Department (OAR 437-002-0182(4)).

200.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 DIVISION

The Fire Chief is responsible for managing the Seaside Fire & Rescue. The following Divisions make up the Seaside Fire & Rescue:

- Administration Division
- Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by the Fire Chief; prepares and coordinates the department 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 Department, the City staff and City officials.

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

200.3.2 OPERATIONS DIVISION

The Operations Division is directed by a Division Chief. The Operations Division responds to all fire, rescue, water safety, and medical aid calls for service; coordinates lifeguard program; manages major disaster responses; and staffs various emergency response apparatus and support units.

200.3.3 FIRE PREVENTION DIVISION

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

Organizational Structure

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 Seaside Fire & Rescue.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. 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 Seaside Fire & Rescue 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 department 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 department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Seaside Fire & Rescue shall generally conduct department 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 department 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 department 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:

- (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.

Organizational Structure

- (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 Department.

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 Department or involves other members or supervisors, the member may consult directly with the Division Chief, 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 department members shall be provided in accordance with Oregon law (see the Training Policy) (OAR 437-002-0182(11)).

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member safety in the event of an emergency and ensure compliance with Oregon regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) to provide for member safety in the event of an emergency.

201.2 POLICY

The Seaside Fire & Rescue is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Division Chief will develop and maintain an EAP and FPP to provide for the safety of department members in the event of an emergency. The EAP and FPP will address the specific requirements contained in OAR 437-002-0042 and OAR 437-002-0043 and will address all building, facilities and regular places of work that are controlled by the Department. The plan also will address actions that members of the Department must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and at a minimum shall include (OAR 437-002-0042):
 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 2. Procedures to be followed by members who operate critical plant operations before they evacuate.
 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 4. Rescue and medical duties.
 5. The preferred means of reporting fires and other emergencies.
 6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 7. An alarm system to notify members in the event of a fire or other emergency situation.
 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and at a minimum include (OAR 437-002-0043):
 1. A list of major fire hazards, including proper handling and storage procedures for hazardous materials, potential ignition sources and control procedures and the type of fire equipment necessary to control the hazard.

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Emergency Action Plan and Fire Prevention Plan

2. Names or job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
3. Names or job titles of persons responsible for control of fuel source hazards.
4. Procedures to control the accumulation of flammable and combustible waste.
5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.

201.4 TRAINING

The Department will provide state-mandated training supporting the EAP and FPP as described in this policy.

Department/Agency Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to department policy. Department Interim Directive 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 Seaside Fire & Rescue to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by applicable law or code. Generally the establishment of department Interim Directives is management's prerogative but employee participation may be sought in the development of those Interim Directives. It is the policy of the Department to comply with any meet-and-confer requirements between labor groups and authorized department representatives.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all department Interim Directives.

All department officers and/or supervisors shall be responsible for communicating department Interim Directives to all members under their command and/or direct supervision.

Department Interim Directives will be rescinded upon incorporation into this manual.

All Interim Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Department.

Training Policy

203.1 PURPOSE AND SCOPE

The Department will administer a training program that provides for the professional growth and continued development of its members. By doing so, the Department 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 Seaside Fire & Rescue is to provide firefighter training as required by Oregon law (OAR 437-002-0182(11)). The Department 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 Department 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 department members.
- (d) Provide for continued professional development of department 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 Seaside Fire & Rescue 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 the training committee. 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 Department.

204.2 POLICY

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

204.3 RESPONSIBILITY

The Fire Chief will be the risk manager and receive, investigate and evaluate any claim for loss or damage received by the Department.

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

204.4 RESPONSE TO CLAIMS

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

The City Attorney should insure 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 Department.

205.2 POLICY

Seaside Fire & Rescue 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 department technology system.

The Department 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 Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all key strokes or web-browsing history made at any department computer or over any department 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 department 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 Department.

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 Department 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.

Minimum Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs and unique local or regional circumstances, consistent with any collective bargaining agreement.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any collective bargaining agreement.

206.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (apparatus operator, Company Officer, etc.), either through promotional examination or a training program approved by the Department.

Out of class assignment - Any situation in which a member of the Department functions in a supervisory rank above his/her normal position description and job duties.

206.2 POLICY

The Department balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Department.

206.3 ACTING OUT OF GRADE/RANK

In order to accommodate operational flexibility and other unforeseen circumstances, a member at a lower rank may act out of grade/rank, if qualified, for a limited period of time, consistent with any applicable collective bargaining agreement.

Decisions regarding supervision should result in each firefighter and apparatus operator being supervised by a single Company Officer or acting Company Officer. Each Company Officer should be supervised by a Duty Officer or an acting Duty Officer.

206.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum staffing, including one Company Officer, one apparatus operator, and one firefighter.
- (b) Ladder trucks or aerial units should be comprised of a minimum of one Company Officer, one apparatus operator, one aerial operator/ tiller operator, and one firefighter.
- (c) Wildland apparatus should be staffed with a minimum of two wildland certified firefighters.

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Minimum Staffing Levels

If staffing falls below minimum guideline levels, the Duty Officer shall be notified.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should request mutual aid as needed.

Administrative Communications

207.1 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 Department.

207.2 POLICY

It shall be the policy of the Seaside Fire & Rescue to control the use of the name of the Department 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.

207.3 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.

207.4 CORRESPONDENCE

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

Members of the Department may use letterhead only for official business and with approval of their supervisor.

207.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department 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 Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format include:

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

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Administrative Communications

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

207.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard department 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.

207.7 SURVEYS

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

Post-Incident Analysis (PIA)

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the Department. This policy describes the various types of a PIA that can be used in the evaluation of department 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.

208.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department 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 Department on an incident-by-incident basis, for the purpose of continuous improvement.

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

208.2.1 RESPONSIBILITIES

ICs, Fire Marshals, Duty Officers, Shift Commanders 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.

208.3 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 Department 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.

208.4 TYPES OF POST-INCIDENT ANALYSIS

208.4.1 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.

208.4.2 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.

208.4.3 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.

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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.

208.4.4 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 Division Chief of Operations is responsible for scheduling and facilitating the presentation of all formal PIAs. This should 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.

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Post-Incident Analysis (PIA)

The Division Chief of Operations is responsible for notifications to all members of the scheduled 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 in the Emergency Reporting Library 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

209.1 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 department resources, training, and other activities.

209.1.1 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.

209.2 POLICY

The Seaside Fire & Rescue will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

209.3 RESPONSIBILITIES

The Administration Division 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.

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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 Department.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

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

210.1.1 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.

210.2 POLICY

It shall be the policy of this department that all fundraising activities involving on-duty members or use of department equipment, for the financial benefit of the Department, 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 Department. 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.

210.3 GUIDELINES

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

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with department and governing-body policies.
- (c) A benefit to the Department that is consistent with the department 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 department 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.

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- (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 Department will be honored.
- (i) Respect of donors' privacy and a commitment that the Department 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.

210.4 DEPARTMENT-SPONSORED EVENTS

The following also apply to department-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.

210.5 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 Department 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 Department and the organizers of the activity that includes:

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- (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 department funds.

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

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 Department 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 Seaside Fire & Rescue 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 Department 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 department members and the public by requiring operators of department 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 Seaside Fire & Rescue 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 department 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 department 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 department 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 Seaside Fire & Rescue 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).

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- (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

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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 department-involved incidents.

304.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 Seaside Fire & Rescue'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 department members to justify the application of this policy.

305.2 POLICY

The Seaside Fire & Rescue is committed to the safety of its members. It is the policy of the Seaside Fire & Rescue 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 Department 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 Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (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.

Tactical Withdrawal

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.

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 department 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

Tactical Withdrawal

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 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 department 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

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should ensure that all Operations Division personnel are immediately notified of the location and circumstances of the incident.

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.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the telephone call and the dispatch of emergency response units

Response time - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between Dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the Seaside Fire & Rescue to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractal time and reported against an established department Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) Five minutes or less for turnout time.
- (c) Seven minutes or less for the arrival of the first engine company at a fire suppression incident.
- (d) Eight minutes or less for the arrival of a full first alarm assignment at a fire suppression incident.
- (e) Five minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (f) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the Department.

Response Time Standards

306.4 EVALUATIONS AND ANNUAL REPORT

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction. Recommendations for improvement to the response system shall be developed using the evaluated data and included in the Annual Report.

Aircraft Operations

307.1 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 department 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.

307.2 POLICY

The Seaside Fire & Rescue will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.3 ICS STANDARDS

Members should follow the department'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.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Seaside Fire & Rescue 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 Department 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 City 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.

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- 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

308.1 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.

308.1.1 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.

308.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Seaside Fire & Rescue to mitigate the health risks associated with exposure to CO by its members and the public.

308.3 RESPONSIBILITIES

Division Chief of Operations will ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications.

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.

308.4 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.

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).

308.5 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.

308.6 DOCUMENTATION

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to Division Chief of Operations once a month and retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.

Staging

309.1 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.

309.2 POLICY

It is the policy of the Seaside Fire & Rescue to safely stage resources at emergency incidents.

309.3 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 department'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.

309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Seaside Fire & Rescue personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a level 1 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 level 2 staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The level 2 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 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

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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.

309.4 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 Seaside Fire & Rescue 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, department 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 Level 2 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 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.

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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.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the Seaside Fire & Rescue to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Establish lobby, elevator, stairway, alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify department-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lock-out/tag-out actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

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- Lock-out/tag-out procedures to ensure continued stability of the elevator
- Moving the elevator car
- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

311.5 TRAINING

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in department-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

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

313.2 POLICY

It is the policy of the Seaside Fire & Rescue to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 PROCEDURE

Upon notification of a potential water rescue incident, department 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.

Department 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) 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.
- (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

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appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

- (d) Department 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

314.1 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).

314.1.1 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 Department 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.

314.2 POLICY

It is the policy of the Seaside Fire & Rescue to establish permit-required confined space incident response guidelines in compliance with applicable OR-OSHA safety standards, and required

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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).

314.3 GENERAL REQUIREMENTS

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

Department 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.

314.4 PROCEDURES

Department 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.

Department 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, department rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.4.1 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.

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

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the Department 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.

314.5 TACTICAL GUIDELINES

314.5.1 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.

314.5.2 SECONDARY ASSESSMENT

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

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

314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequately 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 department-approved procedures are followed to perform the rescue.

314.5.4 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).

314.5.5 VICTIM TRANSFER

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

314.6 TERMINATION OF THE RESCUE

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

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- 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

315.1 PURPOSE AND SCOPE

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

315.1.1 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).

315.2 POLICY

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

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Seaside Fire & Rescue, 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 Operations Division Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Seaside Fire & Rescue 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.

315.4 WILDLAND FIRE OPERATIONS

315.4.1 AIRCRAFT OPERATIONS

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

Trench Rescues

316.1 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).

316.1.1 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)).

316.2 POLICY

It is the policy of the Seaside Fire & Rescue 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.

316.3 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)):

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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

317.1 PURPOSE AND SCOPE

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

317.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Seaside Fire & Rescue 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.

317.3 RESPONSIBILITIES

317.3.1 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.

317.3.2 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.
- (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.

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- (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:
 - (a) 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.
 - (b)

A Safe Place for Newborns Law

318.1 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.

318.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide an option to protect infants by allowing parents to safely and confidentially leave infants at any staffed fire station.

318.3 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 department stations (ORS 418.017):

- (a) Site preparation:
 - 1. All department 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:

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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 Department 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. Department 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

319.1 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.

319.2 POLICY

It is the policy of the Seaside Fire & Rescue 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)).

319.3 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 Seaside Fire & Rescue 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.

319.3.1 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.

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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 department 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, department 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).

319.3.2 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.

319.4 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

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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

319.5 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:

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- (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.

319.6 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

320.1 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.

320.2 POLICY

It is the policy of the Seaside Fire & Rescue to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

320.3 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 Department 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.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple PIOs and a Joint Information Center (JIC) with a PIO and Assistant PIO. In all cases, the PIO shall be responsible for coordinating the dissemination of information that has been approved by the IC to the media, the community and other impacted parties that may have been affected by the incident.

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.

320.4 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

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- (g) Approved evacuation notices and restricted areas

320.5 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.

320.6 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.

320.7 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:

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- (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.
- (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.

320.7.1 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).

320.8 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 department standard.

320.9 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 Department 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 department 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.

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

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the Department 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 department members must evaluate whether to enter a scene or to initiate mitigation activities.

321.1.1 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.

321.2 POLICY

It is the policy of the Seaside Fire & Rescue to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

Department 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 department members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where department 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.

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

321.4 ENTERING SCENES

When department 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 department members, scenes may be categorized into two distinct types: stable or unstable.

321.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of department 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 department members.

When department 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, department 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.

321.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of department 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 department members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, department 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, department 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

Scene Preservation

or 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.

321.6 MEDICAL SUPPLIES AND DEBRIS

When department 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 department 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, department members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse

322.1 PURPOSE AND SCOPE

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

322.2 POLICY

It is the policy of the Seaside Fire & Rescue to ensure the Department of Human Services is notified of suspected child abuse as required by law (ORS 419B.015).

322.3 MANDATORY NOTIFICATION

Members of the Seaside Fire & Rescue 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).

322.3.1 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 department 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.

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Child Abuse

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

322.4 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

323.1 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 Department until the items can be returned to the owner or otherwise legally released for disposition.

323.2 POLICY

The Seaside Fire & Rescue will take reasonable measures to safeguard valuables found at incident scenes. The Department 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.

323.3 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.

Carrying Weapons On-Duty

324.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by restricting the possession of weapons in the workplace.

324.2 POLICY

Members are prohibited from possessing weapons while on department property or while on-duty. This ban includes keeping or transporting a weapon in a vehicle, regardless of whether the vehicle is a public or private vehicle.

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided or authorized by the Department and in compliance with state law (e.g., axes, knives) for use by members while performing official duties.

324.3 CONCEALED WEAPONS PROHIBITED

Members who possess a valid concealed weapon permit are not allowed to carry weapons while on-duty or representing the Department in any capacity. The weapon should not be carried into any department facility.

A folding-style knife intended to aid in routine rescue duties is allowed. It should not be displayed or carried openly by members.

Performance of Duties

325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

325.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

325.3 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.

325.4 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.

325.5 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 Department. 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 department policy, guidelines, rules, directives and orders

325.6 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.

Performance of Duties

325.7 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 department apparatus and all other applicable department 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.

325.8 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 department 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.

325.9 FIRE DEPARTMENT IDENTIFICATION

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

325.10 LOSS OF EQUIPMENT

Members shall report to their supervisors the loss or recovery of any department badge, identification card, 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

326.1 PURPOSE AND SCOPE

This policy provides members of the Seaside Fire & Rescue 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.

326.1.1 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).

326.2 POLICY

It is the policy of the Seaside Fire & Rescue to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

326.3 MANDATORY NOTIFICATION

Members of the Seaside Fire & Rescue 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.

326.3.1 NOTIFICATION PROCEDURE

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

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- (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.

326.4 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

327.1 PURPOSE AND SCOPE

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

327.2 POLICY

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

327.3 REPORTING RESPONSIBILITIES

All department members involved in a traffic accident in a vehicle owned by the Department or while conducting department 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 department 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 department investigation and review occurs in a timely manner.

327.4 TYPES OF REVIEWS

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

327.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
 1. Minor injury to any department 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 department property or vehicles.
 3. Minor damage to non-department property or vehicles while conducting department business.
- (b) A Level II accident is any traffic accident involving:

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1. Any injury to persons other than department members, except contract and other public agency employees noted in Level I.
 2. Any injury requiring immediate transport and treatment of any department 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 Department or major damage to department property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this department.
 2. The death or anticipated disabling injury of anyone other than a member of this department, a contract employee or other public agency employee when the traffic accident involves any department member, vehicle or property.

327.4.2 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 Division Chief 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.

327.5 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 Division Chief 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 department'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.

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Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

- (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 department 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 department policies or procedures, the Duty Officer should recommend that the matter be submitted for the initiation of possible administrative action.

327.6 CONFIDENTIALITY OF DEPARTMENT 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

328.1 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.

328.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 Department 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 Department will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

328.3 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 Seaside Fire & Rescue shall give their full and complete cooperation to the investigation team.

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- (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 Seaside Fire & Rescue 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 Seaside Fire & Rescue 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.

328.4 INVESTIGATION TEAM

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

- (a) Duty Officer
- (b) Fire investigator
- (c) Department Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

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.

328.4.1 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 Department, 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.

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- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (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 Department.
- (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 Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

328.4.2 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.

328.5 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)

329.1 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 department response information is properly reported to the OSFM and in turn is forwarded from the OSFM to NFIRS (ORS 476.210(2)).

329.2 POLICY

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

329.3 RESPONSIBILITIES

The Administration Division 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 department 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.

Community Volunteer Program

330.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers in non-fire suppression roles to help improve service to the community, increase department responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the Department and prompt new enthusiasm.

330.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who is not a member of the Seaside Fire & Rescue but who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include Fire Corps and Community Emergency Response Team (CERT) participants, chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

330.2 POLICY

It is the policy of the Seaside Fire & Rescue to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support department personnel or provide a service to the community.

330.3 PROCEDURE

Volunteers may assist department personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the Department in its public education efforts and/or in other areas within the Department, as needed. Volunteers are intended to supplement and support, rather than replace firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the Department. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to department operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

330.4 VOLUNTEER MANAGEMENT

330.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective

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volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions. Such tasks include:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a relationship with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

330.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public. A volunteer with the Department should:

- Be at least 18 years of age for all positions other than an Explorer.
- Be at least 14 years of age for an Explorer position.
- Possess a valid Oregon driver license if the position requires vehicle operation.
- Be able to deal effectively and courteously with the general public.
- Be willing to commit to approximately 10 hours per week.
- Complete mandatory training as determined appropriate by the Department.
- Possess any other qualifications specific to the volunteer assignment.

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of the volunteer.

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330.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be required on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

330.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until he/she has been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

330.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious diseases and exposures prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

330.4.6 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

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Volunteers shall conform to department-approved dress consistent with their assignment. Uniforms authorized for volunteers may be readily distinguishable from those worn by paid members. The uniform or identifiable parts of the uniform shall not be worn while off-duty. Volunteers may choose to wear the uniform while in transit to or from official department assignments or functions, provided that an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

330.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the volunteer's work and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

330.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or department policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with the Department. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

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Community Volunteer Program

330.7 PROPERTY AND EQUIPMENT

Volunteers may be issued an identification card that should be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

Ride-Along Program

331.1 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.

331.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

331.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Operations Division Chief or the authorized designee.

The Operations Division Chief 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 Department 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 Operations Division Chief .

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.

331.3.1 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.

Ride-Along Program

331.3.2 ELIGIBILITY

The Seaside Fire & Rescue ride-along program is offered to residents, students and those employed within the City. 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 Department.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

331.3.3 AVAILABILITY

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

331.4 FIREFIGHTER RIDE-ALONGS

Off-duty members of this department or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Operations Division Chief 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.

331.5 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.

331.6 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:

- (a) The ride-along will follow the lawful directions of any department member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.

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Ride-Along Program

- (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.

Active Shooter and Other Violent Incidents

332.1 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.

332.2 POLICY

The Seaside Fire & Rescue will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Seaside Fire & Rescue 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.

332.3 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 Seaside Fire & Rescue'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.

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 Seaside Fire & Rescue's plan annually and make any necessary updates.

332.4 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.

332.5 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.

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Active Shooter and Other Violent Incidents

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

Chaplains

333.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Seaside Fire & Rescue chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

333.2 POLICY

The Seaside Fire & Rescue shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

333.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

333.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Seaside Fire & Rescue shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the Department.

All applicants shall be required to meet and pass the same pre-employment procedures as department members before appointment with the exception of any entry level Firefighter knowledge or physical agility tests.

333.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

Chaplains

333.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Fire Chief and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Seaside Fire & Rescue or the authorized designee.

333.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties.

Chaplains will be issued Seaside Fire & Rescue identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Seaside Fire & Rescue identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the Department.

333.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.

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- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

333.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Seaside Fire & Rescue.

333.7.1 COMPLIANCE

Chaplains are volunteer members of the Department and, except as otherwise specified within this policy, are required to comply with the Community Volunteer Program Policy and other applicable policies.

333.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale department events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.

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- (c) Each chaplain should serve with the Seaside Fire & Rescue a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe Seaside Fire & Rescue operations or training sessions, provided the on-duty Duty Officer has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the Seaside Fire & Rescue.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of the Seaside Fire & Rescue unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

333.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

333.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to the Seaside Fire & Rescue include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.

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- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the Department.

333.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

333.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

333.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Seaside Fire & Rescue in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any Seaside Fire & Rescue member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

Chaplains

333.9 TRAINING

The Department may establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Officer, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for department members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

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 Seaside Fire & Rescue's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the department's jurisdiction.

400.2 POLICY

The Seaside Fire & Rescue 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 City 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 Seaside Fire & Rescue's jurisdictional boundaries. The inspection program will comply with the Oregon Fire Code and any local amendments or ordinances specific to the City. The department 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 JAILS AND DETENTION FACILITIES

The Fire Chief shall indicate in writing to any state or local corrections facility that jail and detention facility inspections will be conducted by the Seaside Fire & Rescue.

Jail or detention facility inspections shall be made at least once every two years for compliance with the regulations adopted by the Oregon Fire Code and the minimum standards pertaining to fire and life-safety as adopted by the applicable law enforcement agency.

Reports of all jail or detention facility inspections shall be submitted to the facility manager of the jail or detention facility, the local governing body and the applicable law enforcement agency within 30 days of the inspection.

400.4.2 APARTMENTS, HOTELS AND MOTELS

All structures subject to inspections pursuant to the Oregon Fire Code, except dwellings, shall be inspected annually for compliance with building standards and other regulations of the OSFM.

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400.4.3 SCHOOLS

The Seaside Fire & Rescue shall inspect every building used as a public or private school in the department'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.

400.4.4 HIGH-RISE BUILDINGS

The Seaside Fire & Rescue should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the Oregon Fire Code. The results of the inspection shall be submitted to the building owner/manager no later than 30 days after the date of the inspection. The definition of a high-rise structure is located in the High-Rise Incident Management Policy and the Oregon Fire Code.

400.4.5 LICENSED CARE FACILITIES AND ADULT FOSTER HOMES

Licensed care facilities and adult foster homes shall be inspected pursuant to Appendix L of the Oregon Fire Code (ORS 476.030(6)).

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

The Seaside Fire & Rescue 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). 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 Department 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 department established records retention schedule (Fire Code § 104.6; Fire Code § 104.6.2).

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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 occurring within the jurisdiction of the Seaside Fire & Rescue 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 Seaside Fire & Rescue to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the Department shall take immediate charge of all physical evidence relating to the cause of the fire, pursue an investigation and notify law enforcement for inclusion in the investigative effort (ORS 476.060; ORS 476.070; ORS 476.090).

401.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal 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.

Department first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in Company Officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The IC is responsible for determining when the Seaside Fire & Rescue and/or law enforcement investigators are needed to investigate an incident.

When the Seaside Fire & Rescue assumes responsibility for the investigation, fire investigators assigned to an incident are responsible for pursuing the investigation, through completion and providing complete written documentation. If it is determined that arson is involved, law enforcement arson investigators are responsible for completing the investigation of the incident and any final reports that may be required.

401.4 INCIDENT REPORTS

To ensure department 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.

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If the cause of the fire is determined to be suspicious or criminal in nature, the Fire Marshal shall immediately report the results to local law enforcement. The Oregon Office of the State Fire Marshal should be notified when appropriate.

401.5 PROCEDURE

The first-in Company Officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the Company Officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the Company Officer of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an investigator shall be requested when any of the following circumstances exist:
 - 1. Major or unusual fires that exceed the investigative abilities of a Company Officer or a Duty Officer
 - 2. Any fire resulting in a major injury
 - 3. 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
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator, when any of the following circumstances exist:
 - 1. Arson and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
 - 2. Any explosion
 - 3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
 - 4. Death resulting from a fire or explosion
 - 5. Any fire started by a juvenile
 - 6. Any illegal activity that potentially could cause a fire and/or explosion
 - 7. Any fire or explosion related to a crime or a suspected crime

401.6 QUALIFICATIONS

All Company Officers are qualified to perform first responder-level origin and cause investigations in addition to the Seaside Fire & Rescue investigators.

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Fire Investigations

Any fire investigator designated by the Fire Chief or Fire Marshal of the Seaside Fire & Rescue will be considered an Assistant to the State Fire Marshal for the purposes of fire investigation (ORS 476.060).

Designated fire investigators shall:

- (a) Complete the certification requirements of the Oregon Department of Public Safety Standards and Training (OAR 259-009-0005).
- (b) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

401.7 EQUIPMENT

Each investigator should maintain a personal logbook detailing each investigation he/she has performed and all continuing education. The purpose of this record is to document case investigation, field training and continued professional training hours to confirm status as an expert witness during court appearances.

The fire investigator's vehicle should be stocked with the following equipment to assist in the investigation of fire cause, origin and circumstance:

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

Code Enforcement

402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Seaside Fire & Rescue will enforce City fire and life-safety codes during inspections.

402.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 Seaside Fire & Rescue shall issue correction notices when violations of the Oregon Fire Code are found during fire and life-safety inspections (Fire Code § 109.3; 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 Marshal 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.

A copy of the inspection report should be left with the responsible party.

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.

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

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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 should be provided to the violator by certified mail return receipt requested 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 § 109.4.1). 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 department'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 Seaside Fire & Rescue that requests for AMM shall be evaluated by the Fire Marshal 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 department 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 Seaside Fire & Rescue.

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 Seaside Fire & Rescue. 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 Marshal 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 Marshal 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 Seaside Fire & Rescue. 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 Marshal or the authorized designee.

Community Fire Station Visitation Program

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Operations Division as one of the components of its public education efforts.

404.2 POLICY

The Seaside Fire & Rescue will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Operations Division.

404.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:
 - 1. Pre-school classes or groups (public or private)
 - 2. Kindergarten classes or groups (public or private).
 - 3. Primary and secondary school groups (public, church-based or private)
 - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts, Brownies)
 - 5. Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary, Masons)
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:
 - 1.
 - 2.
 - 3.
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. Any group, entity or activity that is part of a for-profit enterprise

Community Fire Station Visitation Program

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Prevention Division. Applications must be submitted at least 21 days prior to the date requested for the fire station visit. Fire Prevention Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Operations Division Chief for station and crew assignment.

404.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Operations Division crew may be limited in the number of visits per calendar month. The Operations Division Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Fire Prevention Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

404.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Prevention Division representative to assist with managing the tour on the day of the visit.
- (b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

Community Fire Station Visitation Program

404.4 RECORD KEEPING

The Fire Prevention Division should maintain a record of all applications for the station visit program. The records should include:

- (a) The name of the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Duty Officer, station and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the department's established records retention schedules.

Hazardous Materials Disclosures

405.1 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.

405.2 POLICY

The Seaside Fire & Rescue 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).

405.3 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).

405.4 INSPECTIONS

The Department 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 Department 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.

405.5 PUBLIC RECORDS

Generally, submissions received by the Department 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

406.1 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.

406.2 POLICY

It is the policy of the Seaside Fire & Rescue to protect the safety of the public through enforcement of the Oregon Fire Code regarding occupancy overcrowding (ORS 479.195).

406.3 ENFORCEMENT

The Fire Chief, Fire Marshal or the authorized designee of the Department, 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).

406.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire Prevention Division for investigation and follow-up. The complaint shall be entered into the complaint 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.

406.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Dispatch after hours shall be routed to the appropriate on-duty Duty Officer. Depending upon the urgency of the complaint, the Duty Officer 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.

Maximum Occupancy - Overcrowding

406.3.3 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, 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 Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

406.3.4 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

406.3.5 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a citation being issued, in accordance with Seaside Fire & Rescue procedures.

Juvenile Firesetter Referrals

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations and the Office of State Fire Marshal's (OSFM) Youth Fire Prevention and Intervention Program (YFPIP).

407.2 POLICY

It is the policy of the Seaside Fire & Rescue to participate in a coordinated effort with law enforcement, school professionals, social services and other state and local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

407.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by department personnel following a request from parents, guardians or caregivers, or as a result of a fire incident. There are multiple types of referrals.

407.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Seaside Fire & Rescue for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the Department being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the department's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

407.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Prevention. If no Fire Prevention personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Fire Prevention Division. When appropriate, a Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

407.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Fire Prevention Division. The IC should be contacted by the Fire Prevention Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

Juvenile Firesetter Referrals

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was suspicious in nature.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Prevention Division.

The IC should call a fire investigator and local law enforcement any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter or when the suspect is still at the scene.

A juvenile who has been referred to the Department by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Prevention member should send a program completion letter on department letterhead to the juvenile's probation officer.

407.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including an assessment using the Federal Emergency Management Agency (FEMA) juvenile firesetter program, the Oregon Juvenile with Fire Screening Tool or another similar assessment at a location designated by the Seaside Fire & Rescue. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend. Following the assessment, a Youth Fire Prevention and Intervention Form should be completed and forwarded to the Oregon OSFM.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Department will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

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Juvenile Firesetter Referrals

Counseling - The Department may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.

Fire Watch Services

408.1 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.

408.1.1 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 Department 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 Seaside Fire & Rescue and the occupants of a building if a fire occurs. Fire watch may be conducted by department personnel.

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

408.2 POLICY

It is the policy of the Seaside Fire & Rescue that any time the Department is notified that required automatic fire protection or detection systems are inoperable, the Department will, where required, ensure appropriate measures are taken to protect building occupants pursuant to the guidelines contained in Appendix N 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.

408.3 RESPONSIBILITIES

The Fire Marshal 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 N of the Oregon Fire Code.

- (a) The owner or the authorized designee shall immediately notify the Seaside Fire & Rescue 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 Seaside Fire & Rescue and occupants should again be notified by the owner or the authorized designee.

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- (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 Marshal 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 Fire Marshal or the authorized designee may require documentation of a fire watch completed by authorized persons utilizing forms contained in Appendix N of the Oregon Fire Code.

Fireworks Displays

409.1 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 Seaside Fire & Rescue standards for the storage and disposal of illegal fireworks and the ability for the Seaside Fire & Rescue Fire Marshal to issue civil penalty citations.

409.1.1 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 Marshal (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 Department 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.

409.2 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 Seaside Fire & Rescue 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 Department shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

409.3 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 Seaside Fire & Rescue 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).

409.3.1 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 Seaside Fire & Rescue 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 Seaside Fire & Rescue, its officers and the City harmless for any damages or liability.

409.3.2 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 Seaside Fire & Rescue.

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409.3.3 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 Seaside Fire & Rescue.

409.4 INSPECTIONS

All department 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.

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 Seaside Fire & Rescue inspector.
6. Inspection of any other components of the display as deemed appropriate by the inspector.

409.5 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 Department (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.

409.6 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 Seaside Fire & Rescue Fire Marshal until returned or destroyed (OAR 837-012-0940).

The Seaside Fire & Rescue Fire Marshal 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.

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6. The following items should not be included:
 - (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 Seaside Fire & Rescue 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 Seaside Fire & Rescue may remain as the lead agency responsible for prosecuting any case involving fireworks seized by the Department or may receive assistance from local law enforcement.

409.7 ISSUANCE OF CIVIL PENALTY CITATIONS

The Seaside Fire & Rescue Fire Marshal 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 Department shall forward the citation to the OSFM within 10 days of issuance. Where possible, each citation should be accompanied by a copy of the Seaside Fire & Rescue written report, inspection sheets, department 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.

OREMSIS - Oregon Emergency Medical Services Information System.

Patient - A person who is ill, injured, or who has a disability.

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 Seaside Fire & Rescue 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

Department 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.

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 department's incident reporting system to document that assistance was offered and declined. The department'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. Department 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 OREMSIS 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 department 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, department EMS supervisors, and the designated hospital receiving center shall review their copies of the PCRs and discuss any areas of concern.

500.4 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.

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.

For controlled medications see the Controlled Substance Accountability Policy.

501.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 monthly period. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

A delivery schedule for supplies should be created and distributed to all stations one month in advance.

501.3.1 MEDICATIONS

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

- (a) Only department 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 department mail system.
- (c) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (d) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (e) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.
- (f) Out-of-date medications should be exchanged for current medications.

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.

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 Seaside Fire & Rescue 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).

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502.3 GUIDELINES

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. EMTs (Emergency Medical Responder through Paramedic levels) 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

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OLMD contact, should be thoroughly documented for conditions the EMT believes are potentially serious.

- (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.

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

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

Advance Health Care Directives

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department 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 Control (OLMC) - 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).

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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 Seaside Fire & Rescue that EMS members honor Do Not Resuscitate/Physician Orders for Life-Sustaining Treatment (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 On-Line Medical Control (OLMC) 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) OLMC 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.

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Advance Health Care Directives

4. Any time EMS members have concerns or require assistance.
 - (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.

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 Seaside Fire & Rescue, 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 department procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

900.2 POLICY

The Seaside Fire & Rescue 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:
 1. New member orientation, including a discussion of safety and health policies and procedures.
 2. Regularly scheduled safety meetings.
 3. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) 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).

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Illness and Injury Prevention Program

4. Fire Prevention Plan (OAR 437-002-0043).
- (l) 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.
- (m) 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 Department 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 Seaside Fire & Rescue 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 Seaside Fire & Rescue 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.

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- (d) The recommendations for corrective action, if made, and a reasonable date by which to comply with the recommendation.
- (e) The individual responsible for follow-up on any recommended corrective actions.
- (f) All reports, evaluations and recommendations made by the committee.

900.4 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include, but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) 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.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) 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 Division Chief .
- (e) 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.

900.5 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.

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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 Administration Division Chief via the chain of command.

The Administration Division Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 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 Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.7 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 Seaside Fire & Rescue members to follow in the event that an Oregon Occupational Safety and Health Administration (OR-OSHA) inspector requests access to department property or work operations.

This policy does not address those inspections requested by the Seaside Fire & Rescue as part of a consultation service by OR-OSHA.

901.2 POLICY

It is the policy of the Seaside Fire & Rescue for the Fire Chief or the authorized designee to designate one or more department 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).

Department 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 Department to begin the inspection in a timely manner could result in the OR-OSHA inspector obtaining an inspection warrant to enter department 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 department worksite, the inspector will present his/her identification and will ask to meet with the department 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.

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Oregon Occupational Safety and Health Administration (OR-OSHA) Inspections

Department 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 Department 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 department 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 department's Health and Safety Officer, risk manager and legal counsel, and that the Department 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 Department to notify the Oregon Occupational Safety and Health Administration (OR-OSHA) of employment-related injuries or deaths of any department members (OAR 437-001-0704).

902.2 POLICY

The Department 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 department 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 Seaside Fire & Rescue (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

The Seaside Fire & Rescue 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 department'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 department 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 department vehicle, as applicable.
- (b) Wearing department-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.

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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

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

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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 Department 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.

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The ECO should seek the consent of the individual for testing and consult the City 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 Seaside Fire & Rescue 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 department 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 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.

Apparatus/Vehicle Backing

905.1 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 Seaside Fire & Rescue.

905.1.1 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 Department 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 - Department vehicles, emergency or not, assigned to members for use during department business.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Seaside Fire & Rescue and used for department business.

905.2 POLICY

To promote firefighter safety, it is the policy of the Seaside Fire & Rescue 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. Hose lines should be picked up by driving forward over the hose rather than backing.

905.3 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.

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.

905.4 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.

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- (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

906.1 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.

906.1.1 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

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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.

906.2 POLICY

It is the policy of the Seaside Fire & Rescue to encourage member participation in the heat illness prevention program and the accompanying training.

906.3 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

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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

907.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, 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).

907.1.1 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.

907.2 POLICY

It is the policy of the Seaside Fire & Rescue 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.

907.3 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 Department 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.

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- (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 Department 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.

907.4 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 department-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.

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- (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.

907.4.1 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:

- Conducting overhaul operations.
- Conducting Fire Investigations.
- 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).

907.4.2 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.

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- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (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.

907.4.3 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.

907.4.4 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.

907.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

907.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

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907.5.1 SCBA REQUIREMENTS

Seaside Fire & Rescue'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).

The Seaside Fire & Rescue 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.

907.5.2 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)).

907.6 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).

907.6.1 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.

907.6.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

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Current fit test records shall be retained as required by the department 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.
- (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.

907.7 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 Department 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.

907.8 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

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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 department standard air volume shall be taken out of service immediately until the problem is remedied.
- (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

907.8.1 MAINTENANCE AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use (29 CFR 1910.134).

Respiratory Protection Program

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 isopropyl alcohol pads.

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 Department and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual 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.

907.8.2 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).

907.8.3 FLOW TESTING

The Department 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 Department 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.

Respiratory Protection Program

All annual flow testing must be performed by a certified SCBA technician.

907.9 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.
- 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

908.1 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)).

908.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a PASS device.

908.3 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)).

908.4 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

909.1 PURPOSE AND SCOPE

This policy does not repeat specific duties assigned to the Health and Safety Officer in other policies.

909.2 POLICY

It is the policy of the Seaside Fire & Rescue 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.

909.3 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 Department'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.

Health and Safety Officer Responsibilities

909.4 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 department 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 Department Safety Committee for review (OAR 437-001-0765).
- Conducting regular safety inspections.
- Serving as a resource for department 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).

909.5 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

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- 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

909.6 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

910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department 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.

910.2 POLICY

It is the policy of the Seaside Fire & Rescue that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this department, 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).

910.3 INOPERABLE SAFETY BELTS

No person shall operate department 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.

910.4 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

911.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Seaside Fire & Rescue 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.

911.2 POLICY

It is the policy of the Seaside Fire & Rescue 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.

911.3 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.

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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.

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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.

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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.

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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

912.1 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 department members when using ground ladders (OAR 437-002-0182(31)).

912.2 POLICY

It is the policy of the Seaside Fire & Rescue to perform testing, inspection and certification of all ground ladders for the safety of department members and to comply with applicable standards.

912.3 INSPECTION AND TESTING

All department-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 department member or a qualified vendor.

912.4 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

913.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Seaside Fire & Rescue 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.

913.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard.

The Seaside Fire & Rescue 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.

913.3 PPE STANDARDS AND REQUIREMENTS

The Department 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 Division Chief 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 Department shall ensure that all PPE, whether provided by the Department or the member, complies with the applicable state standards.
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.

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- (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.

913.3.1 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)).

913.3.2 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 Department 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.

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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)).

913.3.3 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).

913.3.4 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).

913.3.5 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)).

913.4 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,

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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:

913.4.1 SELECTION

The PPE selection process should be conducted through a labor-management committee utilizing members from labor and representatives from the Department 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

913.4.2 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
 - 3. Physical damage to the shell, such as:

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- (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

913.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions should apply to the cleaning and decontamination of PPE:

- (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 Department 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.

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- (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. Department 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 department'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.
 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

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decontamination of PPE after exposure, refer to the Communicable Diseases Policy.

- (b) The department's HSO should manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

913.4.4 REPAIR OF PPE

The department'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.

913.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the department'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 department-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 department facilities.

913.4.6 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.
- (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.

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- (h) PPE should not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

913.4.7 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.

913.4.8 PPE RECORD KEEPING

The Department 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.

913.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the Department 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 Department 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."

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913.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Seaside Fire & Rescue 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 department'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

914.1 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.

914.1.1 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).

914.2 POLICY

It is the policy of the Seaside Fire & Rescue 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).

914.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Department 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 Department 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 Department 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.)

914.4 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).

Hazardous Energy Control

914.5 INSPECTIONS

The Seaside Fire & Rescue 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.

914.6 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

914.7 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 department'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

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- (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

915.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of department members who may be occupationally exposed to hazardous chemicals in the workplace.

915.2 POLICY

It is the policy of the Seaside Fire & Rescue to develop, implement and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how department 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).

915.3 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 Department 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 Department 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 Department 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

915.4 SAFETY DATA SHEETS

The Department 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).

915.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

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 Seaside Fire & Rescue. This policy supplements any rules that govern employment practices for the Seaside Fire & Rescue.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Seaside Fire & Rescue provides equal opportunities for applicants and department members regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex, or any other protected class or status. The Department 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 department website and the use of department-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 Department 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 Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that

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assesses 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
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Oregon law (15 USC § 1681 et seq.; ORS 659A.320)
- Local, state, and federal criminal history record checks
- 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 Seaside Fire & Rescue (OAR 259-009-0015).

1000.5.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Oregon law (15 USC § 1681d; ORS 659A.320).

1000.5.2 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.

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1000.5.3 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).

The Administration Division Chief 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 Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Division Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 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

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- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

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 Department 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 Department shall be certified by the DPSST as a fire service professional in accordance with OAR 259-009-0005 et seq.

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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 Department should:

- Seek member input on retention strategies.
- 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 collective bargaining agreement, 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 Seaside Fire & Rescue members maintain a valid Oregon driver license.

1001.2 POLICY

In order to promote driver safety, it is the policy of the Seaside Fire & Rescue that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, have and maintain driving privileges, training and licenses consistent with his/her duties.

1001.3 REQUIREMENTS

All members are 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 department 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 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.

Any member who drives a vehicle while conducting department 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.

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Driver License Requirements

Any member who does not possess a valid Oregon driver license shall not drive any vehicle while conducting department business.

If a member's Oregon driver license is suspended, revoked or becomes invalid, the Department 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 Department work output.

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 Department 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

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

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.

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.

Performance Evaluations

1002.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a probationary period as determined by applicable civil service law, local personnel rules or a collective bargaining agreement 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 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 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.

1002.7 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 Department. These are in compliance with Oregon Civil Service law, applicable collective bargaining agreements and the provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1003.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 may be included in collective bargaining agreements.

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 Department 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 Seaside Fire & Rescue by taking courses from an accredited institution.

1004.2 POLICY

It is the policy of the Seaside Fire & Rescue 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.

1004.3 RESPONSIBILITY

The Department of Human Resources is responsible for City-wide administration and coordination of this policy. The Department should use this policy for employee development in keeping with department goals and with the current and anticipated department needs. The Fire Chief should also monitor this policy to ensure that the Seaside Fire & Rescue remains within the limits of the funds that have been allocated for this purpose.

1004.4 RECORDS

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

Classification Specifications

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Seaside Fire & Rescue such that they also ensure compliance with applicable civil service law and provisions of the Oregon Department of Public Safety Standards and Training (DPSST).

1005.2 POLICY

It is the policy of the Seaside Fire & Rescue to coordinate with the Department of Human Resources for the development of job classifications unique to the Department.

1005.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Department of Human Resources to develop, update and maintain the job classifications. These should include information from applicable civil service law, provisions of the DPSST and collective bargaining agreements with each bargaining unit; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1005.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Company Officer assigned to the Training will have the same job specification, but will have a considerably different position description than a Company Officer assigned to the Operations Division). Position descriptions may be addressed in the contracts with the various bargaining units or in the Position Descriptions Policy.

Reporting for Duty

1006.1 PURPOSE AND SCOPE

This policy describes the department's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1006.2 POLICY

It is the policy of this department 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.

1006.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1006.4 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.

1006.5 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 Department. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1006.6 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.

1006.7 INABILITY TO REPORT FOR DUTY

Members should notify the Fire Chief as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Fire Chief then they need to contact one of the Division Chiefs.

1006.8 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 department procedures.

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Fire Officer Development

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Seaside Fire & Rescue's fire officer development program.

1007.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 department-approved certification programs for the professional development of fire officers.

Personnel Complaints

1008.1 POLICY

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members.

The Department 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 department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1008.2 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 department 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 department 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 Department.

1008.2.1 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 department 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 department representative, such matters need not be documented as 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.

1008.3 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1008.3.1 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.

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- (b) Any department 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.

1008.3.2 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 Department, 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.

1008.4 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.

1008.5 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1008.5.1 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) Department 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, Division Chief and Fire Chief are notified as soon as practicable.

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- (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 Division Chief 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, Division Chief 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.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. If requested follow-up contact with the person who made 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)

1008.5.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (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 hours of the member.
- (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

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refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so.

- (f)
- (g)
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i)

1008.5.3 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.

1008.5.4 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 Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave per City Policy and/or Union Contract. 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.

1008.6 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.

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1008.6.1 DIVISION CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Chief 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 Division Chief 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 Division Chief 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.

1008.6.2 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 Division Chief 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.
- (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.

1008.7 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.

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1008.8 AT-WILL AND PROBATIONARY MEMBERS

Probationary (black hat) 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

1009.1 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)).

1009.2 POLICY

It is the policy of the Seaside Fire & Rescue that the wellness and fitness of its members are an organizational priority and that the Department 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.

1009.3 PROGRAM COMPONENTS

1009.3.1 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 Seaside Fire & Rescue 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).

Personnel Records

1010.1 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.

1010.1.1 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.

1010.1.2 MEMBER RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

Department file - Any file maintained in the office of the Department or the Department of Human Resources as a permanent record of a member's employment with the Department.

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 Department.

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.

1010.2 POLICY

It is the policy of the Department to maintain the confidentiality of its members' personnel records pursuant to Oregon law.

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1010.3 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 department 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 department 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 department'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 City Manager, City Attorney or attorneys or representatives of the City in connection with official business.

1010.4 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.

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1010.5 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

1011.1 PURPOSE AND SCOPE

This policy is intended to prevent department members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1011.2 POLICY

The Seaside Fire & Rescue 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 Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department 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.

1011.3 DISCRIMINATION PROHIBITED

1011.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

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; 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 department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

1011.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice.

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Retaliation will not be tolerated.

1011.3.3 SEXUAL HARASSMENT

The Department 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 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.

1011.3.4 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 and the Oregon Bureau of Labor and Industries (BOLI) guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

1011.4 RESPONSIBILITIES

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy and the best interest of the Seaside Fire & Rescue 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 his/her 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 Director of Human Resources or the City Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, 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 resolution as stated below.

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1011.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Fire Chief, Director of Human Resources or the City Manager for further information, direction or clarification.

1011.4.2 SUPERVISOR'S RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that subordinates understand their responsibilities under this policy.
- (d) Ensure 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) Notify the Fire Chief or Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

1011.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

1011.5 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 Seaside Fire & Rescue that

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all complaints of discrimination, retaliation or harassment shall be fully documented, and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

1011.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her 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.

1011.5.2 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 any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency, 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, Director of Human Resources or the City Manager.

1011.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the City Manager or the Director of Human Resources, if more appropriate.
- (b) Maintained for the period established in the department's records retention schedule.

1011.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

Discriminatory Harassment

1011.7 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 he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

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

1012.1 SMOKING AND TOBACCO USE

Smoking and use of other tobacco products is not permitted inside any department facility, office, department 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 department facilities and vehicles.

1012.2 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 City 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).

Uniform Regulations

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the department's overall professional and positive image.

1013.2 POLICY

It is the policy of the Seaside Fire & Rescue that members shall wear the proper issued uniform at all times when on-duty or engaged in department-related activities off-duty. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

1013.3 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat and in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

On-Duty Injuries

1014.1 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.

1014.1.1 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).

1014.2 POLICY

The Seaside Fire & Rescue 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.).

1014.3 RESPONSIBILITIES

1014.3.1 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).

1014.3.2 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 City-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 department'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

1014.3.3 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 City's risk management entity and the Administration Division Chief 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.

1014.3.4 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 Department 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)).

1014.4 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 Division Chief through the chain of command and a copy sent to the Administration Division 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.

Conduct and Behavior

1015.1 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.

1015.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1015.3 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 Department. Conduct unbecoming of a member shall include that which discredits the Department or the person as a member of the Department, or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. 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 Department should be familiar with the expected standard of behavior, both on- and off-duty.

1015.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, 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 concerning race, religion, politics, sex, age, physical or mental disability, or other medical condition, sexual orientation, marital status, national origin, lifestyle, or similar personal characteristics (ORS 659A.006).

1015.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members should not use coarse, violent, profane, or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age, physical or mental disability, or other medical condition, sexual orientation, marital status, national origin, lifestyle, or similar personal characteristics (ORS 659A.006).

Conduct and Behavior

1015.6 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1015.7 ABUSE OF POSITION

Members should not use their official position, 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 department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1015.8 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 Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

1015.9 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 Fire Chief or authorized designee shall notify the Department of Public Safety Standards and Training within 30 days as required by OAR 259-009-0059.

Temporary Modified-Duty Assignments

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional.

1016.2 POLICY

It is the policy of the Seaside Fire & Rescue to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the Department. In some instances, the return to work may result in a temporary modified-duty assignment.

1016.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the Department to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the Department, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Department of Human Resources as soon as practicable.
- (c) The Department of Human Resources should contact the respective Division Chief or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the department's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the department's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and

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Temporary Modified-Duty Assignments

at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

- (f) With the exception of employees who are disabled, as defined by the Americans with Disabilities Act (ADA) or Oregon's disability law, temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared medically stationary.

Return to Work

1017.1 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.

1017.1.1 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.

1017.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 Department.

1017.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department 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.

1017.4 DEPARTMENT RESPONSIBILITIES

The Department 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 Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.

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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 department 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.

Critical Incident Stress Debriefing

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Seaside Fire & Rescue recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

CISD may also be provided through regional CISD programs or pursuant to the demobilization procedures of the Oregon Fire Service Mobilization Plan.

1018.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1018.2 POLICY

It is the policy of the Seaside Fire & Rescue to implement a CISD program to provide support and professional intervention to members of this department following exposure to situations that are likely to create unusually strong emotional reactions.

1018.3 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.

Critical Incident Stress Debriefing

- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of department operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

1018.4 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

1018.5 CONFIDENTIALITY

The Department considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

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Critical Incident Stress Debriefing

Identification Cards

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Seaside Fire & Rescue identification cards. Any image or likeness of the identification card and the name of the Seaside Fire & Rescue are the property of the Department and their use shall be restricted as specified in this policy.

1019.2 POLICY

It is the policy of the Seaside Fire & Rescue that identification cards shall be issued to all department members.

1019.3 IDENTIFICATION CARD CONTENT

Department-issued identification cards shall include the following information:

- The department name
- An image of the department badge
- The full name of the member
- The rank of the member
- The member's employee identification number
- The member's signature
- The date of appointment to the member's current rank or position
- The department's mailing address
- A statement indicating that the identification card is the property of the Seaside Fire & Rescue and that if found, the card must be returned to the Department

1019.4 UNAUTHORIZED USE

Department identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the department identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan department identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1019.5 LOSS OF DEPARTMENT IDENTIFICATION CARD

The loss of the department identification card must be immediately reported to the Department. An identification card should be considered lost whenever it is not in the direct control of the member.

Identification Cards

1019.6 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

Drug- and Alcohol-Free Workplace

1020.1 PURPOSE AND SCOPE

The Seaside Fire & Rescue 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 department property or when performing department-related business elsewhere.

1020.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide a drug- and alcohol-free workplace for all members.

1020.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty (OAR 437-001-0760(4)). Affected members shall notify the Fire Chief or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the 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, he/she shall be immediately removed and released from work (see Work Restrictions section in this policy).

1020.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1020.4 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 department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

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.

Drug- and Alcohol-Free Workplace

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).

1020.4.1 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.

1020.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program 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.

1020.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she 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 his/her 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 shall ensure that he/she is safely transported away from the Department.

1020.7 SCREENING TESTS

A Duty Officer may request an employee to submit to a screening test under any of the following circumstances (ORS 659A.300):

- (a) The Duty Officer and supervisor reasonably believe, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) The employee has a commercial drivers license, drives a motor vehicle in the performance of his/her duties and becomes involved in an accident that results in death or results in the issuance of a citation as a result of the accident and any vehicle was towed or any person received medical treatment away from the scene (49 CFR 382.303).

1020.7.1 DUTY OFFICER AND SUPERVISOR RESPONSIBILITY

The Duty Officer and supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

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- (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.

1020.7.2 DISCIPLINE

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

1020.8 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 Department 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).

1020.9 CONFIDENTIALITY

The Department 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 personnel file in accordance with the Personnel Records Policy.

Line-of-Duty Death

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty, is considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy, may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

1021.2 POLICY

It is the policy of the Seaside Fire & Rescue to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications and fielding press inquiries.

1021.3 RESPONSIBILITIES

1021.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event shall they be shrouded for longer than 14 days.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.

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Line-of-Duty Death

- (f) Document all actions, contacts, requests and other pertinent data. This information should be provided to the Fire Chief at regular intervals.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (h) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine the need to request outside resources to assist in the staffing or investigation of the incident, as needed.

1021.3.2 DUTY OFFICER

In the event of a line-of-duty death, the Duty Officer or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel and local law enforcement.
- (b) Immediately notify the Division Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

1021.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer (PIO) shall:

- (a) Collect facts of the incident from the Duty Officer or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the PIO.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

Line-of-Duty Death

1021.3.4 ADMINISTRATION DIVISION CHIEF

The Administration Division will have the following responsibilities:

- (a) Receive, inventory and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits, (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officers' Benefit Act to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all of the benefits to which the survivor is entitled.

1021.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1021.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with the Funerals Policy.

1021.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death and Serious Injury Notification

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications and identifies roles and responsibilities.

1022.2 POLICY

It is the policy of the Seaside Fire & Rescue to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

1022.3 PROCEDURE

- (a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) or Duty Officer at the scene of the serious injury or death will immediately notify the Division Chief and provide the necessary information.
- (c) The Division Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the IC, Public Information Officer (PIO) or the Duty Officer, as appropriate.
- (e) In the event of the death of a member, the Duty Officer must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1022.4 DEATH NOTIFICATIONS

The Division Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Duty Officer and department chaplain or two Duty Officers to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Administration Division to obtain information regarding the member's next of kin.
- (b) Call back operations staff, if necessary.

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Line-of-Duty Death and Serious Injury Notification

1022.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Duty Officer learning of the serious injury or death. The following should be considered when planning the notification:

1022.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the Department.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1022.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Duty Officer may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Division Chief .
- (e) The Division Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

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Line-of-Duty Death and Serious Injury Notification

1022.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Duty Officers should be notified.
- (b) All employees should be notified as soon as possible after the family notification is made.

1022.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Duty Officer will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Elected officials or board of directors
- (b) City Manager
- (c) Employee labor representatives
- (d) Department Health and Safety Officer, who will make the necessary notifications in coordination with the Duty Officer
- (e) Other notifications as determined by the Fire Chief

1022.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the Oregon Office of State Fire Marshal (OSFM)
- (b) Notification to the Oregon Occupational Safety and Health Administration (OR-OSHA)
- (c) Notification to the United States Fire Administration (USFA)
- (d) Notification to the National Fallen Firefighters Foundation (NFFF)
- (e) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (f) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (g) Notification to other agencies as mandated by federal and state law, and local ordinance

1022.5 FAMILY SUPPORT

The Duty Officer should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

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Line-of-Duty Death and Serious Injury Notification

1022.6 NEWS MEDIA RELATIONS

It is the policy of the Seaside Fire & Rescue to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to, the following:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, the PIO will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The PIO will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the PIO will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1022.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured employee has been taken to a hospital, a Division Chief should assign a Duty Officer, who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The Duty Officer should establish communications with the hospital and report regularly to the Division Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and his/her family. In addition, the Division Chief should ensure close coordination with the treating medical facility.

Military Leave

1023.1 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.

1023.2 POLICY

The Seaside Fire & Rescue supports employees who may be called or who volunteer to serve in the military. The Department will comply with USERRA and state laws relating to military leave.

1023.3 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)).

1023.3.1 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)).

1023.3.2 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).

1023.4 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.
- (c) Select the benefit options desired during absence, if applicable.

Military Leave

- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Seaside Fire & Rescue will determine eligibility for military leave and notify the employee in writing of the determination.

1023.5 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 Department will apply the more beneficial right or benefit (38 USC § 4302).

1023.6 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.

1023.7 COMPENSATION

During approved temporary military leave, eligible employees are entitled to compensation not exceeding 15 days (ORS 408.290).

1023.7.1 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 department's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the Department will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

1023.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows:

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- (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 Department 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 department's rules of conduct and established policies covering absence from scheduled work.

1023.9 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.

1023.9.1 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 Department 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 Department'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 Department, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

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When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the Department, 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).

1023.9.2 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 Department 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 department 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.

1023.9.3 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 Seaside Fire & Rescue, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Seaside Fire & Rescue 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:
 - (a) The application for reemployment is timely.

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- (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).

1023.9.4 DEPARTMENT REEMPLOYMENT RESPONSIBILITIES

The Department 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 Department shall reinstate employees as soon as practicable (20 CFR 1002.181).

The Department is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The department's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the Department.
- (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.

1023.10 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).

1023.11 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

1024.1 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 department. 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.

1024.1.1 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.

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Nepotism and Conflicting Relationships

1024.2 POLICY

The Seaside Fire & Rescue 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.

1024.3 RESTRICTED DUTIES AND ASSIGNMENTS

The Department 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 Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, 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 department 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.

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1024.3.1 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.

1024.3.2 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.

Family Support Liaison

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the department personnel responsible for the activation.

1025.2 POLICY

It is the policy of the Seaside Fire & Rescue to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line of duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1025.3 PROCEDURE

1025.3.1 LIAISON ACTIVATION CRITERIA

The Department will assign a member to the Family Support Liaison position whenever any department member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1025.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the Department and will represent the Department in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Duty Officer and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the department Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

Family Support Liaison

- (g) Establish communications with other support personnel or groups, including department chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the department-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1025.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Duty Officer will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Duty Officer.
- (d) If the selected liaison does not already have an assigned department pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

Member Speech, Expression and Social Networking

1026.1 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 Department.

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.

1026.1.1 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.

1026.2 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 department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Seaside Fire & Rescue will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1026.3 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 Seaside Fire & Rescue 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:

- Disclosing the address of a fellow firefighter.

Member Speech, Expression and Social Networking

- Otherwise disclosing where another firefighter can be located off-duty.

1026.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department'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 Seaside Fire & Rescue or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Seaside Fire & Rescue and tends to compromise or damage the mission, function, reputation or professionalism of the Seaside Fire & Rescue 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 Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters Code of Ethics as adopted by the Seaside Fire & Rescue.
- (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 Department 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 department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Seaside Fire & Rescue on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

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- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-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).

1026.4.1 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 Seaside Fire & Rescue or identify themselves in any way that could be reasonably perceived as representing the Seaside Fire & Rescue 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 department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Seaside Fire & Rescue.

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).

1026.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy or any time a member is on-duty or in uniform.

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 Department in a place that is conspicuous to all employees as required by law (ORS 260.432).

1026.5 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 department technology system.

The Department 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 Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department 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 department 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.

1026.6 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 Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (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 Department.

1026.7 TRAINING

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Badges

1027.1 PURPOSE AND SCOPE

The name of the Seaside Fire & Rescue and the department badge and uniform patches are property of the Department. This policy establishes the rules associated with Seaside Fire & Rescue badges and any likeness of the badge.

1027.2 POLICY

The Seaside Fire & Rescue may issue members of the Department a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1027.3 BADGE TYPES

1027.3.1 MEMBER UNIFORM BADGES

Curved uniform badges issued to members shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- (a) Members shall not display the department badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Members shall not display the department badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the Department.

1027.3.2 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this department: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

1027.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

Badges

1027.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current ~~or honorably retired~~ member of the Department. Department badges are for official use only.

The department badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as email, websites or web pages.

Members may not use the department badge, uniform patch or department name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their department badge to others and shall not permit the badge to be reproduced or duplicated.

Family and Medical Leave

1028.1 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 or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition. Under state law, family member also includes same-sex 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 his/her own 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 (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 collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

1028.1.1 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 OFLA, 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(7)).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

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

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physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the department 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 (OAR 839-009-0210(21)).

1028.2 POLICY

It is the policy of the Seaside Fire & Rescue to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

1028.3 FMLA-ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the Seaside Fire & Rescue 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.

1028.3.1 OFLA-ELIGIBLE EMPLOYEES

Employees are eligible for OFLA after working for the Seaside Fire & Rescue for 180 days preceding the leave and have worked for 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).

1028.4 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.

1028.4.1 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 his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

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Under state law, eligible employees may take up to 12 weeks to care for a family member, including a same-sex registered domestic partner, parent-in-law, grandparent or grandchild, with a serious health condition or when the employee is unable to work because of his/her own serious health condition (ORS 659A.159; ORS 659A.162).

If both spouses, including a state-registered domestic partner, are employed by the Seaside Fire & Rescue, 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).

1028.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees make 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 Seaside Fire & Rescue, 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 Seaside Fire & Rescue, the eligible employees may each take up to 12 weeks of leave but not concurrently (ORS 659A.162).

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1028.4.3 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.

1028.4.4 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 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 a husband and wife are both employed by the Seaside Fire & Rescue, 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

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family member with a serious health condition, the leave will be designated as military caregiver leave first.

1028.4.5 MILITARY FAMILY LEAVE

During a period of military conflict, an eligible employee who is the spouse (including a same-sex 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 his/her 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).

1028.4.6 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 or 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 he/she begins additional OFLA leave within the same leave year (OAR 839-009-0240).

Intermittent leave for any employee shall be tracked and calculated.

1028.5 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 his/her leave entitlement has been exhausted or expires, the Department 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 his/her

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family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The Department 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.

1028.6 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 department's operations (29 USC § 2612; 29 CFR 825.302; ORS 659A.168).
- (b) An employee who wishes to take FMLA/OFLA must provide his/her 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.

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 Department, 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 or military documentation, 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 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).

1028.7 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

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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.

1028.8 RECORDS

The Department will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the department'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.

Workplace Violence

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

1029.2 POLICY

It is the policy of the Seaside Fire & Rescue 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 Department 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.

1029.3 REPORTING AND INVESTIGATING

1029.3.1 MEMBER RESPONSIBILITY

Department 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, a human resources representative or the local police department, if a threat has been made or 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.

1029.3.2 SUPERVISOR, MANAGER, DUTY OFFICER AND DIVISION CHIEF 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.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1029.3.3 INVESTIGATION

The Administration Division will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

Department 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.

Workplace Violence

1029.4 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.

1029.5 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Director of Human Resources. The Department needs this information in order to provide a safe workplace.

1029.6 WORKPLACE VIOLENCE PREVENTION

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department 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

1030.1 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, ordinance or collective bargaining agreement.

1030.2 POLICY

The Seaside Fire & Rescue 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.

1030.3 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

1030.4 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 City Director of Human Resources.

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.

1030.5 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.

Anti-Retaliation

1030.6 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.

1030.7 WHISTLE-BLOWING

Oregon law protects members who disclose or threaten to disclose information that the member 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.

Members 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.

1030.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1030.9 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 department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

1100.2 POLICY

It is the policy of the Seaside Fire & Rescue to provide physical security measures for all facilities under department control.

1100.3 GUIDELINES

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times.

Department 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.

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.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings.

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

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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 department facilities.

Any breach in security should be reported as soon as practicable, through the chain of command.

Any criminal activity that occurs and that poses a threat to department 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 Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity, through the chain of command. 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.
- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

Flag Display

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Seaside Fire & Rescue regarding the proper display of the flags of both the United States and the State of Oregon.

1101.2 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 department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1101.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department 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 department 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).

1101.3 DISPLAY OF THE OREGON STATE FLAG

Members of the Seaside Fire & Rescue 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).

1101.3.1 DISPLAY OF THE OREGON FLAG IN DAILY OPERATIONS

Department 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).

Displays of the flag should be consistent with the following protocol:

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Flag Display

- (a) The flag should be conspicuously posted on all department 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.

1101.4 DISPLAY OF THE POW/MIA FLAG

Members of the Seaside Fire & Rescue shall display the National League of Families' POW/MIA flag with the United States flag and Oregon State flag on the following days (ORS 186.110).

1101.5 POLICY

It is the policy of the Seaside Fire & Rescue to display flags at department facilities in compliance with Oregon and federal laws.

Fire Station Living

1102.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

1102.2 POLICY

It is the policy of the Seaside Fire & Rescue that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

1102.3 PROCEDURE

The fire station and equipment shall be inspected periodically by a Duty Officer. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to, the following:
 - 1. Vacuuming
 - 2. Sweeping and mopping floors
 - 3. Dusting
 - 4. Polishing
 - 5. Cleaning restrooms
 - 6. Cleaning apparatus bays
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:
 - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 - 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 - 3. Maintaining cooking appliances and eating utensils in good working order.

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4. Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
 5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory and testing.
 2. Shift change station cleanup.
 3. Sleeping quarter assignments.
 4. Permissible and restricted activities and hours.
 5. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

Attachments

Health_Insurance_Portability_and_Accountability_Act__HIPAA__Training.pdf

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