



Policies & Guidelines For Volunteer Operations

MINUTEMAN DISASTER RESPONSE
MCKINNEY, TX

Table of Contents

SIGNATURE PAGE.....	2
SECTION A: OVERVIEW	3
A1.0 MISSION STATEMENT	3
A2.0 PURPOSE.....	3
A3.0 AT-WILL VOLUNTEER SERVICES	3
A4.0 ORGANIZATIONAL STRUCTURE.....	3
SECTION B: MEMBERSHIP.....	4
B1.0 APPLICATION & BACKGROUND CHECK	4
B2.0 PERSONAL DATA CHANGES	4
B3.0 TRAINING	4
B4.0 SECURITY.....	4
B5.0 SOCIAL MEDIA POLICY	5
B6.0 THIRD PARTY MEDIA INQUIRIES.....	5
B7.0 PERSONAL INJURY INCIDENT REPORTING	5
B8.0 EXPECTATIONS OF BEHAVIOR.....	5
B9.0 ANTI-HARASSMENT	6
B10.0 SEXUAL HARASSMENT IS AGAINST THE LAW AND WILL NOT BE TOLERATED.....	7
B11.0 SMOKING/SMOKELESS TOBACCO/ALCOHOL.....	7
B12.0 TRAVEL EXPENSES	8
SECTION C: BRAND CONSISTENCY	9
C1.0 LOGO USAGE	9
C2.0 UNIFORM	9
SECTION D: VEHICLES & TRAILERS	11
D1.0 USAGE.....	11
D2.0 TRAFFIC VIOLATIONS	12
D3.0 ACCIDENTS.....	13
D4.0 STOLEN VEHICLE.....	14
D5.0 TRAILER USAGE	14
SECTION E: FIRST AID / LIFESAVING MEASURES	16
E1.0 FIRST AID/LIFESAVING INTERVENTION.....	16
E2.0 FIRST AID/LIFESAVING EQUIPMENT	16
SECTION F: EQUIPMENT AND RESOURCES.....	17
F1.0 HEAVY EQUIPMENT	17
F2.0 CHAINSAW AND POLE SAWS.....	17

SIGNATURE PAGE

Minuteman Disaster Response

Executive Directors

Signature Page

Signature: _____ Date: _____

John LeBeau, Assistant Executive Director, National Development

Minuteman Disaster Response

Signature: _____ Date: _____

Eric Burkes, Assistant Executive Director, National Operations

Minuteman Disaster Response

Section A: Overview

A1.0 Mission Statement

The mission of Minuteman Disaster Response (MDR) is to provide assistance in the immediate aftermath of a disaster.

A2.0 Purpose

The Policies & Guidelines For Volunteer Operations are designed to ensure the safety and well-being of all involved in MDR operations. Compliance with these policies and guidelines will minimize the risks to personnel and optimize the response to assist in a disaster.

The policies and guidelines are designed with the main priority being safety. This document is intended to be reviewed annually for updates and changes within our organization.

The policies and guidelines may only be altered if authorized by the Executive Directors.

A3.0 At-Will Volunteer Services

Your experience with MDR as a volunteer is voluntary and is on an “at-will” basis. This means you may be asked to cease volunteer services at any time, with or without cause or notice. On the other hand, we respect your right to end your volunteerism with MDR at any time, with or without cause or notice.

Nothing in these Guidelines, or any other MDR document, should be construed or interpreted to create a contract with any volunteer for guaranteed employment, a right to cease volunteer services only “for cause,” or any other guarantee of continued benefits. Nothing in these Guidelines changes your status as a volunteer into an employee or contractor.

A4.0 Organizational Structure

MDR serves the 48 contiguous states. MDR is structured with two major branches; an Advanced Response Team (ART), a Relief Team (RT), and a Recon Team. Each team is led by a Director who reports to the Assistant Executive Director, National Operations. Each team may also have specialized sub-teams with a designated leader.

The ART is deployed on short notice for a short term with limited logistical support to provide sawyer and mucking-out capabilities and may include some reconnaissance for the possible deployment of a greater number of MDR assets.

The RT includes trained sawyers, heavy equipment operators, and assistants who help with cleanup efforts for jurisdictions and citizens affected by disasters, typically for a longer term.

Each team has a command structure designed to give leadership and guidance to subordinate team members.

Section B: Membership

B1.0 Application & Background Check

Application: Membership application is available online and must be completed by all potential volunteers.

Background Check: Before becoming a team member, a third-party company will conduct a criminal background check. MDR does not store this personal data but with a third-party company whose data centers and processes are audited annually by an independent third party to maintain the SOC2 Type2 certification and are strictly monitored by the Consumer Financial Protection Bureau.

B2.0 Personal Data Changes

You must maintain your current contact information in the MDR system, including your current mailing address and telephone number. To change this information, update your profile in the MDR Member Portal.

B3.0 Training

MDR is committed to ensuring members are adequately trained and prepared to manage situations encountered while volunteering. The personal safety of members and the appropriate utilization and management of assets (e.g., vehicles, equipment, etc.) is paramount to fulfill the organization's mission.

The level of training completed determines the tasks/roles in which members will participate. Online training programs are offered to create a more efficient and expedited method for new applicants to obtain deployable status. Hands-on training opportunities are conducted occasionally for basic and advanced programs related to our organization's mission. All instructors are fully qualified and certified in their areas of instruction. These programs include but are not limited to the following:

- Heavy Equipment
- Sawyer
- Operations Chief
- Basecamp Manager

Additional courses that are required within the ICS structure can be completed by going to <https://training.fema.gov/is/crslist.aspx>

B4.0 Security

MDR strives to maintain a safe operating environment. All volunteers are responsible for helping make MDR sites secure and safe environments. If you see something, say something! Immediately alert the Team Lead, Ops Chief, or an Assistant Executive Director of any known or potential security risks, dangers, or suspicious conduct. Safety and security are the responsibility of all MDR personnel. We rely on you to help us keep our premises secure.

B5.0 Social Media Policy

MDR principles, guidelines, and policies apply to online activities just as they apply to other areas of volunteer services. Ultimately, you are solely responsible for what you communicate on social media. You may be personally responsible for any litigation that may arise should you make unlawful, defamatory, slanderous, or libelous statements against any other volunteer, employee, corporation, sponsor, beneficiary, customer, supervisor, director, officer, donor, fundraiser, or anyone else connected to MDR. Postings that include discriminatory remarks, harassment, threats of violence, or other unlawful conduct are strictly prohibited and will not be tolerated.

B6.0 Third Party Media Inquiries

If you are not explicitly authorized to speak on behalf of MDR, do not speak to the media on behalf of MDR. Direct all media inquiries to the Ops Chief or an Assistant Executive Director.

B7.0 Personal Injury Incident Reporting

We are committed to enforcing health and safety guidelines to prevent personal injury incidents and expect members to comply. The safety of our members is paramount. Regardless of severity, any personal injury must be immediately reported to a team leader, who will inform the Assistant Executive Director, National Operations. Within 24 hours, an Incident Report Form (located in the member portal) must be completed, providing details and listing all persons involved or who may have witnessed an incident.

B8.0 Expectations of Behavior

MDR is proud of those who choose to serve and is honored to have members willing to give of themselves and their talents as part of the organization. Likewise, MDR desires its team members to be equally proud of the positions of trust they hold.

Our organization's reputation is directly influenced by the actions of its leadership and members and the quality of work provided after a disaster. MDR has established a Code of Conduct that all members commit to abide by while representing the organization. Failure to comply with any elements of this Code of Conduct will result in immediate dismissal from the organization.

1. **Laws:** Each member shall abide by all Local, State, and Federal laws.
2. **Alcohol/Drugs:** No member shall consume or be under the influence of any mind-altering substances while deployed with MDR, including while en route to and from the same.
3. **Smoking/Smokeless Tobacco:** To protect and enhance air quality and contribute to the health and well-being of all employees, visitors, and volunteers, MDR is entirely smoke-free, vape-free, and smokeless tobacco-free.
4. **Honesty/Integrity:** Each member will conduct themselves in an honest and trustworthy manner at all times.
5. **Cooperation:** Each member will follow established MDR protocol and procedures and be willing to work with others. Members in disagreement with one another should do their best to problem-solve together. If needed, issues may be escalated to their direct team leader.

6. **Tact/Mature Actions:** Each member will exercise discretion in both words and actions and assume full responsibility for them while involved in all MDR activities.
7. **Confidentiality:** Each member will keep confidential all sensitive information obtained by MDR in our response activities.
8. **Physical/Mental Condition:** Each member will maintain proper physical and mental conditioning consistent with the ideas and objectives of MDR. This includes accepting one's physical or mental limitations concerning any MDR functions.
9. **Concern for Self/Others:** Each member will maintain a high level of personal safety awareness and respect for the safety and well-being of others.
10. **Pride in Uniform & Equipment:** Each member will ensure that their uniform and equipment are maintained in the best condition possible and that the uniform code is followed at all times.
11. **Reverence/Respect:** Each member will, at all times, exhibit an appropriate reverence for God and respect for our country, teammates, and the public in general, including both actions and words.
12. **Team Representation:** Each member is expected to maintain an attitude of pride towards MDR and will, at all times, represent the organization in a positive light to others and the community at large.

B9.0 Anti-Harassment

MDR intends to provide a pleasant, professional environment free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment—verbal, physical, or visual—will not be tolerated, particularly against those in protected classes. These classes include but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

Harassment can take many forms. It may be but is not limited to words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, texting, photographs, cartoons, articles of a harassing or offensive nature, and retaliatory action against a volunteer for discussing or making a harassment complaint.

All members, particularly leadership, are responsible for keeping our work environment free of harassment. Anyone who becomes aware of harassment, whether by witnessing it or being told of it, must report it to their directors and team leaders with whom they feel comfortable. When leadership becomes aware of harassment, it is obligated to take prompt and appropriate action, whether the victim wants the organization to do so.

While we encourage an accuser to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, this is not a requirement. All reports will be promptly investigated, with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Anyone found to have harassed another individual will be subject to severe disciplinary action, up to and including termination of membership.

MDR will also take any additional action necessary to remedy the situation appropriately. Retaliation of any sort will not be permitted, and no adverse action will be taken against anyone who makes a good-faith report of alleged harassment.

MDR accepts no liability for harassment of one volunteer by another volunteer. The individual who makes unwelcome advances, threatens, or in any way harasses another individual is personally liable for such actions and their consequences. Minuteman Disaster Response may or may not provide legal, financial, or other assistance to an individual accused of harassment if a legal complaint is filed.

B10.0 Sexual Harassment is Against the Law and Will Not Be Tolerated

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's role with the organization, submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, or such conduct has the purpose or effect of substantially interfering with a volunteer's performance or creating an intimidating, hostile, or offensive volunteer environment.

Sexual harassment is unacceptable misconduct that affects both genders. Sexual harassment can involve a man's conduct directed at a woman, a woman's conduct directed at a man, or conduct between members of the same gender.

A volunteer who observes or believes themselves to be the victim of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending individual(s), Team Lead, Ops Chief or an Assistant Executive Director.

B11.0 Smoking/Smokeless Tobacco/Alcohol

MDR shall be entirely smoke-free, vape-free, and smokeless tobacco-free to protect and enhance air quality and contribute to the health and well-being of all members. Smoking/vaping and chewing or dipping are prohibited in and on all MDR-owned or operated facilities, vehicles, and property without exception. This includes non-owned locations such as a base camp during deployment or training exercises. This includes common work areas, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, training facilities, enclosed trailers, and the equipment yard. While on official MDR assignment, smoking/vaping and chewing or dipping is not permitted within 100 feet of any MDR basecamp, worksite, or vehicle.

Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars. Smokeless tobacco refers to any tobacco that is not smoked or burned. It may be used as chewing tobacco or moist snuff or inhaled through the nose as dry snuff.

Alcohol consumption or possession of alcohol of any kind is not permitted in or on any MDR-owned or operated facilities, vehicles, or property. Alcohol consumption is also prohibited while on official business at non-owned locations. Some examples are conferences, deployments, or any location where you may be considered a representative of MDR. Members are not permitted to operate any MDR vehicle or mechanical equipment within 12 hours of consuming alcohol. Additionally, the operation of non-MDR vehicles to participate in or travel to an MDR field operation or training is not permitted within 12 hours of consuming alcohol.

Members found in violation will be dismissed from their assignment until further notice.

B12.0 Travel Expenses

MDR recognizes that members may be required to travel or incur other expenses occasionally to conduct organizational business and further this non-profit organization's mission. This guideline ensures adequate cost controls, appropriate travel expenditures, and a consistent program for reimbursement of authorized expenses is in place.

Unless previously approved, members are responsible for travel expenses (such as transport to and from, parking, gas, and meals) on travel days en route, but MDR will cover all meals once they arrive at the location.

When incurring business expenses, MDR expects members to:

- Exercise discretion and sound business judgment concerning those expenses.
- Be cost-conscious and spend MDR's money as carefully and judiciously as the individual would spend personal funds.
- Report expenses, supported by required documentation, as they were spent.

An example of an authorized meal expense would be when ART members are deployed during usual mealtimes. If one person pays for multiple meals, all names in the party should be listed on the receipt.

The organization follows guidelines to ensure reasonable meal expenses based on the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Amounts are per meal, not per day.

Receipts for reimbursement should be forwarded to the Assistant Executive Director, National Operations, for approval and reimbursement.

Section C: Brand Consistency

C1.0 Logo Usage

Minuteman Disaster Response is a registered trademark, and all branding, graphics, and logos may not be replicated for personal use. Creating patches, t-shirts, apparel, hats, or other items for personal use or sale is prohibited. The MDR logo and symbols are used as official markings and identifiers of our organization. This unique graphic should not be duplicated or altered without an Assistant Executive Director's written approval.

C2.0 Uniform

The following policy has been instituted to ensure those team members engaged in deployments and other activities clearly represent the organization.

All team members will receive a detailed description of the required uniform and must purchase it before being eligible for deployment. The member is responsible for maintaining and caring for the uniform, including replacing pieces.

No items should be removed from the uniform. Additional items like flags, patches, labels, pins, or insignia, are prohibited. Purchasing from the member store for resale is prohibited.

If a team member is no longer able or willing to serve within the MDR organization, they will cease wearing their uniform. Only active members are allowed to wear the official uniform. The uniform details are as follows:

CLASS	TEAM(S)	UNIFORM
CLASS A	Command Staff	• Shirt: 5.11 TacLite Pro S/S #71175 (Navy) ▪ <i>Per Class A Uniform Shirt Spec Sheet</i> • Undershirt: Field Shirt (black long sleeve during cold weather) • Pant: 5.11 TacLite EMS #74363 (Dark Navy) • Belt: Black, similar to 5.11 59552 – 1.75" TDU Belt • Boot: Black, similar to 5.11 12416 – Men's A.T.A.C. 2.0 ® 8" Shield Boot • Outerwear: Packable Jacket, Big Horn Jacket or RRT Coat • Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie
CLASS B	ART & Relief Team	• Shirt: Field Shirt (Royal Blue) • Pant: Long pant, cargo is recommended • Boot: Work boot, safety toe & shank is recommended • Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie

- Training or Deployment Appearance Standards

- Team members on assignment must adhere to the above-listed uniform description and not deviate from it unless instructed otherwise by leadership.
 - A professional appearance at all times is a must. Team members are expected to take proper care of their uniforms and replace items that become worn out, excessively faded, or stained.
 - Those serving as Command Staff while deployed must wear the Class A uniform.
 - Pants are to be worn over the boot, not tucked in.
 - Boots must be laced, tied, and securely attached.
 - The shirt must be tucked in at all times.
- Travel Appearance Standards
 - Team members en route to, or returning from an assignment, whether in an MDR marked vehicle or via air travel, must adhere to the above-listed uniform description unless instructed otherwise. An MDR polo shirt is acceptable for ART & Relief during travel.

Section D: Vehicles & Trailers

D1.0 Usage

- Eligibility to Drive an MDR Vehicle
 - Individuals eligible to drive an MDR vehicle are selected at the discretion of the Assistant Executive Director, National Operations.
 - Before approval, eligible individuals must prove they have a valid driver's license, which is not suspended or revoked.
 - Drivers must complete online training.
 - Must have a clean Motor Vehicle Record. Any combination of more than three (3) major violations or at-fault accidents in the last three years are disqualified. Additional checks may be performed at the leadership's discretion.
- Withdrawal of MDR Vehicle Driving Privilege

The privilege of driving an MDR vehicle will be withdrawn for any of the following reasons:

 - Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this policy.
 - Receiving additional driving violations after the initial approval was obtained.
 - Conviction or a guilty plea to driving any vehicle under the influence of alcohol or an illegal controlled substance.
- Safety Guidelines
 - All company vehicle occupants must always use seat belts without exception.
 - The driver's responsibility is to ensure that all occupants fasten their seat belts before operating the vehicle. Any malfunctioning seat belt should be reported for repair by the driver immediately.
 - MDR reserves the right to revoke the driving privileges of any driver who does not comply with this policy. In addition, MDR expects all drivers to drive defensively, obey all traffic laws, and refrain from driving under the influence of drugs and alcohol, including prescription drugs.
 - Texting, emailing, or using a handheld device while driving a company vehicle is prohibited.
 - Traffic laws must always be obeyed.
- Prohibited Usage:
 - Company vehicles to be used for personal benefit.
 - The transport of a hitchhiker or stranger.
 - The use of a company vehicle for anything other than the tasks pertaining to the mission of MDR.
 - Acceptance of any form of compensation from any individual for carrying passengers or material.
- Vehicle Care
 - Every driver of a company vehicle is expected to maintain the vehicle in a safe operating condition.
 - The driver is responsible for keeping the vehicles' interior and exterior clean and organized.

- Fuel Cards
 - A fuel card is located in each MDR-owned vehicle and is only used for fuel purchases for the MDR vehicle, or rented vehicles, for MDR business. When prompted at the fuel pump, always use current vehicle mileage. Write your name on the receipt and store it with the card.
 - When using an external tank to transfer fuel to other equipment (e.g., onboard generators), note the same information as above, and the equipment for which the fuel will be used (if known).
 - Farm/Off-road/Red Dye Diesel is not to be used in MDR equipment or vehicles.

- Garaging

The driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and its contents at all times. Whenever you leave a company vehicle, please follow these precautions:

 - Roll up all windows.
 - Lock all doors.
 - Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in.
 - When traveling, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

- Vehicle Emergency Lights

Vehicles equipped with front and rear emergency lighting (amber and blue) are only to be used during these times:

 - When the vehicle is stopped on the side of the road during emergencies.
 - When operating inside a disaster zone.
 - During times authorized to direct traffic in a disaster zone.
 - When involved in a convoy en route to a disaster scene.
 - During an authorized parade.
 - Authorized by a law enforcement official.

MDR vehicles are not considered “emergency vehicles.” They will not be used in a manner that would leave a person to believe the vehicle is being driven as an “emergency vehicle.”

D2.0 Traffic Violations

- Excessive speeding violations and accident history may exclude a driver from being approved to drive MDR vehicles.
- Should you, for any reason, receive a summons for a traffic violation or a parking ticket while operating an MDR vehicle, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Assistant Executive Director, National Operations as quickly as possible.
- Under no circumstances are traffic and parking fines to be charged to MDR.
- Receiving a violation that results in license revocation or suspension means the driver is prohibited from driving a company vehicle until the “state” reissues a current and valid driver’s license.
- Members are required to report any suspension or change in driving privileges to leadership.

D3.0 Accidents

Each authorized driver is responsible for the care and custody of the MDR vehicle, whether owned or rented, and the trailer to which they are assigned. Any damage or malfunction of an MDR asset must be immediately reported to a team leader or the Ops Chief, who will inform the Assistant Executive Director, National Operations. An Incident Report Form must be completed within 24 hours, providing details and listing all persons involved or who were witnesses. This form can be found in the online member portal.

- If you are involved in an accident, it is necessary to follow the procedure outlined below:
 - If anyone is hurt, call for medical assistance.
 - Try to have police officers called to the scene of the accident. Note their name(s), badge, and precinct numbers.
 - Investigate what damage might have occurred to the vehicle.
 - Get the names and addresses of the owner(s) and driver(s) involved, the license number and registration number of the car(s) involved, and the names and addresses of any passengers in the vehicles connected with the accident.
 - Get the name of the other party's insurance company and insurance policy number.
 - Get the names and addresses of witnesses, if any.
 - Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
 - Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help completing these reports, request help from your local police department, state motor vehicle office, or the Assistant Executive Director, National Operations.
 - Sign no statements for anyone except an identified representative of the MDR insurance company covering the company vehicle.
 - If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately, telling them you attempted to contact the owner.
 - Contact the Assistant Executive Director, National Operations, within the first 24 hours of the accident so a preliminary accident report can be taken.
 - Keep a copy of the company's authorized accident reporting form for your records.
- Insurance
 - Insurance cards will always be kept in the glove box.
 - The insurance carrier will contact you for a verbal statement regarding the accident.
 - If you are found at fault in an accident while driving a company vehicle, you may be responsible for the \$500 deductible for collision coverage.
- Vehicle Accident Review

This standard establishes the Accident Review Board, referred to as the board. It requires a systematic review of every motorized vehicle accident. It recommends corrective actions to prevent vehicle accidents and disciplinary action when appropriate.

 - General
 - Membership of the board will consist of the following positions:
 - An Assistant Executive Director, who will act as chair.
 - The Director of Training and Logistics.
 - The Director of the Relief Team.
 - Procedure

- A written report detailing the background of each accident, board results, and recommended actions will be recorded.
- A copy of the board's report will be maintained for analysis and review.
- A copy of the board's report will be available/provided to each member involved in the accident, and a copy of the report will be kept on file.
- Disciplinary action will be administered as provided in the guidelines below.
- Guidelines
 - All accidents will fall into one of these categories:
 - Category One: Nonpreventable.
 - Category Two: Driver partially at fault.
 - Category Three: Driver totally at fault.
 - Category One accidents are those in which the driver could have taken no action to prevent the accident. The board requires an appropriate written report to be filed and no disciplinary action to be taken.
 - Category Two accidents are those in which the driver is judged to have been partially at fault and could have prevented the accident. Disciplinary action may be recommended.
 - Category Three accidents are those in which the driver was totally at fault. Disciplinary action will be directly proportional to the seriousness of the accident and will range from a written reprimand to an indefinite suspension. Examples:
 - A written reprimand should be sufficient for a first offense when the damage was less than (\$1,000) and no deaths or bodily injuries.
 - An indefinite suspension should be recommended when one or more of the following conditions are present:
 - ◆ The driver had multiple offenses during the previous 24 months.
 - ◆ The damage exceeds (\$5,000).
 - ◆ There was bodily injury or death.
 - ◆ The driver was intoxicated or otherwise impaired.
 - ◆ The driver engaged in road rage.
 - ◆ The accident was caused by gross negligence or willful misconduct by the driver.

D4.0 Stolen Vehicle

- If a company vehicle is stolen, report the theft immediately to the local police and the Assistant Executive Director, National Operations. Obtain a copy of the police report filed. Keep one copy for your files and submit another to the Assistant Executive Director, National Operations.
 - Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. MDR requires that the following information be provided to the Assistant Executive Director, National Operations.
 - The name, badge, and precinct number of the police officers responding to your call.
 - A list by model and serial number of any stolen equipment.
 - The date and location of where the theft occurred.

D5.0 Trailer Usage

Anyone operating vehicles with trailers will need additional training and licensing depending on the gross combined vehicle rating (GCWR). A Class A Commercial Driver's License (CDL) is required for driving any

truck/trailer combination. The GCWR can be found on the certification label, usually near the driver's side door. The gross trailer weight can be found on the trailer's VIN label on the driver's side or the tongue.

- Class C License: $GCWR \leq 26,000$ lbs.
- Class A CDL: $GCWR \geq 26,000$ lbs.

Section E: First Aid / Lifesaving Measures

E1.0 First Aid/Lifesaving Intervention

Members who find themselves in a situation where medical attention needs to be rendered should focus efforts on maintaining the physical and mental well-being of the subject until they can be transferred to a safe environment. The level of care may range from basic first aid to leveraging advanced life support measures. Regardless of medical training, members need to be able to assess a subject's status and determine when to request additional medical resources.

E2.0 First Aid/Lifesaving Equipment

Vehicle/Trailer	First Aid	AED
F250- 2020	X	—
F250- 2012	X	X
Relief Trailer	X	—
Box Truck	First Aid & Sawyer First Aid	—
ICP	X	X

Section F: Equipment and Resources

F1.0 Heavy Equipment

All personnel operating Heavy Equipment must complete the appropriate Heavy Equipment training course(s).

F2.0 Chainsaw and Pole Saws

All who operate a chainsaw or pole saw must complete the appropriate Sawyer training course(s).