GENERAL INFORMATION

The fire department shall consist of the Fire Chief and as many officers, employees, and volunteers as may be prescribed by the Mayor.

It is the purpose of these Polices and Procedures to govern the action of the members and the operations of the Oak Harbor Fire Department. The need for such a guide is not unique to the fire service, but rather essential to emergency organizations to assure their proper functioning.

These Policies and Procedures are intended to be general in nature and are not designed or intended to limit any member in the exercising of judgment or initiative in taking action in an extraordinary emergency situation.

Since these Polices and Procedures are general in nature, it will be necessary for the Chief of the department to supplement them with Procedures and Tasks establishing more detailed instructions governing particular operational procedures or manners of conduct as the needs arise. Much must be left to the skill, loyalty, integrity, and discretion of the members. To the degree we demonstrate these qualities in the discharge of our duties, we will measure up to the high standards rightly expected of the fire department.

Nothing in these Policies and Procedures shall be construed to limit the power and authority granted to the Mayor or the Chief of the Department for the protection of life and property from fire or related emergencies.

Pursuant to authority vested in the Mayor, the following Policies and Procedures are hereby made and adopted to insure the best service from the officers and members of the Oak Harbor Fire Department. They are for the general guidance of the officers and members in the execution of their duties.

These Policies and Procedures are adopted to be in full force and effect commencing May 1, 1992 and shall continue to be in full force and effect until amended by future orders approved by the Fire Chief.

Members of the fire department shall familiarize themselves with the contents of these Polices and Procedures in order that they may understand them and govern themselves accordingly.

All matters pertaining to or affecting the fire department that are not regulated by these Polices and Procedures or other communications, shall be submitted to the Chief of the Department for approval.

Emergencies may, from time to time, arise which cannot be foreseen and for which no Policies or Procedures are provided. It is expected that all members of the Department shall act at such times with discretion and prompt action with the best interest of the fire department and results in mind.

All official communications shall be made through proper channels which are in the following order: Lieutenant/Captain, Deputy Chief, Chief.

Communications from a superior officer to a subordinate shall pass in inverse order and not be suppressed by an intervening officer.

All communications to the Mayor shall be made by the Chief of the Department or with the Chief's approval.

7/31/97
# OAK HARBOR FIRE DEPARTMENT
## POLICIES & PROCEDURES

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3000 ADMINISTRATION
POL 3001 Training Committee

SUPPORT SERVICES

4000 COMPUTER SERVICES
4100 PUBLIC EDUCATION
4200 SAFETY
4300 PUBLIC RELATIONS
4400 UNIFORMS AND PROTECTIVE CLOTHING

POL 4401 Uniforms and Protective Clothing

4500 RESEARCH AND DEVELOPMENT

4600 FIRE INVESTIGATION AND PREVENTION

VOLUNTEER GROUP

5000 RECORDS
5100 PERSONAL MANAGEMENT

POL 5101 Volunteer Incentive Program

5200 OPERATIONS

POL 5201 Career Incentive Program
POL 5202 Volunteer Sleeper Program
POL 5203 D-Shift Personnel

COMMUNICATIONS

6000 TELEPHONES
6100 WRITTEN COMMUNICATIONS
6200 RADIO

POL 6201 Radio Procedures

6300 REPORTS

DISPATCH CENTER OPERATIONS

7000 RECORDS
7100 WRITTEN COMMUNICATIONS
7200 RADIO COMMUNICATIONS
7300 REPORTS
7400 TELEPHONES

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4000 COMPUTER SERVICES
4100 PUBLIC EDUCATION
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4300 PUBLIC RELATIONS
4400 UNIFORMS AND PROTECTIVE CLOTHING
POL 4401 Uniforms and Protective Clothing 04/27/95 10/10/12
4500 RESEARCH AND DEVELOPMENT
4600 FIRE INVESTIGATION AND PREVENTION

VOLUNTEER GROUP
5000 RECORDS
5100 PERSONAL MANAGEMENT
5200 OPERATIONS
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COMMUNICATIONS
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7000 RECORDS
7100 WRITTEN COMMUNICATIONS
7200 RADIO COMMUNICATIONS
7300 REPORTS
7400 TELEPHONES

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Battalion Chief
Fire Lieutenant/EMT-D
Firefighter/EMT-D
Administrative Secretary
Fire Secretary

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Revised 06/14/13
A) DIRECTIVES ADDED TO THE POLICIES AND PROCEDURES MANUAL

On a semiannual basis, DIRECTIVES will be reviewed and assigned to a function area in the Policies and Procedures Manual. During this process, the Directive may be edited to clarify the intent and/or to accomplish this task.

B) EMPLOYEES MAY PROPOSE NEW OR REVISED DOCUMENTS

All employees may propose new SOP manual documents, revisions in existing ones or both. To do so, employees will follow PRO - 1001A

C) COMMITTEE WILL EVALUATE ALL PROPOSALS

The SOP Manual Review Committee will consist of the following members:

Career Officer (Chair)
Career Firefighter
Paid On Call Officer
Paid On Call Firefighter

CANCELS: May 5, 1992
REVISED: October 23, 2012
This committee will evaluate the draft of each proposed new (or revised) policy, procedure, or task outline. In its evaluation, the committee will weigh the overall affect of the proposal on the Department. The committee is authorized to reject, revise, or recommend the Fire Chief’s approval of any proposed draft.
### ACTION BY

**Initiator**
- **1.** Submits a written draft of the new or revised document to their immediate supervisor.

**Supervisor**
- **2.** Forwards the draft through the chain of command to the SOP Manual Review Committee.

**SOP Manual Review Committee**
- **3.** Evaluates the proposed draft.
  - **3A.** If the proposal is not acceptable, return it to the initiator for revisions and further explanations.
  - **3B.** Obtains input from all supervisors affected by the document.
  - **3C.** If the proposal is acceptable, assigns it, with changes to a committee member.
## Subject: Developing and Revising SOP Manual Documents

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<td>6. Forwards the final draft to the Fire Chief.</td>
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<td>Fire Chief</td>
<td>7. Approves or disapproves the proposed draft.</td>
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<td>7A. If the proposal is disapproved, returns it to the initiator through the Committee.</td>
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<td>7B. If the proposal is approved, initials it.</td>
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<td>8. Forwards the approved document to the Administrative Secretary.</td>
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<tr>
<td>Administrative Assistant</td>
<td>9. Issues and distributes the approved document. (TSK 1001A)</td>
</tr>
</tbody>
</table>

**CANCELS:** May 5, 1992  
**REVISED:** October 23, 2012
On receiving an approved policy, procedure or task outline from the Fire Chief, the Administrative Assistant makes certain that:

1. Copies of the new document are sent to those who have Procedures Manuals.

2. Manual holders initial transmittal form to indicate they have received the SOP document.

3. A file is maintained showing the history of the document including approval signatures.
1. Effective this date a system of inter-departmental correspondence is instituted.

2. Such correspondence shall be in the form of DIRECTIVES, NOTICES, and TRAINING NOTICES.

3. Distribution and use of correspondence shall be in accordance with guidelines and definitions established by a Communications Committee appointed by the Chief of the Department.

4. Proper files and indexes of all correspondence shall be maintained in accordance with such guidelines and definitions.

5. The participation of all personnel of the department is expected and is essential to the development, implementation and success of this system.
Summary sheets will be used as a cover page to all draft concepts and ideas to improve operations or equipment purchases that assist in the provision of fire suppression or medical aid. These shall be presented to the Chief of the department for action. All individuals in the originator's chain of command will review and sign off on the Summary Sheet.

Any Department personnel may use the summary sheets.
### TASK OUTLINE

**OAK HARBOR FIRE DEPARTMENT**  
**POLICY AND PROCEDURE MANUAL**

**DATE:** May 5, 1992  
**AFFECTED AREAS:** All Personnel

**SUBJECT:** Use of Summary Sheets  
**REF:** POL 1003

**APPROVED BY:**

<table>
<thead>
<tr>
<th>ACTION BY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>1. Submits a written draft to supervisor.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>2. Reviews and forwards the draft to the next highest authority.</td>
</tr>
<tr>
<td>Training Officer</td>
<td>3. Reviews the material and content, makes comments and forwards to the Administrative Assistant.</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>4. Reviews then forwards to the Chief.</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>5. Approves or disapproves the proposal.</td>
</tr>
<tr>
<td></td>
<td>5A. If the proposal is disapproved, it is returned to the originator.</td>
</tr>
<tr>
<td></td>
<td>5B. If the proposal is approved, initials it.</td>
</tr>
<tr>
<td></td>
<td>6. Forwards the approved document to the Training Officer for implementation.</td>
</tr>
</tbody>
</table>

Members submitting requests that are disapproved can request a review with the Staff for reconsideration and re-introduction to the Chief.

**CANCELS:** May 5, 1992  
**REVISED:** October 23, 2012
To retain current information on department personnel, changes in personnel status shall be filed with the Administration Secretary on a PERSONNEL INFORMATION FORM (see attachment).

This form shall be completed to include, but not limited to:

Name change
Address change
Telephone number change

For Volunteers, in additional to the items listed:

Change in work location and other pertinent information vital to the Department.
OAK HARBOR FIRE DEPARTMENT
EMERGENCY INFORMATION

NAME (Last, First): ___________________________ EMPLOYEE NUMBER: _________ DATE:_____

---

EMERGENCY CONTACT

1. NAME (Last, First): ___________________________
   RELATIONSHIP: ______________________________
   ADDRESS: ________________________________
   CITY/STATE/ZIP: __________________________
   HOME PHONE: (____)________________________
   WORK PHONE: (____)________________________

2. NAME (Last, First): ___________________________
   RELATIONSHIP: ______________________________
   ADDRESS: ________________________________
   CITY/STATE/ZIP: __________________________
   HOME PHONE: (____)________________________
   WORK PHONE: (____)________________________

---

EMERGENCY INFORMATION

ALLERGIES: ________________________________ BLOOD TYPE: __________________________
MEDICATIONS: ______________________________ SEX: ________________________________
DISABLES: ________________________________ DOB: ________________________________

FAMILY PHYSICIAN: ______________________________
RELIGION: ________________________________
OFFICE PHONE: (____)________________________
MINISTER/PRIEST: ______________________________
EMERGENCY PHONE: __________________________ PHONE: (____)________________________

---

PERSONNEL INFORMATION

ADDRESS: ________________________________ HOME PHONE: (____)________________________
CITY/STATE/ZIP: __________________________ WORK PHONE: (____)________________________
DRIVER’S LICENSE NUMBER: __________________ EXPIRATION DATE: ___________ TYPE: _______
MARITAL STATUS: __________________________ NUMBER OF DEPENDENTS: __________________
SPOUSE NAME: ______________________________
SOCIAL SECURITY NUMBER: __________________ ETHNIC GROUP: ______________________________
OCCUPATION: ______________________________ EMPLOYER: __________________ PHONE: (____)________________________
REMARKS: __________________________________

---
Any changes in personal matters (marriage, addition to the family, change in address, etc.) requires a change in your personnel file.

Notify the Administrative Secretary if you need any of the following forms:

- W-4 (withholding tax deduction information)
- State Retirement Beneficiary Change
- State Retirement Address or Name Change
- Personnel Action Form
- Life Insurance Beneficiary Change

YOU are responsible for keeping information current in your personnel file.
An NFIRS report must be completed for all responses by the department. All reports shall be completed at the end of the incident.

Completion of NFIRS provides legal documentation of actions taken by this Department. Timeliness of completion and accuracy of the reports are equally important. Therefore, the process of ensuring NFIRS report completion shall be the responsibility of the Command Officer.

GENERAL REQUIREMENTS

1. Provide all information required on the report.

2. Comments must be written in a factual manner reflecting a true account of the incident and factors that represent the incident.

3. NFIRS entries shall be the responsibility of the Shift Officer then reviewed by the Deputy Chief each Monday.


To keep an accurate account of responses and an up-to-date data base, the process listed below must be followed:

1. Dispatch will assign all responses and an incident number. The Shift Officer will print out the incident run form and ensure the data entry.

2. Accuracy of the reports will be checked by the Deputy Chief. If corrections are needed or the data is incomplete, it shall be returned to the Shift Officer for completion and/or correction.

3. The Administrative Assistant shall print hard copies of NFIRS monthly and distribute them for the Command Officers signature. The Administrative Assistant shall then collect the hard copies and attach them to the Personnel Response Forms for payroll accounting and filing.
FIRS REPORT ROUTING MATRIX

Emergency Response
↓
Incident Number with Times Assigned by ICOM
↓
FIRS Report Generated and ICOM Printout Attached by the Command Officer or Designee
↓
FIRS Report Reviewed by Deputy Chief or Designee
↓
If No Corrections Required
→
Corrected FIRS Report Returned to Deputy Chief or Designee
↓
Hard Copies Generated by Administrative Assistant for Signatures, Payroll, and Files
↓
If Corrections Required
→
Return to Command Officer for Correction
Command Officers must complete data entry of WAFIRS in the computer after all incidents.

The data entered shall be reviewed by the Training Officer for accuracy and retrieved by the Administrative Secretary for final signatures, payroll, and filing.

The following steps and process must be used when entering WAFIRS data into the computer:

1. Bring up the WAFIRS program in the system.
2. Select input from the main menu.
3. Select enter/modify from the input menu.

SECTION A
Line 1  

4. ENTER the incident number, do not use any dashes spaces or any other keys other than the incident number. The first two numbers indicate the year and the remainder indicate the incident number. These examples identify incidents 1 through 5 for 1993: 930001, 930002, 930003, 930004, 930005.

LINE 3  

5. ENTER the date of the incident.
6. ENTER the time of the dispatch.
7. ENTER the time of the first arriving apparatus other than Command to the incident unless it is a Command incident only.
8. ENTER the time that last piece of equipment that clears the scene.
9. ENTER number of additional days if incident goes beyond the first day.
10. ENTER the number of the first arriving engine company or aid unit.
11. ENTER the fire district if you are providing mutual aid.
12. ENTER the coding for the property management.
13. ENTER automatic or mutual aid coding.

14. ENTER method of alarm.

15. ENTER the situations found. You can enter up to 4 situations found at any one call. This entry includes EMS codes. Refer to the WAFIRS manual section A-4 page 31 for field description. Your entry here will open up different accessible fields below. PAY ATTENTION to the coding that you are using or you will be unable to access all of the proper fields that may be needed.

16. ENTER type of actions taken. This can also be up to 4 tasks completed at any one call.

17. ENTER the type of weather.

18. ENTER the air temperature.

19. ENTER incident address or location.

20. ENTER room or apartment number.


22. ENTER Wildland Fire Hazard.

23. ENTER involvement code.

24. ENTER last name, first name, middle initial.

25. ENTER area code.

26. ENTER phone number.
27. ENTER address and city of the involved individual. Use additional forms if more than one person was involved in the incident.

28. ENTER date of birth if available.

29. ENTER number of fire personnel that responded both career and volunteer.

30. ENTER number of and type of apparatus that responded.

31. ENTER the general property use.

32. ENTER the specific property use.

33. ENTER building code occupancy type.

34. ENTER the structure status.

35. ENTER if occupied at the time of the incident.

36. Add the information of the vehicles that are involved.

SECTION B  CASUALTIES

Must be completed when an injury or a fatality occurs to fire service or non-fire service personnel. National Fire Incident Reports (NFIRS) forms must also be completed.

SECTION C  FIRES

Must be completed when any incident involves fire.
SECTION D  STRUCTURE FIRES

Must be completed when any structure has been involved in a fire.

SECTION E  E.M.S.

Must be completed when an incident involves medical services.

SECTION F  HAZARDOUS MATERIALS

Must be completed when an incident involves any hazardous material. Examples: gas spills, motor vehicle accident involving fertilizers, diesel spill at the marine.

Sections B, C, D, E, and F, will come up depending on what was entered in situations found. If the section you need to enter data did not come up, you may have not coded the call properly in the situations found section.

37. ENTER any additional summary that you may have to the opposite side of the form.

38. ENTER name of member making the report and the officer in charge of incident.

39. After you have completed the above steps the program will ask you if this report is complete. The default answer is "N" for NO. ENTER "Y", for YES signifying you are done with the report.
This policy establishes guidelines for the use of tobacco products in specified areas and on or within Department owned facilities and vehicles. It is not the intention of this policy to infringe upon the personal rights and decisions of those members who smoke, rather this policy is intended to provide a smoke-free environment for the non-smoking members who wish not to be exposed to smoke.

There shall be no smoking or use of other tobacco products on the drill ground or at emergency scenes except during authorized breaks and in approved areas.

The use of tobacco products shall be permitted outside the station. Members and visitors that wish to use tobacco products, shall be responsible for disposing of all tobacco product in a safe and clean manner.

This policy is adopted mainly for the benefit of department members. If the facility is used by another organization and they wish to smoke, this is permitted, however they must follow the guidelines as outlined in this policy.

ENFORCEMENT

The effectiveness of this policy shall depend largely on the understanding, cooperation and the courtesy of the members. Complaints of violation shall be reported directly to the complainant's immediate supervisor, provided that the violator is not the supervisor, then they shall report to any other supervisor. The supervisor shall be responsible for notifying the violator of the pertinent portions of the policy. If the violator refuses to comply with the provisions of this policy and the Washington Clean Indoor Air Act, then it shall be reported to the Chief of the Department for further investigation and enforcement through disciplinary action.

This policy shall be recognized as the minimum.
It is the policy of the Oak Harbor Fire Department to provide a work environment for its employees which is harmonious and free from intimidation. Toward this end, the Department will not tolerate any form or degree of harassment on the basis of an employee's race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental disability is in violation of Department policy. Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the employees protected class membership or which are promoted by the employee's protected class membership. Harassment also includes negative actions based upon an employee's participation in activities identified with, or promoting the interests of a protected group.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

An employee has the right to use a language other than English and to adhere to cultural and ethnic origins, without being subjected to harassment.

Employees have the right to be free from such harassment on the job, either from co-workers, supervisors, or managers. Harassment is prohibited by state and federal anti-discrimination laws where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. ALL EMPLOYEES ARE PROHIBITED FROM ENGAGING IN THE HARASSMENT OF ANY EMPLOYEE.

Prompt disciplinary action will be taken against an employee who is guilty of harassment.

a) Sexual harassment is:

Any deliberate or repeated unsolicited verbal comments, gestures or physical contact of a sexual nature by any employee which are unwelcome to the recipient or which cause the recipient discomfort or humiliation. Any incident in which a supervisor uses implicit or explicit coercive sexual behavior to control, influence or affect the career, salary or employment of another employee or prospective employee.
b) Examples are:

Remarks or jokes about a person's clothing, body or sexual activity; unwanted touching, patting or brushing against a person; verbal abuse or pressure for sexual activity.

PROCEDURE

If you are not sure if what you are experiencing is sexual harassment or harassment, you may ask the Chief or Deputy Chief in confidence. If an employee believes he/she is a victim of harassment, the following complaint/investigation procedure should be observed:

Bring the matter to the attention of the immediate non-involved supervisor. Include the specific allegation(s), date(s) the incident(s) occurred, the individual(s) involved, and any witness(es) to the incident. A non-involved supervisor is defined as the first person in an employee's chain of command who is not the object of the complaint of harassment.

It is the responsibility of the non-involved supervisor to investigate the complaint in a timely manner to determine if it has merit. If the complaint is founded, the supervisor shall immediately inform the Deputy Chief, and a determination will be made as to the appropriate action. The supervisor shall inform both parties (complainant and offender(s)) of the results of the investigation and the nature of the action. Either party may appeal the decision to the Chief of the Department if it is felt the findings were incorrect and/or needs further investigation or change in the action.

Once a non-involved supervisor becomes aware of a harassment incident, it is mandatory that an investigation be conducted in a timely manner.

If the matter is appealed, the Chief of the Department shall review the allegation and the investigation, and shall either agree with the first decision or render his findings and course of action. If the Chief of the Department has allegations brought against him/her, then it shall be referred directly to the Mayor by the Deputy Chief for investigation.
Nothing in this policy shall prevent an employee from informally discussing any problem of harassment or any other discriminatory activity with any supervisor in his/her chain of command. The management personnel may take appropriate action commensurate with their role and authority to resolve the matter. Additionally, the employee may bring the matter to the attention of the Deputy Chief. The Deputy Chief shall keep all inquiries in confidence.

It is the right of all employees to seek, at any time, redress by the Washington State Human Rights Commission, the Equal Employment Opportunity Commission, or through the court of Law. The administration remedies outlined in this policy shall be exhausted before outside agencies are consulted.

Revisions made in this policy were to simply remove the words “of Training” from the title Battalion Chief.

October 10, 2012 revisions made in this policy were to change the title Battalion Chief to Deputy Chief.
It is required that all Department members accepted prior to June 1, 1992, maintain Basic First Aid. All members accepted after June 1, 1992 must achieve and maintain the following:

The minimum requirement for career firefighter is EMT certification. Career firefighters who do not maintain the listed certification are subject to termination.

Minimum first aid requirement for Paid on Call members is FIRST RESPONDER. Paid on Call members may exceed this First Responder requirement.

Fire Department Firefighters are also required to maintain the minimum number of Continuing Education (CE) hours and successfully pass recertification testing. Paid on Call Fire Department members NOT meeting the medical certification requirement may be placed in a non-active status until such time as the requirement is met.

Members in a non-active status extending past the time period that they could have been recertified may be terminated from the Department.
To be approved by the State Board of Volunteer Firefighters for medical coverage, the following department sponsored physical activities are approved:

- Jogging
- Weight-lifting
- Aerobic Exercise

Any cardiovascular or strength enhancing exercises while performed on property owned, managed, leased, or rented by the Fire Department.

This Policy specifically excludes any competitive type of activity, football, wrestling, kickboxing, basketball, boxing or any other activity as outlined by the State Board of Volunteers Firefighters.
Members are not to rent and/or purchase items for personal use under the name of this department. This activity violates State Law. The Oak Harbor Fire Department will not be responsible for payment of items rented or purchased for personal use, i.e. video tapes, tools, and other equipment, etc.
ITEM 1: HOURS OF DUTY

12 HOUR SHIFT PERSONNEL

1.1 A work week shall be 43.12 hours. The work week is designated from Monday 0001 am to the following Sunday 2359 pm. Employees assigned to 12 hour shifts shall be scheduled a maximum of 50 hours per work week.

1.2 Twelve (12) hour shifts.

The scheduled hours of work for the employees assigned to twelve hour shifts shall be from 7 am to 7 pm for four (4) consecutive days followed by four (4) consecutive days off.

EXCEPTION: Employees scheduled to work on Mondays shall work a fourteen (14) hour shift from 7 am to 9 pm.

EXCEPTION: Employees scheduled to work a Monday that falls on a holiday will use 2 hours leave and secure at 7 pm.

8 HOUR SHIFT PERSONNEL

1.3 A work week shall be 40 hours. A work week is designated from Monday 0001 am to the following Sunday 2359 pm. Personnel assigned to this shift shall be scheduled 40 hours per work week.

1.4 Eight (8) hour shifts.

The scheduled hours of work for employees assigned to this shift shall be from 8 am to 5 pm Monday through Friday. Flexible hours can be worked when in agreement between the employee and the Chief.

ITEM 2: OVERTIME AND CALLBACK

2.1 Overtime shall be paid In accordance with the Labor Agreement between Local 4504 & the City of Oak Harbor. Overtime hours shall be compensated at one and a half (1 1/2) times the employee’s hourly rate.
ITEM 2: OVERTIME AND CALLBACK (cont.)

2.2 In the event that overtime is at the beginning of, or the extension of an employee’s shift, overtime shall be computed to the next half hour (e.g. 1-30 minutes = 1/2 hour of overtime, 31-60 minutes = 1 hour of overtime).

ITEM 3: VACATION LEAVE

3.1 Accrual

Vacation shall be authorized to regular, full time personnel based on the existing Labor Agreement between Local 4504 & the City of Oak Harbor. Requests for vacation time will be hour for hour.

3.2 Leave Schedule

Employees shall schedule all annual vacation leave no later than December 31 of each year (for the next calendar year). Selection will be by seniority in grade. An employee may request any number of consecutive shifts for each selection. Only one employee is authorized vacation time per shift.

3.3 Annual vacation leave may be changed after all leave is scheduled with agreement by both the employee and employer.

3.4 Carryover and accrual of unused vacation time into another year is authorized as outlined in the Labor Agreement between Local 4504 & the City of Oak Harbor.

ITEM 4: SICK LEAVE

4.1 Non-duty Sick Leave for LEOFF II

All personnel whose retirement benefits are provided by State Law under LEOFF II shall receive non-duty sick leave for illness and injuries that are non-duty related pursuant to applicable State Law. Personnel shall accumulate sick leave as outlined in the Labor Agreement between Local 4504 & City of Oak Harbor. Requests for sick leave will be charged 24 hours for 24 hour shift personnel, 12 hours for 12 hour shift personnel and hour for hour for 8 hour shift personnel.
ITEM 4: SICK LEAVE (cont.)

4.2 Notification When Unable to Report

Personnel must notify the Command Officer at least two (2) hours prior to the beginning of a shift if they are unable to report for duty.

4.3 Verification

The employer may require that an employee produce a doctor's verification of the employee's need of absence from work if a pattern or practice of absence is noted.

4.4 Transferring Vacation Leave

Personnel shall have the ability to transfer vacation leave from their accrued vacation to another employee's sick leave bank by the agreement of both employees.

ITEM 5: LIGHT DUTY

5.1 Light Duty

Personnel who are on leave for duty related or non-duty related reasons, may be assigned to light duty if appropriate work is available and both the employer and the employee agree in writing to the assignment. Employees assigned to light duty shall work their regular scheduled shifts, unless otherwise agreed by both the Fire Chief and the employee.

ITEM 6: WORKING OUT OF CLASS

6.1 Employees assigned by the Chief to conduct the duties of a position or rank above that which the employee normally holds, for four (4) hours or more, shall receive a 10% premium pay for the shift worked in the acting capacity. Criteria for appointment is as listed in the bargaining agreement between Local 4504 and the City of Oak Harbor. Civil Service Rules and Regulations shall also apply.

ITEM 7: WAGES

7.1 Calculation

The salary for firefighters and company officers shall be as outlined in the latest edition of the bargaining agreement between Local 4504 and the City of Oak Harbor.

CANCELS: March 1, 1997 REVISED: October 10, 2012
ITEM 8: CLOTHING AND CARE

8.1 The department shall provide clothing in the form of uniforms and station wear as described by Policy. Items shall be replaced at no cost to the employee, subject to fair wear and tear.

8.2 The department shall provide an allotment of $20.00 per month for the routine cleaning of uniforms.

8.3 Protective clothing and equipment for the purpose of structural fire fighting shall be provided by the employer and maintained by the employer at no cost to the employee. All articles of protective clothing and equipment shall be as specified by the department.

ITEM 9: HOLIDAYS

9.1 In lieu of holidays, twelve and twenty four hour shift employees shall accrue time as outlined in the bargaining agreement between Local 4504 and the City of Oak Harbor.

ITEM 10: SHIFT TRADE

10.1 Personnel shall have the option to trade shifts or portions of shifts. Shift trades are an agreement between two employees of like rank and is done on a voluntary basis. The employee participating in a shift trade shall be entitled to all benefits afforded to on duty employees.

10.2 Shift trade hours shall not constitute hours for the purpose of calculating of FLSA hours.

10.3 The department shall have no obligation to keep records of shift trades. The responsibility of arranging and carrying out a shift trade shall be done by the personnel with the approval of the Command Officer. The personnel shall notify in writing to the Command Officer at least 72 hours in advance of a shift trade or cancellation of a shift trade. Under emergency conditions, personnel must notify the Command Officer at least 8 hours before the shift if they are unable to report for duty.

10.4 An employee who agrees to a shift trade and subsequently fails to complete the trade shall be held responsible for the hours agreed to, as follows:
ITEM 10: SHIFT TRADE (cont.)

10.5 An employee who fails to report for an agreed upon shift trade shall be charged the equivalent incurred cost to the city, hours from their vacation bank for replacement personnel.

10.6 An employee who calls in sick prior to the shift of an agreed upon shift trade shall be required to obtain a Medical Certification of Illness from their physician on that date, and sick leave shall be charged for all hours missed.

10.7 An employee who is sent home by the Command Officer for illness after the start of the agreed upon shift shall be charged sick leave for all hours missed.
Throughout the year, department members often perform such that they deserve special recognition. Our goal is to identify and recognize these individuals for their various achievements when performed above and beyond the call. The Chief is responsible for the presentation of the awards.

The following awards earned will be presented annually.

**MEDAL OF VALOR**
**MEDAL OF BRAVERY**
**FIREFIGHTER OF THE YEAR**
**LIFE-SAVING AWARD**
**MERITORIOUS SERVICE AWARD**
**UNIT CITATION**
**RECRUIT FIREFIGHTER OF THE YEAR**

Criteria for each award is as follows:

**MEDAL OF VALOR**
This award is for members who have, under especially hazardous conditions, courageously risked their life to save another. The intention of this is to regard the truly outstanding performances under times of duress and shall be considered for emergencies only. Members receiving this award shall be nominated for the International Association of Fire Chief’s Benjamin Franklin Fire Service Award.

**MEDAL OF BRAVERY**
This award shall be second only to the Medal of Valor and will be presented to a member for an act, which exhibited disregard for personal safety in an effort to save another. This generally will be considered for members acting above and beyond the call of duty and within safe operation policies and procedures of the department.

**FIREFIGHTER OF THE YEAR**
This award is intended for the member who, over the course of the year, has continually put forth an effort of the highest degree. This may involve fire suppression, emergency medical service, fire prevention, training, other approved department responsibilities or any combination of the above. Further, it may involve an individual event or a collection of exceptional performances. Any current member of the department may nominate anyone for whatever reasons he or she feels are appropriate.
LIFE-SAVING AWARD
To be awarded to an individual for the saving of a human life. Intended for an individual or individuals directly responsible for the saving of a human life and shall be issued to members of the Department for the saving of a life through various actions such as the application of pre-hospital emergency medical care or public safety measures.

MERITORIOUS SERVICE AWARD
This shall be awarded to members whose actions have distinguished them from standard performance expected of the position. This award may apply to any division of the department.

UNIT CITATION
This award may be presented to members who participated in an action that contributed to the overall professionalism of the department. This award may apply to any division of the department.

RECRUIT OF THE YEAR
This award shall be given to the recruit firefighter who best exemplifies the conduct required of a department firefighter and continually demonstrates readiness, performance, and excellence in completing the recruit-training program. The recruit shall display maturity and leadership potential before fellow recruits and, through dedication and commitment to duty, makes a significant contribution to advancing the goals of the department. Nominees must have successfully completed their one-year probationary period.

NOMINATIONS
It is the Chief’s responsibility for the makeup and the appointment of members to the Awards Committee.

The Awards Committee will forward a minimum of three nominations for the selection of Department Firefighter of the Year, to the Chief for selection. The Awards Committee may select individuals to provide a minimum of three nominees.

The Awards Committee will accept and review all nominations for external awards and recommend recipients to the Fire Chief for approval.

Any member of the department may nominate another member by using standard department forms. Submittals should be made within 60 days of the incident and forwarded to the Awards Committee for review.
POLICY

OAK HARBOR FIRE DEPARTMENT
POLICY AND PROCEDURE MANUAL

DATE: January 28, 2003
AFFECTED AREAS: Administration - Personnel Management
SUBJECT: Oak Harbor Fire Department Recognition/Awards Policy

Ribbons Placement
Ribbons will be placed on Class “A” uniforms in order from highest to lowest as follows.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>RIBBON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medal of Valor</td>
<td>Metal Gold Bar</td>
</tr>
<tr>
<td>Medal of Bravery</td>
<td>Metal Bronze Bar</td>
</tr>
<tr>
<td>Firefighter of the Year</td>
<td>Solid Blue</td>
</tr>
<tr>
<td>Life-Saving Award</td>
<td>White/Blue</td>
</tr>
<tr>
<td>Meritorious Service Award</td>
<td>Red/White/Blue</td>
</tr>
<tr>
<td>Unit Citation</td>
<td>Solid White</td>
</tr>
<tr>
<td>Recruit Firefighter of the Year</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Medal of Valor and the Medal of Honor awards are always to be placed above and centered on any ribbons displayed on the uniform.

Additional Awards
The following are additional awards that may be presented at appropriate times during the year.

Certificate of Appreciation
Certificate of Training
Letter of Appreciation

Certificate of Appreciation
Awarded to members or civilians who do a good job, and merit recognition from the Fire Chief. The award may apply to any phase of the department.

Certificate of Training
Presented to members who have successfully completed courses approved by the department.

Letter of Appreciation
Any officer of the department may send a letter of appreciation to any member for his/her contributions or support in various events approved by the department.
This policy is replacing the directive of December 15, 1992. It has been established that all paid on call personnel shall maintain a minimum drill participation rate of fifty (50) percent per quarter. There are two opportunities each week for drill participation: Monday (1830-2100) and Tuesday (0900-1130).

Failure to achieve the mandatory minimum requirements will result in the following action.

1. First Quarter: A letter will be given to the firefighter notifying him/her that they have not completed the minimum requirements of 50% drill attendance in the previous quarter.

2. Second Quarter: A letter will be given to the firefighter with a copy to his/her personnel file notifying him/her that they have not met the required number of drills for a second consecutive quarter and will be removed from the "D" Shift sign up list for ninety (90) days.

3. Third Quarter: If at the end of 90 days the firefighter has not achieved the required minimum attendance they will receive a third letter and the Fire Chief will decide on the disposition of their attendance.
The following fee schedule is established to cover expenses and modifications to the training facilities and classroom.

**FIRE DEPARTMENTS**
Training Facility and SCBA Air Compressor $25.00 per hour

Materials (ie: plywood, dimensional lumber, etc.) will be ordered by OHFD and billed to the user department.

**RECRUIT ACADEMIES**
Training Facility, SCBA Air Compressor, and Classroom $30.00 per student

Materials (ie: plywood, dimensional lumber, etc.) will be ordered by OHFD and billed to the user department.

At the end of each day, the academy is responsible for cleaning all areas utilized.

**APPROVED ORGANIZATIONS**
Classroom $5.00 per hour, $25.00 minimum

**GENERAL INFORMATION**

The Administrative Assistant is responsible for all invoices and accounts receivable.

Any damage to facilities or equipment due to negligence, misuse, or intent will be charged to user.

This policy is effective for all requests made after August 16, 1993.
Pursuant to Washington Administrative Code WAC 296-305-01505, each fire department shall appoint a Safety Officer and Safety Committee to serve the organization.

The purpose is to establish procedures for:
- Reviewing accidents to make recommendations for their prevention
- Maintaining records
- Inspecting department equipment and facilities
- Conducting department safety meetings

The Fire Chief shall appoint the Safety Officer and three (3) representatives, and one alternate to serve on the committee. Names of appointed individuals will be posted in a notice form for the current year.

In the event that a member of the Safety Committee is involved in an investigation, the Fire Chief shall select another member.
ATTACHMENT

POLICY 1401

Effective January 21, 2016 the following members serve on the Safety Committee:

Safety Officer - DC Mike Buxton (Chair) .................. TERM EXPIRES – Until further notice

Captain Don Baer ............................................. TERM EXPIRES – December 31, 2016

POCFF Shannon Holcomb ................................. TERM EXPIRES – December 31, 2016

POCFF Jake Hammond ...................................... TERM EXPIRES – December 31, 2016

Alternate
Firefighter Otto Haffner ................................. TERM EXPIRES – December 31, 2016
Standard procedures for responding to the station in private vehicles and to the incident with apparatus shall be as outlined.

OFFICERS
The right front seat of each apparatus, except the Command Unit, is designated as the Officer’s position. The Officer’s position is responsible for the apparatus and its personnel.

DRIVER/OPERATORS
The Driver/Operator (D/O) is responsible for the safe operation of the apparatus, pumping, aerial and the equipment inventory.

RESPONDING TO ALARMS
Personnel shall not respond to alarms if they have consumed any alcohol. Personnel shall also not respond to alarms if they have consumed any drugs that would impair their ability to fully participate and perform all tasks assigned in a safe manner to themselves or others.

Personnel should locate the address as dispatched, response routes and hydrant locations on the station map prior to leaving the station. If personnel are in the apparatus when dispatched to an incident, the officer shall locate the address by using the laptop computer or address manuals and any other pertinent information about the location. Major arterioles such as SR 20, Midway Blvd., Whidbey Ave., and Pioneer, should be used until reaching close proximity to the scene. This will minimize emergency travel through areas of high life hazard (i.e. schools, residential areas, and apartment complexes).

Personnel arriving at the station are to fill positions on apparatus as indicated on the Run Cards to assure a smooth and efficient response. D/Os are responsible for assuring that all A/C power and air shorelines are disconnected.

All personnel shall advise the Company Officer when they are seat belted in and ready to respond. Personnel shall not mount an apparatus in motion.

Each apparatus must STOP at the end of the ramp to test apparatus brakes and allow for maximum traffic visibility in front of the station.

RESPONSE SPEED TO ALARMS
D/Os shall drive at the posted speed limit or reduced speed when complete control and ability to safely stop is in doubt due to any and all road or weather conditions.
Maximum speed, under good conditions in emergency or non-emergency status, shall not exceed the posted speed limit.

When approaching an intersection the D/O shall obey stop signs or lighted signals. The D/O must check all directions for traffic before proceeding through the intersection after stopping at signs or lighted signals. If the D/O has a green light, the D/O should check all directions for oncoming traffic. The maximum speed approaching and crossing the intersection shall not exceed the posted speed limit.

Opti-Com is a tool to assist the department in traversing intersections safely. D/O’s still approach and proceed through intersections as outlined by this policy.

RESPONSE CODES FOR ALARMS

CODE RED - Apparatus respond using emergency audio and visual devices.
CODE YELLOW - Apparatus respond non-emergency, without using emergency audio and visual devices, but may be dispatched to another incident at the direction of Command.
CODE GREEN - Apparatus are not needed and are to return to service.

RESPONDING IN PRIVATELY OWNED VEHICLES (POVs)

When responding to the station in POVs, four way flashers may be used and all traffic laws must be obeyed. Personnel may stop to render first aid only if department apparatus are not on the scene and the alarm location is on your normal response route. Only one POV is authorized.

Under no circumstances, shall personnel stop at the scene in a POV if the incident involves weapons or any violent act. This includes a scene that is reported secure by the police. Go to the station and respond as a team. If personnel must drive past the address of a fire incident, DO NOT STOP. Continue to the station and respond with the apparatus. It is important to get the apparatus to the scene.

APPARATUS AND STATION MANNING

All apparatus must respond with qualified personnel. APPARATUS ARE TO RESPOND WITH THE FOLLOWING MINIMUM/MAXIMUM PERSONNEL UNLESS OTHERWISE DIRECTED BY COMMAND. Each engine shall respond with 3/4, Ladder 81 will respond with 4/6, and R81 will respond with a minimum of 2.

Approximately 5 minutes after all apparatus have responded, Station 81 shall advise Command of the number of personnel at the station. Personnel are to standby at the station until released by the Command Officer or when the first apparatus returns to service.

CANCELS: June 8, 2001

REVISED: March 25, 2014
STANDARD APPARATUS RESPONSE

Run Cards identify first assigned companies and additional requests. Apparatus on Run Cards are determined by the nature of the incident and are used to identify the number and type of apparatus for response. To assure apparatus response, the following guidelines apply:

- Only apparatus assigned on the run cards respond. The exception to this rule would be when reserve apparatus are in service.
- If the assigned apparatus is unable to respond, advise Command and respond with a like piece of apparatus if available.
- Additional personnel shall stand by at the station until requested to respond by Command or I-COM.
- I-COM will dispatch the department by apparatus.
- Apparatus response shall be as outlined in Attachment A.

The Command Officer may request assistance in the form of Multiple Alarms, Task Forces, Strike Teams, or Special Calls.

DEFINITIONS

ADDITIONAL ALARM - Apparatus requested and identified in writing according to department's Run Cards.

TASK FORCE - Request for apparatus when Multiple Alarm apparatus are not available. Task Forces are made up of different types of apparatus according to the situation and include mutual aid departments (i.e. 2 engines and a rescue for structure fires).

STRIKE TEAM - Request for like apparatus to specific types of situations (i.e. multiple ambulances to a mass causality incident or multiple tankers to a fire).

SPECIAL CALL - Request for specific types of apparatus when full response is not needed (i.e. 1 engine to a car fire or air support to a structure fire).

This policy is for the safety of department personnel and those of the community. Do not put yourself or others in a position of danger or in a position where your fellow firefighters must spend time rescuing you.

THINK AND WORK AS A TEAM!

CANCELS: June 8, 2001

REVISED: March 25, 2014
### NATURE CODES

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<tr>
<td>Commercial &amp; Residential Fire &amp; Aircraft</td>
<td>800</td>
<td>Engine 813</td>
<td>Engine 700</td>
<td>200 South</td>
<td>500</td>
<td>200 North</td>
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<tr>
<td>Grass &amp; Brush Fire</td>
<td>800</td>
<td>Engine 813</td>
<td>Engine 700</td>
<td>200 South</td>
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<tr>
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Where there are no reports of fire or smoke are visible.

### Motor Vehicle Accident

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<td>Engine 812</td>
<td>Engine 813</td>
<td>Engine 814</td>
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<td>Engine 700</td>
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### Rescues & Multi-Rescue

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### Chimney Fire

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### Marine Rescue

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<td>800</td>
<td>Engine 21</td>
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<td>300</td>
<td>Engine 814</td>
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<tr>
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<td>Marine 5</td>
<td>Marine 361</td>
<td>Ladder 81</td>
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### Vehicle Fire

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**CANCELS:** June 8, 2001  
**REVISED:** March 25, 2014
ATTACHMENT "A"
ALARM ASSIGNMENTS Continued

Fire Service Call  800

Hazardous Materials

800  700  Engine 813  Engine 814  200 South  200 North
Engine 81  Engine 812  Engine 25  Engine 22
Ladder 81  Support 81
Rescue 81  Rescue 75
Whidbey 1  Additional ambulances as requested

Service Call Utilities Assistance

800  Engine 812  Engine 813  Engine 814  Ladder 81  200 South
Engine 81  Engine 25

Medical

800  Engine 81  Engine 812  Engine 813  Engine 814  Ladder 81
Rescue 81
Appropriate ambulances as assigned.

Fire SAR  800  Rescue 81

Fire Lift Assist
Non-Injury lift assist  800  Rescue 81

Fire Lift Assist Med  800  Rescue 81

Special Call
Requested by Command for a specific type of apparatus and less than a full alarm assignment.

Mutual Aid
As requested by Command for additional alarm assignments.

Automatic Aid
Predetermined response zones that receive a multi-agency 1st alarm assignment.

Overhead Team
Pre-designated personnel to assist Command.

Strike Team
A pre-designated compliment of like apparatus, i.e.: an assignment of 3 Engines, an assignment of 3 Ladders, an assignment of 3 Tenders, an assignment of 3 Rescues etc.

Task Force
A pre-designated compliment of different apparatus. Each assignment would contain a command unit, 2 Engines, a ladder, and 1 medical unit.
ATTACHMENT "A"
ALARM ASSIGNMENTS Continued

**General Notes:**  I-Com would upgrade to full alarm assignment for appropriate nature of incident if additional information received after initial dispatch warrants such action.

Types of incidents would include chlorine leak alarms at water treatment facilities, swimming pool, and hazardous materials spills on roadways or in the water. If fire is involved, dispatch as a structure fire and advise Command of the hazardous materials involvement.

Command can request other units as they see fit.

**SMOKE & CARBON MONOXIDE DETECTOR ALARMS IN SINGLE FAMILY DWELLINGS** where no smoke and fire is reported, a Residential Automatic Fire Alarm is dispatched. If I-COM receives additional information indicating a fire, then upgrade the alarm to a Residential Fire response.

**AUTOMATIC FIRE ALARMS** where no smoke and fire is reported, Command and a single engine will be dispatched. If I-COM receives additional information indicating a fire, then upgrade the alarm to a Commercial and Residential Fire response.

CANCELs:  June 8, 2001            REVISED: March 25, 2014
The Department Command Officer shall be designated as 800. For on scene emergency operations, this designation shall remain unless he/she assumes the IC position.

The first officer on scene assumes IC shall use shall be a GEOGRAPHIC COMMAND.

If 800 assumes command of the incident, the GEOGRAPHIC COMMAND designation remains unchanged.

Example: structure fire on SW 6th Ave, IC's designation would be "SW 6th Command." Medical incident at Safeway, IC's designation would be, "SR 20 Command."

The IC SYSTEM shall be utilized at the scene of any incident where TWO or more pieces of apparatus are used. The following shall also apply.

1) The first arriving officer will assume the position of IC.

2) If the first arriving officer must be committed to rescue, fire suppression, etc., they shall give the second arriving officer tasks that support operations and pass IC over to the second arriving officer.

3) Any superior officer has the authority to assume IC.

4) When the person in the IC position changes, the Geographic Command call sign shall remain unchanged.

5) When 800 or other Staff Officers assume Command, it shall be transmitted by radio, for example: "800 assuming Command," or "802 assuming Command".

The intent of this policy is to provide a safe and effective coordination of operations.
At the scene of an incident requiring an EMERGENCY EVACUATION NOTICE of fire department personnel, the siren HI-LO mode on the apparatus shall be utilized. This HI-LO notification shall be used in any situations deemed necessary by the Incident Commander.

The HI-LO mode shall not be used for responding to incidents.

Examples of incidents shall include but are not limited to:

- possible roof or building collapse
- partial building collapse
- evacuation from the inside for tactical reasons
- medical emergency scene as the situation changes
- hazardous materials situations or other changing rescue or emergency situations.

When an EMERGENCY EVACUATION NOTICE is conducted, the Incident Commander shall notify dispatch of the emergency evacuation. Dispatch shall repeat this message three (3) times. There shall be no other use of the radio by other personnel during this time.

Immediately after the EMERGENCY EVACUATION NOTICE is given, a ROLL CALL shall be performed.
To protect the health of personnel from the potential effects of accidental contamination from the products of combustion, chemical exposure, etc., as a minimum, the practice of "hosing down" the exposed firefighter shall be completed for decontamination. This shall be completed following any exposure to a contaminated atmosphere. This process shall also occur prior to being assigned to manpower/rehab divisions or returning to service. Water shall be used for the "hosing down" procedure unless it is reactive to the contaminate.

Decontamination by this method shall occur before the firefighter removes their SCBA and include all gear and equipment worn or exposed by the firefighter. SCBA regulators must be given special consideration with respect to water infiltration during this process.

If the material that is being hosed down is toxic or can present a potential hazardous condition, the firefighter shall be hosed down in a container (ie. wading pool). Disposal of the liquid shall follow proper disposal methods for the contaminated or hazardous material involved.

This practice will provide some degree of assurance against further contamination to personnel, facilities and apparatus.
Certain terminology and operations shall be utilized to provide direction to the concepts of Incident Command. A separate TACTICAL OPERATIONS MANUAL will identify and explain in detail additional strategies needed for incident scene operations.

The principle of INCIDENT COMMAND is to have one person responsible for the operations at an incident scene. The first arriving officer shall be designated as INCIDENT COMMANDER until relieved by a higher ranking officer.

The following terminology shall be utilized to add organization to an incident scene. Remember this is only a small portion of a large ICS.

**Level 1 Staging**
Requested by Command or first arriving apparatus. This directs the other units to "stage" in the direction of travel, at least 30 seconds from the scene and at a hydrant if available.

**Level 2 Staging**
A formal staging area requested and designated by Command when a "pool" of apparatus or manpower are needed. The location selected is usually within three minutes of the incident.

**Geographic Command**
Will replace Command 8 and other such designators for scene operations. Command designator will be in the form of a represented area or "common name." For example, Midway Command, 500 West Command, etc. This geographic term shall be utilized by Command for all radio transmissions.
Division Commands
Division Commands will be "task" named or by a recognized national standard of letters or numbers. For example: roof, interior, ventilation, salvage. On a large multi-storied structure, the Command Post on side A, sides B, C, and D follow the building in a clockwise direction around the structure. Division B-3 would designate the left side of the building on the 3rd floor.

Sides
Sides identify the exterior sides of a structure. Side "B" is the left side of a structure. This is determined by Command's location on side "A" and moving in a clockwise direction around the structure.

Exposure
Exposures are those structures around the fire structure. Exposure "C" is a structure adjacent to side "C". Exposure "C-3" would be the third structure from side "C".

This is not a dramatic change from the current practice of the command system.
The department uses the Knox key system for certain structures to minimize property damage and provide quick access to support operations.

SentraLok I boxes are part of the Knox system and have been installed in some of the department’s apparatus. These boxes provide security of the keys while in the apparatus and operate in conjunction with the apparatus’s mobile radio.

The box has a three light system. The red light indicates there is power to the box. The yellow light indicates there is an error message. A steady green light indicates the key has been released.

The Knox key may only be requested from I-Com during emergency responses. To do so, the apparatus requests through I-Com to release the key. Example; “I-Com, Engine 81 release the SentraLok.” I-Com will then activate the appropriate code for that apparatus. The key is turned counterclockwise and removed.

At the end of the incident, the key is placed back in the SentraLok box and turned clockwise until the flashing green light goes off. If the key is not placed back in the SentraLok box, and audible alarm will activate at I-Com each time the mobile radio transmits. I-Com will then advise of a SentraLok alarm.

All requests for keys are electronically recorded at I-Com and by a device in the SentraLok box. The system identifies the date, time, and who requests the key.

Keys needed to conduct non-emergency functions such as inspections are to be checked out from the Admin. Secretary and returned by 17:00 that same day.
The following apparatus are equipped with foam capabilities and carry the following amounts:

* E-81 has a 40 gallon tank
* For all other engines, maintain 3 five gallon pails in the top open tray
* L-81 will carry 10 five gallon pails of foam but has no eductor system. It’s foam is to be used for resupplying engines.

After using the foam from five gallon pails, take them back to the station for refilling.

**GENERAL INFORMATION FOR FOAM OPERATIONS**

Operators set the eductor at the desired rate of application and the nozzles at 95 GPM.

*Do not exceed 150 feet of 1 3/4" hose from the eductor to the nozzle.*

If 3% AFFF is used, the ratio of foam to water would be 3% foam to 97% water.

Any equipment used in applying foam, must be flushed thoroughly, cleaned, and dried before being placed back in service.

**FOAM SUPPLY:**

Station 81 will maintain foam supplies for refilling.
In the event Department personnel, apparatus, or equipment are involved in an accident that results in injury to personnel or damage to equipment, the following procedure shall be completed. All accidents must be reviewed by the Safety Committee.

**APPARATUS ACCIDENTS**

If an apparatus is involved in an accident, first determine the severity of all injuries.

Notify Command and the Oak Harbor Dispatch of the following:

a) Location
b) Type of accident (pedestrian, pole, motor vehicle, etc.)
c) Injuries (type and number)
d) Equipment needed for assistance at the accident

The apparatus is to remain on scene. Command will request additional apparatus if needed.

**OFFICERS RESPONSIBILITIES**

Protect civilians and crew from traffic.

Place apparatus out of service if mechanically unsafe.

Request an Oak Harbor Police Officer to the scene for investigation.

Check for witnesses. Get names, addresses, telephone numbers and a brief description of what was seen. (Remember firefighters are witnesses too).

Make no statements at the scene of the accident except for information needed by police.

Attempt to get all pertinent information on an accident form.
OFFICERS RESPONSIBILITIES (cont.)

Submit a letter outlining details of the incident along with a copy of the Washington State Accident form to the Chief within 24 hours.

Request the Fire Marshal for photos of the scene and the apparatus if possible.

DRIVERS RESPONSIBILITY

The apparatus DRIVER shall complete an Oak Harbor Fire Department Accident Report and the Washington State Accident Form. The driver shall submit the accident report and a copy of the Washington State Accident Form to the Chief within 24 hours. Contact Command 8 if the Chief is not available.

EQUIPMENT DAMAGED

Notify Command 8 of the damaged equipment and inform whether or not it can remain in service. If there is a question as to serviceability of the unit or equipment, request Command 8 for a decision. Complete the SQUAWK Form and submit it to the Maintenance Officer within 24 hours. Damaged equipment shall be placed in the shop area of Station 81 for evaluation.

PROPERTY DAMAGE

If property damage occurs, notify Command 8 for an evaluation of the damage. A narrative of the incident, and pictures if possible, shall be completed by those individuals involved and forwarded to the Chief within 48 hours.

INJURED VOLUNTEER PERSONNEL

When a volunteer is engaged in a Department authorized activity (authorized by policy or the chief of the department) and an injury is sustained, notify Command 8 of the injury.

Within 48 hours, notify the Administrative Secretary and complete the notification post card for the State Board of Volunteer Firefighters.
As part of the medical evaluation, complete the VOLUNTEER FIREMAN'S RELIEF AND PENSION FUND REPORT OF ACCIDENT (Forms Available from Administrative Secretary.)

The first three sections of this form must be filled out by the appropriate person, i.e. first section/injured volunteer firefighter, second section/Chief Of The Department and signed by the officer in charge, third section/attending physician. After completing the form, return it to the Administrative Secretary.

VOLUNTEER PERSONNEL IN NEED OF MEDICAL ATTENTION OR HOSPITALIZATION

DO NOT REPORT ACCIDENTS, MEDICAL CARE OR HOSPITAL BILLS THROUGH LABOR AND INDUSTRIES OR ON LABOR AND INDUSTRIES FORMS. DO NOT PAY FOR MEDICAL SERVICES WHEN DEPARTMENT RELATED.

If the injury results in a disability, contact the Administrative Secretary for Disability Insurance Form for Lost Wages. A medical release is required prior to returning to active duty.

FOR INJURED PERSONNEL - CAREER (LEOFF II and PERS II)

When engaged in a department authorized activity (authorized by policy or the chief of the department) and an injury is sustained, notify your immediate supervisor. As part of the medical evaluation, complete your portion of DEPARTMENT OF LABOR AND INDUSTRIES ACCIDENT REPORT. This document should be provided by your medical evaluator. After completion of a medical evaluation, a report of your fitness for duty should be returned to administration. A medical release is required prior to returning to work.

If engaged in an activity that results in an injury requiring medical attention and time off from work, notify the Chief.

If the injury requires time off from work that exceeds five (5) days, Island County Disability Retirement Board Forms shall be completed and filed with the Administrative Secretary.

After completion of a medical evaluation, a report of your fitness for duty should be returned to the administration. A medical release is required prior to returning to work.
In the event Department personnel, apparatus, or equipment are involved in an accident that results in injury to personnel or damage to equipment, the following procedure shall be completed. All accidents must be reviewed by the Safety Committee.

**APPARATUS ACCIDENTS**

If an apparatus is involved in an accident, first determine the severity of all injuries.

Notify Command and ICOM of the following:

a) Location  
b) Type of accident (pedestrian, pole, motor vehicle, etc.)  
c) Injuries (type and number)  
d) Equipment needed for assistance at the accident

The apparatus is to remain on scene. Command will request additional apparatus if needed.

**OFFICERS RESPONSIBILITIES**

Protect civilians and crew from traffic.

Place apparatus out of service if mechanically unsafe.

Request the appropriate law enforcement agency to the scene for investigation.

Check for witnesses. Get names, addresses, telephone numbers and a brief description of what was seen. (Remember firefighters are witnesses too).

Make no statements at the scene of the accident except for information needed by police.

Attempt to obtain all pertinent information and complete applicable accident forms.
OFFICERS RESPONSIBILITIES (cont.)

Submit a letter outlining details of the incident along with a copy of the Washington State Accident form to the Chief within 24 hours.

Request Command for photos of the scene and the apparatus if possible.

DRIVERS RESPONSIBILITY

The apparatus DRIVER shall complete an Oak Harbor Fire Department Accident Report and the Washington State Accident Form. The driver shall submit the accident report and a copy of the Washington State Accident Form to the Chief within 24 hours. Contact Command 8 if the Chief is not available.

EQUIPMENT DAMAGED

Notify Command 8 of the damaged equipment and inform whether or not it can remain in service. If there is a question as to serviceability of the unit or equipment, request Command 8 for a decision. Complete the SQUAWK Form and submit it to the Maintenance Officer within 24 hours. Damaged equipment shall be properly marked and placed in the shop area of Station 81 for evaluation.

PROPERTY DAMAGE

If property damage occurs, notify Command 8 for an evaluation of the damage. A narrative of the incident, and pictures if possible, shall be completed by those individuals involved and forwarded to the Chief within 48 hours.

INJURED PAID ON CALL (POC) PERSONNEL

When a POC is engaged in a Department authorized activity (authorized by policy or the chief of the department) and an injury is sustained, notify Command 8 of the injury.

Within 48 hours, notify the Administrative Secretary and complete the Report of Accident, located on the Public Drive.
As part of the medical evaluation, complete the VOLUNTEER FIREMAN'S RELIEF AND PENSION FUND REPORT OF ACCIDENT (Forms Available on the Public Drive.)

The first three sections of this form must be filled out by the appropriate person, i.e. first section/injured POC firefighter, second section/Chief Of The Department and signed by the officer in charge, third section/attending physician. After completing the form, return it to the Administrative Assistant.

**POC PERSONNEL IN NEED OF MEDICAL ATTENTION OR HOSPITALIZATION**

DO NOT REPORT ACCIDENTS, MEDICAL CARE OR HOSPITAL BILLS THROUGH LABOR AND INDUSTRIES OR ON LABOR AND INDUSTRIES FORMS. DO NOT PAY FOR MEDICAL SERVICES WHEN DEPARTMENT RELATED.

If the injury results in a disability, contact the Administrative Assistant for Disability Insurance Form for Lost Wages. A medical release is required prior to returning to active duty.

Complete the City of Oak Harbor’s Employees Report of on the job Injury / Accident, report located on the Public Drive. Employee’s supervisor is also required to complete the Supervisor’s Report of on the job Injury / Accident Report.

**FOR INJURED PERSONNEL - CAREER (LEOFF II and PERS II)**

When engaged in a department authorized activity (authorized by policy or the chief of the department) and an injury is sustained, notify your immediate supervisor.

As part of the medical evaluation, complete your portion of DEPARTMENT OF LABOR AND INDUSTRIES ACCIDENT REPORT. This document should be provided by your medical provider. After completion of a medical evaluation, a report of your fitness for duty should be returned to administration. A medical release is required prior to returning to work.

If engaged in an activity that results in an injury requiring medical attention and time off from work, notify the Chief.

After completion of a medical evaluation, a report of your fitness for duty shall be returned to the fire chief. A medical release is required prior to returning to work.
Several of the apparatus have "3M Reflective Striping" or similar type material used for the lettering of doors and side stripping. This material can be damaged if care is not taken when using wax or cleaner on or near the surface of the material.

When cleaning, use a soft mitten or cloth around this material. When waxing, stay at least one inch away from its edge. If wax gets under the edge of the stripping or lettering it may lift them from the apparatus surface.

The product is placed there to provide high visibility for your safety. Protect the reflective surface and it will help protect you.
When **diesel fuel** is pumped from city pumps, record the following information on the appropriate form found in the black box next to the pump.

1. Apparatus number
2. Vehicle mileage
3. Amount of fuel pumped to the tenth of a gallon
4. Date purchased
5. Signature of person receiving purchase

All **gas** pumped from the city pumps are recorded by the key system used to activate the pump.

When fuel is purchased with a **credit card**, be sure the receipt includes the following:

1. Apparatus license number
2. Number of gallons pumped
3. Date purchased
4. Name of company where fuel was purchased
5. Total cost for the sale
6. Signature of person receiving the purchase

Fuel all apparatus when below 3/4 full.
To ensure the highest degree of safety for its employees and attempt to limit the occurrence of hose failure, annual testing of all hose shall be completed.

PROCEDURE:

a) Select a test sight that is not disruptive to surrounding occupancies, traffic, etc.
b) Test, clean and dry all hose (do not hang 5" to dry), from the storage rack.
c) Place apparatus "out of service" while performing test and test entire hose load.
d) Have appropriate number of forms to record test results.

test:

a) Lay out a maximum of 300 feet of hose in as straight a line as possible from as many discharge ports as possible and tighten all couplings.
b) Mark the hose with a permanent marker at each coupling. At the end of the test, check to see if the hose has slipped out from the coupling.
c) Connect the pump to a hydrant, fill all hose, and bleed off air at each nozzle. Leave the nozzles open enough to flow water and prevent the pump from overheating.
d) Set all discharge gates at 1/4 open during testing. This will prevent a violent action from any hose that bursts.
e) Pressurize 2 1/2" and 1 3/4" lines slowly to 250 psi. Pressurize 5" lines slowly to 200 psi.
f) Monitor all chassis and pump gauges. ie; oil pressure and water temperature
g) Pump operator is to remain at the operators panel to shut down throttle and close the discharge port immediately if any hose fails.
h) Walk all line's to check for water seepage, coupling slippage, unusual warpage, leaks, and jacket separation.
i) After 5 minutes and completing (h) above, shut down and bleed off pressure after completion of test.

*** PUMP OPERATORS MUST REMAIN ALERT TO PROVIDE FOR CREW AND EQUIPMENT SAFETY. **
POST TEST:

a) Clean hose bed and make repairs as needed to protect hose.
b) Reload apparatus with "tested" hose from storage rack.
c) Mark any hose that failed the test by tying a knot at the coupling. Tag the line and note problem found.
d) Hang all hose (except 5") in tower, record coupling numbers and information required on appropriate form.
e) Place a rubber band just behind the female coupling of all hose that passed the test.
f) Forward test results to MAINTENANCE DIVISION.

*** SAFETY TO CREW IS PARAMOUNT!

Officers must review process with crew prior to going into the field. Officer shall see that all crews remain alert and wear appropriate protective clothing (turnout pants, boots, gloves and helmets). Keep civilians and unused crew members in safe locations during the testing.
Pre-Incident plans enhance the department’s ability to provide services to the community. These plans will provide for immediate on-scene information assisting to yield rapid decisions. These Pre-Incident plans will cover site plans of mobile home parks to interior plans of major commercial complexes.

The B.C. managing code enforcement is responsible for the development and maintaining of pre-incident plans. The procedure for completing Pre-Incidents will be as follows:

- The B.C. will select properties for Pre-Incident planning.
- Assigned personnel will assist with on-site inspections to gather and confirm pertinent information.
- Prior to the on-site inspection, contact the occupant/owner for permission to perform the inspections and completion of the Pre-Incident Field Worksheet. Build a positive relationship with the business. Failure to gain permission from the owner/occupant for inspections are to be reported to the B.C.
- Completed worksheets are returned to the B.C. for review and approval.
- The B.C. will forward the information for entry into the computer, create a Pre-Incident Plan, and copies made for all Pre-Incident Manuals.
- The B.C. will assign all Pre-Incident Plans for review and updating annually. The review process should be conducted during annual fire and life safety inspections.

Accurate Pre-Incident Plans assist the department in saving lives and property. Do your best.
We and the community enjoy a very functional and beautiful facility. Many hours are spent keeping it in top condition. Assigned duties to maintain our facility are as outlined in this policy.

*Facility maintenance is every member's responsibility. Do your part by cleaning up after yourself. It will make another member's job easier.*

**DAILY MAINTENANCE SCHEDULE**

**FIRE PERSONNEL**
East wing 1st floor offices, lobby, classroom, and restrooms
- After 5 pm: Clean sinks and counters, mirrors, toilets, urinals, and empty garbage cans. Sweep/vacuum/mop floors.


Clean station main entrances.

**PARAMEDICS**
West wing 1st floor day room and kitchen area
- Wipe down counters and tables
- Clean microwave ovens
- Evening: Cycle dishwasher - Remove clean dishes prior to next shift
- Clean assigned bulk storage lockers
- Vacuum carpet and sweep floors

**PARAMEDICS and FIRE PERSONNEL**
West wing 1st floor restrooms, hallway, and entries
- Clean mirrors, sinks, counters, showers, toilets, and urinals.
- Vacuum carpet and sweep floors - mop if needed

**CAREER INCENTIVE PROGRAM PERSONNEL**
Keep assigned dorms, refrigerator, and dry storage cabinets clean at all times. CIP personnel will assist with all other maintenance duties as assigned.

**CANCELS:** June 4, 1992 **REVISED:** March 11, 1996
POLICY

OAK HARBOR FIRE DEPARTMENT
POLICY AND PROCEDURE MANUAL

DATE: March 11, 1996
AFFECTED AREAS: Operations

SUBJECT: Station Maintenance

SCHEDULED MAINTENANCE

MONDAYS
Fire Department
East wing 2nd floor, clean restrooms, break room, and vacuum carpets.

TUESDAYS
Fire Department
West wing 2nd floor, vacuum carpets, clean wellness equipment, clean showers and change rooms.

WEDNESDAYS
Fire Department and Paramedics
Wash apparatus bays floors

THURSDAYS
Fire Department
East wing 2nd floor, clean restrooms, break room, and vacuum carpets.

SATURDAYS
Fire Department
West wing 2nd floor, vacuum carpets, clean wellness equipment, clean showers and change rooms.

SUNDAYS
Fire Department
Wash main lobby windows.
Wash apparatus bay floor.
The first Sunday of each month, wash apparatus bay door windows.

CANCELS: June 4, 1992
REVISED: March 11, 1996
POLICY

OAK HARBOR FIRE DEPARTMENT
POLICY AND PROCEDURE MANUAL

DATE: January 28, 1999
AFFECTED AREAS: Operations
SUBJECT: Use of Gym and Shop Facilities

GYM
Use of gym equipment shall be restricted to AUTHORIZED fire department personnel, their family members 16 years of age and older, paramedics, and police personnel. Formal training on equipment MUST be completed prior to using the gym. All authorized individuals MUST sign an Assumption of Risk, Hold Harmless Waiver and Release Form prior to using the gym. Parents of family members must co-sign the release form. Fire department personnel must either accompany their spouse or be in the station, when their spouse utilizes the gym. Fire department personnel must accompany all other family members in the gym.

The gym is open daily from 6 a.m. to 10 p.m. The gym MUST be vacated by 10 p.m.

• All authorized personnel may use the locker rooms to secure personal items while in the gym.
• NO children under 16 or guests are permitted to work out in the gym.
• Shoes and shirts MUST be worn at all times.
• You MUST sign in and out when using the gym.
• NO food is permitted in the gym. Bottled water may be used. A water fountain is provided.
• Use equipment only as prescribed; do NOT modify the equipment.
• Put all equipment away and turn off lights when finished.
• Report broken or damaged equipment in writing to the responsible individual immediately and tag the piece of equipment out of service.
• Clean up the gym after your workout.
• Do not drop weights.
• Keep the volume of the music at minimum levels.
• Keep the windows closed to allow the HVAC to work properly.

VIOLATION OF ANY ONE OF THESE RULES WILL RESULT IN TERMINATING THE INDIVIDUAL'S USE OF THE GYM.
SHOP FACILITIES
Only fire department members are allowed to use shop facilities. Prior approval MUST be obtained from the Shift Officer (during normal duty hours). Shop rules are as follows:

- The person assigned is responsible for the security of the tool box. He shall lock the box at the end of each day. He is responsible for completing an inventory after each use. Personal use may be denied.
- Jack stands and wheel chocks **must be used** when working underneath vehicles.
- Face shields **must be worn** when using grinders, drills, and other power tools.
- Permission must be obtained from the responsible person prior to utilizing tools. Tools are not to be removed from the facility.
- The area used **must be cleaned and any trash accumulated must be placed in the dumpster outside.**
- All fluids i.e.; antifreeze and oils, must be disposed of off-site by the owner.
- Do not leave or park personal vehicles in the apparatus bays overnight.
- Do not park department vehicles outside during snow, rain, or other bad weather to work on personnel vehicles.
- If you move a department vehicle outside, it must be placed in it's original location.
- **For safety reasons, no one is authorized to utilize the shop without another fire department member in the building.**

**VIOLATION OF ANY ONE OF THESE RULES WILL RESULT IN TERMINATING THE INDIVIDUAL'S USE OF THE SHOP.**
When a "Living Will" is presented to you at the scene of any incident, it should not interfere with normal patient care.

"Living Wills" are a legal document that gives direction to medical professionals in hospital situations as to the direction of care in terminally ill patients and were never intended to be addressed at field incidents.

As responders, you will need to carefully explain the circumstances to family members or relatives if present. Advise them this is department policy and in accordance with County protocols. If the situation becomes unmanageable with the family or other relatives, call for police assistance.

In all incidents involving "living wills," attempt to contact the physician of record for verification and direction in the management of the patient.

This policy is based on advise from the Island County Medical Program Director, our insurance carrier, and legal council, and shall remain policy until revised.
APPENDIX II

OAK HARBOR FIRE DEPARTMENT
POST EXPOSURE REPORT

Employee Name: ___________________________ Payroll Number: __________

Incident #: _______ Date: _____________ Time: __________________

Location of Incident: ________________________________________________

Name of Patient: ___________________________ DOB: _________________

Patient Address: ___________________________ Male / Female

Patient Transported to: _____________________________________________

Patient Transported by: _____________________________________________

Type of Incident (trauma, MVA, medical): _______________________________

____________________________________________________________________

Portal of Entry: ___ Needle Stick, ___ Open Wound, ___ Mouth, ___ Eyes, ___ Nose, ___ Absorbed Through Skin, ___ Inhaled, ___ Ingested, Method of Entry: ___ Needle Stick, ___ Spray, ___ Splash, ___ Direct Contact,

Exposure Type: ___ Blood, ___ Vomit, ___ Urine, ___ Feces, ___ Saliva, ___ Sweat, ___ Other Body Fluid

What part of body became exposed (be specific): __________________________

Did you have any open cuts, sores, or rashes that became exposed? (be specific): ____________

____________________________________________________________________

Post Exposure Evaluation Conducted At: _________________________________

Baseline Blood Sample Taken ___yes ___no

Treating Doctor: _____________________________________________________

Source of the Exposure tested for HBV / HIV ___yes ___no [WAC296-823-16010]

(1)
OAK HARBOR FIRE DEPARTMENT
POST EXPOSURE REPORT

Employee Name: ________________________________

Medical Treatment Received: ________________________________

Medical Treatment Recommended: ________________________________

Doctor’s release or recommendation letter or note received  ____ Yes  ____ No

Cleared for Duty  ____ Yes  ____ No.  If No – Projected Time Off: ________________________________

Command Officer’s Signature: ________________________________ Date: ____________

Employees Signature: ________________________________ Date: ____________

Infection Control Officer Signature: ________________________________ Date: ____________

Fire Chief’s Signature: ________________________________ Date: ____________

Post Exposure Follow-up: ________________________________

__________________________________________________________

Insurance:  ____ L & I,  ____ Volunteer Fire-Fighters Pension

CC:  ____ Personnel Medical File

____ Affected Employee
Effective January 1, 2000 and according to state law, all emergency aid services shall make epinephrine part of their emergency care supplies for qualified providers to use. This law is commonly referred to as the “Kristine Kastner Act”.

At a minimum, this means that every ambulance or aid vehicle responding with an EMT must carry one (1) adult and one (1) junior size auto injector epinephrine pen as part of the basic EMS supplies.

EMT’s must receive initial training to be certified in its use. EMT’s must review the Washington State Department of Health EPI-Pen Administration Procedures (Attachment A). EMT’s must also receive annual continuing education. The training session shall review the correct usage and administration procedures of the EPI-pen.

Epinephrine (EPI) breaks down under high temperatures. EPI-pens should be stored in a cool area, and preferably insulated with Styrofoam or other insulating material to maintain as close to room temperature as possible. The shelf life or the expiration date of the Epinephrine is printed on each tube and should not be used after that date.
This program is provided by the Oak Harbor Fire Department to comply with the Washington Industrial Safety and Health Administration’s (WISHA) *General Occupational Health Standards, Chapter 296-62 WAC, Part E, Respiratory Protection*. Much of the information provided in this program was derived from the *OSHA Technical Manual, Section VIII: Chapter 2, Respiratory Protection* and *OSHA’s Small Entity Compliance Guide, Appendix IV, Sample Respiratory Protection Program*.

SEE ALSO:

*WAC 296-800 Safety and Health Core Rules*

*WAC 296-841 Respiratory Hazards*

*WAC 296-842 Respirators*
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1. Purpose

It is policy that the Oak Harbor Fire Department shall provide a safe and healthful work environment for all of its employees. The Oak Harbor Fire Department has determined that employees may be exposed to respiratory hazards. These hazards include particulates, vapors and in some cases may represent Immediately-Dangerous-to-Life-or-Health (IDLH) conditions. The purpose of this program is to ensure that all employees are protected from exposure to these hazards.

2. Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations such as structural firefighting, fire investigation, and emergency medical calls with potential exposures to airborne contaminants. Respirators will also be required for use during certain non-routine training or emergency operations involving Special Operations. Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, fit testing and respiratory protection equipment will be borne by the Oak Harbor Fire Department. (WAC 296-62-07115)

3. Responsibilities

3.1 Respirator Program Administrator

The Respirator Program Administrator is responsible for overseeing the respiratory protection program and to conduct the required evaluations of program effectiveness thereby ensuring that all the requirements of this program are fully implemented, as necessary. Through authority delegated by the Fire Chief, the Respiratory Program Administrator has the ability to make changes to this plan. The person designated as the Program Administrator is the Fire Chief or his Designee. (WAC 296-62-07113)

Duties of the Program Administrator include:

1. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
2. Selection of respiratory protection options.
3. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
4. Arranging for and/or conducting training.
5. Ensuring proper maintenance of respiratory protection equipment.
6. Ensuring that qualitative/quantitative fit testing is performed.
7. Maintaining records required by the program.
### 3.2 Supervisors

Supervisors are responsible for ensuring that the Respiratory Protection Program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation.
2. Ensuring the availability of appropriate respirators/SCBA and accessories.
3. Being aware of tasks requiring the use of respiratory/SCBA protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators/SCBA is properly cleaned, maintained, and stored according to the respiratory protection plan.
6. Ensuring that respirators fit well.
7. Continually monitoring work areas and operations to identify changes in respiratory hazards.
8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

### 3.3 Employees

Each employee has the responsibility to wear his or her respirator/SCBA when and where required and in the manner in which they were trained. Employees must also:

1. Care for and maintain their respirators/SCBA as instructed and store them in a clean and sanitary location.
2. Inform their supervisor if the respirator no longer fits well and request a fit test.
3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.
4. Notify their supervisor or the Program Administrator of any other problems associated with using their respirator/SCBA.
5. Participate in Respirator Medical Evaluation process.

4. Respirator Selection

4.1 Evaluating Respiratory Hazards

The Program Administrator will ensure selected respirators match the hazards to which workers are exposed and in accordance with all WISHA standards. The Incident Commander (IC) will conduct a hazard evaluation for each work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

1. Identification of potential respiratory hazards.
2. Review of work processes to determine where hazardous exposures occur and the magnitude of the exposures. This review will be conducted by surveying the workplace with air monitoring instruments, obtaining objective data (if available), and talking with employees and supervisors on scene.
3. Routine atmospheric monitoring will be conducted when necessary by the IC’s designee.

Firefighting - Positive Pressure SCBA.

Overhaul - Positive Pressure SCBA or SCOTT half mask 742 Series cartridges and filters.

Fire Investigation - Positive Pressure SCBA or SCOTT half mask 742 Series cartridges and filters depending on air quality.

Notes:
1. Carbon Monoxide levels should be similar to ambient air, e.g. ½ the PEL for Co (35 ppm). Co levels much higher than ambient air may indicate the presence of other air contaminates.
2. Air monitoring equipment can detect only a few of many heat decomposition products.
3. Minimize exposure in environments where contents are hot to the touch or steaming. This may indicate the continued release of toxic products.
4. Chemical cartridge users shall guard against disturbing any materials that might release dust or fibers.
5. There should be no expectation for unusual toxic contaminants.
6. Respirator cartridges should be replaced per manufacturer’s instructions and recommendations.
7. Entrant shall exit hazardous atmosphere immediately if any odor is detected inside the respirator face piece.
4.2 Hazard Evaluation Update

The IC or designee is responsible to revise and update the on-scene hazard evaluation as needed. If an employee feels that a greater level of respiratory protection is needed during a particular activity, s/he is to contact the IC. The IC or designee will evaluate the potential hazard. The IC or designee will then communicate the results of that assessment back to the affected employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

The IC or designee will document the hazard evaluation update in the Incident Report using the narrative portion of the approved reporting system. The hazard evaluation update will then become part of the official record of the incident and be kept on file.

4.3 NIOSH Certification

All respirators used by employees of the Oak Harbor Fire Department are certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use. In addition all SCBA’s are certified CBRN; chemical, biological, radiological, nuclear (WAC 296-62-07130).

4.4 Assigned Protection Factors

The assigned protection factors in “WAC 296-62-07131, Table 1--Assigned Protection Factors” will be used when selecting respirators. SCBA will be used for all fire department emergency activities with the exception of a fire investigator using appropriate respiratory protection in a non-IDLH environment where the IC and lead investigator have determined the environment to be safe using the protocols set forth in the chart on Table 4.1.

4.5 Contaminant Breakthrough Warning Systems

The system in place to prevent air-purifying-respirator wearers from being exposed to contaminant breakthrough includes using a respirator cartridge replacement schedule based on the manufacturer breakthrough-test data and quantitative post fire environmental analysis performed by NIOSH; the US Bureau of Alcohol, Tobacco, and Firearms; and studies summarized in the following documents:

Employees using cartridges not equipped with End-of-Service-Life-Indicator (ESLI) must replace cartridges after every use, and no single use shall exceed 4 hours in length.

For respirators worn exclusively for protection against particles, filters will be changed per the manufacturer’s specification and whenever the wearer detects a change in breathing resistance.

4.6 Atmospheres Requiring Highest Level of Protection

For IDLH atmospheres, the highest level of respiratory protection and reliability is required in the form of a complete SCBA ensemble. (WAC 296-62-07132).

5. Fit Testing

All employees required to wear a SCBA will be required to pass a fit test.

1. At least annually thereafter.

2. When there are changes in the employee’s physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, facial deformities scars, deep skin creases, and prominent cheekbones).

Employees will be fit tested with the make, model, and size of respirator they will actually wear. If for any reason an employee finds the respirator fit is unacceptable, the Oak Harbor Fire Department will provide a reasonable opportunity to select a different face piece and to be re-tested.

5.1 Fit Testing Procedure

An Oak Harbor Fire Department approved fit-testing technician will conduct fit testing.

Fit testing will be administered using the WISHA-accepted qualitative fit test protocols found in “WAC 296-62-07201 Appendix A-1: General Fit Testing Requirements for Respiratory Protection and WAC 296-62-07230 Appendix A-3: Quantitative /fit Testing (QNFT) Protocols for Respiratory Protection.”
5.2 Fit Testing Exercises

A fit-testing technician will ensure the test exercises are performed when conducting a quantitative fit test.

The respirator must not be adjusted while a fit test is in progress.

6. Respirator Use

The IC or designee will monitor emergency scene work areas to be aware of changing conditions where employees are using respirators.

6.1 Face Piece Seal Protection

The Oak Harbor Fire Department will not permit respirators with tight-fitting face pieces to be worn by employees who have conditions determined to compromise the facepiece-to-face seal. Examples of these conditions include facial hair (e.g., stubble, bangs) that interferes with the facepiece seal or valve function, absence of normally worn dentures, the use of jewelry or headgear that projects under the facepiece seal.

Corrective glasses or goggles, or other personal protective equipment, must be worn in such a way that they do not interfere with the seal of the facepiece to the face. Full-facepiece respirators will be provided where either corrective glasses or eye protection is required, since corrective lenses can be mounted inside a full-facepiece respirator. The use of contact lenses with respirators where the wearer has successfully worn such lenses before will be allowed.

A user seal check (also known as a fit check) will be performed every time a tight-fitting respirator is put on or adjusted to ensure proper seating of the respirator to the face. The user seal check shall be conducted in accordance to the manufacturer’s recommendations.

6.2 Monitoring Respirator Effectiveness

The IC or designee will be responsible to maintain appropriate surveillance of changes on the scene of an incident. Different work areas may present different conditions that may increase employee exposure or stress. (WAC 296-62-07171)

Employees must leave the respirator use area when:

- The respirator user can detect vapor or gas breakthrough (by odor, taste, and/or irritation effects), a change in breathing resistance, or leakage of the facepiece. The employee must
leave the respirator-use area before attempting to replace the respirator or the filter, cartridge, or canister elements.

- The respirator is not properly functioning and must be replaced or repaired.
- The employee experiences severe discomfort in wearing the respirator or if the employee experiences sensations of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever, and chills.

6.3 Procedures for Immediately Dangerous to Life and Health (IDLH) Situations

The Oak Harbor Fire Department has identified the following areas or job duties as presenting the potential for IDLH conditions:

- Environments that have elements of fire, smoke, hazardous materials, or the potential for explosion.
- Post-fire environments where fire origin and cause investigations may occur.

7. Maintenance and Care

7.1 Cleaning, and Disinfecting

Respirator users must clean and disinfect their assigned respirators in accordance with the manufacturer’s recommended procedures. (WAC 296-62-07253 Appendix B-2: Respirator Cleaning Procedures.)

7.2 Storage

All fire department respirators will be stored in a natural configuration protecting them from damage, contamination, dust, sunlight, temperature extremes, excessive moisture, and damaging chemicals. Each employee will be issued a face piece and protective bag. The face piece, exhalation valve, heads up display, and voice emitter will be stored in the protective bag and in a manner that prevents deformity. (WAC 296-62-07176)

7.3 Inspection

Respirator inspections will include a check of respirator function, tightness of connections, and the condition of the various parts including but not limited to: The facepiece, head straps, valves, connecting tube, and all warning devices. On all cartridges, canisters, or filters will be checked for any deformity or expiration. In addition, the elastomorphic parts must be evaluated for pliability and signs of deterioration. Respirator inspections will ensure the air cylinders are charged to at
least 4,000 lbs. psi. This equals 90% of the manufacturer’s recommended full pressure level of 4,500 lbs. psi.

7.4 Repair

The Program Administrator will ensure respirators failing to pass inspection or otherwise found to be defective will be removed from service and repaired or adjusted. If a respirator cannot be repaired or adjusted, it will not be put back into service.

Only NIOSH-approved manufacturer’s replacement parts designed for that respirator will be used, and work will be done according to the manufacturer's recommendations and specifications.

SCBA's air cylinders will be maintained in a fully charged state and recharged when the pressure falls below 4,000 lbs. psi. SCBA air cylinders will be hydrostatically tested according the manufacturers recommended frequency. Hydrostatic testing will be conducted by an approved facility.

8. Breathing Air Quality

The Program Administrator will ensure that breathing air for atmosphere-supplying respirators is of high purity, meets quality levels for content, and does not exceed certain contaminant levels and moisture requirements as specified in WAC 296-62-07182(2).

All breathing gas containers must be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

8.1 Compressors

Compressors used for supplying breathing air must be constructed and situated so contaminated air cannot enter the air-supply system. The location of the air intake will be in an uncontaminated area where exhaust gases from nearby vehicles, the internal combustion engine that is powering the compressor itself (if applicable), or other exhaust contaminants being ventilated will not be picked up by the compressor air intake.

Compressors will be equipped with suitable in-line, air-purifying sorbent beds and filters to further ensure breathing air quality and to minimize moisture content so that the dew point at 1 atmosphere pressure is 10°F (5.56°C) below the ambient temperature. Sorbent beds and filters will be maintained and replaced or refurbished periodically according to the manufacturer's recommendations. An inspection tag will be kept at the compressor indicating the most recent change date and the signature of the Program Administrator or designee authorized to perform the maintenance.
Oil lubricated compressors use a high temperature or carbon monoxide alarm, or both, to monitor CO levels. If only high temperature alarms are used, the Program Administrator will ensure the air supply will be monitored at intervals sufficient to make sure the concentrations of CO in the breathing air does not exceed 10 ppm. Where this is not possible or feasible, we will combine the use of a carbon monoxide alarm with a carbon monoxide sorbent bed.

Breathing air couplings must be incompatible with outlets for non-respirable plant air or other gas systems to prevent accidental servicing of airline respirators with non-respirable gases or oxygen. No asphyxiating substance (e.g., nitrogen) will be allowed in the breathing airlines.

9. Identification of Filters, Cartridges and Canisters

The Program Administrator will ensure that all filters, cartridges, and canisters used in the workplace are labeled and color-coded with the NIOSH approval label, and ensure that the label is not removed and remains legible. (WAC 296-62-07184 Table 3 -- Color Coding of Respirator Filters, Cartridges and Canisters) provides color-coding information. For employees authorized to use APRs in their work, the safety policies and filter change requirements can be found in AG 200.5.

10. Training and Information

The Program Administrator will ensure training is provided to respirator users, supervisors, and any person issuing respirators on the contents of this Program and their responsibilities under it, and on the WISHA respiratory protection standard.

Employees will be trained prior to using a respirator in the workplace. Supervisors will be trained prior to using a respirator in the workplace or prior to supervising employees who wear respirators. (WAC 296-62-07186)

New employees will be provided respirator training prior to using a respirator in the workplace.

Retraining will occur if the Program Administrator or Supervisor determines that any employee has not retained or demonstrated the knowledge, understanding, or skill level required by the training program.

11. Program Evaluation

The Program Administrator is responsible to conduct periodic evaluations to ensure that the provisions of the program are being implemented. The following factors will be evaluated to determine program effectiveness:

- Respirators are properly fitted and if employees are able to wear respirators without interfering with effective workplace performance.
Respirators are correctly selected for the hazards encountered.
Respirators are used properly depending on the workplace conditions encountered.
Respirators are being maintained and stored properly.
Employee feedback

Supervisors are responsible to periodically monitor employee use of respirators to ensure that they are being used and worn properly.

The Program Administrator will ensure corrective actions are taken to address problems associated with wearing a respirator that are identified by employees or that are revealed during any other part of this evaluation.

11.1 Recordkeeping

The Program Administrator will ensure retention of fit test records for respirator users until the next fit test is administered. These records consist of:

- Name or identification of the employee tested;
- Type of fit test performed (QLFT, QNFT -- irritant smoke, saccharin, etc.);
- Make, model, and size of the respirator fitted;
- Date of the fit test;
- Pass/fail results if a QLFT is used; or
- Fit factor and strip chart recording or other record of the test results if quantitative fit testing was performed.

The Program Administrator will ensure retention of employee training records, including the names of employees trained and the dates when training was conducted.

The Program Administrator will keep a current copy of the Oak Harbor Fire Department’s written respiratory protection program at Fire Station 81, located at 855 East Whidbey Avenue, Oak Harbor WA 98277. Also, every computer desk top will have access to this written program in electronic form under OHFD Policy & Procedure Manual, and every fire station will have a hard written copy of the Policy & Procedure Manual. All written materials required to be maintained under the recordkeeping requirements will be made available, upon request, to the employee who is subject of the records and to the director or the director’s designee of the Washington State Department of Labor and Industries for examination and copying.
11.2 Medical Evaluations

Every employee of the Oak Harbor Fire Department who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator. Our first step is to give the medical questionnaire to those employees. Employees are required to fill out the questionnaire in private and send or give them to the Oak Harbor Fire Department medical provider. Completed questionnaires are confidential and will be sent directly to medical provider without review by management.
To keep approved equipment on apparatus readily available for department use and emergency situations, the following shall apply:

1) Prior to purchase or use, supplies and equipment placed on apparatus or used by department personnel must be approved by Administration.

2) The purpose of this approval is to ensure that the equipment purchased and used meets safety standards. This includes emergency medical equipment and supplies, fire suppression equipment and supplies, protective clothing and other material or items used in department operations.

3) If equipment or supplies fails for any reason and a civilian or department member is injured, the Department can be held liable.

4) Equipment purchased becomes the property of the department and will be inventoried and assigned an appropriate location. Non-authorized equipment found during routine inspections on apparatus or in the station shall be removed.

5) At no time is equipment or supplies to be taken off apparatus for personal use.
Lifeguard II PASS devices are installed on all SCBA's. The device activates when a firefighter is immobilized for more than 25 seconds, typically indicating the firefighter is in trouble and needs help.

SEE ATTACHED FOR DETAILED INFORMATION/SPECIFICATIONS, ETC.
WHENEVER THE SCBA IS DONNED, THE PASS DEVICE SHALL BE ARMED.

IMPORTANT REMINDERS:
The PASS device will emit a short beep when armed and a continuous pre-alarm low tone five seconds prior to going into the Full Alarm, loud "SHRIEK".

The PRE-ALARM tone allows you to reset the unit by just moving. If you don't reset the device quick enough by moving, then reset the unit by turning it off and back to the ARM position.

The PASS device can also be triggered manually by turning it to the ON or middle position.

Turn the PASS device off when placing the SCBA into service. Devices are to be tested each drill. As a minimum, replace batteries annually or as needed.

When the PASS device activates during an operation, consider that the firefighter is in need of help. Begin a search and investigation operation immediately. Notify the Incident Commander as soon as possible of the PASS device activation. Command will assign search and rescue teams. Once found, teams must advise Command of the status -- false alarm, firefighter trapped, bringing out an injured firefighter, etc.

Return any unit that fails to the Maintenance Officer immediately.
All department MSA SCBA, include an optional "Quick Fill" adapter. Two SCBAs on each engine company, three on the ladder, and one on the rescue unit have fabric bags attached to the waistbands that contain the short high pressure hose. In the event of an emergency, this option provides a safe and reliable means to transfer air from one firefighter's SCBA to another.

Each engine company, shall have "Quick Fill" bags and hoses in the Hydrant positions and the officer's SCBA. The ladder company shall have "Quick Fill" bags and hoses in positions 2, 4, and 6. SCBA's worn by officer's shall be identified with a white "O" on the backpack.

The "Quick Fill" option allows air to be transferred from one SCBA bottle to another by means of coupling the high pressure hose to the "Quick Fill" adapter found on each regulator.

The steps for transferring air are:

1. Remove the high pressure hose from the bag.
2. Remove the protective caps from each end of the hose and from the regulator adapters.
3. Connect the high pressure hose to each regulator adapter by pushing it on until it clicks.
4. Air pressure will equalize between the two bottles. If one bottle is empty and one is full, both bottles will be half full after transferring air.

Once equalization has taken place, the high pressure hose shall be uncoupled from the "Quick Fill" adapter.

The steps to uncouple the hose are:

1. Slide the gray metal collar back. This will release the hose from the regulator adapter.
2. Replace the black rubber caps over the "Quick Fill" adapters on both regulators.
3. Replace the black rubber caps on both ends of the high pressure hose.
4. Bleed the pressure from the high pressure hose by depressing the center of the rubber cap.
5. Coil and replace the high pressure hose in its bag on the waistband of the SCBA.
DO NOT KEEP SCBA'S COUPLED TOGETHER AFTER TRANSFERRING AIR.

When the air transfer is complete, both firefighters shall evacuate the structure immediately to replenish the air supply. Make sure the SCBA's are working properly and the high pressure "Quick Fill" hose is clean.

This system is not intended to be an air shuttle device.

As with any new piece of equipment, you should become familiar with its operation prior to actually needing it. It will probably be necessary to make the connections in areas of reduced visibility and in full turnout gear wearing gloves. So train accordingly.
An evaluation team shall be established to assist with the evaluation of members for department apparatus position certifications.

Included as part of this Policy are Pump and Apparatus Position Evaluators assignments. These Evaluators will verify personnel’s abilities to perform in Driver/Operator, Hydrant, Nozzle, Aid Unit, and Ladder positions. Those appointed as Evaluators and their length of service to such assignments are identified in the attachment.

The Fire Chief will appoint personnel to the evaluation team as to provide department representation. Those appointed to the team and their length of service to the team is identified in the attachment.

The Support Services Officer assigned to Training shall lead the team.
Effective July 1, 2009 the following personnel serve on the **Training Committee:**

- Chair – Lt. Baer
  TERM EXPIRES – Until further notice
- FF Carroll, Andrew
  TERM EXPIRES – June 30, 2010 (to be deleted)

Effective July 1, 2009, the following personnel serve as **Pump Evaluators:**

- FF Jansen
  TERM EXPIRES – December 31, 2010
- FF McCalmont
  TERM EXPIRES – December 31, 2010
- FF Rodgers
  TERM EXPIRES – December 31, 2010

Effective July 1, 2009, the following personnel serve **Apparatus Position Evaluators:**

- FF Schroer
  TERM EXPIRES – December 31, 2010
- Lt Buxton
  TERM EXPIRES – December 31, 2010
- Lt Engle
  TERM EXPIRES – December 31, 2010
### GENERAL STANDARDS

This policy provides uniform guidelines for wearing the uniform and to establish standards for the professional appearance of personnel.

The department will provide the following uniforms in the quantities specified. Such uniforms shall remain the property of the Department. All other items are the responsibility of each member.

The member is responsible for the care and maintenance of the uniform to include washing, pressing, dry cleaning and simple repair to keep the uniform serviceable. Uniforms shall be kept neat, clean, and well pressed at all times. Non-represented career personnel may receive a $20.00 cleaning allowance per month, represented personnel may receive a cleaning allowance as identified by agreement.

Uniforms and work boots needing repair or replacement must be requested from the Office Assistant and Personal Protective Equipment from the individual assigned responsibility for issue. Appropriate forms will be completed when items are issued and returned.

Uniform shirt and pants shall be worn securely buttoned. Only the top button of the uniform shirt shall be unsecured.

Department patches will be sewn on department shirts and jackets on the left arm sleeve 3/4 inch down from the shoulder seam. No other items are permitted on the left sleeve. Official department patches shall not be worn on civilian clothing.

Medical patches will be sewn on the right arm sleeve 3/4 inch down from the shoulder seam. Authorized patches are: Paramedic, Washington State and National EMT, First Responder, or First Aid.

Name tags will be white with gold letters for white shirts and black with gold letters for black shirts for Chief Officers and the Administrative Assistant. Name tags will be black with silver letters for all other personnel. The first initial and last name will be used. Gold collar insignias shall also be worn for Chief Officers and the Administrative Assistant. Silver collar insignias shall be worn for Captains, Lieutenants, and the Office Assistant.
GENERAL STANDARDS (cont.)
Badges will be worn above the left breast pocket. No other items will be worn on or with any department uniform or protective gear unless specifically authorized by the Chief. Office staff may wear jewelry as detailed in the following section.

Hair shall be neat, clean, and styled to present a groomed appearance. Moustache’s **shall not** extend to the curve of the lower jaw.

**FEMALE OFFICE STAFF SPECIFIC STANDARDS**
Hair accessories may be worn to conform to individual’s uniform brass, (silver or gold) individual’s hair color, or shall be black in color.

Nail polish may be worn.

Earrings to conform to the individual’s uniform brass (silver or gold) or shall be black in color (pearl and diamond studs are acceptable). Earrings shall not exceed one inch (1”) in diameter and/or length.

Finger rings may be worn. One (1) tightly fitting bracelet without hanging trinkets may be worn. One (1) serviceable watch may be worn (black, gold or silver).

**WEARING OF THE UNIFORMS**
Uniforms shall be worn when on duty or when representing the department in an approved capacity. All Personal Protective Equipment (PPE) shall be worn when a member is placed in a hazardous situation.

Personnel must wear the work uniform at all times while on-duty unless the assignment is such that coveralls will preserve the regular work clothing. Use of coveralls must be approved by the immediate supervisor.

Department issued “T” shirts may be worn while performing work in the station. All members at the station shall be in similar uniforms during the workday. When meeting the public, the department work uniform shall be worn.
SECRETARIAL STAFF INVENTORY
- **WORK SHIRTS**: 5 white short sleeve.
- **POLO SHIRTS**: 1 each.
- **UNDER SHIRTS**: Undershirts, if worn shall be plain and white.
- **TROUSERS**: 5 pair.
- **FOOT WEAR**: Non issued, approved black. Shoes shall be closed toe and black in color. Inside heel measurement shall not exceed two and a half inches (2 1/2”). Shoes shall be plain with a dull or high gloss finish (no suede, snakeskin, eel, etc.) and shall not have accessories such as bows, clips, jewels, buckles, chains, etc.
- **STOCKINGS**: Non-issued, stockings shall be nude, taupe, or black in color and shall not have designs or seams. Socks shall be black in color and shall only be worn with oxford type shoes and trousers.
- **SWEATER**: 1
- **JACKET with liner**: 1
- **SWEATSHIRT**: 1
- **TIE**: 1 criss cross tie.
- **BELT**: 1 with department buckle.
- **PURSE, GLOVES**: non issued black.
- **HAT, BASEBALL STYLE**: 1

FIREFIGHTERS & COMPANY OFFICER INVENTORY
- **WORK SHIRT**: Career 5, Paid On Call (POC) 1, CIP 2 and D shift personnel may request a total of 2.
- **POLO SHIRTS**: 1 each.
- **“T” SHIRT**: Career 5, POC 1, CIP 2 and D shift personnel may request a total of 4.
- **TROUSERS**: Career 5, POC 1, CIP 2, and D shift personnel program may request a total of 2 pair.
- **FOOT WEAR**: Career 2, CIP and D shift 1 pair. Paid On Call - non issued, approved black footwear with a smooth finish that will accept a shine.
- **JACKET with liner**: 1
- **SWEATSHIRT**: 1
- **RANK INSIGNIA**: Officers will be silver and worn on the collar of the work shirt.
- **NECK TIE**: 1 with approved non-issued tie tacs.
- **BELT**: 1 with department buckle.
- **HAT, BASEBALL STYLE**: 1
CHIEF OFFICERS INVENTORY

- WORK SHIRT: 5 white and 1 black.
- POLO SHIRTS: 1 each.
- “T” SHIRTS: Career 5
- UNDER SHIRT: Undershirts, if worn shall be plain and white.
- TROUSERS: 5 pair
- FOOTWEAR: 2 pair black boots
- JACKET with liner: 1
- SWEATSHIRT: 1
- RANK INSIGNIA: Will be gold and worn on the collar of the work shirt.
- NECK TIE: 1 with approved non-issued tie tacs.
- BELT: 1 issued black, department buckle.
- HAT, BASEBALL STYLE: 1

PERSONAL PROTECTIVE CLOTHING

All required personal protective clothing will be furnished by the department. Any other items used in conjunction with or for personal protection, must have approval before it can be used. Modifications will not be made to personal protective clothing.

Personal protective clothing will be issued as follows:

- Helmet
- Fire Suppression Gloves
- Turn-out coat w/liner
- Turn-out pants with liner and suspenders
- Boots
- Protective Hood
- Extrication Gloves
- Safety Line
- Self Contained Breathing Apparatus Facepiece

Except for cleaning, liners shall remain in the coat and pants.
CLASS “A” UNIFORM
Approved Class A uniforms may be purchased by each member. The following standards must be met to assure consistency. The uniform coat and pants will be black and manufactured by Davis. The coat will be style 4212CA and pants will be style 4212XR.

Department patches will be on both shoulders sewn 3/4 inch down from the shoulder seam.

Flat C.P.O. hats may be worn. Hat braid will match the sleeve bars as outlined below. Hats will have black bills and white tops.

Rank insignia and years of service with the department, will be indicated and sewn on the outside half of the sleeve from seam to seam.

- Firefighter & Office Assist. One 1/2” blue stripe 3 1/2” from the end of the sleeve.
- Lieutenant One 1/2” silver stripe 3 1/2” from the end of the sleeve.
- Captain Two 1/2” silver stripes, 1/2” apart and 2 3/4” from the end of the sleeve.
- Admin. Assistant One 1/2” gold stripe 2 3/4” from the end of the sleeve.
- Battalion Chief One 1” gold stripe 2 3/4” from the end of the sleeve.
- Chief One 1” and two 1/2” gold stripes, 1/2” apart and 2 3/4” from the end of the sleeve.

One appropriately colored Maltese cross for each 3 years of service with the department will be sewn above the sleeve bars.

Uniforms are an important tool that coincides with the professionalism the department presents. Maintain your uniform, wear it appropriately, and wear it with pride.
The following Resolution was passed by the City Council on June 7, 1994 for the appreciation and benefit of the Volunteer personnel of the department.

RESOLUTION ADOPTING OAK HARBOR FIRE DEPARTMENT VOLUNTEER INCENTIVE PROGRAM (VIP)

BE IT RESOLVED by the City Council of the City of Oak Harbor as follows:

Section 1. Purpose. The City and Fire Department Administration recognize the value of the Volunteer Firefighters and the service they provide to the community. The demand of time required for training and incident responses will continue to increase as the community grows and as the position of firefighter becomes more complex. This time removes the member from job, hobbies, and family. Turnover among Volunteer Firefighters occurs for many reasons and for many, the cause is beyond their control. This new program will not eliminate a member from leaving when the cause is beyond their control. However, the Mayor, City Council, and the Fire Department Administration believe it is important to provide incentive for firefighters to remain active with the department, show initiative, and maintain a good record of participation.

Cost for the plan will be lower if all volunteers participate, therefore, it is desirable to give an incentive to those who actually participate in the system.

It is desirable that each participant should be saving payments hereunder to the plan as incentive. The City will be adding additional funds for payments saved to the plan. Each employee, upon receiving the right to a payment hereunder, may take payment in cash in lieu of providing to the plan. However, the amount provided shall be at the lower rate set out for cash payment (90% of the amount paid to the plan).

Section 2. General Conditions.

(a) The anniversary date for the VIP is January 1st of each succeeding year.

(b) The department will fund up to $400.00 annually per member for an eight (8) year period. A maximum of $3,200.00 will be paid per member. If a member leaves the department and returns, they are limited to eight (8) full years of credit. Firefighters receive individual credit based on their weekly drill participation, successful completion of quarterly skills testing, and incident responses. (Credit allocation list attached).
(c) Firefighters who lose their active status (other than for temporary disability or qualified family leave) or leave the department within the first three (3) years will receive no monetary benefit from the VIP.

(d) Firefighters entering the VIP, other than the anniversary date, will have the time and department credit prorated.

(e) Firefighters must establish an active program with American Funds Group or accept a cash payout as credit earned is permissible under this program. The City shall contribute more as incentive for those who opt to put funds into the plan. The differential rates are set out in Section 9 and 10. Credit will be allocated for each member at the end of their fourth year and each year thereafter as follows:

(1) At the end of the fourth year, 20% for the first four (4) years of drill participation, successful completion of quarterly skills testing, and incident responses.

(2) At the end of five (5) years, 40% credit for the five (5) years of drill participation, successful completion of quarterly skills testing, and incident responses.

(3) At the end of six (6) years, 60% for the six (6) years of drill participation, successful completion of quarterly skills testing, and incident responses.

(4) At the end of seven (7) years, 80% for the seven (7) years of drill participation, successful completion of quarterly skills testing, and incident responses.

(5) At the end of eight (8) years, 100% for the eight (8) years of drill participation, successful completion of quarterly skills testing, and incident responses.

(f) Firefighters are fully vested at the completion of eight (8) years in the VIP.

(g) Firefighters may add to the program through the department payroll deduction or personal check. The payroll deduction amount may be increased/decreased or stopped at the control of the member.

(h) Firefighters may withdraw funds from their account with no review for the request at this time. This option will be reviewed and the policy modified if needed.
Section 3. Drill Participation Credit.

(a) Credit will be given to firefighters who successfully complete their quarterly skills testing relevant to their position and actual drill participation for those drills above the 50% minimum required.

(b) Conferences, schools or special classes occurring on regular scheduled drills which will benefit the Department as well as the individual, may be approved for credit by the Chief. Approval must be obtained prior to the class.

(c) Drill participation credit starts when the member has successfully completed the Recruit Academy.

(d) Additional drills or classes are required at times above regular scheduled drills during the year when specialized training is required. These drills are eligible for drill attendance.

Section 4. Incident Response Credit.

Credit will be given for each response to incidents above 150 per year.

Section 5. Firefighters who joined prior to January 1, 1993 with less than eight (8) years with Oak Harbor Fire Department.

(a) The VIP will be funded for current firefighters for eight (8) years or a maximum of $3,200.00.

(b) Firefighters that leave the department in the first three (3) years will not receive a monetary benefit from the VIP.

(c) Current firefighters will be vested in the VIP based on their years with Oak Harbor Fire Department.

Example: A member having five (5) years with the OHFD will receive five (5) years credit toward vesting in the VIP. A member having eight (8) years or more will be fully vested in the VIP.
Section 6. Firefighters with over eight years with the department.

(a) The VIP will be funded for current firefighters for eight (8) years. Bonus credit will be given to firefighters with over eight (8) years of active service as follows:

- Ten (10) years of active service will receive a 10% bonus
- Fifteen (15) years of active service will receive a 20% bonus
- Twenty (20) years of active service will receive a 30% bonus
- Twenty-five (25) years of active service will receive a 40% bonus

(b) This bonus is not to be extended to firefighters that do not have ten (10) years or more credit as of January 1, 1993.

(c) Bonuses will increase with years of service as outlined.

(d) Bonuses will be given to the $3,200.00 maximum limit per firefighter.

(e) All firefighters in this category will be considered vested in the VIP.

Section 7. Career Members.

Career members may participate in the program through American Funds Group but are not eligible for any incentive or bonus funds provided through the VIP.

Section 8. Settlement of Disputes.

Should a situation arise that is not in compliance with the above guidelines, the Chief of the Department will rule on each case by case.
Section 9. Drill Participation Credit Allocation.

The credit allocations paid to the plan shall be as set out below:

**DRILL PARTICIPATION CREDIT ALLOCATION**

<table>
<thead>
<tr>
<th>Annual Drills</th>
<th>Incentive Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>$100.00</td>
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<tr>
<td>51</td>
<td>$ 98.00</td>
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</tbody>
</table>

In lieu of payment to the plan, the volunteer may take a cash payment instead. When taken as a cash payment, the amount shall be ninety percent (90%) of the above listed amounts.
Section 10. Incident Response Credit Allocation.

INCIDENT RESPONSE CREDIT ALLOCATION

When paid to the plan, the member will receive one (1) dollar credit for each incident response over 150 per year. When taken as a cash payment, the member will receive ninety cents (90¢) credit for each incident response.

Section 11. Volunteer Benefit Plan Pay-out Schedule.

VOLUNTEER BENEFIT PLAN PAY-OUT SCHEDULE
BASED ON FULL YEARS OF CREDIT

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ANNUAL CREDITS</th>
<th>CUMULATIVE CREDITS</th>
<th>PAY-OUT PERCENTAGE</th>
<th>MEMBER CREDIT</th>
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<tr>
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<td>8</td>
<td>400</td>
<td>3,200</td>
<td>100%</td>
<td>3,200</td>
</tr>
</tbody>
</table>

Section 12. The City Council reserves the right to terminate this plan on two years' notice; provided that upon termination under this section, the payout in Section 11 shall be 100% for all enrolled members with earned credits; provided, further, that each payout provision may be eliminated if administratively difficult to deal with.
OAK HARBOR FIRE DEPARTMENT
POLICY AND PROCEDURE MANUAL

DATE: November 23, 1993
AFFECTED AREAS: Volunteer
SUBJECT: Platoon System

General Requirements and Information
• Must successfully complete the Platoon shift written test.
• Must complete the attached Platoon Shift Sign Off Sheet prior to shift assignment, (Attachment 1 & 2).
• Personnel will be completing assigned tasks that support department operations.
• Duty uniforms must be worn during day shifts and until 9:00 pm on night shifts. Department coveralls may be worn to protect the duty uniform.
• At least one member on night shifts must hold a current First Responder certification or higher.

Eligibility List
An eligibility list will be established by a testing process.

Effective January 1, 2014 the ‘D-Shift Program’ as it currently resides is eliminated.

Due to Department of Retirement Systems rules and regulations concerning volunteer firefighters and paid on call fire fighters and the reporting to the Public Employees Retirement System (PERS) a change is required.

In accordance with the DRS requirements any reoccurring position that is filled a minimum of 70 hours per month for 5 months in any 12-month period for two (2) consecutive years will become PERS eligible. That means anyone working in the position is required to be covered under PERS.

Our options are limited; we can remain under the current system or we create multiple shifts.

Effective January 1, 2014 a platoon system will be instituted. That system will be comprised of seven (7) platoons, with a day position and 4-night shift positions. The night position shall be: Officer, Driver, Nozzle and Hydrant. Members meeting the minimum requirements will be authorized to sign-up for those position. The platoon positions are not PERS eligible positions.

Any member of the Department who works more than 70 hours per month for 5 months in any 12-month period for two (2) consecutive years will become PERS eligible. That member will be responsible for paying into the PERS retirement system, and their portion of insurance coverage through the Department of Labor and Industries.
All personnel are required to complete the PERS Position Eligibility Worksheet, which will be kept in personnel files.

The administrative assistant shall maintain a current record of member’s hours worked and PERS eligibility.

Once a firefighter enters into PER’S all Board of Volunteer Firefighters benefits terminate including pension. The BVFF’s pension tables will be provided to all members in order to show how these actions may affect their respective BVFF pensions.

Policy 5203 shall be the guide for filling of shifts, operational requirements, minimum requirements to participate in the program, and benefits.

**Shift Information and Selection Process**

The number and time specified for each shall be determined by the Chief.

Personnel may complete any number of Platoon shifts per work week, provided that the total number of hours completed per work week when combined with drills, responses, CIP shifts, public education, CPR and first aid classes, or any other similar duties does not exceed 53 hours per work week. A work week is designated from Monday 00:00 am to Sunday 23:59 pm.

Personnel must complete one shift per month. Failure to do so without prior approval, will automatically remove the member from the eligibility list for the following month. Upon return, the member will also be placed at the bottom of the eligibility list.

Shift selections will be completed on the third Monday of each month after drill. Number one from the eligibility list will select one (1) shift, then number two from the eligibility list will select one shift and so on until there are no requests. If all shifts are filled before reaching the end of the eligibility list, the next member on the eligibility list will select first for the next month. Shifts not filled after the selection process may be requested throughout the month.
Shift Compensation

Personnel will be compensated at a rate set by the approved budget. Time sheets must be completed at the end of each shift and submitted before the posted deadline to receive pay.
PLATOON SHIFT PERSONNEL are a vital part of the department's readiness structure. To keep on-duty personnel levels at an optimum, keep disruptions minimal regarding scheduled activities and task assignments, and maintain an adequate number of "qualified" participants, the following applies.

TIME - Station phones display the official time for the department.

PLACE - Personnel MUST be in the station for shift briefings by start of shift. Example: Night Platoon Shift Personnel (Tuesday-Sunday & Mondays that are holidays) must be in station by 1900 hours, (all other Mondays) by 2100 hours.

COMMAND 8 CONTACT NUMBERS (NEXTEL):

COMMAND 8 ................................ (360) 914-6125  ON DUTY SHIFT LT ........... (360) 914-6187

LOG - Notify COMMAND 8 of personnel arriving late for shift and late arrival MUST be noted in the logbook.

LATE, EXCUSED - Personnel must contact COMMAND 8 at least one (1) hour prior to shift - as a minimum.

LATE, UNEXCUSED - Personnel who are not in the station by start of shift and who have not contacted COMMAND 8 at least one (1) hour prior to shift.

   FIRST OFFENSE
   Documented verbal reprimand placed in personnel file for one (1) year from date of infraction.

   SECOND OFFENSE WITHIN ONE YEAR
   Written reprimand placed in personnel file for one (1) year from date of infraction

   THIRD OFFENSE WITHIN ONE YEAR
   Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the Platoon Shift Program for thirty (30) days effective immediately

   FOURTH OFFENSE WITHIN ONE YEAR
   Will result in a meeting with the Fire Chief and discipline to be determined.

NO SHOW - Personnel meeting or exceeding thirty (30) minutes to report for duty and who have not contacted COMMAND 8 at least one (1) hour prior to shift.

   FIRST OFFENSE
   Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the Platoon Shift Program for thirty (30) days effective immediately.

   SECOND OFFENSE WITHIN ONE YEAR
   Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the Platoon Shift Program for sixty (60) days effective immediately.

   THIRD OFFENSE WITHIN ONE YEAR
   Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the Platoon Shift Program for ninety (90) days effective immediately.

OTHER - A CASE BY CASE REVIEW WILL BE CONDUCTED IN EMERGENCY SITUATIONS, WHEN PERSONNEL ARE UNABLE TO CONTACT COMMAND 8 NEXTEL OR THE SHIFT LT. NEXTEL.
ATTACHMENT 1 (cont.)

WILL means a mandatory requirement

MAY means a permissive use, or an alternative method to a mandatory Requirement

MEMBER means an employee or paid on call of the fire department.

SHALL means a mandatory requirement

SHOULD means a recommendation or that which is action taken

CANCELS: POL 5203

REVISED: 02/01/2014
ATTACHMENT 2
PLATOON SHIFT SIGN OFF REQUIREMENTS

The sign-off of apparatus/equipment items involves demonstrated proficiency with their location, operations, and uses of each. Personnel may train with any department personnel to learn these skills but items must be signed off by the Chief’s designee.

Roles and responsibilities overview includes the familiarization of the Policy and Procedures Manual, functions of each firefighter on the company, the Incident Command System at incidents, station duties, etc.

1. Station familiarization shall include instruction in designated parking areas, cleaning duties, phone system, etc.

2. Area familiarization requires the firefighter to demonstrate the use of department resources to locate any city address requested and to identify main response routes. The firefighter must demonstrate proper use of the "grid system", identify correct map pages, and describe the route for response. A map quiz shall be part of this requirement.

3. Apparatus and equipment familiarization includes the firefighter demonstrating their knowledge of equipment in each compartment. The firefighter must be able to conduct a "tour" of the apparatus explaining the location and uses of all equipment.

4. Radio operations includes the controls of mobile and portable units, knowledge of frequencies used, those used by surrounding agencies, and standard terminology and radio procedures.

5. Power equipment operations must be properly demonstrated including starting procedures, operating, safety procedures, cleaning, and refueling.
NAME ________________________________

**PREREQUISITE REQUIREMENTS**

**Volunteer Recruit Academy Certification**
Personnel must complete a course approved by the department prior to Platoon shift participation. Personnel must also agree to achieve Firefighter I Certification within one year of acceptance in the Platoon shift program.

**First Responder Certification**
Personnel must obtain a First Aid Certification approved by the department prior to Platoon shift participation. Personnel, as a minimum must successfully complete the next available First Responder Class to maintain eligibility in the Platoon shift program as it is required for all personnel accepted after June 1, 1992. Personnel accepted prior to that date must possess a valid Basic First Aid certification.

**Emergency Vehicle Accident Prevention Certification**
Must be successfully completed at the next available course.

The following must be completed, signed, and dated after each by the Chief’s designee prior to first Platoon Shift.

**Rules and Responsibilities of D Shift**

**Station Familiarization**

**Area and Map Test**

**Apparatus and Equipment Familiarization**

<table>
<thead>
<tr>
<th>Equipment Location</th>
<th>Engines</th>
<th>Ladder</th>
<th>Aid Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scene Lighting</td>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Radio Operations</td>
<td>________</td>
<td>________</td>
<td>________</td>
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<tr>
<td>Jaws Operations</td>
<td>________</td>
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</tr>
<tr>
<td>Oxygen Operations</td>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Air Bags</td>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Aerial Positions</td>
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<td></td>
<td>________</td>
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<tr>
<td>Generators</td>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Foam Operations</td>
<td>________</td>
<td></td>
<td>________</td>
</tr>
</tbody>
</table>
Air Cascade Operations

POCFF __________________:

Congratulations on your HYDRANT/NOZZLE Qualifications! Per your request, you were placed in the Platoon SHIFT PROGRAM AND ARE ELIGIBLE FOR Platoon SHIFT SIGNUPS which take place at approximately 9PM on the third MONDAY of each month. Please read the attachment/s and meet with me to further discuss Platoon SHIFTS and answer your questions.

IMPORTANT: PRIOR TO FILLING YOUR FIRST Platoon SHIFT, you (1) must read documents listed below; (2) must meet with ADMIN ASSISTANT BRAUNSTEIN; and (3) must have a complete set of bunker gear and a complete set of uniforms (including firefighter boots).

Documents to read:
1. OHFD POLICIES & PROCEDURES (located in the department's public drive: "\OHFD\PUBLIC\FD_POLICIES_PROCEDURES").

D-SHIFT HOURS
DAY MON-SUN 0700-1900; 12HR SHIFT  
NIGHT MONDAY* 2100-0700; 10HR SHIFT  
NIGHT TUE-SUN 1900-0700; 12HR SHIFT  

*EXCEPTION: On Mondays that are Federal/City observed holidays, there is no Monday training drill. The Monday night shift will be from 1900-0700, 12hrs.

D-SHIFT SIGN-UPS
Selections are conducted on the third (3rd) Monday of the month, after drill and in the training classroom. If you are unable to attend Platoon Shift Sign-ups, you must forward your selections in writing no later than 1PM on the third (3rd) Monday of the month to: 1) Paul Schroer and 2) Deputy Chief Buxton.

NOTE: Forwarding your Platoon Shift selections to all three (3) individuals listed above insures your selection will be included during the Platoon Shift Sign-up selection process. There is no guarantee that you will receive all of your shift selections.

Under FLSA, the overtime standard for firefighters is 53 hours per week; overtime must be pre-approved by the department head, Chief Merrill. Below is an example of a scheduled work week with unapproved overtime.

<table>
<thead>
<tr>
<th>LN</th>
<th>Day</th>
<th>DATE</th>
<th>HRS</th>
<th>START/END</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>MON</td>
<td>28</td>
<td>2.50</td>
<td>1830-2100</td>
<td>TRAIN DRILL PM_MON [OR AM_TUES]</td>
</tr>
<tr>
<td>2</td>
<td>MON</td>
<td>28</td>
<td>10.00</td>
<td>2100-0700</td>
<td>PM DS HYDRANT</td>
</tr>
<tr>
<td>3</td>
<td>WED</td>
<td>02</td>
<td>12.00</td>
<td>1900-0700</td>
<td>PM DS NOZZLE</td>
</tr>
<tr>
<td>4</td>
<td>THU</td>
<td>03</td>
<td>12.00</td>
<td>1900-0700</td>
<td>PM DS NOZZLE</td>
</tr>
<tr>
<td>5</td>
<td>SAT</td>
<td>05</td>
<td>12.00</td>
<td>0700-1900</td>
<td>DS DAY</td>
</tr>
<tr>
<td>6</td>
<td>SUN</td>
<td>06</td>
<td>5.00</td>
<td>1900-23:59</td>
<td>PM DS HYDRANT</td>
</tr>
</tbody>
</table>

53.50 HRS
Platoon -SHIFT ON-DUTY PERSONNEL are recorded in (1) MS Outlook SHIFT Calendar/Scheduler [accessible to FD personnel from any internet connection using http://mail.oakharbor.org] and (2) RMS DAILY ROSTER [accessible to administration and officers]. Due to frequent changes to the on-duty D-Shift schedule, MS OUTLOOK SHIFT CALENDAR is an excellent resource for you.

After Platoon Sign-ups, ALL Platoon SHIFT CHANGES must be emailed, within deadlines, to the following for approval:
1st) Chief Merrill, 2nd) Admin Asst Braunstein, 3rd) Deputy Chief Buxton.

IMPORTANT: Forwarding Platoon Shift change requests to all three (3) individuals listed above, insures your changes will be processed in a timely manner.

CHANGES include, but are not limited to: 1) Shift COVERAGE; 2) Shift TRADE; 3) Shift CANCELLATIONS (you may be asked for the reason for your cancellation); and 4) Request to FILL an open/available shift.

IMPORTANT: MEETING DEADLINES REGARDING CHANGES TO YOUR 3-SHIFTS, SPECIFICALLY P.M. Platoon SHIFTS, CANNOT BE STRESSED ENOUGH:

POCFF X may give/trade a same day PM DS and give it to another POCFF

AFTER 1200 POCFF may cancel same day PM DS or give it to another POCFF, [NOTE: POCFF X should make every effort to contact POCFFs to fill their vacated shift].

Emergency and/or last minute Platoon Shift changes must be made directly to COMMAND 8 and the on-duty shift lieutenant.
There are several departments and dispatch centers throughout our area that use the same frequencies that we utilize. Each organization is required to follow and adhere to those requirements and guidelines set by the Federal Communications Commission. It is the intent of this policy to outline some of those requirements and establish the guidelines for the use of our radios to comply with FCC regulations.

DEPARTMENT FREQUENCIES

Our present frequencies available on mobiles and portables are as follows:

1. Frequency 1 154.430 (F-1) Main dispatch and apparatus status frequency.

2. Frequency 2 154.175 (F-2) Tactical frequency, for all "working" alarms.

3. Frequency 3 156.000 (F-3) City Utility frequency. Working frequency for Street, Water, and Sewer Departments.

4. Frequency 4 155.340 (F-4) HEAR frequency used by ambulance and hospital.

5. Frequency 5 155.370 (F-5) LERN frequency for law enforcement agencies.
6. Frequency 6 156.135 (F-6) OSCCR frequency used during multi-agency multi-jurisdictional situations.

7. Frequency 7 156.800 (F-7) Marine 16 emergency frequency.

8. Frequency 8 157.100 (F-8) Marine 22 working frequency.


10. Frequency 10 162.660 (F-10) Weather conditions and forecasts.

Each base, mobile, and portable radio has a decal attached showing the frequencies for that radio.

GENERAL RADIO PROCEDURES

1. To obtain maximum efficiency in the operations of the communications system, these instructions, as well as all laws, rules, and regulations of the Federal Communication Commission, shall be adhered to.

2. All communications equipment are to be used strictly for official business. Transmissions are to be concise and impersonal.
3. When using a microphone, hold approximately one inch from lips, slightly to one side and at a 45 degree angle so that you talk across the face of the microphone instead of "blowing into it". Press the microphone button down firmly and then speak slowly and clearly across the mouthpiece in a normal voice.


5. BEFORE TRANSMITTING, LISTEN on the frequency to be sure not to interfere with other units.

6. Shouting and yelling into the microphone causes an extremely distorted signal and must be avoided even though there is a great amount of noise from the apparatus or nearby activities. It is essential that your voice maintain a constant volume that doesn't trail off.

7. Before speaking, allow one (1) second after pressing the microphone button. After speaking your last word, keep the microphone button pressed for one (1) second. This practice will eliminate clipping off any part of a message.

8. Be impersonal on the air. Never use the proper name of an individual or "I" referring to yourself. Refer to personnel by their assigned numbers.
9. **DO NOT BE HUMOROUS ON THE AIR.** Be professional. A life may be at stake and it may be yours.

10. Acknowledging a transmission indicates not only that the message was received, but that the action to be taken is understood. Do not guess.

11. Do not transmit:
   a. During a Civil Defense test, alert, or during an actual enemy attack except as directed.

   b. Within 200 yards of blasting operations or where blasting caps are stored. (These areas are usually posted on Pre-Fire Plans.)

   c. When advised by dispatch to stand-by due to interference with other communications which you may not be aware of.

   d. When your transmission will obviously interfere with communications in progress or such communications will obviously make your transmission unintelligible.

   e. Lengthy messages from a mobile radio when the apparatus is not running unless to report an apparatus failure -- try portable radio first.

12. Five minutes after all apparatus have responded to emergencies, Station 81 shall give Command a manpower report of personnel available for response at the station.
GENERAL RADIO PROCEDURES (cont.)

13. When communicating on the radio, first request the person or apparatus you want to contact, then identify yourself.

14. Emergency communications from any radio shall supersede any other traffic. A unit specifying "EMERGENCY TRAFFIC" on the air will be acknowledged immediately. All other communications on that frequency shall cease immediately until the information has been broadcast by the unit and acknowledged by Command.

15. The use of "Kings English" (normal verbiage) shall be the general practice. The only codes to be used are identified in this Policy. Slang and C.B. language are not to be used.

16. Dispatch will always tone out the department for alarms. Only advise dispatch when apparatus is responding, in service, or out of service.

These guidelines are set to minimize radio traffic and to provide accurate response, on-scene, and clear times for each apparatus.

Example 1: Engine 81 has been released by Command from a structure fire and has 1 3/4" preconnect hose and SCBA's out of service. Engine 81 is to return to the station, replace all hose, place the SCBA's into service and then transmits to dispatch, "Oak Harbor, Engine 81 is in service".
Example 2: Rescue 81 has been released by Command from an injury auto accident. All equipment is in service. Rescue 81 transmits to dispatch, "Oak Harbor, Rescue 81 is in service". After arriving at the station, do not advise dispatch that Rescue 81 is in service at the station.

DEFINITIONS:

a. **Base Station** - A transmitter at any site.

b. **Remote** - A radio console tied by means of a phone line to a transmitter.

c. **Mobile Radio** - A radio permanently assigned and most often permanently attached to an apparatus.

d. **Portable Radio** - A hand held radio free of all ties such as power or aerial antennas, etc.

e. **Received or Copy** - Confirming that a message has been received.

f. **Repeat** - Requesting that a message be repeated.
CODES

To minimize air time during operations, use of the following "Pro Words" and codes is mandatory. No other words or phases will be recognized.

1. Apparatus Codes

"PRO WORDS" DEFINITION

a. Responding - in route to scene as dispatched.

b. In Service - Apparatus and manpower are available for response.

c. Out Of Service - Not available for response. Due to apparatus breakdown or lack of equipment, hose, water, or manpower. Advise Command.

d. On Scene - Arrived at scene of incident.
2. **Response Codes**
   
a. Code RED - EMERGENCY RESPONSE - Respond using all lights and, when necessary, audible devices to warn pedestrians and other drivers.

b. Code YELLOW - PRECAUTIONARY RESPONSE - Respond without the use of emergency lights or audible devices. Obey all traffic laws.

c. Code GREEN - DISCONTINUE RESPONSE - Return to service.

3. **Operational Codes**
   
a. Code 99 - C.P.R. is in progress.

b. Emergency Traffic - Identifies that someone needs help or other type of emergency exists. All radio traffic stops until emergency is taken care of.

   c. Code 100 - Deceased person on scene.
SECURITY CODES

Becoming aware of personnel safety and scene conditions has become more evident due to economic conditions and crime. Firefighters may find themselves in dangerous situations, requiring they be cognizant of more than fireground activities. These situations may require law enforcement assistance. Conditions may prevent the firefighter from being able to explain the exact circumstances when requesting assistance.

When requesting law enforcement assistance, the following codes will be utilized:

1. "Firefighter needs Assistance" - Used when law enforcement assistance is necessary for normal situations. An explanation is necessary as to the exact circumstances which requires their assistance. Normal situations include, but not limited to: motor vehicle accidents, traffic control, deceased persons (Code 100), crowd control, involuntary commitment, fire investigations, etc.

2. "Firefighter needs Help" - To be used ONLY during EMERGENCY situations. Law enforcement will respond Code Red. It must be emphasized that when using this phrase, the conditions be extremely adverse and/or hostile (shots fired, man with a gun, fight in progress involving firefighters or when an already violent patient may become more volatile with a request for police assistance).

Kings English may be used IF you do not remember the above codes or your message is not covered by the above codes.
Civil disturbances or riots can be hard to describe. The following at best is a rule of thumb used to determine the severity of the case. The use of these three codes ARE MANDATORY when dealing with civil disturbances.

1. "Code 20" Identifies the general call for a civil disturbance or riot to be followed by one of the following to classify the severity.

2. "Code 20 A minor disturbance involving relatively few individuals. Phase I"

3. "Code 20 A civil disturbance that has progressed beyond Phase I with structure fires, Phase II" arson and vandalism in progress.

4. "Code 20 A civil disturbance that has progressed beyond Phase I and Phase II with Phase III" possible full-scale riots, uncontrolled mobs, lawlessness, violence and disorder.

CONFIDENTIAL INFORMATION

Some communications between units and dispatch may be confidential in nature. For these situations, request phone contact. These may include bomb threats or involve personnel names.
TELEPHONE PYRAMID

The design of the Telephone Pyramid provides the Chief or his designee, to inform department personnel by contacting a few individuals who in turn will contact the remaining personnel. Nonemergency communications may be major storm alerts, call out for special operations, or changes in a scheduled activity. Emergency notifications may be an injury or death to department personnel or their immediate families, or when the dispatch center is out of service, etc.
PAID-ON-CALL PLATOON DETAILS

D SHIFT PERSONNEL are a vital part of the department's readiness structure. To keep on-duty personnel levels at an optimum, keep disruptions minimal regarding scheduled activities and task assignments, and maintain an adequate number of "qualified" participants, the following applies.

TIME - Station phones display the official time for the department.

PLACE - Personnel MUST be in the classroom for shift briefings by start of shift. Example: Night D-Shift Personnel (Tue-Sun FY 12) must be in classroom by 1900 hours.

COMMAND 8 CONTACT NUMBERS (NEXTEL):

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIEF MERRILL</td>
<td>(360) 914-7057</td>
</tr>
<tr>
<td>ON DUTY SHIFT LT</td>
<td>(360) 914-6187</td>
</tr>
<tr>
<td>POC CAPTAIN</td>
<td>(360) 914-7194</td>
</tr>
<tr>
<td>COMMAND 8</td>
<td>(360) 914-6125</td>
</tr>
</tbody>
</table>

LOG - Notify COMMAND 8 of personnel arriving late for shift and late arrival MUST be noted in the logbook.

LATE, EXCUSED - Personnel must contact COMMAND 8 at least one (1) hour prior to shift - as a minimum.

LATE, UNEXCUSED - Personnel who are not in the classroom by start of shift and who have not contacted COMMAND 8 at least one (1) hour prior to shift.

FIRST OFFENSE
Documented verbal reprimand placed in personnel file for one (1) year from date of infraction and placed at the bottom of the D-Shift List for shift selections.

SECOND OFFENSE
Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the D-Shift Program for thirty (30) days effective immediately, and placed at the bottom of the D-Shift List for shift selections.

THIRD OFFENSE
Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the D-Shift Program for ninety (90) days effective immediately, and placed at the bottom of the D-Shift List for shift selections.

NO SHOW - Personnel meeting or exceeding thirty (30) minutes to report for duty and who have not contacted COMMAND 8 at least one (1) hour prior to shift.

FIRST OFFENSE
Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the D-Shift Program for thirty (30) days effective immediately, and placed at the bottom of the D-Shift List for shift selections.

SECOND OFFENSE
Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the D-Shift Program for ninety (90) days effective immediately, and placed at the bottom of the D-Shift List for shift selections.

THIRD OFFENSE
Written reprimand placed in personnel file for one (1) year from date of infraction, and personnel removed from the D-Shift Program for one (1) year effective immediately. Therefore, personnel removed from the D-Shift List for shift selections.

OTHER - A CASE BY CASE REVIEW WILL BE CONDUCTED IN EMERGENCY SITUATIONS, WHEN PERSONNEL ARE UNABLE TO CONTACT COMMAND 8 NEXTEL (CHIEF AND/OR POC CAPTAIN) OR ADMINISTRATIVE ASSISTANT NEXTEL.
POCFF _________________:

Congratulations on your HYDRANT/NOZZLE Qualifications! Per your request, you were placed in the D-SHIFT PROGRAM AND ARE ELIGIBLE FOR D-SHIFT SIGNUPS which take place at approximately 9PM on the third MONDAY of each month. Please read the attachment/s and meet with me to further discuss D-SHIFT S and answer your questions.

IMPORTANT: PRIOR TO FILLING YOUR FIRST D-SHIFT, you (1) must read documents listed below; (2) must meet with ADMIN ASSISTANT BRAUNSTEIN; and (3) must have a complete set of bunker gear and a complete set of uniforms (including firefighter boots).

Documents to read:
1. OHFD POLICIES & PROCEDURES (located in the department's public drive: "\OHFD\PUBLIC\FD POLICIES_PROCEDURES"); and
2. Paid-On-Call D-SHIFT DETAILS, also located in FD POLICIES_PROCEDURES.

D-SHIFT HOURS
DAY MON-SUN 0700-1900; 12HR SHIFT
NIGHT MONDAY* 2100-0700; 10HR SHIFT
NIGHT TUE-SUN 1900-0700; 12HR SHIFT
*EXCEPTION: On Mondays that are Federal/City observed holidays, there is no Monday training drill. The Monday night shift will be from 1900-0700, 12hrs.

D-SHIFT SIGN-UPS
Selections are conducted on the third (3rd) Monday of the month, after drill and in the training classroom. If you are unable to attend D-Shift Sign-ups, you must forward your selections in writing no later than 1PM on the third (3rd) Monday of the month to: 1) Paul Schroer, 2) Captain Wallin, and 3) Deputy Chief Wallin.

NOTE: Forwarding your D-Shift selections to all three (3) individuals listed above insures your selection will be included during the D-Shift Sign-up selection process. There is no guarantee that you will receive all of your shift selections.

Under FLSA, the overtime standard for firefighters is 53 hours per week; overtime must be pre-approved by the department head, Chief Merrill. Below is an example of a scheduled work week with unapproved overtime.

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</tr>
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| 53.50 | HRS |
D-SHIFT ON-DUTY PERSONNEL are recorded in (1) MS Outlook SHIFT Calendar/Scheduler [accessible to FD personnel from any internet connection using http://mail.oakharbor.org] and (2) RMS DAILY ROSTER [accessible to administration and officers]. Due to frequent changes to the on-duty D-Shift schedule, MS OUTLOOK SHIFT CALENDAR is an excellent resource for you.

After DS Sign-ups, ALL D-SHIFT CHANGES must be forwarded, within deadlines, to the following for approval: 1st) Chief Merrill, 2nd) Admin Asst Braunstein, 3rd) POC Captain Wallin.

IMPORTANT: Forwarding D-Shift Change Requests to all three (3) individuals listed above, insures your changes will be processed in a timely manner.

CHANGES include, but are not limited to: 1) Shift COVERAGE; 2) Shift TRADE; 3) Shift CANCELLATIONS (you may be asked for the reason for your cancellation); and 4) Request to FILL an open/available shift.

IMPORTANT: MEETING DEADLINES REGARDING CHANGES TO YOUR 3-SHIFTS, SPECIFICALLY P.M. D-SHIFTS, CANNOT BE STRESSED ENOUGH:

BEFORE 12N POCFF X may cancel same day PM DS and give it to another POCFF [NOTE: POCFF X must make every effort to contact POCFFs to fill their vacated shift]

AFTER 12N POCFF X may cancel same day PM DS and give it to another POCFF, HOWEVER the change becomes a SHIFT TRADE, AND the second part of the transaction must be completed ASAP.

AFTER 12N POCFF X may cancel same day PM DS without contacting another POCFF to fill his cancelled shift, HOWEVER cancellation reduces PM DS to a three (3) person crew.

Emergency and/or last minute D-Shift changes must be made directly to COMMAND 8 and the on-duty shift lieutenant.
3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster’s Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or procedure.

3.2.3 Shall. Indicates a mandatory requirement.

3.2.4 Should. Indicates a recommendation or that which is advised but not required.

3.2.5 Standard. A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

3.3 General Definitions.

3.3.1 Accountability. A system or process to track resources at an incident scene.

3.3.2 Agency Representative. An individual assigned to an incident from an assisting or cooperating agency who reports to the liaison officer and who has been delegated authority to make decisions on matters affecting that agency’s participation in the incident.

3.3.3* Area Command. An organization established to oversee the management of multiple incidents that are each being handled by an incident command system (ICS) organization, or to oversee the management of a large or multiple incidents to which several incident management teams have been assigned.

3.3.4* Assistant. Titles for subordinates of the command staff positions that indicates a level of technical capability, qualifications, and responsibility subordinate to the primary functions.

3.3.5 Branch. See 3.3.56.1.

3.3.6 Branch Director. See 3.3.57.1

3.3.7* Clear Text. The use of plain language in radio communication transmissions.

3.3.8 Command Radio Channel. See 3.3.43.1
3.3.9* Command Staff  The command staff consists of the public information officer, safety officer and liaison officer who report directly to the incident commander and are responsible for functions in the incident management system that are not part of the function of the line organization.

3.3.10* Department Operations Center (DOC). An operations center established by an individual agency to manage that agency’s resources and coverage within the jurisdiction.

3.3.11* Deputy. A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task.

3.3.12 Dispatch Radio Channel. See 3.3.43.2

3.3.13 Division. See 3.3.56.2

3.3.14 Division Supervisor. See 3.3.57.2

3.3.15 Electronic Data Protocol. A process for managing and transmitting electronic data that may include computer based systems; alarm systems; security systems; video; regional, local, site, or building management; and information systems.

3.3.16 Emergency Incident. Any situation to which an emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement and other forms of hazard control and mitigation.

3.3.17* Emergency Operations Center (EOC). The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

3.3.18* Emergency Services Organization (ESO). Any public, private, governmental, or military organization that provides emergency response and other related activities, whether for profit, not for profit, or government owned and operated.

3.3.19* Fire Department. An organization providing rescue, fire suppression, emergency medical care, special operations, and related services.

3.3.20 General Staff. Responders that serve as section chiefs of the operations, planning, logistics, and finance/administration sections.

3.3.21 Group. See 3.3.56.3.

3.3.22 Group Supervisor. See 3.3.57.3.

3.3.23* High-Rise Building. A building where the floor of an occupiable story is greater than 75 ft. (23 m) above the lowest level of fire department vehicle access. [5000, 2006]

3.3.25 Imminent Hazard. An act or condition that is judged to present a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action. [1521, 2007]

3.3.26* Incident Action Plan. The objectives reflecting the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander. Incident action plans are updated throughout the incident. [1500, 2007]

3.3.27 Incident Command System. See 3.3.29, Incident Management System (IMS).

3.3.28* Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. [472, 2008]

3.3.29* Incident Management System (IMS). A system that defines the roles and responsibilities to be assumed by the responders and the standard operating procedures to be used in the management and direction of emergency incidents and other functions.

3.3.30* Incident Management Team (IMT). The incident commander and appropriate command and general staff personnel assigned to an incident.

3.3.31* Incident Scene. The location where activities related to a specific incident are conducted.

3.3.32 Incident Termination. The conclusion of emergency service operations at the scene of an incident, usually the departure of the last unit from the scene.

3.3.33 Industrial Fire Brigade. An organized group of employees within an industrial occupancy who are knowledgeable, trained, and skilled in at least basic fire-fighting operations, and whose full-time occupation might or might not be the provision of fire suppression and related activities for their employer. [600, 2005]

3.3.34 Intelligence Function. The analysis and sharing of national security and other types of classified information as well as other operational information such as risk assessments, medical surveillance, weather information geospatial data, structural designs, toxic contaminants levels, and utilities and public works data.

3.3.35 Liaison Officer. A member of the command staff, responsible for coordinating with representatives from cooperating and assisting agencies.

3.3.36* Multi-Agency Coordination Systems (MACS) A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communication systems integration, and information coordination.
3.3.37* National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

3.3.38* National Response Plan. A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all hazards plan.

3.3.39 Personnel Accountability System. A system that readily identifies both the location and function of all members operating at an incident scene. [1500, 2700]

3.3.40* Planned Event. An occurrence that allows for the development of an incident action plan prior to the occurrence.

3.3.41 Procedure. An organizational directive issued by the authority having jurisdiction or by the department that establishes a specific policy that must be followed.

3.3.42* Public Information Officer. A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

3.3.43* Radio Channels.

3.3.43.1 Command Radio Channel. A radio channel designated by the emergency services organization that is provided for communications between the incident commander and the division/group supervisors or branch directors during an emergency incident.

3.3.43.2 Dispatch Radio Channel. A radio channel designated by the emergency services organization that is provided for communications between the communication center and the incident commander or single resource.

3.3.43.3* Tactical Radio Channel. A radio channel designated by the emergency services organization that is provided for communications between resources assigned to an incident and the incident commander.

3.3.44* Rapid Intervention Crew/Company (RIC). A minimum of two fully equipped responders who are on site and assigned specifically to initiate the immediate rescue of injured or trapped responders.

3.3.45 Resources. All personnel and major items of equipment that are available, or potentially available, for assignments to incidents for which status is maintained.

3.3.46 Responder. A person who has responsibility to respond to emergencies and deliver services such as fire fighting, law enforcement, water rescue, emergency medical, emergency management, public health, public works, and other public services.
3.3.47 Risk. A measure of the probability and severity of adverse effects that result from exposure to a hazard. [1451, 2007]

3.3.48 Risk Management. The process of planning, organizing, directing, and controlling the resources and activities of an organization in order to minimize detrimental effects on that organization. [1250, 2004]

3.3.49* Safety Officer. A member of the command staff responsible for monitoring and assessing safety hazards and unsafe situations, and for developing measures for ensuring personnel safety.

3.3.50* Section. The organizational level having responsibility for a major functional area of incident management, such as operations, planning, logistics, finance/administration, and intelligence (if established).

3.3.51* Special Operations. The emergency incidents to which the emergency services organization responds that require specific and advanced training and specialized tools and equipment.

3.3.52 Staging. A specific function where resources are assembled in an area at or near the incident scene to await instructions or assignments.

3.3.53* Standard Operating Procedure (SOP). A written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of designated operations or actions. [1521, 2008]

3.3.54 Strategy. The general plan or direction selected to accomplish incident objectives. [1051, 2007]

3.3.55 Supervisor. An emergency services responder who has responsibility for overseeing the performance of other responders assigned to a specific division or group.

3.3.56 Supervisory Level.

3.3.56.1* Branch. A supervisory level established in either the operations or logistics function to provide a span of control.

3.3.56.2* Division. A supervisory level established to divide the incident into geographic areas of operations.

3.3.56.3* Group. A supervisory level established to divide the incident into functional areas of operation.

3.3.57 Supervisory Positions.

3.3.57.1 Branch Director. A person in a supervisory level position in either the operations or logistics function to provide a span of control.
3.3.57.2 Division Supervisor. A person in a supervisory level position responsible for a specific geographic area of operations at an incident.

3.3.57.3 Group Supervisor. A person in a supervisory level position responsible for a functional area of operation.

3.3.58 Tactical Radio Channel. See 3.3.43.3

3.3.59* Technical Specialist. A person with specialized skills, training, and/or certification who can be used anywhere within the incident management system organization where his or her skills might be required.

3.3.60* Unified Command. An application of the incident command system (ICS) that allows all agencies with jurisdictional responsibility for an incident or planned event, either geographical or functional, to manage an incident or planned event by establishing a common set of incident objectives and strategies.