NORTH SAN JUAN FIRE PROTECTION DISTRICT

Standard Operating Procedures

TABLE OF CONTENTS

Page #

Section 1 – Emergency Operations 1

1.1 Incident Command 2
1.2 Policy for Use and Operation of Department Vehicles and Apparatus 5
1.3 Emergency Response Policy 9
1.4 Use of Self-Contained Breathing Apparatus (SCBA) and "2 In 2 OUT" 11
1.5 Infection Control 14
1.6 Protective Clothing and Equipment 18

Section 2 – Emergency Medical Services 20

2.1 Medical Aids 21
2.2 Determination of Death 23
2.3 Patient Confidentiality and HIPAA Compliance 26

Section 3 – Communications 28

3.1 Radio Communications 29

Section 4 – Ethics 35

4.1 Drug and Alcohol Policy 36

Section 1
Emergency Operations

SOP 1.1 Incident Command

Date Written:	**8/1/03**	**Written By:**	**Orion Clemens, Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department that it will respond to calls for service in an organized and deliberate manner following the principles of the Incident Command System (ICS) and Chain of Command.

II. PURPOSE

To establish a policy for utilizing the Incident Command System to promote the safety of personnel operating at emergency incidents and to facilitate effective and organized tactical operations.

III. SCOPE

This policy shall apply to all members of the Department participating in emergency operations.

IV. PROCEDURES

Definitions: As used in this section,

"**Incident Command System**" shall mean: the system by which emergency response is managed, as is used by the California Department of Forestry and Fire Protection (CDF) and the Inter-agency Fire Command Center in Boise, Idaho.

"**Chain of Command**" shall mean: the command system which the North San Juan Volunteer Fire Department uses to maintain a command structure by vesting authority in rank, similar to the command system employed by the United States military forces and other public safety agencies nationwide.

"**Duty Officer**" shall mean: the firefighter or fire officer on duty at a scheduled time who has been assigned to the temporary rank of captain for the purpose of having a specific firefighter or fire officer assigned to manage emergency incidents and other in-field department business.

A. When responding to or at scene of an emergency, all personnel will adhere to the Incident Command System at all times.

B. The Duty Officer will assume incident command while in route until a unit arrives at scene (order additional resources, etc.).

C. The Incident Commander shall be the first fire/rescue unit at scene, who will assume incident command for fire/rescue operations and will maintain command until relieved by the Duty Officer or an officer of higher rank.

D. On arrival, the first in unit shall:

   1. Notify the ECC upon arrival.

   2. Provide a brief size-up of the situation. The following information shall be provided at a minimum:

      a. Fires: (1) The size and type of structure or situation encountered and (2) the extent of involvement.

      b. Motor Vehicle Accidents (MVA): (1) Location, (2) how many vehicles, (3) type of MVA (roll over, side impact, etc.) and (4) if the road is blocked or open.

E. Give instructions to incoming units.

F. Transfer or passing of command will be done face-to-face whenever possible.

G. The highest-ranking officer will assume command at every fire and every other incident requiring a triage, safety and/or operations officer.

H. The Duty Officer or first department officer on scene will assume command and remain in command unless relieved by someone of equal or higher rank (notwithstanding Section 1.1-IV-S).

I. The Duty Officer will not assume command if Incident Command has already been established by a department officer.

J. All communications with the ECC will go through the Incident Commander after Incident Command is established.

K. The Incident Commander will make all requests for additional resources.

L. No member of the department will give or receive orders unless they are through the Incident Commander or their scene supervisor.

M. No member of the department will give information, receive or give orders to another agency (CHP, ambulance, newspaper, etc.) unless approved to do so by the Incident Commander or Public Information Officer.

N. The incident commander will appoint a Safety Officer and a Public Information Officer to every incident involving fire, MVA involving two or more vehicles with two or more patients, or any other emergency scene that presents a significant hazard to fire department personnel or the public or significant property damage.

O. The Incident Commander will appoint a triage officer at every emergency scene that involves three or more patients.

P. The Incident Commander will appoint an Operations Officer to every fire and every MVA requiring extrication or other technical rescue.

Q. The Incident Commander will be responsible for setting up the accountability system when applicable.

R. The Incident Commander will be responsible for terminating the incident and all paperwork being completed.

S. On incidents involving other fire agencies (CDF, TNF, BLM, State Parks, mutual aid), this policy will not be effected, except that incident command should be passed to the first arriving officer of the agency with primary jurisdiction.

SOP 1.2 Policy for Use and Operation of Department Vehicles and Apparatus

Date Written:	**8/1/02**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Fire Department that its vehicles and apparatus be operated at all times in a safe, lawful, and courteous manner for authorized use by properly trained and qualified personnel.

II. PURPOSE

To establish policy that will promote safe vehicle operations and thereby reduce the risk of accidents and injuries to fire personnel and the public.

III. SCOPE

This policy applies to all drivers of Department owned emergency vehicles or privately owned vehicles used in response to a Department incident.

IV. POLICY FOR USE OF DEPARTMENT VEHICLES

Definitions: As used in this section,

"**Department**" shall mean: the North San Juan Volunteer Fire Department;

"**Vehicle(s)"** shall mean: all vehicles and apparatus owned and operated by the Department which are licensed to be operated on roads and highways;

"Personnel" shall mean: all active, sworn firefighters of the North San Juan Volunteer Fire Department;

"Code 3" shall mean: emergency response with the use of red lights and sirens.

A. Personnel shall drive in a safe, lawful, prudent and courteous manner at all times while driving Department vehicles or when responding to calls for service in private vehicles.

B. While responding to emergency incidents Code 3, drivers shall govern their speed and determine the need for use of lights and siren by the traffic, weather and road conditions present at all times. At times when a Code 3 response is necessary and prudent, all red lights and warning beacons on the vehicle shall be activated and the siren shall be used as needed. In most areas in the jurisdiction of the Department, the use of lights and siren while driving is not needed, in that by

observing the rules of the road, safety is promoted and a negligible amount of response time is lost. Drivers shall only use red lights and siren to be exempted from the rules of the road when the driver determines it is safe, lawful and reasonable to do so. During emergency response, drivers shall at all times use caution and drive with due regard for the safety of the public.

C. While responding to non-emergency incidents, drivers will obey all traffic laws including the posted speed limit, with due regard for the safety of the public, their crew and themselves.

D. The maximum speed of travel when responding Code 3 should not exceed 10 mph over the posted speed limit when driving in optimal conditions with due regard for the safety of the public, the crew and themselves. Maximum speed for water tenders and other heavy-load vehicles shall not exceed and may at times be slower than the posted speed limit.

E. The laws of the California Vehicle Code will be adhered to at all times.

F. During an emergency response, drivers shall bring their vehicles to a complete stop for any of the following:

1. At all stop signs.
2. When encountering a stopped school bus with flashing red lights.
3. Blind intersections.
4. When other intersection hazards are present.
5. When the driver cannot account for all lanes of traffic in an intersection.
6. When directed by a law enforcement officer.

After making a complete stop for any reason, drivers shall not proceed until they have made eye contact with oncoming motorists and it is clear the driver of the emergency vehicle has been given the right-of-way, or no other vehicles are approaching.

G. Seatbelts will be worn at all time when vehicle is moving.

H. Only personnel who have been authorized to drive the apparatus may drive the apparatus. All drivers must have completed the department's 16-hour Emergency Vehicle Operations and Driver Training Course or equivalent training.

I. The driver of the apparatus must have the proper class of California license for that apparatus.

J. If there is more than one person in the apparatus, the passenger will operate the radios, emergency lights, siren, etc.

K. Wheel chocks and the vehicle's parking brake will be applied at anytime the driver has exited the driver's seat (except when parking in the engine bay).

L. Whenever possible, while driving a Department vehicle in reverse, a backer will assist the driver with hand signals. When using a backer, if the driver loses sight of the backer, the driver will stop the apparatus until the backer comes back into view.

M. When arriving at scene in any Department apparatus the driver will park in a location that is safe, causes the least amount of traffic congestion, leaves access for ambulance or other emergency vehicles, leaves a means of egress, scene safety, and/or as directed by the Incident Commander.

N. When returning the apparatus to its proper station after a call, the vehicles operator will be responsible for returning the apparatus to a response-ready condition. A complete examination of the vehicle will be done and any deficiencies will be documented and the station captain will be alerted of the deficiencies.

V. RESPONSE POLICY – PRIVATELY OWNED VEHICLES

A. While responding to an emergency incident in a private vehicle, all vehicle and traffic laws (including the rules of the road and mechanical and equipment requirements) shall be obeyed at all times.

B. Hazard flashers will not be used at any time while responding in a privately owned vehicle except when the vehicle is parked.

C. Personnel will not respond in a privately owned vehicle unless they are properly equipped (turnouts, nomex, PPE's, etc.) **AND** the location of the scene is between the firefighters present location and the nearest fire station or is in the immediate proximity of the firefighters location, or; the firefighter is needed at scene and all Department apparatus is currently unavailable or it is otherwise impossible for the firefighter to respond in Department apparatus.

D. When arriving at scene in a personal vehicle, the driver will park at a location that is safe, off the road and will not obstruct access for emergency vehicles.

VI. RESPONSIBILITIES

A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.

B. When a driver is under direct supervision of an officer, the officer shall be responsible for immediately correcting any unsafe condition.

C. No person shall drive Department vehicles for any reason while under the influence of alcohol, illegal drugs, prescription drugs, non-prescription drugs, sleep deprivation or any other substance or factor that impairs the driver's ability to operate the vehicle. Violation of this section will result in suspension or termination or both of the offending personnel from the department**.**

D. Drivers should not allow persons other than personnel to passenger in Department vehicles. Exceptions can be made by a Department officer.

SOP 1.3 EMERGENCY RESPONSE POLICY

Date Written:	**8/1/03**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department to respond to all requests for emergency response and public service in accordance with the North San Juan Fire Protection District mission statement and within social, political and economic constraints to mitigate and prevent fire, loss of life, injury and property damage. Calls for service will be prioritized by the nature of the call, and the North San Juan Volunteer Fire Department's mode of response to calls for service will be dictated by the reported nature of the call.

II. PURPOSE

To establish policy that promotes safety for firefighters and the public and provides a guideline by which firefighters responding to calls for service can more accurately determine whether or not the call is a true emergency that would necessitate the use of a "Code 3" response.

III. CATEGORIES OF RESPONSE

A. True Emergency (Code 3): Those incidents which responding personnel reasonably believe are life-threatening and/or pose a significant threat to property or the environment. Nothing in this section shall withstand the provisions of Sections 1.1 and 1.2. The initial response to the following types of incidents should be considered true emergencies and response should be made Code 3 (with the use of emergency lights and sirens):

1. Reported structure fire.
2. Reported vegetation fire.
3. Emergency medical service and motor vehicle accident incidents (notwithstanding Sections 1.3-III-B-4 and 1.3-III-B-5).
4. Reported man-made or natural disaster involving the significant potential for injury or death and/or the destruction of property.

B. Non-Emergency: Those incidents that are not immediately life-threatening and do not pose a significant threat to property or the environment. The initial response to the following types of incidents shall not be considered emergency response:

1. Public assist calls.
2. "Debris checks" – dispatches to reports of illegal or unsafe controlled fires.
3. Response to an incident that requires staging for law enforcement.
4. Vehicle accidents reported as non-injury.
5. Medical aids not reported as immediately life-threatening (i.e. reported as "broken finger").
6. Any call for service that, as reported, does not lead responding personnel to reasonably believe the incident is immediately life-threatening or poses a significant threat to property or the environment.

SOP 1.4 USE OF SELF-CONTAINED BREATHING APPARATUS (SCBA) AND "2 IN 2 OUT"

Date Written:	**8/1/03**	**Written By:**	**Orion Clemens, Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department that its firefighters and rescue personnel will, when performing operations in hazardous or potentially hazardous environments due to airborne contaminates (smoke, fumes, etc.), employ the use of Self-Contained Breathing Apparatus (SCBA). Safety procedures applicable to the use of SCBAs must be strictly followed, which include proper training and qualification, respiratory and fit testing, the "2 in + 2 out" practice, and scheduled equipment maintenance.

II. PURPOSE

A. To establish policy for fire department personnel engaging in interior firefighting operations at structural and vehicle fires where an Immediate Danger to Life and Health (IDLH) atmosphere exists or could likely exist.

B. To improve fire ground safety of firefighting personnel operating in hazardous atmospheres and conform to Cal-OSHA regulations per CCR Title 8, Section 5144.

III. SCOPE

This policy applies to all personnel. This policy is to be used at all structure fires where an interior attack is to be made and at all other incidents where entry is made into or operations are carried out in what may be a hazardous atmosphere.

IV. COMPLIANCE

A. OSHA defines firefighting operations as "the physical activity of fire suppression, rescue, or both, inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage." Further, OSHA states, "Any structure fire beyond the incipient stage is considered to be an IDLH atmosphere."

B. According to Cal-OSHA a back-up team of at least two firefighters must be assembled when:

1. Two personnel are involved in interior firefighting operations,

2. Operating with SCBA's in an atmosphere which is IDLH (Immediately Dangerous to Life and Health),

3. The atmosphere has the potential to be IDLH, or

4. The atmosphere has an unknown IDLH.

C. At least two trained firefighters must be present on the fire ground in full protective clothing, including SCBA's, and designated as the back-up team/Rapid Intervention Crew (RIC) prior to entry in a structure unless the following exceptions exist:

1. The fire is in the incipient stage and can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or SCBA's.

2. The first-arriving personnel at scene find an imminent life-threatening situation, where immediate action may prevent the loss of life or serious injury.

D. Benchmarks for implementing the above exceptions are at the discretion of the Incident Commander. Examples of such benchmarks include:

1. Knowledgeable bystander advising firefighters there is a trapped victim.

2. Single-family residence during early morning hours with signs of occupancy.

3. Light smoke and low heat such that SCBA's are not required.

E. The IC must be able to articulate, justify and document the decision-making process.

V. PROCEDURE

The following guidelines shall be adhered to when the first-arriving personnel engage in interior firefighting operations:

A. Firefighters entering an IDLH atmosphere must do so in teams of at least two while maintaining either voice or visual contact with each other, or are tethered together using a signal rope or similar means. *Radios or other electronic contact shall not be substituted for contact between firefighters engaged in interior attack.*

B. An initial back-up team/Rapid Intervention Crew (RIC) of at least two other fully trained firefighters in full protective clothing including SCBAs must remain outside the IDLH atmosphere, monitoring those activities of the firefighters within the IDLH atmosphere and be prepared to initiate rescue of those firefighters. The RIC is to monitor both command and tactical radio traffic. If the RIC initiates a rescue, the Incident Commander must begin to reorganize the fire ground to develop a back-up RIC. Whenever a RIC is activated, ALS transport should be requested.

C. One of the firefighters assigned to the RIC is required to monitor those firefighters within the IDLH atmosphere. Monitoring should include: maintaining constant awareness of the number and identity of the interior firefighters, their

location and function, and their time of entry. This monitoring may be accomplished by either direct voice, visual or radio contact.

D. The other RIC member may be assigned to an additional role (i.e., Incident Commander or Safety Officer), so long as this individual, by abandoning his/her assignment(s) in order to engage in rescue operations, *will not* "clearly jeopardize the safety or health of any firefighter working at the incident." These RIC personnel must be in full protective clothing, including SCBAs.

E. When resources become available, a dedicated RIC should be established at the direction of the Incident Commander at any structure fire or incident with an (potential) IDLH atmosphere. Unusual circumstances, such as multiple entry points or the size and configuration of an incident may dictate that more than one RIC be established. It is best to utilize a full company for an RIC assignment, but two firefighters are a minimum.

F. In the event that the RIC is activated, personnel operating on the fire ground shall re-group and check-in with the Incident Commander at the Universal Evacuation Signal (3 air horn blasts, 3 second pause, 3 air horn blasts, etc.).

G. In unusual circumstances, such as multiple entry points or the size and configuration of the scene, more than one RIC team may be established.

VI. REQUIREMENTS

A. Only those firefighters who have been fit tested and medically cleared as outlined in the Respiratory Protection section of the North San Juan Fire Protection District Illness and Injury Prevention Plan may use SCBAs in an IDLH or oxygen deficient atmosphere.

B. Firefighters who wear beards or facial hair that may affect the seal of the SCBA mask may not equip SCBAs for use in IDLH atmospheres.

C. Only firefighters shall equip SCBAs for use in IDLH atmospheres who have satisfactorily completed North San Juan Volunteer Fire Department rookie training or equivalent training.

SOP 1.5 INFECTION CONTROL

Date Written:	**8/1/03**	**Written By:**	**Orion Clemens, Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department to provide procedures and guidelines for infection control at the scene of medical emergencies and to require the use of personnel protective equipment (PPE) and universal precautions for infection control in compliance with the North San Juan Fire Protection District Illness and Injury Prevention Plan and applicable law.

II. GENERAL

A. Personnel should select PPE appropriate to the potential for spill, splash, or exposure to body fluids. No PPE ensemble can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal PPE.

B. Company Officers are responsible to assure the proper use of PPE by their personnel.

C. Personnel shall adhere to the philosophy of "Body Substance Isolation" and attend Bloodborne Pathogens training bi-annually.

D. The blood, body fluids, and tissues of all patients are considered potentially infectious, and Body Substance Isolation procedures will be used for all patient contact.

E. While complete control of the emergency scene is not possible, scene operations will take every action to limit splashing, spraying, or aerosolization of body fluids or other potentially infectious material.

F. The minimum number of personnel required to complete the task safely shall be identified by the officer-in-charge and adequate personnel will be used for all on-scene operations.

G. Smoking at the scene is prohibited. No eating, drinking, handling contact lenses, or applying lip balm before disinfection has taken place is recommended.

H. Unprotected mouth-to-mouth ventilation should be considered a last resort airway management method and must not be used unless all other possibilities have been exhausted, and it is not recommended or required by the North San Juan Volunteer Fire Department.

I. When treating a patient with a suspected or known airborne transmissible disease, face masks will be used. The first choice is to mask the patient, if this is not feasible, mask personnel.

III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. GLOVES

1. Disposable gloves shall be worn during any patient contact when potential exists for contact consistent with the philosophy of "Body Substance Isolation."

2. All personnel can carry a minimum of one (1) pair of gloves with them while on duty and in uniform. Glove pouches, as issued, may be used for this purpose.

3. Gloves shall be replaced as soon as possible when soiled, torn, or punctured. After gloves are removed, hands shall be washed with soap and running water at the first opportunity. Approved, waterless hand cleaner shall be carried on all apparatus and vehicles for preliminary hand cleaning after glove removal when soap and running water are not readily available.

4. Disposable gloves shall not be reused or washed and disinfected for reuse.

5. Where possible, gloves should be changed between patients in multiple casualty incidents.

6. Structural firefighting gloves will be worn in situations where sharp or rough edges are likely to be encountered.

7. Heavy-duty utility gloves may be used for the handling, cleaning, decontamination, or disinfection of potentially contaminated patient-care equipment.

8. Alternatives to latex gloves should be used by personnel with latex allergies.

B. FACIAL /EYE PROTECTION

1. Facial/eye protection will be used in any situation where splash contact with the face is possible. Personnel will use the provided mask with attached splashguard visor.

2. When treating a patient with a suspected or known airborne transmissible disease, face masks will be used. The first choice is to mask the patient, if this is not feasible, mask personnel.

C. SPLASH PROTECTION

1. Fluid-resistant gowns are designed to protect clothing from splashes. Gowns should be worn on incidents where the care provider can reasonably anticipate large splashes of blood or other potentially infection material.

2. Structural firefighting gear also protects clothing from splashes and is preferable in fire, rescue, vehicle extrication, or hazardous materials incidents. Structural firefighting gear will always be worn for fire suppression, extrication, rescue, or hazardous materials incidents.

3. The decision to use barrier protection to protect clothing, and the type of barrier protection used, will be left to the individual firefighter.

IV. SHARPS MANAGEMENT

A. Used needles and other sharps shall be disposed of in approved sharps containers.

B. Needles SHALL NOT be recapped, resheathed, bent, broken, or separated from disposable syringes.

C. Sharps containers will be easily accessible on scene. Small, single-use, sharps tubes are to be available for these uses. Larger sharps are to be disposed of in large-size sharps containers.

V. BIOHAZARD WASTE MANAGEMENT

A. PPE will be removed after completion of patient contact, and as soon as possible if contaminated. After use, all disposable PPE will be placed in leak-proof bags, marked as biohazard, and transported with the patient to the hospital – or back to the Station – for proper disposal.

B. At the conclusion of on-scene operations, all potentially contaminated patient care equipment will be removed for appropriate disposal or decontamination and reuse.

VI. HANDWASHING

A. Handwashing is the most important infection control procedure. Personnel will wash hands:

- after removing PPE
- after each patient contact
- after handling potentially infectious materials
- after cleaning or decontaminating equipment
- after using the bathroom
- before eating
- before and after handling or preparing food

B. Handwashing with soap and water will be performed for 10 to 15 seconds. If soap and water are not available at the scene, waterless, antimicrobacterial handwash may be used. If waterless, antimicrobacterial handwash is used, a soap-and-water wash is to be performed immediately upon return to quarters, or at the hospital, or at the next opportunity for proper hand washing.

VII. PUBLIC INFORMATION

A. On-scene public relations will be handled by the Incident Commander or assigned Public Information Officer (PIO). The Incident Commander shall assure that infection control questions arising from contact with the public are answered in a consistent manner. Patient's inquiries about the use of PPE shall be answered as follows:

> "Our use of personal protective equipment is as much for the patient's safety as ours. Wearing such equipment assures your safety, and ours, from any contaminants that may be present."

B. No medical information shall be released on scene. Media queries will be referred to the PIO and/or the Fire Chief. Patient confidentiality shall be maintained at all times.

SOP 1.6 PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

Date Written:	**8/1/03**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. PURPOSE

To establish a policy for the use and care of personal protective equipment (PPE).

II. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department that its firefighters respond wearing incident appropriate personal protective equipment in compliance with State and local regulations and laws.

III. SCOPE

This policy shall apply to all firefighters and fire officers while in the performance of their duties.

Definitions: As used in this section,

"**Personal Protective Equipment (PPE)**" – Incident-specific clothing and equipment, provided/required by the Department, donned and used by responding personnel to mitigate exposure to injury and disease when responding to fires, vehicle accidents, hazardous material incidents, rescues or medical aids, including but not limited to turnouts, wildland fire clothing and webgear, swiftwater rescue clothing and equipment, and medical aid universal precautions equipment.

"Turnouts" – Firefighting clothing for responding to structure fires, vehicle fires, vehicle accidents and hazardous materials incidents minimally including: helmet with shield, goggles, shroud, coat, pants, gloves, boots and cotton underclothing.

"Wildland fire clothing and webgear" – Firefighting clothing and equipment for responding to vegetation fires, minimally including helmet with shroud, goggles, hotshield, shirt, pants, gloves, boots and cotton underclothing. Webgear is worn around the waist and minimally shall include a fire shelter, water canteen and first aid kit.

"Swiftwater rescue clothing and equipment" – Clothing and equipment for water rescue minimally including helmet, wetsuit or drysuit, water shoes, gloves, rescue knife, flashlight, whistle and personal flotation device (PFD).

"Medical aid universal precautions equipment" – Equipment for responding to medical aids employed to prevent/mitigate exposure to pathogens (disease-causing

viruses and bacteria) minimally including eye shield, particle mask, gown, latex or neoprene gloves, biohazard disposal bag, full-length pants and closed-toe shoes.

IV. POLICY

North San Juan Volunteer Fire Department firefighters shall only respond for service while wearing and properly equipped with necessary incident-appropriate PPE, in compliance with State and local regulations and laws.

The North San Juan Volunteer Fire Department shall issue all required PPE to qualified firefighters except vegetation firefighting boots. Firefighters are expected to purchase their own vegetation firefighting boots, of which they will retain ownership.

The Fire Chief shall determine and authorize PPE issued by the Department or purchased by firefighters by specifications in compliance with applicable laws and regulations and the requirements of the Department.

The Fire Chief or his/her designee(s) shall be responsible for issue and inventory of the Department's PPE. PPE shall be in good condition free of defect or damage. The Fire Chief or his/her designee(s) shall make annual inspection of all PPE issued and in inventory.

Firefighters shall be responsible for the care and regular inspection of their issued PPE. Firefighters should inspect their PPE after each use to ensure their equipment is in good condition and fit. Firefighters shall immediately report damage, poor condition due to wear, or improper fit of their PPE to a chief officer for replacement.

Section 2
Emergency Medical Services

SOP 2.1 Medical Aids

Date Written:	**8/13/02**	**Written By:**	**Orion Clemens**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. PURPOSE

This policy establishes the treatment and transportation procedures for all patients under the care of the North San Juan Fire Department.

II. SCOPE

This guideline shall apply to all members of the department who provide prehospital care, treatment or transportation for the sick and/or injured. It was established for members to follow when in contact with a patient.

III. GENERAL

1. The general guiding principle of the department is to do no harm or further the injuries the patient has already sustained. Therefore, members shall always render whatever treatment is necessary, appropriate, and consistent with their level of training and scope-of-practice.

2. All patients shall be treated with care and respect regardless of age, gender, race, sexual orientation, medical condition, or ability to pay for services rendered.

3. The rescuer with the highest level of training shall be in charge of overall patient care. This person shall direct others to assess, treat and document treatment rendered. This person may or may not be the incident commander.

4. Each patient shall receive a thorough evaluation to determine his/her condition. Of immediate concern are:

    - Airway
    - Breathing
    - Circulation
    - Any other life threatening injuries

5. The primary evaluation and stabilization shall be performed where the patient is found unless circumstances present an immediate threat to the patient or rescuer.

6. The patient will be stabilized and packaged for transport to a medical facility if the patient's condition warrants, or, the patient decides they would like to be transported to a medical facility.

7. The rescuer most informed by the patient's condition will transfer care to the ALS ambulance (ground or air) by giving a thorough and accurate report. The rescuer giving the report will be the one writing the patient care report, the rescuer performing the initial assessment or the rescuer who is in charge of overall patient care.

8. Transportation will be offered to every patient regardless of ability to pay. A patient may refuse transportation, however, and will not be transported against his/her will unless they are incapable of making that decision due to mental status, age or medical condition.

9. If a patient is capable of and decides to refuse treatment or transportation, that patient or their parent/guardian will sign a form that releases the North San Juan FPD and the North San Juan FD from any liability if that patient suffers from further injury by refusing service. Patients will be advised of possible consequences of not accepting treatment or transportation.

10. The department will recognize a Do Not Resuscitate Order (DNR) if there is a properly documented DNR that is signed by both the patient and their physician. If the patient's family or friends cannot produce the DNR, full resuscitation efforts will continue.

11. The patient's clothing and personal property will not be removed unless it interferes with proper treatment. The patient's modesty and right to privacy shall be strictly observed. Any search for identity shall be witnessed and preferably should be done and documented by a law enforcement officer. All valuables removed from a patient shall be returned to the patient, their family, law enforcement, the receiving hospital or transporting ambulance.

SOP 2.2 Determination of Death

Date Written:	**8/13/02**	**Written By:**	**Orion Clemens**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. PURPOSE

To provide department personnel with a standard procedure for determining death in the field before the arrival of an ALS ambulance.

II. POLICY

CPR need not be initiated and may be discontinued for patients who meet the criteria for "Obviously Dead."

OBVIOUSLY DEAD: Patients who are "Obviously Dead" will have absence of respirations; cardiac action, neurological reflexes, and have suffered from one or more of the following:

1. Decapitation
2. Decomposition
3. Incineration of the head and/or torso
4. Exposure, destruction, and/or separation of the brain or heart from the body
5. Rigor Mortis in the jaw and upper extremities.

DEFINITION: Rigor Mortis is defined as temporary rigidity of muscles occurring after death. Rigor Mortis begins with the jaw muscles and progresses from the head down affecting the legs and feet last. Generally, it is manifested in one (1) to six (6) hours and the maximum is six (6) to twenty four (24) hours.

III. PROCEDURE

1. The initial assessment shall include a visual and physical examination. The examination shall be conducted in close proximity and with sufficient lighting to assure the existence of the obviously dead criteria.

   The body and scene should be disturbed as little as possible to protect potential crime scene evidence. An immediate request for law enforcement shall be made.

2. If the Determination of death is based on RIGOR MORTIS, ALL OF THE FOLLOWING SPECIFIC ASSESSMENTS SHALL BE COMPLETED AND DOCUMENTED:

   A. Assessment to confirm absence of respiration:

1. Assure the patient has an open airway.

2. Look, listen and feel for respirations. This shall include auscultation of the lungs for a minimum of 30 seconds.

B. Assessment to confirm absence of pulse:

1. Palpate the carotid pulse for a minimum of 30 seconds.

2. Auscultate the apical pulse for a minimum of 30 seconds.

C. Assessment to confirm absence of neurological reflexes:

1. Check pupil response with a penlight of flashlight.

2. Check for a response to painful stimuli.

D. Application of AED to confirm absence of a shockable rhythm.

1. Attach AED to patient, turn on AED, make sure pads are firmly attached to patient's chest and electrodes are plugged into AED.

2. Follow prompts and wait for a response from AED.

A POSITIVE RESPONSE TO THE ABOVE RESPIRATORY, CARDIAC OR NEUROLOGICAL ASSESSMENTS REQUIRES IMMEDIATE RESUSITATIVE INTERVENTION UNLESS THE PATIENT HAS A VALID "DO NOT RESUSCITATE (DNR) ORDER." IF THE AED STATES THERE IS A SHOCKABLE RHYTHM, FOLLOW THE PROMPTS AND CONTINUE RESUSCITATIVE EFFORTS.

E. Assessment to confirm RIGOR MORTIS:

1. Confirm muscle rigidity of the jaw by attempting to open the mouth.

2. Confirm muscle rigidity of one arm by attempting to move the extremity.

IF ANY DOUBT EXISTS INITIATE CPR UNLESS THE PATIENT HAS A VALID DO NOT RESUSITATE (DNR) ORDER.

3. Hypothermia, drug and/or alcohol ingestion/overdose can mask the positive neurological reflexes that indicate life, so it is imperative to be certain no contributing environmental factors exist, such as cold-water submersion or cold exposure. If there is any possibility that such conditions could be a factor, resuscitation should be started immediately.

4. In any event, where death is determined, the Nevada County Sheriffs Office will be notified immediately and the Incident Commander will document all pertinent facts and findings.

5. An on-duty SSV Paramedic may discontinue CPR according to SSV EMS ALS policy. The paramedic will have responsibility for determination of death and department personnel shall follow their instructions.

IV. SPECIAL INFORMATION

1. California Health and Safety Code, Division 2.5, Section 1798.6(a) states "The authority for patient care management in an emergency shall be vested in that licensed or certified health care professional, which may include any EMT-Paramedic or other prehospital care personnel, at the scene of the emergency who is most medically qualified specific to the provision of rendering medical care."

2. It is important that prehospital care personnel understand that peace officers have the authority to declare death. If this has occurred, the responsibility for the declaration of death is law enforcement's.

3. If directed by law enforcement to transport a victim who is obviously dead, comply with the order and document the incident. It is unlawful to willingly fail or refuse to comply with any lawful order, signal or direction of any peace officer.

4. In the event of a disaster/multi-casualty incident, death may be determined in accordance with the START Triage criteria.

SOP 2.3 Patient Confidentiality and HIPAA Compliance

Date Written:	**6/1/04**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

The North San Juan Fire Department, as a provider of emergency medical services (EMS) and subsequently gathering, documenting and storing confidential patient information, will abide by HIPPA (Health Insurance Portability and Accountability Act of 1996) regulations with respect to patient information.

II. PURPOSE

To ensure patient's rights to confidentiality regarding healthcare and personal information and to establish a policy for compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

III. SCOPE

This policy shall apply to all members (volunteers and contractors) of the North San Juan Volunteer Fire Department.

IV. DEFINITIONS

Definitions: As used in this section,

"HIPAA" means: The Health Insurance Portability and Accountability Act of 1996.

"Patient Confidentiality" is: The patient's rights to confidentiality regarding condition, treatment and personal information as required by law.

"Condition" means: The signs and symptoms exhibited by the patient relating to the patient's injury and/or illness.

"Treatment" means: The procedures and actions taken by the healthcare provider to mitigate pain, suffering and loss of life.

"Personal Information" is: The patient's medical history and identifying information.

"Health Care Providers" are: Any person or organization who furnishes, bills or is paid for healthcare in the normal course of business.

"Healthcare" is: Care, services or supplies related to the health of an individual.

"PHI" is: Personal Healthcare Information.

V. PROCEDURES

In order to comply with Federal Law, State Law, and Department Regulations, patient confidentially will be maintained at all times, and no member of the North San Juan Volunteer Fire Department shall disclose any patient's PHI to anyone under any circumstances other than instances meeting the following exceptions:

1. Uses/disclosures required by law;
2. Abuse, neglect or domestic violence disclosures required by law;
3. Government health oversight activities;
4. Judicial proceedings (subpoenas, testimony);
5. Law enforcement purposes (warrants, fresh investigations);
6. Organ tissue donation;
7. Documented consent/waiver from patient; and,
8. To Fire Department personnel for purposes of Fire Department operations and safety.

Failure to comply with this policy will result in disciplinary action, including suspension and/or termination.

Section 3
Communications

SOP 3.1 Radio Communications

Date Written:	**6/1/04**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. PURPOSE

To establish a policy providing guidelines for radio communications and expectations for proper use of fire radios; to reduce inconsistency and confusion in radio communications and minimize unnecessary radio traffic; to promote the use of the fire radio in a manner consistent with the standard in the fire service.

II. AUTHORITY

It is the policy of the North San Juan Fire Department ("the Department) that the use of the fire radio is strictly limited to use necessary for communications during emergency operations and priority communications within the Department and between the Department and the Emergency Command Center (ECC) or allied public safety agencies in a manner consistent with the standard in the fire service and federal law.

III. SCOPE

This policy applies to all Department firefighters and fire officers.

Definitions: As used in this section,

"**Fire Radio**" – The two-way radio system used by the fire service for priority and emergency dispatch and communications.

"Fire Radios" – Two-way, programmable apparatus (mobile) and handheld (handie-talkie or "HT") radio sets owned and deployed by the Department programmed with fire radio and other public safety frequencies.

"Pager" – The Department issued one-way radio that allows its firefighters to be alerted to emergency dispatches and to monitor communications on select ECC command channels.

"ECC" – The Grass Valley Joint Agency Emergency Command Center is the contracted emergency dispatch and command for the Department. The ECC also provides dispatch services for surrounding fire departments, Sierra Nevada Ambulance and air ambulances, as well as the California Department of Forestry and Fire (CDF) and the U.S. Forest Service (USFS) fire divisions. The ECC is operated by CDF and USFS.

"Tone Out" – An emergency dispatch alert and broadcast.

"IC" – Incident Commander (See SOP 1.1).

"Command Channel" – The repeater-amplified fire radio frequency assigned by the ECC for command traffic, normally only used by fire units during initial response, and by the ECC and the IC for incident command for the duration of an incident.

"Tactical (or 'Tac') channel" – The fire radio frequency assigned by the ECC for operations traffic between personnel and units working an incident. The Tac channels are not monitored by the ECC and are generally not repeater-amplified.

IV. POLICY

Department firefighters and fire officers shall use the fire radio for emergency and priority communications only, in a manner consistent with the standard in the fire service. Use of the fire radio will be accurate, brief and courteous. Unauthorized use of the fire radio is prohibited and subject to disciplinary action.

The Department shall provide a guideline for fire radio use found in the firefighter's manual (below). The guideline shall be authorized by the Fire Chief, and shall not withstand or contradict this policy.

With exception given to exigent circumstances, firefighters may not use the fire radio unless having:

1. received the Department's radio training course or equivalent training;
2. demonstrated familiarity with this policy and the radio operation guideline;
3. received authorization from the Fire Chief or his/her designee.

Firefighters who have been issued pagers, HT or mobile radios are responsible for their care and security. Damage or loss of communication equipment shall be immediately reported to a chief officer.

V. GUIDELINE

Generally:

The Department contracts for the use of frequency 153.956 MHz as a command channel for primary dispatch service. The frequency is operated by the ECC and is known as "Nevada County Fire (NCF)". Other non-CDF affiliate fire agencies within western Nevada County use NCF as their primary frequency as well. The ECC also provides dispatch services for all Nevada County and most Placer and Yuba County fire departments, as well as the CDF NYP (Nevada-Yuba-Placer) Ranger Unit, the USFS TNF (Tahoe National Forest) Ranger Unit, Sierra Nevada Memorial Hospital Ambulance and Northern California air ambulances (CALSTAR, REACH, and Enloe Flight Care). The ECC is operated by CDF and USFS.

NCF can be transmitted through repeaters that amplify the signal. The repeaters are located on mountain tops for most effective broadcast. There are three most

commonly used radio repeaters for dispatch and long-range communication in western Nevada County: Banner Mountain, Wolf Mountain and Oregon Peak. Determined geographically, either Banner (Tone 4), Wolf (Tone 3), or Oregon (Tone 2) will be used for dispatch and long-range communication. Tones are sub-audible signals transmitted in the NCF main frequency that activate a certain repeater(s). Due to the Department's geographic area of response, we will generally use Tone 2. When the operator in the field (the firefighter) needs to use the command channel (like NCF) and does not need to transmit through the repeater (which can travel for hundreds of miles), the operator should select the "direct" or "talk-around (TA)" feature on the radio. Use of TA will usually not interfere with or be received by units outside a 5-10 mile radius.

When a person dials 911 for emergency service within the Department's response area, the 911 call is answered by the Nevada County Sheriff's dispatch center. If Sheriff's dispatch determines the call is fire or rescue related, the Sheriff's dispatch transfers the 911 call to the ECC. A system called CAD (computer assisted dispatch) displays to the ECC the telephone number and address of the call's origin and which fire department(s) to notify. During or after ECC takes the 911 call, the ECC "pre-alerts" the call by a signal of two or three beeps followed by a brief message like, "North San Juan, a medical, Tyler Foote Rd." Whether the pre-alert is preceded by two or three beeps indicates either a non-emergency (two beep) or an emergency (three beep) call. The Department's "Tone-Out" follows the pre-alert and contains two parts: the message is preceded by a series of audible tones. The audible tones activate pagers assigned to agencies and persons. The series of audible tones is determined by the agencies and persons needing to be notified of the incident. When the Department's tone is broadcast, the firefighters' pagers activate an alarm (a rapid series of beeps) and open-monitors NCF to receive the message. The message is the live voice of the ECC dispatcher and contains the immediately pertinent details of the incident including but not limited to: type of incident, the department(s) and person(s) to respond, the incident location and the time. The message may also include important information such as the frequency to be used for command and previously identified safety concerns.

When the Department responds to fires during fire season (usually May through October), ECC will almost always use the CDF channel for command because during these months CDF Station 42 is operational within the Department's jurisdiction. This channel is most often referred to as "NYP", but is sometimes referred to as "NYP local", "Local Net" and "NEU local". However, the ECC determines which command channel will be used for each incident and will use whatever command channel best serves at the time.

The Pager:

The pager is a small, Department issued one-way radio that allows the firefighters to be alerted to emergency dispatches and to monitor communications on NCF and monitor NYP. The department currently uses the Motorola Minitor II pager. This pager uses a rechargeable battery and has a jack for earpiece use. This pager has four functions: an on/off knob, a channel select knob, a playback button and a squelch

button. When the pager is switched on, it monitors the selected channel with no squelch. This causes the user to hear everything the pager can receive on the channel, including "white noise". By pushing and releasing the squelch button the user can eliminate the white noise. When the pager is switched on, the user can monitor channel 1 (NCF) or channel 2 (NYP). IF THE PAGER IS SWITCHED OFF OR IF CHANNEL 2 IS SELECTED, THE USER WILL NOT RECEIVE THE DEPARTMENT'S TONE-OUTS. If the user desires to be alerted to Department tone-outs but does not want to monitor NCF, the user must select the alert position on the channel select knob and press and release the squelch button. The alert position is marked by a bell icon. If the pager is switched on and the alert position is selected, when the Department's tone is broadcast the pager activates an alarm (a rapid series of beeps) and open-monitors NCF to receive the message to follow. The pager automatically records 20 seconds of air time immediately subsequent to the tone-out. This is a helpful feature that usually allows you to replay the tone-out. In order to playback, press the playback button located on top of the channel select knob. Switching the pager off will erase the recording. A new tone-out will erase and record itself over the last tone-out.

The Handi-Talkie (HT)

The Department currently uses King and Kenwood HTs. The HTs transmit at 5 watts and are less effective than the mobile radios. The HTs are programmable hand-held radios that have multiple functions for receiving and transmitting on multiple channels. Refer to manufacturer's user manuals.

The Mobile Radio

The Department currently uses Midland and Kenwood mobile radios. The mobile radio transmits at 35 watts and is more effective the the HTs. The mobiles are programmable radios installed in vehicles and stations that have multiple functions for receiving and transmitting on multiple channels. Refer to manufacturer's user manuals.

Using the Fire Radio

Be sure that no other radios or pagers are present which could receive your transmission or feedback will occur. Feedback (a high-pitched squeal) occurs whenever there is an open loop of transmission and reception.

Think about what you are going to say before you say it on the air. Your transmission should be concise. When you decide to transmit, key up the mic for about one second before you start to speak. This will allow time for the system to "come up" and the beginning of your transmission will not get clipped off. When you speak, hold the mic straight up and down about six inches away and in front of your mouth. By canting the mic at an oblique angle, the consonants in your speech will not be distorted. Before you deliver your message, identify to whom you are speaking followed by your identifier. If your message is brief, like, "responding", just say it immediately after you call and identify. If you message is lengthy, call and identify

and then release the mic to wait for a "go ahead" from whomever you called. Example:

"Nevada County Fire, Engine 6182". *"Nevada County Fire"* "(your message)"

If your message is very lengthy (more than one or two sentences), deliver it in parts by saying "Break" after an interval and waiting a couple of seconds before continuing. This makes it easier for your message to be accurately copied, and allows you to be interrupted for new emergency traffic. If you are called, answer only with your identifier (above example transposed). When you come up to say you are responding to the dispatch, say you are "responding" to emergencies and "en route" to non-emergency calls (Example: "Nevada County Fire, Engine 6182 responding" or "en route"). Also, unless you are alone, state how many crew are on the apparatus responding (Example: "Nevada County Fire, Engine 6182 responding with three") and include yourself in that number. When you arrive at scene, state "Nevada County Fire, Engine 6182 at scene". If you are the first to arrive at the scene of any incident requiring operations (like fire, vehicle accidents, extrication rescues etc.), size-up is your first priority. Immediately give a size-up or state something similar to, "...stand by for conditions". Return to the radio with size-up of conditions as soon as possible. If you are the first unit on scene, you will be expected to assume incident command (IC). However, if fire conditions dictate you must immediately participate in operations AND you know there is a unit arriving behind you to take command, after you give your size-up state, "...passing command". That will tell ECC and all other responders that you are on initial attack and will not be the incident commander. Use plain text – do not use jargon and codes except:

11-44 = Death	ETA = estimated time of arrival
HBD = has been drinking	DUI = driving under influence

When fire incidents (vegetation, structure and vehicle) are dispatched during CDF fire season, ECC's standard operating procedure is to perform a "check-back" after the incident has been dispatched. In this event, or anytime ECC includes "stand by for check-back" in their message, do not come up on the radio subsequent to the dispatch to say you are responding. Instead, wait until ECC makes a "roll call", and listen for "North San Juan?" If you are the duty officer or a chief officer, immediately reply with your identifier. If you are not the duty officer or a chief officer, wait a couple of seconds to give an officer(s) the chance to reply first. In a check-back, you do not address ECC, and merely reply, "Engine 6182, with two". If you miss the opportunity to reply during check-back, simply respond after check-back as you normally would.

Speak in a normal tone and volume of voice unless outside noise requires you to elevate the volume of your voice. It is important to sound calm and confident on the radio no matter what the circumstances in order to set and maintain the tone for safety and deliberate, calculated action. Remember also that your credibility will be estimated in part by your peers and by public scanners depending on how you conduct yourself on the radio. Your professionalism on the radio reflects positively

on you and the Department. The ABCs of radio are: Accuracy, Brevity, and Courtesy.

Section 4
Ethics

SOP 4.1 DRUG AND ALCOHOL POLICY

Date Written:	**8/1/03**	**Written By:**	**Jesse King**
Date Approved:	**6/1/04**	**Approved By:**	**Boyd Johnson**
Date Revised:		**Approved By:**	

I. AUTHORITY

It is the policy of the North San Juan Volunteer Fire Department that its volunteers will not respond to calls for service or engage in any other District and/or Department related duty, training, or business function while under the influence of alcohol or drugs. The North San Juan Volunteer Fire Department maintains a drug- and alcohol-free workplace.

II. PURPOSE

To establish a policy forbidding employees and volunteers from engaging in any emergency response, District or Department related duty, training, or business function while under the influence of alcohol or drugs, and to prohibit the possession of alcohol or illegal drugs by volunteers while in performance of duty or station-staffing.

III. SCOPE

This policy shall apply to all volunteers of the District and Department.

IV. POLICY

Good judgment and critical thinking skills unimpeded by alcohol or drugs are vital to rendering high-quality emergency services. This policy has been established to promote and maintain a drug- and alcohol-free workplace, and to ensure that volunteers maintain a professional appearance to the community, act in a professional manner, have sharp minds to make good and accurate decisions in all forms of any and all emergency situations or calls for service, and to promote their own safety and the public they serve. For the safety or the public we serve as well as the safety of employees and volunteers, the North San Juan Volunteer Fire Department has adopted a "zero tolerance" drug and alcohol policy. If under the influence or in possession of alcohol or drugs, volunteers MUST NOT engage in any District or Department duty or business, including but not limited to:

- Respond to calls for emergency or public service;
- Attend training or drills'
- Participate in work details;
- Conduct any District/Department business;
- Staff station

If a volunteer is found to be functioning while under the influence of alcohol or drugs, a chief officer shall be notified immediately and the offending firefighter shall be immediately relieved of his/her duties and indefinitely suspended. Disciplinary actions shall be implemented in accordance with the disciplinary policies of the Department/District. In the event of suspected injury to any person or property damage due to the act or omission of a volunteer acting while under the influence of alcohol or drugs, at his discretion the Fire Chief (or his designee) shall notify the California Highway Patrol, the Nevada County Sheriff's Office, regional EMS authority or other authority.

DRUG-FREE WORKPLACE

The North San Juan Fire Protection District is committed to maintaining a work environment free of alcohol, illegal drugs, or controlled substances. Use of these substances, whether on or off the job, can detract from work performance, efficiency, safety, and health, and therefore seriously endanger the welfare and safety of other personnel and members of the public.

District personnel are prohibited from behavior that violates the District's Drug-Free Workplace Policy when they are working for or representing the District, operating or responsible for the operation or custody of District equipment and property, wearing clothing or insignias identifying the District.

Behavior that violates District policy includes:

- The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance, illegal drugs or alcohol on District property.
- Being under the influence of alcohol, controlled substances or illegal drugs on District property and/or operating District vehicles or equipment.
- The unauthorized use or possession of prescription drugs or over-the-counter drugs on District property.

Violation of these rules and standards or conduct will not be tolerated. The District will take disciplinary action, up to and including termination, against any District personnel (volunteer or paid) in violation of the policy. This policy applies to all personnel of the District regardless or rank or position. The District also may bring the matter to the attention of appropriate law enforcement authorities.

I have read and understand the District's Drug-Free Policy:

Signature _____ Date _____

Print Name _____