

Mason County Fire District 12

Policy Manual

MISSION

Mason County Fire District 12 is committed to serving the area community with the highest level of life and property protection. We will achieve this by providing excellent and compassionate service in an atmosphere that encourages innovation, professional development and diversity.

The mission of the Fire Department is to protect the lives and property of the people of Mason County Fire District 12 from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values cultural diversity and is free of harassment and discrimination.

We provide quality service, professional fire protection and life safety to meet the needs of our community. Our values are: Diversity, Strength through diversity; Respect, Trust, support and honor both internal and external; Teamwork, Our team members are our most valuable assets; Service, We strive for excellence.

Mason County Fire District 12 is made up of a group of dedicated personnel that represent the diversity of the community. These persons work every day of the year to improve the quality of service provided to the community. I am proud to serve this community with the quality of persons that personally give so much back to the community.

Our Mission: To protect the quality of life for present and future generations through interaction with our community, compassionate service and an atmosphere that encourages innovation, professionalism, and diversity.

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PHILOSOPHY AND GOALS

Mason County Fire District #12 is a volunteer organization providing emergency services to the citizens of a district that covers 176 square miles in the South West corner of Mason County and a small portion of Grays Harbor County on our West side.

The District maintains fire stations at four locations to include Sta. 12-1 on Matlock Brady road across from Mary M. Knight School, Sta. 12-2 on Shelton Matlock road by Lake Nahawatzel, Sta. 12-3 on Beeville road, and Sta. 12-4 on Satsop Cloquallum road by Shafer State Park.

Our apparatus include four fire engines, two brush engines, two water tenders, and one basic life support aid car. There are currently eighteen volunteers in the department and that number can fluctuate between fifteen and thirty.

Each year the District responds to an average of about one hundred and ten calls for help that include structure fires, natural cover fires, vehicle and equipment fires, vehicle accidents, medical assistance, and service calls for trees over the road, power lines down, and flooding. In addition to emergency response we are also involved with the local school providing fire prevention education during fire prevention week and providing medical standby during school sporting events. Each year we also set up an information booth and blood pressure check station at the Matlock Historical Fair.

As our community grows we face the constant challenge of meeting the emergency services needs of our community. In doing so we are also responsible for being good stewards of the tax payer's dollars. The challenge is to use the dollars provided to train and outfit our personnel, to maintain our apparatus and emergency response equipment and the facilities that house them, and to provide prevention services to the community that help to limit the number and severity of incidents that require our response.

To that end we plan and work each year to produce a set of long and short term goals that will keep us moving in a forward direction that mirrors the growth of our community and continues to meet our citizen's needs as efficiently and cost effectively as possible.

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FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Mason County Fire District 12, 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 Mason County Fire District 12, 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

This policy describes the legal authority of the District and the individual members.

100.2 ORGANIZATIONAL POWERS

This district is authorized to perform:

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

100.3 FIREFIGHTER POWERS

Firefighters are members of this district and have the following authority:

- (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, 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

100.4 CONSTITUTIONAL REQUIREMENTS

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

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

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Fire Service Authority

100.6 POLICY

It is the policy of the Mason County Fire District 12 to limit its members to only exercise the authority granted to them by law.

While the Mason County Fire District 12 recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

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102.1 PURPOSE AND SCOPE

The Policy Manual of the Mason County Fire District 12 is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

102.2 POLICY

Except where otherwise expressly stated, the provisions of this Policy 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 intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

102.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Mason County Fire District 12 and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. The Mason County Fire District 12 reserves the right to revise any policy content, in whole or in part.

102.2.2 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, County policy or collective bargaining agreement, such law, County 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 District will seek to resolve the conflict.

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102.3 RESPONSIBILITIES

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

102.3.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives which shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as it is permanently incorporated into the manual.

102.3.2 EXECUTIVE STAFF

Executive staff shall consist of the following:

- Fire Chief
- Assistant Fire Chief

Executive staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

102.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her Fire Chief.

102.4 POLICY COMMITTEE

A Policy Committee (PC) may be assigned to provide an intermediary review. The PC may provide suggestions to clarify the goals or objectives desired by the organization. Final drafts from the PC shall be forwarded to the executive staff for final disposition.

The PC will review the district Policy Manual periodically to ensure policies are relevant and appropriate to current practices.

102.5 DEFINITIONS

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

Adult - Any person 18 years of age or older.

County - The County of Mason County.

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

District/MCFD 12 - The Mason County Fire District 12.

Employee - Any person employed by the District.

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Fire Code - The 2015 edition of the International Fire Code as adopted by the State of Washington (WAC 51-54A-003).

Firefighter - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of the Mason County Fire District 12.

Manual - The Mason County Fire District 12 Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Mason County Fire District 12, including:

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

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

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

Rank - The job classification title 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 district members, directing the work of other members or having the authority to adjust grievances.

The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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

102.6 POLICY MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

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102.6 DISTRIBUTION OF THE POLICY MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief
- Executive Staff
- Administration
- Fire Prevention Office
- Each fire station

An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

102.7 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the district Intranet.

The Training Officer will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return e-mail (or applicable method), review the revisions and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions and have accomplished appropriate tasks as described in this policy.

Chapter 2 - Organization and Administration

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (WAC 296-24-567).

201.2 POLICY

The Mason County Fire District 12 is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Assistant Fire Chief will develop and maintain an EAP and FPP to provide for the safety of district members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in WAC 296-24-567, and will address all building, facilities and regular places of work or visitor access that are controlled by the District. The plan also will address actions that members of the District must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to:
 - 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 - 2. Procedures to be followed by members who remain to conduct critical facility 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. Means of reporting fires and other emergencies.
 - 6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 - 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation (WAC 296-800-310).
 - 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to:
 - 1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their 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 and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
 3. Names and 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.
- (c) The written EAP and FPP shall be kept at the workplace and made available for member and visitor review.

201.4 TRAINING

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (WAC 296-24-567).

District Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives 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 Mason County Fire District 12 to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by (RCW 41.56). Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all district directives.

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

District directives will be rescinded upon incorporation into the manual.

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

Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this district to administer a training program commensurate with the duties and functions that the District and its members will provide. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community and the safety of its members.

203.2 POLICY

The District shall provide initial training, education and periodic member development for all members, based on the operational level at which the District and its members are expected to perform, to avoid skills degradation (WAC 296-305-05502). Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Washington State Patrol's State Fire Marshal's Office, in addition to the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Comply with the mandated minimum training requirements contained in Washington law.
- (b) Enhance the level of emergency services to the public.
- (c) Increase the safety, technical expertise and overall effectiveness of district members.
- (d) Provide for continued professional development of district members.
- (e) Prevent the degradation of skills by establishing an ongoing proficiency cycle.

203.4 TRAINING PLAN

A training plan, including an ongoing proficiency cycle, will be developed and maintained by the Training Officer (WAC 296-305-05502). 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. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT

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

Liability Claims

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 RESPONSIBILITY

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

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

204.4 RESPONSE TO CLAIMS

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

The risk manager should ensure the claim is accepted or rejected by the district's governing body within 60 days. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely (RCW 4.96.020).

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District. Email is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (RCW 19.190.020).

Messages transmitted over the email system must only be those that involve official business activities or contain information essential to members for the accomplishment of tasks and/or communication directly related to the business, administration or practices of the District.

205.2 POLICY

Mason County Fire District 12 members shall use email in a professional manner in accordance with this policy and Washington law.

205.3 PRIVACY EXPECTATION

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

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

205.4 RESTRICTED USE

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

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

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

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Electronic Mail

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.

205.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under Washington Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Public Records Officer shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

Administrative Communications

206.1 PURPOSE AND SCOPE

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

206.2 POLICY

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

206.3 PERSONNEL ORDERS

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

206.4 CORRESPONDENCE

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

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

206.5 MEMORANDUMS

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

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

Recommendations for a standardized district memorandum format include:

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

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Administrative Communications

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

206.6 FACSIMILE COVER SHEETS

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

206.7 SURVEYS

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

Post-Incident Analysis (PIA)

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 District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

208.2 POLICY

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

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

208.2.1 RESPONSIBILITIES

Incident Commanders, Fire Marshals, Fire Chiefs, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

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

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

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 District to serve the community.

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

A PIA may include the following:

- Evaluation of the overall operational effectiveness
- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives

Post-Incident Analysis (PIA)

- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- 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 Incident Commander 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 Incident Commander 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 or special operations incidents. The Incident Commander 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.

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

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Post-Incident Analysis (PIA)

following certain traumatic incidents. A company level PIA can take place at the fire station or any location that provides privacy.

208.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any “close call” incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander’s discretion or at the direction of a senior officer.

The Training Officer is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.

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Post-Incident Analysis (PIA)

- Arranging move-up and/or cover companies from other departments.

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

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

A copy of all PIAs shall be forwarded to the Fire Chief, in addition to any determinations or conclusions reached through the PIA presentations.

Annual Planning Calendar

209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of district 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; have a significant impact on the community if the target were destroyed.

209.2 POLICY

The Mason County Fire District 12 will comply with all mandatory training requirements and inspections.

209.3 RESPONSIBILITIES

The Fire Chief is responsible to create and maintain a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections.

The calendar should include at a minimum:

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
- Training required for maintaining competencies in job specific duties and functions, including emergency response roles, the Incident Command System (ICS) and “all hazard” response training, 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.
- An annual vehicle inventory.
- An inspection and review of all plot plans and pre-fire plans.
- Protective clothing inspections.
- Self-Contained Breathing Apparatus (SCBA) inspections and testing.

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Annual Planning Calendar

- Hose and ladders, including aerials inspections.
- Vehicle and pump capacity inspection and testing.
- All other training and inspections required by any federal, state or local agency.

Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish practices and standards by which the Mason County Fire District 12 operates at emergency incidents, drills, exercises or other situations that are similar to those encountered at emergency incidents (WAC 296-305-05000).

300.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

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.

Cold zone -The control zone of an incident that contains the command post and such other support functions deemed necessary to control the incident.

Exclusion zone -The control zone designated to exclude all unauthorized personnel, responders and equipment.

Hazard control zones -Geographic incident areas and perimeters identified by the Incident Commander (IC).

Hot zone -The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone presents the greatest risk to members and will often be classified as an IDLH atmosphere.

IDLH - Immediately dangerous to life and health.

Warm zone -The control zone outside the hot zone where personnel and equipment decontamination and hot zone support takes place.

300.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant Incident Management System (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 District shall ensure that emergency incidents are managed according to NIMS/ICS guidelines. The District shall adopt written ICS/NIMS-compliant guidelines for all-hazard incident management that are compatible with neighboring jurisdictions (WAC 296-305-05000).

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

Incident Management

300.3.1 IC RESPONSIBILITIES

The IC shall be responsible for the overall safety of members at the scene and shall manage the incident according to the risk management strategy and rules of engagement developed by the District.

Responsibilities shall include, but not be limited to (WAC 296-305-05000):

- (a) Assuming and confirming command.
- (b) Performing situation evaluations including a risk assessment.
- (c) Initiating, maintaining and controlling incident communication.
- (d) Developing an overall strategy and incident action plan, and revising the plan as required by incident conditions.
- (e) Developing an effective ICS organization by managing resources, maintaining an effective span of control and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.
- (f) Controlling access to the incident by establishing designated hot, warn, cold and exclusion hazard control zones.
- (g) Continuing, transferring and terminating command.

Emergency Response

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable Washington laws and regulations during an emergency response (RCW 46.61.035).

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; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

It is the policy of the Mason County Fire District 12 to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light and shall sound the siren as reasonably necessary (RCW 46.37.184; RCW 46.37.190).

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. The use of any other warning equipment without a red light and siren does not provide any exemption from the Motor Vehicles Code.

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

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.

301.5 INITIATING AN EMERGENCY RESPONSE

If an emergency vehicle operator or company officer believes an emergency response to any call is appropriate, the operator or company officer shall ensure MACECOM is immediately notified.

Emergency Response

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.

In addition, emergency vehicle operators shall reduce speed at all 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 or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or company officer should ensure MACECOM 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 or company officer shall notify MACECOM 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.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Accountability (tracking) system -A system of firefighter accountability that provides for the tracking and inventory of all members (WAC 296-305-01005).

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

302.2 POLICY

It is the policy of this district that written procedures and guidelines will be established for tracking all members operating at an emergency incident. Supervisors are responsible to periodically account for members working under their direction at emergency incidents and ensure that all members participate in accountability systems (WAC 296-305-05000).

All members will participate in an accountability system in order to ensure the complete and accurate tracking and accounting for each member at an emergency scene.

302.3 RESPONSIBILITIES

The Incident Commander is responsible for establishing an accountability element within the incident organization to control the position and function of all members operating at the emergency scene (WAC 296-305-05000). A personnel accountability system shall be used by the Incident Commander primarily to track personnel. On smaller incidents, the Incident Commander may be responsible for tracking both personnel and resources. As the incident grows in complexity, the Incident Commander should use judgment and discretion in determining the need to assign an accountability officer to track personnel at the incident.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained to assist the Incident Commander with tracking all personnel on both small and large incidents.

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.

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Fire Ground Accountability

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

302.3.1 WILDAND FIRE ACCOUNTABILITY

Due to the unique nature, geographic scope and organizational complexity of fires in the wildland environment, specific measures shall be incorporated into tracking personnel. These measures include (WAC 296-305-07002):

- (a) Supervisors shall maintain positive communication with any member assigned to an ancillary firefighting task such as scouting, reconnaissance or lookout person.
- (b) Members working urban wildfires and wildland fires engaged in direct fire attacks shall work in teams of two or more unless they are in visual or voice contact with a supervisor.
- (c) The Incident Commander shall maintain responsibility or shall assign organizational elements to maintain tracking and accountability for all personnel assigned to the incident.
- (d) Individual resources, company officers and crew supervisors shall ensure that their unit/team leaders, division and/or group supervisors are aware of the position and location of all members under their supervision.

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, also called a CAN report. 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.

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Fire Ground Accountability

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 Incident Commander, should be initiated.

The Incident Commander 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 while 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 Crews (RIC) (WAC 296-305-05002).

303.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial stages - Tasks undertaken by the first arriving company with only one crew assigned or operating in the hot zone.

Known rescue - A situation of compelling evidence where a member sees, hears or is directly told of a trapped and viable victim by an occupant who has escaped or is a credible witness.

Standby firefighters - On-scene members designated to effect an immediate rescue of the initial team operating in the hot zone.

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 Crew (RIC) - On-scene team of at least two members designated, dedicated and equipped to effect an immediate rescue of firefighters if the need arises (also known as a Rapid Intervention Team (RIT)).

303.2 POLICY

It is the policy of the Mason County Fire District 12 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 a designated RIC has assembled or to prevent reasonable actions taken by members to determine the nature and extent of fire involvement.

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Rapid Intervention/Two-In Two-Out

303.3 PRE-DEPLOYMENT WITHOUT RESCUE EXCEPTION

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (WAC 296-305-05002(8)).

- (a) Members should 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 should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL STAGE DEPLOYMENT WITH KNOWN RESCUE

In the initial stage of an incident, known rescues should take priority. Where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizens or firefighters and where additional resources can reasonably be expected, at least one additional firefighter must be assigned to standby outside the hot zone where the entry team is operating.

The standby firefighter (WAC 296-305-05002(6)):

- (a) Must remain aware of the status of firefighters in the hot zone.
- (b) Must maintain positive communication with the entry team and wear full protective clothing with SCBA donned in the standby mode.
- (c) May be permitted to perform other duties outside the hot zone, provided constant communication is maintained with the team in the hot zone, and provided that those duties will not interfere with his/her ability to initiate a rescue.

All members operating in IDLH environments should be tracked and accounted for at all times.

303.5 RIC DUTIES

The RIC must be assembled from on-scene resources whose primary function is to prepare for, monitor and provide effective emergency rescue for responders. The RIC members may be permitted to perform other duties outside the hot zone, provided constant communication is maintained between the RIC members and the entry teams, and provided that those duties will not interfere with the RIC members' ability to participate in a rescue (WAC 296-305-05002(6)).

- (a) The RIC members must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.
- (b) The RIC members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

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Rapid Intervention/Two-In Two-Out

Additional companies may be assigned to the RIC duties as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIC

When a Mayday broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing, injured or trapped firefighter is 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, injured or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIC, a RIC 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 RIC 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 RIC Group Supervisor should notify the Operations Chief or Incident Commander (IC) before making entry for emergency rescue. The RIC Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs, 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 Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

304.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize the FEMA 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: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Mason County Fire District 12's efforts to locate victims and manage recovery operations.

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

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Urban Search and Rescue (USAR)

- Radio Direction Finding Team
- Swift Water 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 USAR resources may be obtained on the FEMA website.

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 incident involving the tactical use of aircraft.

307.2 POLICY

The Mason County Fire District 12 will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident. For specific guidance regarding utilization of aircraft on wildland fire incidents, refer to Wildland Firefighting Policy.

307.3 ICS STANDARDS

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

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Mason County Fire District 12 should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that 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 hospital clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

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 Mason County Fire District 12 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 district's Incident Command System (ICS) program.

As incident resources grow, the Incident Commander should identify a staging area manager, when practical, to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize and make reasonable efforts to return the property to its original condition.

309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Mason County Fire District 12 personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for all 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 Incident Commander.
- (b) During extended attack or multiple alarm incidents, the Incident Commander should establish a secondary staging area early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal amount of 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,

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the Incident Commander 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 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 Mason County Fire District 12 to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, MACECOM 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. At any time the MACECOM or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with MACECOM that law enforcement is responding to the incident.

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- (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.

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 MACCOM 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.

Wildland Firefighting

315.1 PURPOSE AND SCOPE

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

315.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Type 1/Type 2 engine - A fire apparatus with complement of tank, pump and hose capacity typically used for structure fire suppression activities.

Urban wildfire - An uncontained fire requiring suppression action, usually spreading through ground cover, vegetative fuels, brush, grass and landscaping, and often threatening residential and commercial structures within an urban environment with access to established roadways and water systems.

Wildland -An area in which development is essentially nonexistent, except for roads, railroads, power lines and similar transportation facilities. Structures, if any, are widely scattered.

Wildland fire - Any nonstructure fire that occurs in the wildland.

Wildland firefighting -The activities of fire suppression and property conservation in woodlands, forests, grasslands, brush and other such vegetation or any combination of vegetation, that is involved in a fire situation but is not within buildings or structures.

Wildland urban interface -The line, area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

315.2 POLICY

It is the policy of the Mason County Fire District 12 to provide wildland fire or urban wildfire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The district will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the Mason County Fire District 12 it is the responsibility of the Incident Commander to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA) lands.

If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the Washington State Department of Natural Resources or the U.S. Forest Service (USFS) of the incident. The Incident Commander shall also send notification up the chain of command to the Incident Commander, the Assistant Fire Chief and the Fire Chief.

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the Mason County Fire District 12 it is also the responsibility of the Incident Commander to assess the potential for

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the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct MACECOM to notify the appropriate jurisdiction.

315.4 AIRCRAFT OPERATIONS

Members operating at wildland or urban wildfire incidents shall adhere to district guidelines when operating in coordination with aircraft. These guidelines include, but are not limited to, the following (WAC 296-305-07008):

- (a) Whenever fixed-wing and/or rotary wing aircraft are utilized, qualified members trained in air operations management shall be assigned by the Incident Commander or Operations Section Chief.
- (b) Prior to the initiation of air operations, all personnel operating in close proximity to an air drop shall be notified.
- (c) Members shall not operate in areas where it could be reasonably expected they may be hit with suppressants from aircraft.
- (d) Positive radio communications shall be maintained between ground personnel and aircraft in the event of an emergency.
- (e)

315.4.1 STRUCTURE PROTECTION ASSIGNMENTS

When engine companies are assigned to perform structural protection at wildland fires or urban wildfires, members operating Type 1 or Type 2 engines will carry structural PPE on their assigned apparatus and utilize structural PPE while engaged in interior firefighting activities.

In the event of a structure fire at a wildland fire incident, members of the Mason County Fire District 12 shall not perform interior structural firefighting while wearing wildland PPE (WAC 296-305-07012).

315.4.2 WILDLAND APPARATUS SAFETY

When driving and/or operating apparatus specifically designed for suppression of wildland fires, all members should maintain heightened situational awareness toward the current and expected fire behavior. Escape routes and safety zones should be updated periodically to prevent the need to use the apparatus for primary protection from heat and smoke.

In certain circumstances, the apparatus may be used to provide primary protection for the crew in the event of unexpected fire behavior or action that place the crew in a position of being exposed to heat or smoke (WAC 296-305-07014).

Members of the District operating wildland fire apparatus should drive at a speed appropriate for the conditions. Considerations for determining the appropriate speed should include, but may not be limited to, the following (WAC 296-305-07014):

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- (a) The particular type of wildland attack method being utilized.
- (b) Road condition and terrain.
- (c) Weather conditions.
- (d) Limitations and specifics of the apparatus, including ground clearance.
- (e) Whether personnel are positioned in wildland enclosures.

The considerations for appropriate speed while operating an apparatus at a wildland fire or urban wildfire do not relieve a driver from the duty to drive with due regard for the safety of all persons in all conditions or protect the driver from the consequences of his/her reckless disregard for the safety of others.

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 Mason County Fire District 12 to respond to all reports and alarms indicating the presence of carbon monoxide and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

317.3.1 COMCENTER RESPONSIBILITIES

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

317.3.2 ARRIVING UNITS

Arriving units should establish Incident Command System (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.
 1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- (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.

317.3.3 INVESTIGATING PERSONNEL

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

- (a) Remove occupants and unnecessary personnel from the affected area.

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- (b) Examine the detector to ensure that it is a CO detector and is in good condition.
- (c) Determine if the 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 detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carries 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 or 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, whether it is necessary to leave the scene prior to arrival of the gas company or whether the occupants should be advised to remain out of the building until a gas company representative arrives.
 - (b) Complete any required property notification and provide a copy to the property owner or tenant.

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 Mason County Fire District 12 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 District does not have a full-time PIO. The PIO shall interface with and provide timely and relevant information to representatives of the community and the media during critical command stages. A single PIO will 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 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
- (g) Approved evacuation notices and restricted areas

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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 the PIO finds it necessary to remain with media representatives, he/she 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 MACECOM 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 may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

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

Access by the media is subject to the following conditions:

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

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- (b) Media representatives may 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 MACECOM. 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, the IC or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

320.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. 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 district spokesperson. The 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 district personnel of the date, time and location of all news conferences. District 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.

320.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL

Upon approval from a supervisor, district members may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the Washington Department of Labor and Industries.

Scene Preservation

321.1 PURPOSE AND SCOPE

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

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 Mason County Fire District 12 to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

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

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

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

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 district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

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

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 district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

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

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

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

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

Child Abuse Reporting

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (RCW 26.44.030).

322.1.1 DEFINITIONS

Definitions related to this policy include (RCW 26.44.020):

Child - Any person under the age of 18 years of age.

Child abuse - An injury to a child which causes harm to the child's health, welfare or safety, excluding lawful discipline, or the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child. Abuse includes neglect, abandonment, sexual abuse and sexual exploitation.

322.2 POLICY

It is the policy of the Mason County Fire District 12 to report suspected child abuse to local law enforcement.

322.3 MANDATORY NOTIFICATION

All members of this district are responsible for the timely and proper reporting of suspected child abuse. Firefighters, paramedics, EMT I and II and other district members certified under RCW 18.71.205 and WAC 246-976-144 are designated as mandated reporters (RCW 26.44.030).

A mandated reporter of this district shall immediately notify the appropriate law enforcement agency by telephone when there is reasonable cause to believe a child has suffered any suspected abuse (RCW 26.44.030).

Notification shall include the following, if known (RCW 26.44.040):

- (a) The name, address and age of the child.
- (b) The name and address of the child's parents, stepparents, guardians or other persons having custody of the child.
- (c) The nature and extent of the alleged injury or injuries.
- (d) The nature and extent of the alleged neglect.
- (e) The nature and extent of the alleged sexual abuse.
- (f) Any evidence of previous injuries, including the nature and extent of the injury.
- (g) Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

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Child Abuse Reporting

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

Failure to report an incident of known or reasonably suspected child abuse by a mandated reporter is a gross misdemeanor and may also result in discipline (RCW 26.44.080).

322.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (RCW 26.44.031).

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

323.2 POLICY

The Mason County Fire District 12 will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

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 officer and include it in the report of the call.

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

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

Performance of Duties

325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

325.2 POLICY

It is the policy of the Mason County Fire District 12 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 obedient to 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 District. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

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.

325.7 DRIVER LICENSE

All members shall possess a valid state-issued driver's license of the class required for their assigned duties (RCW 46.20.001).

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Performance of Duties

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

All members shall report to their supervisor any change in their driver's license status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

Any falsification of driver's license status may include disciplinary action, up to and including termination.

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 district policy or procedure.

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

325.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their identification cards on their persons while on-duty .

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

325.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any district 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 Mason County Fire District 12 with guidance regarding their role in the detection of and intervention in incidents of adult abuse.

326.1.1 DEFINITIONS

Definitions related to this policy include (RCW 74.34.020):

Adult abuse - The willful action or inaction that inflicts injury, unreasonable confinement, intimidation or punishment on a vulnerable adult. It includes sexual abuse, mental abuse, physical abuse, exploitation and neglect. A vulnerable adult includes persons who:

- (a) Are 60 years of age or older with the functional, mental or physical inability to care for themselves.
- (b) Have a legal guardian per RCW 11.88.008.
- (c) Have a developmental disability per RCW 71A.10.020.
- (d) Live in a long-term care facility.
- (e) Receive in-home services or services from a personal aide.

326.2 POLICY

It is the policy of the Mason County Fire District 12 to report adult abuse to the Department of Social and Health Services (DSHS) and local law enforcement.

326.3 MANDATORY NOTIFICATION

Firefighters, paramedics, EMT I and II and other district members certified under RCW 18.71.205 are designated as mandated reporters (RCW 74.34.020).

A mandated reporter of this district shall immediately notify DSHS and law enforcement of any suspected adult abuse. The medical examiner or coroner shall also be notified in case of a death that may be related to adult abuse (RCW 74.34.035).

Notification shall include, if known (RCW 74.34.035):

- (a) The name and address of the person making the report.
- (b) The name and address of the vulnerable adult and the name of the facility or agency providing care of the vulnerable adult.
- (c) The name and address of the legal guardian or alternate decision maker.
- (d) The nature and extent of the abandonment, abuse, financial exploitation, neglect or self-neglect.
- (e) Any history of previous abandonment, abuse, financial exploitation, neglect or self-neglect.

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- (f) Identity of the alleged perpetrator, if known.
- (g) Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect or the cause of death of a deceased vulnerable adult.

The district EMS supervisor should be notified as soon as practicable and a record of the written report should be retained.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (RCW 74.34.053).

326.4 REQUESTS FOR INFORMATION

Reports of adult abuse are confidential and will only be released in accordance with the Release of Records Policy (RCW 74.34.095).

Traffic Collisions

327.1 PURPOSE AND SCOPE

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

327.2 POLICY

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

327.3 REPORTING RESPONSIBILITIES

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

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, 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 Fire Chief of traffic collisions.

Once notified of a traffic collision, the Fire Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

327.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

327.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
 - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to district property or vehicles.
 - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:

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Traffic Collisions

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

327.4.2 REVIEW TEAMS

Reviews shall be conducted by the Assistant Fire Chief for Level I collisions.

Level II and Level III collisions will be reviewed by the Fire Chief, Assistant Fire Chief and the Safety and Health Officer of the involved member. The Fire Chief is the team leader.

327.5 COLLISION REPORTS

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

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

Following review by the Fire Chief or Assistant Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer 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 collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility.

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Traffic Collisions

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

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

Reports will be submitted through the chain of command to the Assistant Fire Chief in charge of the involved member. Reports involving death, injury or major damage will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Assistant Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer for filing.

327.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

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 collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (RCW 46.52.080).

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 purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

329.2 POLICY

The Mason County Fire District 12 is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Mason County Fire District 12 to participate in the NFIRS.

329.3 RESPONSIBILITIES

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.

The Administration Assistant Fire Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and is forwarded to the United States Fire Administration Data Center. Data can be submitted directly to the U.S. Fire Administration's webpage.

Chapter 4 - Fire Prevention

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the Mason County Fire District 12 are investigated and properly documented in accordance with state and federal laws and national standards.

402.2 POLICY

It is the policy of the Mason County Fire District 12 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 District shall take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion.

402.3 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 of each incident is responsible for ensuring that each fire is investigated for origin and cause.

District 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 Incident Commander is responsible for determining when Mason County Fire District 12 and/or law enforcement investigators are needed to investigate an incident.

When the Mason County Fire District 12 assumes responsibility for the investigation fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

402.4 INCIDENT REPORTS

To ensure district 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.

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 and the Washington State Fire Marshal (RCW 43.44.050).

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Fire Investigations

402.5 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 Fire Chief
 - 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 Fire Chief
- (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

402.6 QUALIFICATIONS

All company officers should be qualified to perform first responder-level origin and cause investigations in coordination with Mason County Fire District 12 investigators.

- (a) Fire investigators shall:
 - 1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.

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Fire Investigations

2. Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI) or the National Association of Fire Investigators (NAFI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.
3. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.7 EQUIPMENT

Each investigator should maintain a personal log book 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
- Evidence collection canisters

Public Education

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District 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 Fire Suppression Division.

405.2 POLICY

The Mason County Fire District 12 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 Fire Suppression Division.

405.3 PROCEDURE

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:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- 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 and Brownies).
- 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 and Masons).

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:

- Birthday party groups
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

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Public Education

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 contacting any officer at least 30 days prior to the date requested for the fire station visit.

405.3.1

405.3.2 ADDITIONAL CONSIDERATIONS

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

- 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 representative to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- 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.
-
- 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.

405.4

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 (WAC 246-976-330; WAC 246-976-430).

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the 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 Mason County Fire District 12 to follow the patient documentation and distribution guidelines developed by the Department of Health and approved by the Emergency Medical Services (EMS) medical program director (MPD).

500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (WAC 246-976-330). 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.

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

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Patient Care Reports

PCRs should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a complete PCR must be provided within 24 hours (WAC 246-976-330).

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

For continuous quality improvement, the county EMS Division, district EMS supervisors and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

- (a) If a patient is transported to a paramedic receiving center, copies should be distributed as follows:
 - 1. Copy retained by the
 - 2. Copy sent to the base hospital or alternative base station
 - 3. Copy left at the designated hospital receiving center with the patient
 - 4. Copy sent to the local EMS authority
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy sent to the base hospital or alternative base station
 - 3. Other copies per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy sent to the assigned base hospital or alternative base station
 - 3. Copy left with the body for the coroner’s office
 - 4. Copy sent to the local EMS authority
 - 5. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

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

The district goal is to utilize equipment and devices that are latex free and minimize the risk of any exposure to patients and members.

504.1.1 DEFINITIONS

Definitions related to this policy include:

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

504.2 POLICY

It is the policy of the Mason County Fire District 12 that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

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

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

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

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

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Latex Sensitivity

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

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

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

Chapter 6 - Training

Fire Equipment Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Mason County Fire District 12 members who operate firefighting apparatus as part of their duties receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles owned by a regularly organized fire suppression agency, that is designed, maintained and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

600.2 POLICY

It is the policy of the Mason County Fire District 12 that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition and the Office of the State Fire Marshal (OSFM).

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

600.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition. The certificate attesting to the successful completion of an approved training course shall be carried with the member whenever he/she is operating the equipment or apparatus (RCW 46.25.050).

600.4 TRAININGMANAGER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform Cardiopulmonary Resuscitation (CPR) and utilize an Automated External Defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

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

Qualified instructor - An individual who is qualified to teach AED/CPR (WAC 246-976-031).

601.2 POLICY

It is the policy of Mason County Fire Dist 12 that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required in order to utilize such equipment and/or skills. Initial training and recertification will consist of Washington State Department of Health approved courses and will be provided by qualified instructors at the healthcare provider level (WAC 246-976-141; WAC 246-976-161).

601.3 REQUIREMENTS

CPR and AED training should include the following topics and skills:

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

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Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the MCFD 12 shall be approved and monitored by the Mason County MPD who shall also approve any written and skills examinations required for course completion. He/She shall also approve AED instructors and designate public safety AED service providers.

601.4 TRAINING RECORDS

The EMS Officer shall be responsible for maintaining records of all AED training provided to members in accordance with Washington State Department of Health regulations and under Mason County MPD supervision. Records should include, but are not limited to, the following:

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

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

601.5 MANDATORY REPORTING

The EMS Officer shall be responsible for collecting and reporting AED data to the Mason County MPD. It will be necessary to establish procedures for the collection, maintenance and evaluation of patient care records in order to report to the EMS authority on the total number of patients defibrillated and appropriate patient follow-up data as required (RCW 70.54.310).

Bloodborne Pathogen Training

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids.

602.2 POLICY

It is the policy of the Mason County Fire District 12 to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (WAC 296-823-12005).

602.3 PROCEDURES

The Health and Safety Officer, working with the Training Officer, shall be responsible for (WAC 296-823-12005):

- (a) Training members in the proper use of protective equipment, exposure protection, post-exposure protocols and disease modes of transmission as they are related to infectious diseases (WAC 296-305-02501; WAC 296-823-120).
- (b) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by WAC 296-823-12005.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

District officers are responsible for exposure control in their respective areas. They shall work directly with the Health and Safety Officer and any affected members to ensure that the proper exposure-control procedures are followed.

602.4 TRAINING REQUIREMENTS

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost, on-duty training that shall include all of the state requirements. Communicable disease training will occur before assigning tasks where occupational exposure might occur, at least annually and within one year of the previous training (WAC 296-823-12005).

The content of training materials shall be appropriate and convey the required knowledge to members. Instructors shall be knowledgeable in the subject matter as it relates to members' roles and responsibilities (WAC 296-823-12005).

The bloodborne pathogen training program shall contain elements that include, at a minimum (WAC 296-823-12005):

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Bloodborne Pathogen Training

- (a) An accessible copy of WAC Chapter 296-823 - Occupational Exposure to Bloodborne Pathogens and an explanation of its contents.
- (b) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- (c) An explanation of how bloodborne pathogens are transmitted.
- (d) An explanation of the exposure control plan and how to obtain a copy of the written plan.
- (e) An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials.
- (f) An explanation of the use and limitations of methods that prevent or reduce exposure, including the following:
 - 1. Equipment and safer medical devices
 - 2. Work practices
 - 3. Personal protective equipment (PPE)
- (g) Information about PPE:
 - 1. Types
 - 2. Proper use and limitations
 - 3. Selection
 - 4. Location
 - 5. Putting it on and taking it off
 - 6. Handling
 - 7. Decontamination
 - 8. Disposal
- (h) Information about the hepatitis B virus vaccine:
 - 1. Effectiveness
 - 2. Safety
 - 3. Method of administration
 - 4. Benefits of being vaccinated
 - 5. Vaccine and vaccination are offered at no cost to the member
- (i) Information about what actions to take and persons to contact when exposure to blood or other potentially infectious materials occurs outside of the normal scope of work.
- (j) An explanation of the procedure to follow if an exposure incident occurs, including:
 - 1. The method of reporting the incident.

Bloodborne Pathogen Training

2. The medical evaluation and follow-up that will be available.
 - (k) Information about the post-exposure evaluation and follow-up procedure.
 - (l) An explanation of the signs and labeling or color-coding required.
 - (m) An opportunity for interactive questions and answers with the trainer during the training session.

Training may be person-to-person, by telephone or by e-mail, as long as the member can ask and receive answers during the training session.

602.4.1 ADDITIONAL TRAINING RELATED TO CHANGING TASKS OR PROCEDURES

Training must be provided to a member when his/her occupational exposure risk is affected (WAC 296-823-12010).

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training that has been provided to members, as required by Washington State. Records should include, but are not limited to (WAC 296-823-12015):

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

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

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Mason County Fire District 12 Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Washington regulations for all Mason County Fire District 12 facilities (WAC 296-24-567).

603.2 POLICY

It is the policy of the Mason County Fire District 12 to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

EAP and FPP training shall include, but is not limited to (WAC 296-24-567):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

603.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.

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Emergency Action Plan and Fire Prevention Plan Training

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

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

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (WAC 296-901-14016).

604.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-901-14006):

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

Health hazard - Any chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in WAC 296-901-14022, Appendix A, Health Hazard Criteria.

604.2 POLICY

It is the policy of the Mason County Fire District 12, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (WAC 296-901-14016):

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

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

604.4 TRAINING RECORDS

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

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

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

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Mason County Fire District 12 Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the provisions of the Washington regulations.

605.2 POLICY

It is the policy of the Mason County Fire District 12 that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-30005).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-20005; WAC 296-824-30005):

605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (WAC 296-824-30005).

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations level (FRO) training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures (WAC 296-824-30005).

605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (WAC 296-824-30005).

605.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more directed or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (WAC 296-824-30005).

605.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (WAC 296-824-30005).

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by members, their representatives and WISHA personnel (WAC 296-824-20005).

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (WAC 296-824-30005).

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

- (a)
- (b)
- (c)
- (d)
- (e)

605.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE

Members of an organized, designated HAZMAT team, and HAZMAT specialists shall be provided with medical surveillance at least once every 12 months after their initial assignment (WAC 296-824-40005).

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Hazardous Materials (HAZMAT) Training

Any emergency response member who exhibits signs or symptoms of possible overexposure to hazardous substances or health hazards during the course of an emergency incident shall be provided with medical consultation as soon as possible following the incident or development of signs or symptoms.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years (WAC 296-802-20005). This record shall contain at least the following information (WAC 296-824-40010):

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information given to the examining physician by the District.

605.5 TRAINING RECORDS

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

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

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

Hearing Loss Prevention and Noise Control Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Loss Prevention Noise Control Training for members exposed to noise above levels predetermined by state code (WAC 296-817-100).

606.2 POLICY

It is the policy of the Mason County Fire District 12 to promote member health and safety by establishing Hearing Loss Prevention and Noise Control Training and requiring member participation. The Hearing Loss Prevention Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (WAC 296-817-200).

606.3 PROCEDURES

The following procedures shall comprise the Hearing Loss Prevention and Noise Control Training for the Mason County Fire District 12. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Company officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

The Mason County Fire District 12 shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed the criteria in Table 1 of WAC 296-817-100.

606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (WAC 296-817-20015).

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

606.3.3 HEARING PROTECTOR ATTENUATION

The Mason County Fire District 12 shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in WAC 296-817-20015. The District will provide more effective hearing protectors where necessary (WAC 296-817-20015; 296-305-02004).

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Hearing Loss Prevention and Noise Control Training

606.3.4 MONITORING

The Mason County Fire District 12 shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (WAC 296-817-20005).

606.3.5 AUDIOMETRIC TESTING PROGRAM

The Mason County Fire District 12 shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to WAC 296-817-100. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (WAC 296-817-40010; WAC 296-817-40015).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (WAC 296-817-40010).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements (WAC 296-817-50010).

606.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all Hearing Loss Prevention Program training provided to members. Records should include, but are not limited to, the following (WAC 296-817-50020):

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Copies of baseline and annual audiometric testing and evaluation documents
- (f) The make, model and size of the hearing protectors
- (g) Average noise exposure of the employee
- (h) Any problems with use of the hearing protections and comments or complaints from the member regarding the hearing protection

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

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (WAC 296-62-09560).

607.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat - related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes, but is not limited to, heat cramps, heat exhaustion and heat stroke.

607.2 POLICY

It is the policy of the Mason County Fire District 12 to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (WAC 296-62-09560).

607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions prior to outdoor work which exceeds temperatures listed in Table 1 of WAC 296-62-09510 and annually thereafter. The training shall include (WAC 296-62-09560):

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of a minimum of one quart of water per hour when the work environment is above the outdoor temperature action levels identified in Table 1 of WAC 296-62-09510 between May 1 and September 30 and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The district's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary.

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Heat Illness Prevention Training

- (h) The district's procedures for contacting emergency medical services, and if necessary, for transporting members to a place where they can be reached by an emergency medical service provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (WAC 296-62-09560):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an emergency medical service provider, if necessary

607.5 TRAINING RECORDS

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

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

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

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

608.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160).

Protected Health Information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or is communicated orally (45 CFR 160).

608.2 POLICY

It is the policy of the Mason County Fire District 12 to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

The EMS OFFICER shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

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Health Insurance Portability and Accountability Act (HIPAA) Training

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Section shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

609.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Mason County Fire District 12 members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

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National Incident Management System (NIMS) Training

609.4 TRAINING RECORDS

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

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

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

Respiratory Protection Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (WAC 296-305-04001; WAC 296-842-16005; WAC 296-305-05502).

610.1.1 DEFINITIONS

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

610.2 POLICY

It is the policy of the Mason County Fire District 12 to protect the health of members by providing respiratory protection training.

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they do any of the following (WAC 296-842-16005):

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

610.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom instruction, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods (WAC 296-842-16005).

Instructors should be available to provide responses to questions, evaluate understanding of the material and provide other instructional interaction (WAC 296-842-16005).

610.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (WAC 296-842-16005):

- (a) Initially, before worksite respirator use begins.

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Respiratory Protection Training

- (b) Periodically, but within 12 months of the previous training.
- (c) Additionally, when the following occur:
 - 1. The member has not retained knowledge or skills.
 - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment available for use, the step-by-step procedure for donning the respirator and checking it for proper function (WAC 296-305-04001).

610.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (WAC 296-305-04001):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for facepiece and breathing tube damage and breathing directly from the regulator (where applicable) (WAC 296-305-04001).

610.3.5 MEMBER REQUIREMENTS

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.

Respiratory Protection Training

- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The district's general obligations under WAC 296-842-100 et seq.

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (WAC 296-842-16005(5)).

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

Discriminatory Harassment Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish discriminatory harassment training for all district members. This policy identifies which members should receive training, when additional or supplemental training is recommended and the record keeping necessary to minimize the occurrence of discriminatory harassment in the workplace.

611.2 POLICY

It is the policy of the Mason County Fire District 12 to provide all district members with training regarding the recognition and prevention of harassment. Supervisors should receive supplemental training due to their increased responsibility to effectively respond to a complaint.

611.3 PROCEDURE

All members of the Mason County Fire District 12 should complete training regarding the recognition and prevention of discriminatory harassment. This training should be accomplished using the following schedule:

- (a) The initial training for all existing members of the District should be completed within six months of the adoption of this policy. Any existing members who do not complete this training within the above six-month period should complete the training as soon as practicable.
- (b) All new members of the District, including members who have had a period of absence of employment from the District of greater than 90 days, should complete training regarding the recognition and prevention of discriminatory harassment within six months of the member's date of hire. Any new member of the District who has not completed this training within the six-month period should complete the training as soon as practicable.
- (c) All members of the District should complete refresher training regarding the recognition and prevention of discriminatory harassment. This training should be provided to members once every two years.

611.3.1 SUPERVISOR TRAINING

All supervisors should receive specific training regarding discriminatory harassment in addition to the discriminatory harassment recognition and prevention training recommended to all members of the District. All district supervisors should receive supervisor-specific discriminatory harassment training within six months of assuming their supervisory position. Following the initial supervisor-specific training, all supervisory personnel should receive refresher training once every three years. The District should provide at least two hours of course time in each training session.

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Discriminatory Harassment Training

Specific topics and information should be provided to supervisory personnel. At a minimum, the district's discriminatory harassment training program for supervisors should include, but not be limited to:

- (a) The definitions of unlawful harassment under state and federal laws.
- (b) The state and federal statutory law and case law principles regarding the prohibition against discriminatory harassment, the prohibition against discriminatory harassment, and the prohibition against retaliation in employment.
- (c) The various types of conduct that can constitute discriminatory harassment.
- (d) The remedies available to employees/victims of discriminatory harassment.
- (e) Sample strategies to prevent discriminatory harassment in the workplace.
- (f) The use of practical examples of discriminatory harassment, which can be obtained from a variety of sources such as factual scenarios taken from case law, media accounts of actual cases; hypothetical scenarios based on workplace situations that exist within the District, and other sources which illustrate discriminatory harassment and retaliation, through the use of training methods such as role-play, case studies, and group discussions.
- (g) The limited confidentiality of the discriminatory harassment complaint process.
- (h) The resources available to victims of unlawful discriminatory harassment.
- (i) Information on how members should report any alleged or perceived discriminatory harassment.
- (j) The employer's obligation to conduct an effective investigation into any and all discriminatory harassment complaints occurring at the District or in the course of district business.

611.4 TRAINING RECORDS

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

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

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

Wildland Fire Shelter Deployment Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

612.2 POLICY

It is the policy of the Mason County Fire District 12 to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

612.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.

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Wildland Fire Shelter Deployment Training

5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

612.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

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

Training Records

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

It is the policy of the Mason County Fire District 12 to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Section in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system.

613.3 PROCEDURE

The Training Section will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms and fit testing for Division of Occupational Safety and Health (DOSH)/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Washington State Patrol, Fire Protection Bureau-accredited training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other incident management system.
- (e) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

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- (f) Any training opportunity scheduled through the Training Section and intended to be provided division-wide to each of the Divisions.
- (g) Any training opportunity utilizing instruction from outside the District.
- (h) Any interagency cooperative training program or activity.
- (i) Any regularly-scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained in the Training Section files based on district established records retention schedules.

613.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but not be limited to, the following:

- (a) The course title
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, DOSH regulation or other requirement
- (c) The dates the course was provided to members
- (d) The instructor names, qualifications and/or certifications
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students
- (f) Copies of course evaluations submitted by students
- (g) Attendance records for each course session, including each member's name or other identifier

613.5 INDIVIDUAL TRAINING RECORDS

The Training Section will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

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Training Records

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of six full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Section should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Section staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include coursework, position task books and certifications, NIMS certifications, SEMS certifications, pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Section for inclusion in their individual training file. The Training Section staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Section copies of any licenses, certifications and coursework that are pertinent to their position with the Mason County Fire District 12.

The Training Section staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Mason County Fire District 12 training file.

613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Mason County Fire District 12 member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Mason County Fire District 12 to release copies to the named third party.

Fire Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recommended training competencies and requirements for members of the Mason County Fire District 12 for live structure fire training and wildland fire suppression.

614.2 POLICY

The Mason County Fire District 12 will train all members who engage in structural and wildland fire suppression activities at a level that is commensurate with their duties and responsibilities.

614.3 LIVE FIRE TRAINING

Members of the Mason County Fire District 12 may be permitted to participate in live structure fire training only after having received previous training, as defined by the District, in the following areas:

- Safety procedures
- Self-contained breathing apparatus (SCBA)
- Fire hose
- Nozzles and fire streams
- Ladders
- Rescue procedures
- Training in the identification and handling of asbestos-containing materials likely to be encountered during a fire response

All members who engage in structural firefighting in immediately dangerous to life and health (IDLH) conditions shall be provided live fire training appropriate to their assigned duties at least every three years. Alternate training may be substituted for live fire training for two certification cycles. Alternative training includes the following (WAC 296-305-05502):

- (a) Responding to a fire scene with a full alarm assignment and an ICS established.
- (b) A post-incident analysis of the full alarm fire response.

614.3.1 USE OF STRUCTURES

The District may have the opportunity to use certain structures for temporary training sites to conduct live fire and other training. The Training Officer shall be responsible for determining the suitability of a structure for training and ensuring that district members apply the appropriate safety practices and hazard abatement in preparation for an exercise. The Training Officer shall also be responsible for ensuring that structures, preparations, briefings and training sessions for live

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fire training conform to NFPA 1403, Standard on Live Fire Training Evolutions and with WAC 296-305-05502.

614.3.2 WATER SUPPLY

District instructors are responsible for determining the water flow requirements for live fire training evolutions. The use of separate water sources for supply to attack and backup hoselines should be used when practicable. Water flow requirements should be based on the following considerations:

- Complexity of the evolution
- Size and structure of the building and the contents involved
- Method of attack
- Exposure protection
- Reserve water supply for contingencies

614.4 WILDLAND FIRE TRAINING

The Training Officer is responsible for ensuring district members who are assigned to wildland fire or urban wildfire suppression incidents receive initial, recurring and refresher training that includes, but is not limited to, the following (WAC 296-305-07010):

- (a) Training to a National Wildfire Coordinating Group (NWCG) Firefighter level II or a comparable class of training.
- (b) Training and demonstrated competency in utilizing the Incident Command System (ICS).

Supervisors and company officers shall be trained to a level that is commensurate to the position and responsibilities they assume.

The Training Officer should incorporate wildland fire training into the annual planning calendar.

Firefighter Health, Safety and Survival

615.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

615.2 POLICY

The Mason County Fire District 12 is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

615.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Mason County Fire District 12 safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

615.4 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

615.5 TRAINING OFFICER RESPONSIBILITIES

The Training Section is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

615.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

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

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

Chapter 7 - Equipment and Technology

Use of District-Owned and Personal Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

It is the policy of the Mason County Fire District 12 to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to including termination.

700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members should promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property should only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, should be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

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- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Assistant Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.

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- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (RCW 46.30.020).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to Mason County Fire District 12, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Fire Chief.

Public Alerts

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

708.2 POLICY

It is the policy of the Mason County Fire District 12 to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Fire Chief or higher rank.

708.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, MACECOM will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside MACECOM for the public to call for additional information and explicit instructions not to call MACECOM for additional information.

A Public Alert should include, but not be limited to, the following:

- (a) The Mason County Fire District 12 has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

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The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Chapter 9 - Safety

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).

904.2 POLICY

It is the policy of the Mason County Fire District 12 that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, or render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- (c) Two vests will be assigned to each Fire Chief.
- (d) One vest each will be assigned to the Fire Chief, Assistant Fire Chief, Assistant Chiefs, Assistant Fire Chiefs, safety officers, investigators and the Public Information Officer.

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- (e) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Apparatus / Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

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.

Officer - The member responsible for 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 also may be referred to as a back-up person.

Vehicle - Any automobile or light utility vehicle owned or leased by the Mason County Fire District 12 and used for district business.

906.2 POLICY

To promote firefighter safety, it is the policy of the Mason County Fire District 12 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 should utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in emergency situations.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

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If the driver loses sight of the spotter, the member shall stop apparatus 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, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In situations where a spotter is not available and the apparatus must be moved, the driver should park the apparatus and walk around the unit completely to identify any potential hazards. The driver should back the apparatus, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus 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 in the direction the apparatus is headed.

906.4 SPOTTER RESPONSIBILITIES

Spotters are generally used when backing-up large vehicles or fire apparatus.

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 driver and 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.
- (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.

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- (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.
- (k) Practice skills as time permits.

Personal Alert Safety System (PASS) Devices

909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (WAC 296-305-02017).

909.2 POLICY

It is the policy of the Mason County Fire District 12 to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices (WAC 296-305-02017; WAC 296-305-07002(1)).

909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and WAC 296-305-02017.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm 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.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (WAC 296-305-02017(2)).

Health and Safety Officer

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

This policy does not fully restate the duties and responsibilities of the HSO contained in the Accident, Illness and Injury Prevention Program Policy.

910.2 POLICY

It is the policy of the Mason County Fire District 12 that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement (WAC 296-305-01507).

910.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that 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 unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a safety and health 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

910.4 ADMINISTRATIVE RESPONSIBILITIES

Mandatory duties of the HSO include (WAC 296-305-01507):

- (a) Plan and coordinate safety activities.

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- (b) Ensure the effectiveness of the Accident, Illness and Injury Prevention Program (AIIPP) (WAC 296-800-14025).
- (c) Work closely with the safety committee.
- (d) Ensure accidents are investigated and procedures are in place that investigations will be handled appropriately (WAC 296-305-01501; WAC 296-305-01503).
- (e) Devise corrective measures to prevent accidents.
- (f) Ensure safety training for all employees (WAC 296-305-05502; WAC 296-800-14020).
- (g) Ensure that employees comply with safety directives and management responsibilities (WAC 296-305-01509; WAC 296-305-01001 et seq.).
- (h) Ensure that required records, including, but not limited to, the following are kept (WAC 296-305-01507):
 - 1. Accidents
 - 2. Injuries
 - 3. Inspections
 - 4. Exposures
 - 5. Medical monitoring
 - 6. Safety meetings
 - 7. Apparatus
 - 8. Equipment
 - 9. Protective equipment
 - 10. Other district safety activities

The HSO, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards. The HSO shall maintain a liaison with staff officers regarding recommended changes in equipment and procedures and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions (WAC 296-305-01507).

910.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of HSO to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents

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- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review safety and health incident reports and ensure copies are forwarded to the safety committee (see the Accident, Illness and Injury Prevention Program Policy).

Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (WAC 296-305-04503; 49 CFR 571.209; 49 CFR 571.210).

911.2 POLICY

It is the policy of the Mason County Fire District 12 that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty, except those members engaged in the effective provision of emergency medical care. Members providing necessary emergency medical care shall be restrained to the extent consistent with the level of care provided. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained as described above (WAC 296-305-04503).

911.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Mason County Fire District 12 members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

It is the policy of the Mason County Fire District 12 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 district facilities to ensure the workplace is free from recognized hazards (WAC 296-800-110; WAC 296-305-06501). All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

For the safety of all occupants, the on-duty officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station (WAC 296-800 et seq.):

- (a) Safety notifications
 1. Install and maintain a safety bulletin to post important safety notifications, emergency phone numbers and important safety education information (WAC 296-800-19005).
 2. Maintain a current Washington Industrial Safety and Health Act (WISHA) poster to inform employees of their job safety and health protection rights (WAC 296-800-20005). Current WISHA posters are available free of charge at any Labor and Industries Office.
- (b) 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 battery fluid, grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles (WAC 296-305-06503).
 2. Protective clothing or equipment that needs to be decontaminated shall not be allowed in areas designated for sleeping, food preparation, living or personal hygiene (WAC 296-305-06505).

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3. 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 and other tools or other operations.
 4. Protective clothing shall not be stored in personal lockers unless specifically identified for that purpose and shall not be stored in living, kitchen or personal hygiene areas.
 5. Wear hearing protection in compliance with the Hearing Loss Prevention and Noise Control Training Policy.
- (c) Station first-aid kit
1. Each fire station shall maintain a first-aid kit with the minimum complement of items identified in WAC 296-305-01517.
- (d) Housekeeping and personal hygiene
1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition. Storage of emergency medical supplies and equipment shall be in a dedicated enclosure separate from other areas and maintained per the manufacturer's instructions (WAC 296-305-06505).
 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 3. Smoking is prohibited in the building or within 25 feet of an entrance, exit or operable window, as provided in the Smoking/Tobacco Products Policy (RCW 70.160.030; WAC 296-800-24005).
 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.
- (e) 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.

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(f) 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.
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.

(g) 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.
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.

(h) 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 a minimum of three feet of clearance around all apparatus in the station (WAC 296-305-06509).
5. Ensure that the floors are kept free of grease, oil, water and tripping hazards. The floors shall have slip-resistant surfaces on areas where members would normally mount or dismount the apparatus (WAC 296-305-06509).
6. No class I or class II combustible liquids shall be used for cleaning purposes to remove grease or dirt from apparatus (WAC 296-305-06509).

(i) Equipment machinery and tools (WAC 296-305-06519)

1. Observe safety precautions when operating all equipment, machinery and tools.

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2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace 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 adjusted to a maximum opening of 1/8 inch 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.
- (j) Electrical wiring, fixtures and controls (WAC 296-800-280)
1. Maintain minimum requirements for clear access around all electrical control panels.
 2. Ensure all electrical equipment is inspected, safe, grounded and used for its approved purpose.
 3. Maintain electrical fittings, boxes, cabinets and outlets in good condition.
 4. Ensure all flexible cords and cables are approved and in good condition.
 5. Ensure all electrical tools and equipment do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (k) Fire extinguishers and fire prevention (WAC 296-800-300)
1. Ensure fire extinguishers are of the proper type for the expected hazards and distributed so they are readily accessible.
 2. Ensure portable fire extinguishers are kept fully charged, in operable condition and left in their designated place.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system as required by the fire code.

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5. Ensure a qualified person services the sprinkler system as required by the fire code.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least minimum required clearance below all sprinkler heads.
- (I) 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 in an upright position, away from combustible materials.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 8. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

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 Mason County Fire District 12. This policy supplements any rules that govern employment practices for the Mason County Fire District 12.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Mason County Fire District 12 provides equal opportunities for applicants and district 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 District does not show partiality or grant any special status to any applicant, member or group of members, unless otherwise required by law.

1000.3 RECRUITMENT

Recruitment efforts will typically be conducted by the Fire Chief

In cooperation with the Administration, minimum qualifications should be developed for each job classification and should include minimally, any special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner (see the Position Descriptions Policy). The standards for all job classifications should be specific and related to the duties required and non-discriminatory but allow for the lawful exclusion of persons who do not meet County or state hiring standards.

Generally, the standards may include the following requirements. The candidate should be:

- (a) At least 18 years of age by the closing date of the recruitment period.
- (b) In possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Act (OSHA) color codes for hazardous materials (e.g. blue, red, yellow and white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives 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.
- (e) In possession of or have the ability to obtain a valid state driver license in the class required for the position sought.
- (f) Be a U.S. citizen or have proof of a legal right to work in the U.S.

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1000.4 SELECTION STANDARDS

Candidates for job openings should be selected based on merit, ability, competence and experience. Candidates who are successful in the initial testing process may be invited to participate in a background investigation.

All entry-level firefighter candidates should meet the minimum standards established by the IAFC/IAFF Fire Service Joint Labor Management Wellness/Fitness Initiative and the National Fire Protection Association (NFPA).

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

The following standards may be considered as a best practice for hiring criteria:

1000.4.1 MOTOR VEHICLE OPERATION

- The ability to possess a valid state driver license
- The demonstrated ability to drive safely
- The ability to possess a valid state-issued commercial driver license, if job duties include driving a vehicle that requires such a license
- The ability to comply with the U.S. Department of Transportation (DOT) regulations regarding employees in safety-sensitive driving assignments, and the ability to comply with the provisions of the DOT Drug and Alcohol Testing Policy

1000.4.2 INTEGRITY

- Being honest in dealing with the public and district members
- Showing strong moral character and integrity in dealing with the public and district members
- Refusing to tolerate unethical or illegal conduct on the part of other fire service personnel

1000.4.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- The ability to give testimony in a court of law without being subject to impeachment due to honesty or veracity (or their opposites) or due to prior felony conviction

1000.4.4 DEPENDABILITY

- A history of completing work accurately and in a timely manner
- Demonstrated history of being self-motivated to perform well
- A willingness to work the hours necessary to complete the job

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1000.4.5 LEARNING ABILITY

- Demonstrated ability to comprehend and retain information
- The ability to recall information pertaining to standard operating procedures, the Incident Command System and fireground safety measures
- The ability to apply the material, tactics and procedures required of a firefighter to a variety of situations

1000.4.6 PERSONAL SENSITIVITY

- The ability to assist with a variety of problems that demonstrate sensitivity for the feelings of others
- Empathy
- Effectiveness in dealing with people without arousing antagonism
- The ability to understand the motives of people and how they may react and interact

1000.4.7 JUDGMENT UNDER PRESSURE

- The ability to apply common sense during high-pressure situations
- The ability to make quick and effective decisions
- The ability to use good judgment in dealing with a variety of emergency situations
- The ability to make logical and reasonable decisions under pressure
- The ability to take direction and perform activities as ordered

1000.4.8 ILLEGAL USE OR POSSESSION OF DRUGS

Any history of illegal use or possession of drugs shall be evaluated on a case-by-case basis.

1000.4.9 VETERAN PREFERENCE

The District will provide veteran preference points as required by RCW 41.04.010.

1000.5 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM).

1000.6 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.

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- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat employees 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, County benefits, seniority benefits, forms of recognition, etc.

1000.7 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 Mason County Fire District 12.

1000.7.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Washington's Fair Credit Reporting Act (15 USC § 1681d; RCW 19.182.010; RCW 19.182.020; RCW 19.182.110).

1000.7.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Washington State Patrol Identification and Criminal History Section (WASIS) or provided by a third party, may have restrictions on the access, use, security and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.7.3 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 (RCW 49.44.200).

The Administration Assistant Fire 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 District fully complies with applicable privacy protections and local, state and federal law.

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

1000.7.4 RECORDS RETENTION

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

1000.7.5 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.

1000.8 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

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

1000.9 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal.

1000.10 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

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- 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.

Conduct and Behavior

1013.1 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.

1013.2 POLICY

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

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. 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 (40 and over), physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (RCW 49.60.030).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (RCW 49.60.030).

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Conduct and Behavior

1013.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1013.7 DEROGATORY OR MALICIOUS STATEMENTS

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

1013.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1013.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1013.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or the County.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under (RCW 42.23.070).

1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

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Conduct and Behavior

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1013.13 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 name, photograph or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Driver License Requirements

1040.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Mason County Fire District 12 members who drive as a part of their duties have and maintain required driving licenses.

1040.2 POLICY

In order to promote driver safety, it is the policy of the Mason County Fire District 12 that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, have and maintain driving privileges and licenses consistent with their duties.

1040.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete training for a Commercial Driver's License (CDL) or qualify for an exemption to a CDL by completing and obtaining certification in an Emergency Vehicle Accident Prevention (EVAP) program (RCW 46.25.050; WAC 296-305-04505).

1040.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid 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.

1040.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid license.

1040.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

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Driver License Requirements

Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

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

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Washington Department of Licensing (DOL) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 - 1. The member can still perform the majority of his/her job duties.
 - 2. There is minimal impact on the district work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DOL report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

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