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POLICY 9.1: SAFETY AND LOSS PREVENTION POLICY

A. PROMOTION OF SAFETY

It is the policy of the District to promote safety in all phases of District operations. To that end, the District shall strive to provide safe equipment, necessary personal protection, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

B. ADMINISTRATION OF SAFETY PROGRAM

The Fire Chief shall be responsible for the day-to-day administration of the District's safety and loss prevention program, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
 - a. Participation by and accountability for all officers and employees in loss prevention activities.
 - b. Hazard assessments and control.
 - c. Accident investigations.
 - d. Personal protective and safety equipment programs.
 - e. Training programs.
 - f. Operations evaluations.
 - g. Claims management and early return to work efforts.
2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to insure compliance with the District's loss prevention and control policies.
4. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.

5. Consulting with the District's insurance agents and carriers in developing loss control policies and procedures.
6. Creating and managing an early return-to-work program for injured employees.
7. Insuring personnel policies, manuals, job descriptions, and job placement practices are in place, and that all District volunteers, employees and officers are in compliance.

POLICY 9.2: SAFETY AND HEALTH PROGRAM

A. Policy:

It is the policy of Stayton Fire District that a safety and health program is adopted by the Board of Directors for all employees, workers, and visitors of the District. The goal of this program is to minimize the risk of employees, workers, and visitors to injuries, illnesses, and fatalities related to occupational exposures. Specific objectives shall be adopted separately for the prevention and elimination of accidents throughout the District and shall apply to all employees, both volunteer and career, workers, and visitors.

B. Responsibility:

The Board of Directors is responsible for the adoption of this policy, including the research, planning, fiscal allocations, development, and on-going evaluation of the District's program.

The Fire Chief is responsible for ensuring compliance with this policy through supervision of all District employees, workers, and visitors including oversight of employee training, establishment of performance standards and review for conformity with current laws, rules, and standards related to providing a safe work environment and firefighter health and safety.

All officers and supervisors shall assist in training employees and share responsibility for taking reasonable steps to ensure a safe and healthful work place.

All employees shall be responsible to adequately learn safety procedures and carry out this policy at the operational level.

C. Procedure:

1. The District expects all employees, workers, and visitors to take an active role in and focus on the following:

- Striving to achieve zero accidents and injuries
- Taking reasonable steps to improve safety and health rules
- Assisting loss control efforts aimed at identifying and mitigating hygiene and/or safety hazards
- Identifying reasonable and appropriate mechanical and physical safeguards
- Conducting reasonable safety and health inspections
- Train employees, workers, and visitors as needed in safe practices and procedures
- Providing employees with personal protective equipment appropriate to specific job task, and train employees in its appropriate care and use
- Using appropriate personal protective equipment

- Reporting hazards, unsafe workplace practices, and accidents
 - Assisting in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences
 - Participating in and supporting safety committee activities
2. Failure to pay reasonable attention to any of the above could result in discipline up to and including termination.
 3. All employees and volunteers shall be trained to the level at which they are expected to perform. The District training program shall be developed to provide competence and performance evaluations to all firefighters on an annual basis.
 4. The Fire Chief shall prepare a written organizational statement which includes the basic organization of the District, designates lines of authority and accountability, and specifies employee responsibilities by position within the organization. This statement shall include the appointment and oversight of the Safety Committee.
 5. National Fire Protection Association Standard 1500, “Fire Department Occupational Safety and Health Program, Current Edition, shall be adopted by reference as a guide for the District safety program. This standard shall be for advisory use only and is not mandated by the policy without the review and approval of the Board of Directors.
 6. The District will make reasonable efforts to encourage all members to engage in regular exercise activities and provide regular training and education in health and fitness awareness.
 7. The District will provide exercise equipment and printed instruction on proper use of equipment provided.

POLICY 9.3: SAFETY COMMITTEE

- A. Safety Committee Members shall elect the Safety Committee Chairperson from the following five members:
1. District Apparatus Maintenance Officer
 2. Staff Member (Administration)
 3. Company Officer (Lieutenant or Station Captain)
 4. District Certified Engineer
 5. District Rated Firefighter
- B. Responsibilities of the Safety Committee include, but are not limited to:
1. The Safety Committee shall serve in an advisory capacity to the Fire Chief.
 2. The Safety Committee shall hold regularly scheduled meetings and special meetings when necessary. Regular meetings shall be held at least once each month.
 3. Volunteer representatives shall be given Bonus Bucks for attending meetings. Career employees shall be paid for the time spent at the meeting.
 4. The Safety Committee shall conduct regular safety surveys of facilities, equipment and apparatus. At a minimum, surveys shall be conducted at quarterly intervals. All hazards will be noted and corrected through normal District channels. Imminent safety hazards shall be corrected immediately, or an out-of-service condition shall be declared until the situation can be remedied.
 5. Minutes of Safety Committee meetings will be recorded and posted in each station.
 6. The Safety Committee shall review all job related accidents, near misses and occupational diseases and fatalities suffered by Fire District personnel and submit corrective recommendations to the Fire Chief.
 7. The Safety Committee shall review the procedures employed during any unusually hazardous operation.
 8. When the Safety Committee determines that incorrect or questionable procedures were employed, it shall submit corrective recommendations to the Fire Chief.
 9. Safety Committee members may be assigned tasks by the Fire Chief pertaining to safety issues not outlined above, i.e. budget items, personal safety equipment, evaluations, ORS, and OAR issues.

C. Training and Instruction:

Safety Committee members shall receive training and instruction to include but not be limited to:

1. Safety Committee purpose and operation.
2. Principles regarding effective accident and incident investigation.
3. Oregon Administrative Rules 437-40-030 through 437-40-055 and their application.
4. Workplace inspections to identify workplace hazards.

D. Safety Committee Effective Date:

The effective date per OAR Chapter 437 is March 1, 1991.

POLICY 9.4: USE OF TURNOUTS & SCBA (Self Contained Breathing Apparatus)

- A. Every firefighter shall have full turnout or protective clothing completely donned before boarding any fire apparatus responding to any emergency call or drill; unless otherwise directed by the Officer.

Exception: The driver (engineer) may have turnout coat and helmet available on the apparatus while responding to an emergency call or in route to drill. The protective clothing will be worn at the scene of an emergency.

- B. All firefighters will have full turnouts on at all times while operating on the fire ground.

Exception: EMS personnel may remove any or all parts of the turnouts to perform EMS duties.

- C. Any member of the District who responds to the station for an EMS call not wearing shoes, shirt, and long pants will be required to don turnout pants and boots before boarding apparatus.

- D. Turnouts will be taken with each firefighter on any apparatus taken out of the fire station for driver training. It is recommended that turnout pants and boots be worn while driving to get the feel of driving with protective clothing on.

- E. SCBA USE:

1. All firefighters using SCBAs shall do so under the guidance of Stayton Fire District's Respiratory Protection Program Policy 12.19 including SOP and Instructional Guidelines there within.

- F. SCBA Air Compressor and Cascade Refilling System:

1. Only qualified person will be permitted to operate the breathing air compressor or the cascade refilling system.

POLICY 9.5: FIRE APPARATUS STAFFING

- A. All District fire apparatus staffing will be in compliance with Stayton Fire District Staffing Levels for Response SOP 603.
- B. Normally the driver is the engineer and the officer responding will ride in the officer's seat of the cab, especially on the first engine out of the fire station. The officer may elect to drive if no qualified driver/engineer has arrived by the time the crew has boarded the apparatus and is ready to respond.
- C. Normally, the person riding in the officer's seat will operate the audio warning devices and radio communications. However, if the officer elects to be the driver/engineer they may also elect to operate the warning devices and the radio if it is more convenient or necessary.

POLICY 9.6: HAZARDOUS MATERIALS INCIDENTS

A. Introduction:

Hazardous material incidents may be transported or fixed facilities and involve any substance that poses a reasonable risk to life, the environment, or property when not properly contained

The occurrence of a hazardous materials emergency will require prompt and effective response and coordination of operations between local government, state government, private industry and other support organizations knowledgeable in such operations. Hazardous material incidents may be of such magnitude and severity that County, State and Federal assistance may be required in order to mitigate an incident.

In responding to a hazardous materials incident, the Fire District and other emergency response agencies have a responsibility to the general public not to place themselves in a position as to be unable to respond to other incidents. Therefore, the Fire District and other emergency response agencies will participate in a hazardous material response operation only to the extent to which they determine is within their training and capabilities. This involvement may be limited to determining the public's exposure and implementing initial actions required to protect life, the environment and property. Emergency responders will not implement nor assume responsibility for other response actions; such as control, stabilization, containment, recovery and cleanup, if it is determined that those actions are beyond the Fire District's ability due to lack of knowledge, training, expertise or the availability of personnel or equipment.

B. Responsibility:

The Fire Chief shall insure that all personnel authorized to respond to emergency incidents are familiar with the contents of this policy and have received training as detailed in this policy.

The Training Officer shall insure that all personnel are provided with the training required by this policy.

All personnel who act as incident commanders will insure that the philosophy and strategies detailed in this policy are followed during hazardous materials incidents.

Prior to responding to any emergency incident, regardless of type, District personnel shall receive hazardous materials training, demonstrate competency, and be certified by DPSST to the Hazardous Materials Operations Level Responder. District personnel will limit their activities during hazardous materials incidents to Operations Level Responder. District officers and incident commanders will ensure that District personnel limit their activities at hazardous materials incidents as authorized by this policy.

The District will also provide annual refresher training of sufficient content and duration to maintain District personnel's competency, or shall have District personnel demonstrate competency in those areas at least annually.

C. Operations Level Responder:

All District personnel who respond to emergency incidents, regardless of the type, will be certified at Operations Level Responder. They will be trained to initiate the emergency response sequence by notifying the proper authorities of a hazardous materials release to comply with this policy and may respond to and operate at incidents involving the release or potential release of a hazardous substance for the purpose of protecting nearby persons, property or the environment from the effect of the release. They will operate in a defensive fashion. Their function is to contain the release from a safe distance, safely stop the released materials from spreading and to safely protect exposures.

D. Activities Beyond Operations Level Responder:

If it is determined that activities beyond those authorized at the Operations Level Responder are required, the incident commander will request assistance through dispatch for agencies and personnel authorized to function at that level and insure that District personnel are used only to stabilize the scene, acting only within their abilities, until qualified personnel become available. District personnel are not to become directly involved in activities beyond the Operations Level Responder unless specific training and certification has been obtained which allows them to do so.

District personnel who have received training in the hazards, physical properties and control techniques for fuels, oils and hydrocarbons with similar properties may work to control/contain spills/leaks at emergency incidents.

E. Training and Certification Requirements:

All District response personnel, through training or experience, shall be certified by DPSST to NFPA 472 Standards in the following areas:

1. Operations Level Responder

F. Incident Commander Training:

District Officers who assume control of a hazardous material incident shall receive training to the Hazardous Materials Incident Commander standard as well as training in NIMS.

G. Responding:

All Hazardous material releases, natural gas leaks/breaks, or possible hazardous material incidents at a commercial facility, hospital, school, or care facility will be dispatched as outlined in Santiam Canyon Communications Center Policy 40.1, Personnel responding on district apparatus will be in structural gear and utilize SCBA when needed.

H. On Scene:

All personnel shall utilize the DOT Guidebook for initial actions and the following Safety Precautions outlined in the Guidebook

- 1. Approach Cautiously From Upwind**
- 2. Secure The Scene**
- 3. Identify The Hazards**
- 4. Assess The Situation**
- 5. Obtain Help**
- 6. Decide On site Entry**
- 7. Respond**

Decontamination

Before returning to the station, all personnel shall be decontaminated. The level of decontamination will be determined by the exposure to personnel and material involved. Professional advice on what to do may be necessary in some cases.

Medical Consultation:

District personnel who have been exposed, by direct contact or inhaled, to a hazardous substance(s) during the course of an emergency incident either immediately or subsequently shall be provided with the required medical consultation, followed by medical surveillance as directed by the supervising physician. Medical records of the consultation and the surveillance shall become a permanent part of the member's personnel file.

POLICY 9.7: CONFINED SPACE ENTRY POLICY

A. Purpose

It is the policy of Stayton Fire District that its employees and volunteers will not enter a confined space and that all entries will be made only by certified personnel contracted by the district.

“Confined Space” shall mean a space which by design has limited openings for entry and exit; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous worker occupancy. Confined spaces include but are not limited to, storage tanks, wetwells, pump station dry side, utility vaults, manholes, new construction manholes, etc.

POLICY 9.8: COMMUNICABLE DISEASES

This policy addresses employment and public relations issues arising from communicable diseases in the District workplace. It does not address communicable disease reporting or treatment.

For some diseases, workplace transmission is a real danger. For other diseases, such as Acquired Immune Deficiency Syndrome (AIDS), according to the best medical evidence available, casual workplace contacts among employees and citizens who are infected will not transmit the disease. The nature of each disease will determine the District's response to infected employees and clients.

A. Policy for a Safe Working Environment:

The District recognizes that its employees and clients are entitled to a safe working environment. Employees and job applicants who are communicable disease carriers or who are afflicted with disease systems are entitled to compassion and legal protection against unlawful discrimination. Work restrictions will be imposed only when a disease may be spread in the District workplace. Based on these principles, the District has formulated this policy to:

1. Prevent unlawful discrimination in hiring
2. Educate employees about the ways communicable disease is and is not transmitted
3. Designate a contact person to whom concerned employees can go for information
4. Ensure the confidentiality of information about any employee who contracts a communicable disease
5. Address employment concerns of infected employees
6. Require medical assessment of employees with potentially dangerous diseases
7. Assure that the public is accommodated and that risks to health are minimized
8. Provide for technical assistance on infection control issues
9. Protect the health of employees through a program on universal precautions for blood-borne diseases
10. Avoid disruption or interference with the District's business that could result from unfounded health concerns
11. Specify the oversight of communicable disease issues regarding employees

B. Non-discrimination in Hiring:

The District will not unlawfully discriminate against persons with disease on the basis of their handicap. The following practices are to be followed:

1. Job applicants are not to be asked whether they have any disease or are infected with a disease agent. They are to be asked if they have any physical or mental impairment (including communicable diseases) which would prevent them from doing the job for which they are applying. If they are impaired, they may be asked what sort of

accommodation would enable them to perform the job. If accommodation is required, its reasonableness will be assessed by management as provided for elsewhere in these policies.

2. Job applicants who disclose that they have a disease or are infected will be asked if they can do the job applied for and whether any sort of accommodation is required. The reasonableness of any requested accommodation will be determined by management as provided for elsewhere in these policies.
3. Any applicant known by the District to be handicapped but capable of performing the duties of the job sought, with or without reasonable accommodation, will be given the same consideration as other equally qualified applicants.

4. Confidentiality

The District recognizes that an employee's health concerns are confidential. Employees who have been infected with or who have been exposed to a communicable disease may notify the designated contact person confidentially. Medical information will be kept confidential, consistent with legal, medical and management practices.

Employees infected with a communicable disease or afflicted with disease symptoms are expected to refrain from publicizing their condition in a manner likely to subject the District to adverse publicity or internal controversy. Failure to do so is grounds for discipline, wholly independent of the employee's underlying handicap.

Employees who obtain knowledge that an employee is a communicable disease carrier or are afflicted with disease symptoms will maintain the confidentiality of such information. Failure to do so may result in discipline.

5. Employment of Infected Employees

Employees who are infected with a communicable disease or afflicted with disease symptoms may contact the designated contact person for confidential information about the potential impact of their condition on their employment. Upon request, the designated contact person will assist concerned employees in obtaining information about community resources and psychological counseling available to persons with a communicable disease and their families.

Any employee with a known infectious disease for which there is a known risk of transmission to co-workers or clients will be:

- a. Given reasonable accommodation within the work organization which does not pose a risk of disease transmission, or
- b. If no reasonable accommodation is possible, then he/she will be placed on medical leave, subject to the District's policies on such leave.

Any employee with a known infectious disease for which there is no known risk of transmission in the workplace may continue in his or her position as long as the employee is able to perform his or her job duties safely. If complications of the employee's illness could be caused by ordinary workplace conditions, reasonable accommodations will be made in job assignment to avoid those complications.

The reasonableness of any proposed accommodation will be determined by management and will take into consideration the health and safety of all employees and clients. Supervisors are to consult the designated contact person to obtain District authorization

before making any employment decision on the basis of an employee's actual or perceived infection. Discrimination against such employees on the basis of their handicap will not be tolerated, but no employee will be permitted to work in a position which would create a risk of disease transmission to co-workers or the public.

6. Medical Assessment. If the department head has reasonable basis to believe that an employee has an infectious disease which may pose a hazard to co-workers or clients, the department head will refer to the bloodborne pathogen policy.
7. Business Disruptions Due to Unfounded Health Concerns. If an employee refuses to work with an infected co-worker or serve an infected citizen, and if a supervisor should decide that the co-worker or citizen poses or posed no threat to the health of others, continued refusal or a failure to work with or other disruption of District services may result in discipline, including discharge. Harassment of known or suspected carriers is expressly prohibited and may result in discipline, including discharge.

POLICY 9.9: BLOODBORNE PATHOGENS STANDARD

The Stayton Fire District is committed to the prevention of incidents or accidents that can result in employee injury or illness. As with all District activities, employees will have the most important role in the bloodborne pathogens compliance program. The ultimate execution of much of the Exposure Control Plan will rest in their hands. This exposure control plan is an element of our safety and health program and complies with OR-OSHA's Bloodborne Pathogens, 1910.1030, requirements. The Stayton Fire District Assistant Chief has the authority and responsibility to ensure that all elements of the exposure plan are in place. Employees can read the plan at the Bloodborne Pathogen Compliance Center at each station.

Purpose

The purpose of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials, identify employees occupationally exposed to blood or other potentially infectious material in the performance of their regular job duties, provide information and training to employees exposed to blood and other potentially infectious materials, and comply with OR-OSHA Bloodborne Pathogen standard, 1910.1030.

Exposure Determination

Stayton Fire District employees subject to the OR-OSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned job duties. Although Good Samaritan acts are not covered under the bloodborne pathogen standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or other potentially infectious materials who assist an injured employee but are not required to.

Table 1 lists job classifications and associated tasks identifying employees at risk of exposure to blood or other potentially infectious materials (OPIM). Exposure determinations are made without regard to use of PPE.

Table 1: Employees at risk

Fire Chief, Assistant Chief, Firefighter, First Responders, EMT's	MVA Structure Fires Medical Incidents Rescue Incidents Walk-in Medicals Walk-in Aid Requests Training Incidents
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Table 2 lists job classifications and task in which some employees may have occupational exposure to blood or OPIM.

Table 2: Employees who may be at risk

Administrative Staff	Walk-in Medicals Walk-in Aid Requests
Support Team	Incident Rehab Training Rehab

Policy 9.9 Appendix

Bloodborne Pathogens Exposure Control Plan

Compliance methods

Universal precautions

Universal precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult or impossible-to-identify body fluids as potentially infectious.

Engineering and work practices controls

Stayton Fire District shall use the following controls to eliminate or minimize occupational exposure:

Sharp containers

All contaminated needles and other sharp objects shall be placed in a sharps container as soon as feasible after use. Containers shall be replaced routinely and not allowed to overfill. When moving containers of contaminated sharps from the area of use to a disposal area, all containers shall be closed to prevent spillage or protrusion of contents. No attempt shall be made to remove anything from a sharps container nor should fingers be inserted into sharps containers. Sharps container shall not be emptied or reused.

Safe medical devices

The Stayton Fire District will purchase and use safe medical devices whenever possible. Evaluation of all medical devices shall be completed annually by the EMS committee to determine appropriateness of the device and to investigate new and safer options.

Work practices

Employees shall clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. If 1:10 bleach is used it must be mixed the same day. Place absorptive towels pads and other material used to mop up spills in red plastic bags or designated, labeled containers and treat as biohazardous waste. Employees shall wash their hands upon removal of gloves and other protective gear. If soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels or foams to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as possible. Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur. Do not store food or beverages in refrigerators and freezers and other sites used to store blood or other biohazardous materials. Place biohazard labels on refrigerators or freezers used to store biohazardous material.

Personal protective equipment (PPE)

PPE is provided at no cost to employees. Employees receive training in its use, maintenance, and disposal annually.

Storage area

Each apparatus is stocked with protective clothing for incident response. Station 80 EMS supply room is the storage area for bloodborne protective gear. Supplies, stored at each station, include disposable gloves, mouth and eye protection, impervious disposable coveralls and booties, resuscitation devices, large heavy-duty plastic bags and ties, sharps containers, biohazard signs or labels, absorbent pressure dressings for wounds, housekeeping items such as disposable absorptive material for cleaning up spilled blood, rubber gloves, and bleach solutions or germicides.

PPE use and disposal

Any employees engaging in activities that may involve direct contact with blood, or other potentially infectious materials, contaminated objects, mucous membranes, or open wounds must wear medical grade or better disposable gloves. Employees shall use appropriate PPE to clean up spill areas, perform medical equipment cleaning, when performing routine housekeeping tasks in areas that are likely to be contaminated with blood or other potentially infectious materials, and when handling any potential contaminated waste or laundry. Face shields or goggles with disposable surgical masks shall be worn whenever splashes spray or spatters of blood droplets or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Wear impermeable disposable coveralls and booties whenever contamination of skin not protected by gloves or face shields is anticipated, such as a traumatic injury with significant blood loss. Use resuscitation devices, which minimize contact with mucous membranes, to perform cardiopulmonary resuscitation. All personnel shall remove used personal protective equipment at the exposure location or as soon as feasible to avoid contamination of other work areas. Place in a biohazard container or in a plastic bag with a biohazard label. Potentially contaminated PPE shall not be taken from the Fire District stations.

Housekeeping

All employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces. Clean and decontaminate all equipment and working surfaces after completion of procedures in which blood or body fluids contaminated with blood are handled and immediately, or as soon as feasible, when surfaces are overtly contaminate with blood. Use chemical germicides or solutions of 5.25 percent sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. If 1:10 bleach is used it must be mixed fresh daily. Commercially available chemical germicides approved for use as hospital disinfectants and effective against HIV/TB may also be used. Broken glassware or glass items must not be picked up directly with the hands. Use a mechanical means, such as a brush and dust pan, tongs, or forceps. Handle as a biohazardous waste. Decontaminate equipment used to pick up glassware with a 1:10 bleach solution or an approved germicide.

Contaminated laundry

Handle any non-disposable linen or any other clothing using disposable gloves. Minimize the time spent handling laundry; bag laundry as close as possible to the location where it was used. Place laundry in a bag that prevents soak-through and/or leakage of fluids to the exterior. Place a biohazard label on the bag. Employees shall not wash contaminated items at home. Some contaminated items may require being sent to an approved facility for decontamination. For those items that can be decontaminated in house, the Stayton station commercial washing machine may be used. The procedure for this is as follows: wash contaminated linen in warm water with liquid bleach or a commercially available equivalent. After wash is complete, run an empty cycle with warm water and bleach through commercial washer, followed by a hot water only rinse. Cleaned linens then may be dried in the residential type dryer upstairs at the Stayton station. Make an effort to ensure potentially contaminated patient linens and clothing articles remain with the patient and any reusable linens used on that incident may be sent with ambulance personnel for laundering. These items shall be appropriately bagged prior to transport and

ambulance personnel notified of items. Employee clothing and apparel that have been contaminated shall be washed at the Stayton station prior to returning the item to personal residences. If you are unsure about decontamination of an item please contact your immediate supervisor for assistance.

Regulated waste

Stayton Fire District employees shall place regulated waste in containers that are provided at each of the Stayton Fire District stations. The containers shall be constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. Employees shall not overfill the waste containers and shall never compact materials in any waste receptacle in the Stayton Fire District due to the potential of sharps waste. Marion County Environmental Waste provides regulated waste containers and pick up for the Fire District disposal of biohazard waste. The small containers at the Marion, Mehama and Elkhorn stations shall be transported by Fire District facilities staff to the large container at the Stayton station. The administrative office shall be notified when the container is full and to be picked up by Marion County Environmental Waste personnel.

Labels and signs

It is the Stayton Fire District's policy to affix warning labels to laundry bags, containers of regulated waste, refrigerator units and containers used to store or transport, or other potentially infectious materials. Red bags or red containers can be used instead of labels.

Hepatitis B vaccine

The hepatitis B vaccine series and titer shall be offered, at no cost, to whoever may have potential exposure to bloodborne pathogens within 10 working days of their initial assignment. Any employee that may have potential exposure to bloodborne pathogens but declines the vaccination series shall sign a declination of vaccination statement. If an employee initially declines, they may receive the vaccination at a later date. Previously vaccinated new hires must provide a vaccination record that includes the vaccination dates. Employees must sign a declination statement if the vaccination record is not available and revaccination is declined or not appropriate. The Information Manager at the Administrative Office shall schedule vaccinations at the Santiam Hospital or with the Stayton Fire District Physician and will keep employees vaccination records in their medical files.

Exposure incident and post-exposure evaluation and follow-up

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of employees' duties. It is Stayton Fire District's policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water. Immediately flush contaminated eyes or mucous membranes with copious amounts of water. The employee who was exposed shall notify his/her immediate supervisor of the exposure, the employee's supervisor shall be responsible for notification of the Stayton Fire District duty officer. If the exposure is determined to be significant, the employee shall be transported to the Emergency Room at Santiam Memorial Hospital for medical evaluation as soon as possible after the exposure incident in order that post-exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation shall include the route(s) of exposure and the exposure incident circumstances, identification and documentation of the source individual, where feasible, exposed employee blood collection and testing of blood for HBV and HIV serological status, post-exposure prophylaxis, where

indicated, counseling, and evaluation of reported illnesses. Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Santiam Memorial Hospital emergency room provides post exposure medical evaluations and post-exposure follow-up after an exposure incident. A copy of the Bloodborne Pathogen standard, 1910.1030, and an exposure packet shall be provided to the hospital when the employee who was exposed is sent to the emergency room for medical evaluation.

Information provided to the health care professional

The Assistant Chief is responsible for ensuring that the health care professional who evaluated the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of the exposure
- The results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including vaccination status

Health care professional's written opinion

The Assistant Chief will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation. The health care professional's written opinion shall be limited to the hepatitis B vaccination, to whether the vaccination is indicated and whether the employee has received the vaccination, and the post-exposure evaluation to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about any medical conditions resulting from exposure to blood or other potentially infectious materials that may require further evaluation or treatment.
- All other medical information and communication between the health care professional and the employee is confidential and shall be treated as such.

Training and training records

All Stayton Fire District employees who have occupational exposure to bloodborne pathogens or other potentially infectious materials shall receive training on the epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program shall include the following topics:

- An explanation of activities and tasks that may involve exposure to blood and other potentially infectious materials.
- How appropriate engineering controls, work practices, and PPE will prevent or reduce exposure
- The basis for the selection of PPE - the types, use, location, removal, handling, decontamination, and disposal procedures
- Hepatitis B vaccine information including that the vaccine is provided at no cost, the benefits of being vaccinated and methods of administration
- Employer responsibilities for post-exposure evaluation and medical follow-up - how and who to contact should an exposure incident occur
- An explanation of the signs and hazard labels
- How to review or obtain a copy of the exposure control plan and the standard

The Training Officer shall ensure all employees receive BBP training prior to their assignment to tasks in which occupational exposure may occur. Training shall be repeated every 12 months or sooner if there are new tasks or changes to the existing procedures/tasks. Training records shall be maintained at the Stayton Fire District Administrative Office for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

Record keeping

Stayton Fire District shall maintain medical records for employees with occupational exposure to bloodborne pathogens. This record shall contain the employee’s name, social security number, and hepatitis B vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee’s ability to receive the vaccination. Medical records are kept for the duration of employment plus 30 years in accordance with OR-OSHA’s Access to Employee Exposure and Medical Records standard, 1910-1020. Medical records are confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records shall be kept in the employee’s medical file:

- The results of any examination, medical testing, and follow-up procedures.
- A copy of the treating physician’s written opinion to the employer.
- A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Stayton Fire District employees shall record every needle stick on the OSHA 300 Log and all other exposure incidents that result in medical treatment, (e.g. amma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc.) on the OSHA 300 Log. These records shall be retained for five years.

Plan evaluation and review

The Stayton Fire District shall review the exposure control plan and update it as least annually. The Assistant Chief is responsible to ensure the annual review is completed. Sign and date this exposure plan when the review has taken place.

Signature: _____ Date: _____

POLICY 9.10: LOCK OUT/TAG OUT PROCEDURE

General

The following simple lock out/tag out procedure will be provided to assist the District in meeting OAR 437, Division 2, General Occupation and Health Rules, Subdivision J.

Lock Out Procedure

This lock out procedure has been developed for the Stayton Fire District.

Purpose

This procedure establishes the minimum requirements for the lock out of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. When the energy isolating devices are unable to be locked out, tag out will be used.

Compliance With This Program

All employees will be required to comply with the restrictions and limitations imposed upon them during use of lock out. The authorized employees will be required to perform the lock out in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment.

Note: Failure to comply with this procedure could result in disciplinary action by the Chief of the District.

Sequence of Lock Out

1. Notify all effected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. District personnel will be notified of servicing or maintenance of machines or equipment by the use of signs warning against the starting or use of the machine or equipment.
2. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. by trained personnel.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
8. The machine or equipment is now locked and/or tagged out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Only the person who locked out or tagged out the machine or equipment may remove or give permission to remove lockout/tagout device(s).
5. Remove the lock out device(s) and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Alternative Methods

1. When lockout or tagout is not used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy.
2. Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task.

3. For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shut-off valve. A control-reliable dual channel hardwired circuit of industrially rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding system, must be used.
4. Under all circumstances, the individual must have exclusive personal control over the means to maintain the state of the control circuit in a protective mode.

Exposure Survey

1. Stayton Fire District will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

Training

1. Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand Stayton Fire District's energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:
 - a. Affected employees will be trained in the purpose and use of energy-control procedures. *An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.*
 - b. Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. *An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.*
 - c. Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
 - d. Employees will be retrained annually to ensure they understand energy-control policy and procedures.
 - e. Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.
2. Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

Inspections of written energy-control procedures

1. Stayton Fire District will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. This will be documented and will include the following:
 - a. The equipment on which the procedure is used
 - b. The date of the inspection
 - c. The employees included in the inspection
 - d. The inspector
2. If an inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained and the procedure's deficiencies corrected.
3. The inspector must understand the procedure and must be someone other than those following the procedure at the time of the inspection. Each procedure's accuracy, completeness, and effectiveness must be verified.
4. If the inspection covers a procedure for equipment with an energy-isolating device that can be locked out, the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.
5. If the inspection covers a procedure for equipment with an energy-isolating device that can only be tagged out, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

Updated Lockout/Tagout 1/9/12, 10/13/2014

POLICY 9.11: CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Overview

The District considers its employees and volunteers to be the most valuable asset and is concerned about their safety, health and well-being. Because the response to incidents where deaths caused by self-infliction, accidents or natural causes, incidents with traumatic injuries, and to other incidents where potential short term or long term harmful effects on District personnel may occur, the District has established a Critical Incident Stress Management (CISM) policy. The policy was also established because there are normal reactions to abnormal situations which could affect the performance and general physical and mental health of the employee or volunteer, which may jeopardize the safety of co-workers and the general public.

The District's goal is to maintain a work environment that is free from stress caused by response to incidents where potential harmful effects on District personnel could occur.

Scope

This policy shall apply to all District personnel.

Responsibility

It shall be the responsibility of the District Support Division Chief to maintain an ongoing Critical Incident Stress Management program.

Procedure

CISM activation shall be as outlined in SOP

Updated Critical Incident Stress Management 9/8/2014

POLICY 9.12: HEARING CONSERVATION PROGRAM

Purpose

To establish and maintain a program to monitor and protect District employees against the effects of work related noise exposure.

Employee noise exposure shall be computed in accordance with OSHA regulations with regard to attenuation (hearing protection).

Protection against the effects of noise exposure will be mandatory whenever the sound levels exceed 86 decibels. Whenever possible, administrative or engineering controls will be utilized to reduce employee exposure and/or noise levels.

Training

Employees will be trained annually in the effects of noise on hearing, proper hearing protection and its purpose.

A summary of the OSHA standard will be available for any employee.

Monitoring Noise Levels

The District Safety Officer will be responsible for monitoring noise levels on new pieces of equipment or when requested by any employee. The results of noise level monitoring tests will be available upon request.

Hearing Protectors

All employees exposed to noise levels greater than 85 decibels must wear approved hearing protection during time of exposure. The District will provide hearing protection equipment.

POLICY 9.13: EMERGENCY INCIDENT ACCOUNTABILITY (PASSPORT SYSTEM)

Policy

It shall be the policy of the Stayton Fire District to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of the Stayton Fire District in emergency incident mitigation without entering the PASSPORT SYSTEM is unauthorized.

Definitions

Company Officer: Officers and Acting Officers in charge of engine companies, ladder companies or teams.

Emergency Incident: Any situation to which the Fire District responds to deliver emergency services, including rescue, fire suppression, medical treatment, and other forms of hazard control and mitigation.

Emergency Incident Perimeter: Any area where, for safety reasons, the public is not allowed access.

Helmet Shield: A plasticized or leather shield, backed with Velcro that attaches to the front of a member's helmet. The helmet shield has letters and/or numbers identifying a command, company, unit, or administrative assignment.

Incident Termination: The conclusion of Fire District operations at the scene of an incident, as signified by the departure of the last unit from the scene.

Name Tag: A Velcro backed plastic tag with a Member's last name and color identification for rank.

Passport: Approximately 2" x 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix name tags to passports.

- A. **Primary Passport:** White, flexible passport kept on a portable radio
- B. **Back-up Passport:** White, flexible passport kept on the door or dashboard of the apparatus.
- C. **Reserve Passport:** Green, rigid passport kept on the door or dashboard of the apparatus.

Passport System: A procedure that utilizes helmet shields, passports, name tags and status boards to track the assignment of commanders, companies, teams, and individuals at an emergency incident.

Passport System Make-Up Kit: A kit designed to expand the passport system at large incidents and provide immediate replacement for lost or damaged system materials.

Roll Call: A poll of all teams at an emergency incident to account for all personnel at that incident.

Status Board: A large, hard plastic board with Velcro strips upon which commanders hold passports of assigned teams and take notes.

Team: A group of two (2) or more firefighters who work together and are responsible for each other's safety.

Team Leader: Usually a company officer or member assigned or selected as the team leader.

Velcro Pad: A permanently attached Velcro pad on a portable radio (or specified location) to which passports are attached.

Procedure

The Stayton Fire District shall use the EMERGENCY INCIDENT ACCOUNTABILITY (PASSPORT) system as adopted by the Marion County Fire Defense Board, in conjunction with the Incident Command System, to identify individual members of a team and their assignment, and account for the assignment of teams and units at an emergency incident.

The Passport System shall be expanded to accommodate multiple-alarm companies and mutual aid companies.

Responsibility

Commanders at an emergency incident shall use the Passport System to account for those officers, companies and teams within their direct span of control, as outlined in this procedure.

Commanders, team leaders and firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief and reassignment of fatigued or injured crews or members.

Company officers, team leaders and individual firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.

A. Team members must always be in contact with each other through one of the following methods:

1. VOICE (Not by Radio)
2. VISUAL
3. TOUCH

Exception: Radio or phone contact is permissible for apparatus operations, chief officers and commanders, lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response.

B. If a team member is in trouble, the other member(s) of the team shall take appropriate steps to:

1. PROVIDE DIRECT HELP
2. CALL FOR HELP
3. GO GET HELP

C. Members will stay together as teams when in the emergency incident perimeter and as otherwise directed by the Incident Commander, until the incident is terminated.

Maintenance of Shields and Passports

- A. Company officers and/or team leaders shall be responsible to supervise the maintenance and proper placement of helmet shields and passports during the entire shift of duty and at emergency incidents.
- B. At the beginning of each alarm, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
1. The correct helmet shield on their helmet
 2. Their name tags on the correct primary and back-up passports
- C. Where staffing allows for two teams, company officers will pre-assign the members of the teams and the team leader of squads.
- D. Company officers are responsible for members under their direct control. When a team is split away from the company officer to a different commander, that commander and team leader are accountable for that team.
- E. Individuals assigned to sector functions such as training, fire prevention, etc., must have a helmet shield for that division.
- F. Materials and supplies for the ongoing support of the passport system (spare tags, Velcro, etc.) shall be maintained by the Safety Committee.

Passport System Implementation

Materials:

- A. The Passport System utilizes removable helmet shields, primary and backup passports, name tags and portable status boards.
- B. Helmet shields
1. Each apparatus shall have a reflective helmet shield for each assigned team member responding on that apparatus. The purpose of the helmet shield is to clearly identify the member's unit or team to which the member is assigned.
 2. All helmet shields are to be kept on the designed riding position of the apparatus when not actually on a helmet.
 3. Helmet shields shall be in place on the member's helmet BEFORE participating as an in-service team member.

4. Helmet shields shall be color-coded as follows:

- a. Chief Officers - White
- b. Officers - Red
- c. Firefighters - Yellow

C. Passports

1. The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.

2. Passports are a three-part board that contain the following information:

- a. Top portion contains
 - (1) Apparatus Number
 - (2) Squad Number
 - (3) Blank

EXAMPLE: Engine 825

- b. Middle portion holds team members' name tags

- c. Bottom portion is for recording notes, such as "time of arrival" or "assignment"

3. Passport color codes:

- a. White - Primary and back-up. Normally used by everyone at the incident.
- b. Green - Reserve

4. There shall be two white passports (one primary and one back-up) provided for each on-duty Chief, company, unit and team.

- a. The primary passport (flexible center) shall be attached to the Officer's portable radio until used as a passport for entrance into an emergency incident perimeter.

- b. The back-up passport (flexible center) is an exact duplicate of the primary passport and is used as follows:

- (1) For identification of team members when the primary passport is unavailable.
- (2) Back-up passports are kept in standard locations on the apparatus dashboard or door.

- c. Reserve passports (green)

- (1) Engraved, company-designated, green rigid passports are kept on the dashboard or door.

- (2) Blank passports are carried in command vehicles or other vehicles and are used for:

- (a) Temporary replacement of engraved, company-designated passports that have been placed in service.
- (b) Additional make-up companies and mutual aid companies that respond to the incident scene without passports.

D. Name Tags

1. Each uniformed member of the Fire District shall maintain a minimum of four Velcro name tags.
 - a. Before responding with the apparatus, three name tags will be attached to three passports located on the pump panel of each engine, and all other vehicles will have the passports located on the dashboard or door.
 - b. Exceptions
 - (1) When responding on apparatus such as a rescue, support or other apparatus that can respond without the engine company, the firefighters attach their first three name tags to the primary and back-up passport of that rescue, support, or other apparatus. When responding with the engine company, they should take their tactical direction from the engine company officer until reassigned. Until reassigned, they should piggyback their passport to the engine company passport as soon as possible.
2. Four (4) name tags are attached with Velcro to the underside of the rear brim of the member's helmet.
3. Company officer and team leader name tags are the first name tags on the passports.
4. Engineer name tags will be the second name tag on the passports, upside down.
5. Firefighter name tags will be below engineer name tags on passports.

Emergency Incidents

Reporting to the incident:

- A. When a company or team reports to an incident, staging, division or group commander, they transfer their primary passport(s) to that commander, except as defined below:
 1. Primary passports will remain with the officer or team leader on the portable radio, when available.
 - a. They are the only unit at the incident
 - b. They are a committed first arriving unit(s) at an incident before the establishment of a command post or have passed command
 - c. They are on or directed to a remote side of an emergency incident before the establishment of a division command
 2. When first arriving teams that have not transferred their passports to a command function leave a hazardous area, they will report their team status to the incident commander by radio or personal contact. The commander will:
 - a. Direct the unit or team to a command function or new assignment where they will transfer their passport(s).

During Emergency Incidents:

- A. Commanders will require the transfer and use of passports at every incident with an established staging area, division or group commander, or a multiple alarm fire.
- B. Staging area commanders will record the time that teams report to staging.
- C. When a commander (incident, division or group) relieves a team, the commander will:
 - 1. Confirm with the team leader that all team members are accounted for
 - 2. Return the team's passport(s) to the team leader
 - 3. Direct the team leader to staging or another command function, and
 - 4. Advise the designated commander that "E-805" has been directed to report to that commander. The receiving commander WILL ACKNOWLEDGE and record that information on the status board.

Roll Call:

- A. Commanders and team leaders will conduct an emergency incident roll call using the passport system as follows:
 - 1. When a team is relieved of an assignment and transferred to a different command, commanders will confirm that team leaders have conducted a roll call
 - 2. When a commander presumes a firefighter or team is missing or trapped, the commander will start rescue efforts AS SOON AS POSSIBLE at the last known location. The incident commander will then conduct a roll call of the emergency incident to confirm the status of missing personnel
 - 3. When there is a catastrophic change in the incident, such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
 - 4. When the incident commander or team leader determines that a need for a roll call exists

Required Material:

- A. The Safety Committee shall order materials and supplies to maintain the passport system as follows:
 - 1. Two engraved passports (two white soft, one green rigid) for each possible team of two or more persons from a company, command vehicle, special unit or reserve apparatus
 - 2. One helmet shield for each position on all apparatus
 - 3. Replacement name tags for lost or damaged equipment
 - 4. Green engraved rigid passports for each assigned passport
 - 5. Velcro pads for dashboards and pump panels
 - 6. One status board for each first out vehicle.
 - 7. Passport system make-up kits for command vehicle to contain materials as follows:
 - a. Two status boards in the make-up kits
 - b. Twelve blank green passports for make-up kits

- c. Four feet of 2" wide white Velcro for making name tags and temporary helmet shields, one pair of scissors, four extra grease pens and one roll of 2" wide medical tape.
- d. Make-up helmet shields in command vehicle.

Location of Materials:

- A. The Safety Committee will direct the placement of materials for the passport system on apparatus and equipment.