Adjunct Faculty and Independent Contractors Handbook

University of Nevada, Reno
Fire Science Academy

University of Nevada, Reno
Statewide • Worldwide

April 2011

Dear Adjunct Faculty Member,

Congratulations on your appointment and welcome to the University of Nevada, Reno Fire Science Academy (FSA)! The FSA team looks forward to working with you and is eager to assist you in becoming familiar with the Academy, its people, programs, and operating philosophy.

Your appointment to adjunct faculty means you have passed a rigorous set of selection criteria, including experiential and educational components. Your experience and expertise is recognized, and represents an invaluable element of FSA programs. To a large extent, it is your direct interaction with clients that will determine program success or failure.

The FSA is proud of its reputation for excellence - developed in a nearly 40 year period - in providing responsive training programs and services to a global clientele. The FSA is striving to become the worldwide leader in emergency response and management education. This aggressive goal will only be achieved through an unwavering commitment to several core values. As such, the FSA staff has high expectations of all its team members. It is with this in mind that the Adjunct Faculty Handbook was created. The intent of the manual is to familiarize you with the important aspects of your new responsibilities, including background information, critical policies and procedures, expectations, and other items to prepare you for your new role as an adjunct faculty member. This manual is not intended to supplant the initial orientation and annual refresher trainings required of all adjunct faculty members.

Please take time to familiarize yourself with the content of this manual. If you should have any questions or concerns about any item in the manual, please do not hesitate to ask me or any member of the FSA Team.

Sincerely,

Denise Baclawski
Executive Director

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This manual is meant to assist the Adjunct Faculty member and the Independent Contractor on the various FSA policies, procedures and expectations. While not all issues are covered in this manual, it should be used as a guideline and any questions should be referred back to your immediate supervisor or contract representative. For the most recent and updated version of this handbook, please refer to the Fire Science Academy Web site http://fireacademy.unr.edu

THE FSA WAY

As an adjunct faculty member, there are several expectations the FSA has of you. These expectations center around our operating philosophy of actively supporting FSA's Core Values. We have come to define this culture of supportive interaction as *The FSA Way*.

The FSA Way integrates several key elements of our operating philosophy into one cohesive and comprehensive package. These elements include our Core Values, our Vision and Mission, as well as Key Competitive Advantages, and finally, our Expectations of all of the FSA team members.

CORE VALUES

The FSA staff recognizes the following operating principles–principles we employ as standards in our day-to-day dealings with not only ourselves, but our clients as being of such overriding importance to our success that we name them our Core Values:

- Safety
- Ethics
- Team
- Respect and Fairness
- Quality
- Commitment

VISION

Our vision is to be the worldwide leader in educating the emergency response and management community, recognized for our safety, quality, and client focus.

MISSION

The University of Nevada, Reno Fire Science Academy is a leader in the advancement and dissemination of knowledge to our global clientele.

The Fire Science Academy is built upon a culture of respect for safety, client service, teamwork, and community support. We uphold the highest levels of ethical and professional standards. We foster an environment that challenges us to seek continuous improvement in every aspect of our operation.

Our clients are experts in their chosen fields and demand we be experts in ours. To accomplish this, we provide flexible and responsive services of the highest quality, every day.

Dedication to these values sets us apart.

Competitive Advantages

The FSA has achieved the following competitive advantages through consistently maintaining our Core Values:

- An awareness and practice of "Safety First," resulting in our excellent safety record
- A flexible and responsive approach to program and service development and delivery
- A culture of teamwork
- A dedication to client focus
- The invaluable support we receive from our local cities, Carlin and Elko, Elko County community members and official resources, and our global business partners

Expectations

The way in which staff members conduct themselves has a direct impact on the FSA's ability to maintain and grow competitive advantages. Because this ability is crucial to FSA's long-term success in the marketplace, all adjunct faculty members are held accountable for upholding the same standards, key principles, and values of the organization as any other staff member.

While the following list is not a full and comprehensive inventory of adjunct faculty members' responsibilities, it does identify the most important of these:

- Adherence to all safety, health and environmental policies and procedures
- Adherence to all University and FSA policies and procedures, including the Alcohol and Drug Policy; Sexual Harassment and Discrimination Policy; General Safety Rules Policy; Student Policies and Procedures; Business Conduct Policy; Staff Dress Policy; Accident Prevention Policy; and Emergency Response Plan, among others (see Appendix IV – Important Policies and Procedures starting on page 23 for policy details).

- Enforcement of University and FSA policies on the field and in the classroom
- Professional representation of the FSA at all times
- Adherence to the instructor outline and directions given for conducting a class
- Maintaining current qualifications required for the position
- Ability to speak about FSA programs, services, and people in a knowledgeable, positive, and professional manner
- Demonstrative support of the values of the organization
- Leadership role in all aspects regarding safety
- Client-focused service
- Understanding that as a faculty member, individual actions, even while away from work, may reflect on the FSA as an organization
- Maintaining classroom control and an atmosphere of positive learning
- The highest levels of honesty and integrity in dealings with students, clients, FSA team members, and other stakeholders
- Arriving at the appropriate time for assigned duties
- Compliance with dress policy for assigned duties
- Attendance at the initial orientation and annual refresher trainings

BRIEF HISTORY

The Dodd Beals Fire Protection Training Academy was founded in 1972 by the Western Oil and Gas Association, or WOGA (now Western States Petroleum Association, or WSPA) as an industrial fire training facility for the petroleum industry. Located in Stead, Nevada, just north of Reno, WOGA turned over the operation of the program to the University of Nevada, Reno in 1984. By 1992, the successful program was listed in the Occupational Safety and Health Administration (OSHA) standards as a qualified provider of industrial fire brigade training. Program specialty areas grew, attracting more than 2,000 students per year from all 50 states and more than 40 different countries.

By 1995, the community of Stead began to grow up around the Academy, and the University was faced with a decision: operate the facility only six months per year, or relocate the program to a more suitable venue. A request for proposal (RFP) was sent to each county in Nevada to see if any were interested in supporting the FSA program’s relocation. Elko County responded very positively, pledging to donate 426 acres near Carlin, Nevada for development of a new fire science facility. Ultimately, the Elko County proposal was selected and the decision was made to build the new facility on land the campus now occupies.

Once the location was secured, the University entered into a design-build-lease agreement with an investment firm, and a new state-of-the-art facility was built. In March of 1999 the program relocated to its new campus, and a new name was adopted: The University of Nevada, Reno Fire Science Academy (FSA).

Shortly after arriving in Elko County, however, the FSA experienced a severe setback. The new facility had serious design and construction defects, and staff was unable to operate within environmental permit parameters. The problems eventually led to facility closure in 2000, the lay-off of most of the full time staff, and the filing of several lawsuits. The parties eventually settled differences through a mediated agreement. As part of that agreement, the University purchased the facility with proceeds from a bond issue. The design-build team corrected the design and construction defects, and the FSA reopened for business in May of 2002.

The FSA has regained the confidence of the clients displaced by the closure as evidences by 200% growth in enrollment and revenue since reopening. However, the program is still working toward recovering from the huge financial burden the closure and reopening placed on the program. The FSA Business Plan outlines goals and objectives to ensure the program prospers, and eventually reaches and maintains a position of financial solvency.

The FSA staff is working toward four key goals:

- Expand the FSA’s market share in industrial training;
- Pursue federal grants and contracts;
- Develop a revenue stream from off-site and consulting services activities; and
- Achieve program financial break-even.

The FSA staff is employing the following strategies in pursuit of these goals:

- Focus on core competency: industrial emergency response training;
- Expand the market share within the petroleum industry;
- Diversify the client base by serving other industrial markets, such as pharmaceutical, mining, manufacturing, and chemical processing; and
- Develop a niche in the market place for the unique services the FSA provides.

WHO ARE OUR CLIENTS?

The FSA trains emergency responders from all 50 states and more than 40 different countries. Many of our students are from private industry. They hold assigned duty positions in the facility where they work, and also volunteer on their company’s emergency response team. Other students are fulltime paid responders. The FSA’s private industry clients include many large, multinational Fortune 500 companies.

The petroleum industry provides the FSA with its largest student population; however, in recent years, enrollment has grown in other industries too, including mining, pharmaceutical, power generation, and manufacturing.

The FSA also trains municipal, volunteer, and airport emergency responders, as well as federal employees of the United States and foreign governments.

CORE PROGRAMS

The sections below give a general description of the FSA's core programs; for specific information on these programs and their classes, please refer to our Web site at http://fireacademy.unr.edu or contact the academy's registrar at 775-754-6003 or 1-866-914-0015, or by email at fireacademy@unr.edu

THIRD PARTY CERTIFICATION

The FSA recognizes the need of some organizations or individuals to achieve third party certification through an agency such as National Board on Fire Service Professional Qualifications (Pro Board). Individuals who achieve Pro Board accreditation are recognized as having met the rigors of testing based upon National Fire Protection Association's (NFPA's) professional qualification standards. Internationally recognized certification affords the individual uniformity and portability of qualifications as it will be recognized when members seek advancement and or transfers within the fire service. We will be calling our program NFPA 1081 Plus as we will be providing the training and testing for NFPA 1081 Pro Board certification, plus the addition of extra time on the FSA drill field using live fire evolutions to enhance the skills taught during the week.

It is the intent of the FSA to provide high quality certification testing programs to the life safety industry and the emergency services community. These programs will allow individuals an opportunity to achieve third party certification through a standards based testing program. As an employee it is important to understand that the FSA is committed to ensure complete impartiality, confidentiality, and safeguards against misuse or abuse of any or all testing materials. If you are asked to assist with a third party testing program that you will uphold FSA principals, practices, and policies concerning the administration of third party testing.

FIELD INSTRUCTION

The FSA's field instruction programs emphasize emergency response and management in various industrial settings. The subsections immediately below describe the main types of instruction we offer in a field environment.

Pressurized Flammable Liquid Fire Fighting

The FSA is best known for its flammable liquid fire fighting training involving pressurized liquid fuels. This is a highly specialized field of fire fighting involving controlling the fuel being released through breaches in a valve mechanism (also known as an "active" fire) through established fire suppression techniques. The control of the fuel source in turn allows firefighters to get close enough to the breached valve to shut off the flow of that fuel, ultimately extinguishing the fire.

Spill Flammable Liquid Fire Fighting

Coincidental to the active fire fighting training described above, spill (or "passive") fire control is conducted on the fire. The passive fire is caused by unignited fuel spilling from the valves of the active fire. This fuel floating on the water in the prop containment area, vaporizes, and ignites once a temperature sufficient for ignition has been attained.

In addition to spill fires, which are a consequence of pressurized breached valve fires, the FSA also trains for controlling other spill fire situations, such as those simulated in the 70 foot open roof storage tank prop, the largest training device of its type in the world.

Just as an active fire is normally controlled using water as a suppressant, a passive fire is also controlled using water. Additionally, however, spill fires may also be controlled using foam from hand lines, fixed and portable monitors, and a variety of foam proportioning appliances.

Combination Dry Chemical and Water Fire Fighting

The FSA also trains firefighters in combination dry chemical and water attacks for controlling both pressurized and spill fires. While this training was originally developed for members of industrial fire brigades, it has been successfully adapted and taught to municipal firefighters from throughout the United States.

Hazardous Materials Response

In addition to fire fighting instruction, courses are also taught in hazardous materials response. These range from the basic awareness level through advanced technician training. As in our fire fighting programs, a small class size, hands-on approach, accurately replicates a real world environment where resources are limited. The various props used in the hazardous materials training simulate a wide variety of transportation and fixed facility type situations.

Rescue Training

The FSA offers rescue training using an extensive array of realistic and challenging props. This training ranges from high-angle rescue utilizing our multi-story high-angle tower, to below grade confined space rescue within the subsurface environment system. There are also numerous opportunities for combining high-angle *and* confined space exercises, exercises which require students to utilize *all* of their rescue skills in successfully mitigating the crisis problem presented.

To increase the challenges of FSA's rescue training situations, simulated hazardous materials and artificial smoke can also be introduced into many of the props.

The FSA supports rescue training for a wide range of industrial clients within manufacturing and refining industries, as well as municipal departments.

CLASSROOM INSTRUCTION

The FSA offers a number of classroom instructional sessions not involving field activities. The following sections detail the more popular of these.

Incident Command and Emergency Response (ICER)

One of the most successful classroom courses offered at the FSA is Incident Command and Emergency Response (ICER). ICER teaches both emergency and non-emergency response personnel how to manage incidents within their facility. This course is based on the National Incident Management System (NIMS), with an emphasis on its application in an industrial environment. While this class does not involve field activities, it does use stimulating and realistic table top exercises and computer simulations to challenge students while driving its classroom lesson home.

Instructor and Train-the-Trainer

The FSA offers three courses for organizations wanting to develop in-house training programs with qualified staff.

The first of these, Instructional Delivery, covers personal delivery techniques using prepared training materials. This course meets the requirements of the National Fire Protection Association (NFPA) for Fire Service Instructor I.

Building on the knowledge gained in Instructional Delivery, the next course in this series, Instructional Development, covers development techniques for entire training programs designed to achieve desired goals.

A third course, Developing and Implementing Table Tops, Drills and Exercises, details how to incorporate training into an organization's overall emergency response planning process.

FSA Worldwide Services

The FSA successfully conducts courses throughout the United States and in a number of foreign countries. In addition to the instructional opportunities the FSA offers at the Carlin campus, there are ways this same training can be brought to clients through FSA Worldwide.

FSA Worldwide (FSAW) specializes in providing training to our clients at their own preferred venues. This service provides clients with the opportunity to:

- Involve more of their staff in our training programs;
- Keep critical staff close to the facility and home;
- Have courses tailored to meet their unique requirements;
- Involve students in their environment, using their equipment, and procedures; and
- Save travel and overtime costs.

Classes not dependent on the props located in Carlin, are especially suited for this type of training. In addition to standard open enrollment courses, FSA Worldwide also works with clients to create customized training to meet their specific needs. The degree of customization varies upon the client's request and can include delivery of portions of the training program at the client's site and practical exercises and skill testing at Carlin.

FSAW programs are provided under the same operating policies and procedures used at the FSA with some exceptions. These exceptions are on a case-by-case basis, but the expectation is always to deliver the program using The FSA Way.

As previously mentioned there are numerous ways for FSAW to deliver our programs. This ranges from a single instructor delivering several days of class, to multi-instructor teams mobilizing for several weeks of training overseas. This wide variety makes it difficult to detail how these programs are produced so this is a general overview.

FSAW will receive a request for proposal starting a discussion with the client about the program's objectives and parameters. For some programs additional research and FSA staff time is required to fully develop the scope of work. Once the program has been defined a worksheet will be opened. In this worksheet a budget will be developed to determine the proposal's price. Once accepted by the client, the scope of work is implemented and the program is added to the FSA Master Training Calendar.

Just as for work performed in Carlin, FSA staff will contact adjunct faculty for their work and travel arrangements to be made. Since these programs may require extended travel, adjunct faculty contracts may be slightly different than contracts for work performed in Carlin.

FSAW programs can be interesting and exciting. They can also be trying. The challenges presented to all travelers today can make life difficult. At times, and especially true in other countries, the planned program is modified "on the go" throwing the proverbial "wrench in the works". As it is said by some "Every day is a new day." While every effort is made to have a sound plan, a flexible and adaptable attitude is a big asset in FSAW work.

PROGRAM HIGHLIGHTS

The various courses offered by the FSA provide training in virtually all areas of industrial emergency response. All FSA training emphasizes safely applying real world lessons in a challenging and realistic environment.

Some of the highlights of the FSA campus in Carlin, Nevada, include the training amenities and program specialty areas listed in the next two sections.

AMENITIES

The following distinctive training amenities have greatly contributed to the FSA's recognized ability to achieve and sustain our client-focused competitive advantage:

- Full-scale burnable props, utilizing liquid petroleum fuel in real-life situations
- Multilevel replica of an oil refinery operation
- 70-foot open roof storage tank foam fire suppression
- Training grounds and props for hazardous materials, including highway tanker trailers, railroad tank cars, and an industry process unit
- Rescue props, including a multilevel high-angle tower, and surface and underground confined spaces
- Turnout building with gear and rescue equipment rentals, showers, and locker rooms
- Multimedia classrooms
- Spacious dining facility

PROGRAM SPECIALTY AREAS

The FSA also offers the following wide array of fire fighting and crisis preparedness courses, unique in variety, scope, and comprehensiveness within the emergency response and management community:

- Industrial Fire Fighting
- Officer Development
- Incident Command
- Aircraft Rescue and Fire Fighting (ARFF)
- Industrial Rescue
- Hazardous Materials
- Mine Fire Fighting and Mine Rescue
- Wildland Fire Fighting
- Emergency Response Team (ERT) Training
- Instructor and Train-the-Trainer Programs
- Specialty Training and Customized Programs

GENERAL INFORMATION

THE FSA CARLIN CAMPUS AREA

The FSA's Carlin campus is located off Interstate 80, approximately 20 miles west of Elko, Nevada, near the City of Carlin. Elko is the largest city on I-80 between Reno, Nevada and Salt Lake City, Utah, located approximately 290 miles east of Reno and 230 miles west of Salt Lake City; see *Appendix I – Map of The FSA's Carlin Campus Location* on page 20 for more detail.

The general area in which the FSA is located is characterized as rural high desert, with an average elevation of approximately 5,000 feet above sea level. Extreme temperature variations are common, and it is not unusual to experience 50 degree temperature swings in a 12-hour period. Additionally, the air is very dry. Adjunct Faculty are encouraged to dress in layers and drink plenty of water or other hydrating fluids throughout the day. Sunscreen and skin lotion are also recommended.

The greater Elko area, including Carlin and other small communities in Elko County, is a full-service micropolis, offering a wide range of shopping, recreation, and entertainment opportunities; for additional information on the cities of Elko and Carlin, as well as Elko County, visit these Web sites:

City of Elko:
http://www.ci.elko.nv.us/

Elko County:
www.elkocounty.net

Elko Area Chamber of Commerce:
www.elkonevada.com

City of Carlin:
http://explorecarlinnv.com

Annual Training

(This section does not apply to Independent Contractors.)

FSA is committed to ensuring Adjunct Faculty receive proper training. As such, there are four training sessions held per year (one training session per quarter). Adjunct Faculty are required to attend one session annually. Please check with your supervisor for the schedule of training sessions.

Payroll and timesheets

(This section does not apply to Independent Contractors.)

Adjunct Faculty will receive payment for their services as described in the contract. Timesheets may be required and should be discussed with the assigned supervisor. In some cases an Adjunct Faculty will be required to submit timesheets bi-monthly or monthly. This should be discussed with the assigned supervisor. If there are any questions, please discuss with your assigned supervisor.

Lodging and Travel Arrangements

(This section does not apply to Independent Contractors.)

The FSA travel coordinator is responsible for arranging all adjunct faculty travel and lodging arrangements. Individual adjunct faculty members are *not* to make these arrangements independently, unless specific plans have been made with the travel coordinator prior to the travel. This includes ground transportation, such as personal or rental cars. Travel and lodging arrangements made independently of the FSA travel coordinator *may not* be reimbursed; see on page 44 for details and restrictions on adjunct faculty travel and lodging when visiting the Carlin campus.

It is very important that all travel and lodging receipts are due to the travel coordinator no later than 10 days after the completion of the travel.

For certain assignments, an assignment commitment letter may need to be signed by the Adjunct Faculty or Independent Contractor. This letter will include details of the specific assignment.

In order to stay in compliance with University requirements and regulations, please return all telephone calls and facsimiles in a timely manner to the travel coordinator and any other FSA employee that is requesting information specific to the assignment.

For more information, or to make lodging and travel arrangements, contact the FSA travel coordinator by telephone at 775-682-6428; via FAX 775-682-6431; or email irish@unr.edu

Several options are available for travel and lodging while working with FSA. All of these need to be discussed with the FSA travel coordinator before choices are made; see on page 44 for details and restrictions on adjunct faculty travel when visiting the Carlin campus.

Refer to http://www.unr.edu/vpaf/controller/travel/ for up to date travel policy information, in addition, Per Diem Travel Rates Domestic and Maximum Travel Per Diem Allowances for Foreign Areas.

Contact Information

University of Nevada, Reno
Fire Science Academy
P.O. Box 877
100 University Avenue
Carlin, NV 89822-0877
Phone: (775) 754-6003 or 1 (866) 914-0015
Fax: (775) 754-6575
E-Mail: fireacademy@unr.edu
Web site: www.fireacademy.unr.edu

Emergency Contact Numbers

CALL TREE
Please call in the following order. If the first person is not available, call the next person in line.

NAME	HOME NUMBER	CELL PHONE
George Quick	775-738-1504	775-934-0245
Todd Valline	775-778-3327	775-340-2531
Wayne Eder	775-846-1414	775-846-1414
Denise Baclawski	775-849-1048	775-224-2986

NON-DISCLOSURE AGREEMENT

Adjunct faculty and independent contractors will treat FSA curriculum, training materials, handouts, visual aids and illustrations, marketing network lists, and other materials as proprietary unless informed otherwise in writing by FSA management. Proprietary items are not public information and are confidential, and therefore, cannot be used by an individual or contractor to derive economic value from use or distribution. The use of this proprietary information for self gain is strictly prohibited. Do not allow students to copy class materials without written permission from FSA management.

Solicitation of business or clients for monetary or personal gain while under the employ of the FSA is prohibited.

IMPORTANT POLICIES AND PROCEDURES

The policies and procedures in the bullet list below, and included in **APPENDIX IV – IMPORTANT POLICIES AND PROCEDURES,** starting on page 23, are some of the most critical ones for performing your duties as an adjunct faculty member or independent contractor. These policies and procedures and others will be covered in-depth at your initial orientation and again at each annual refresher session.

- Alcohol and Drug Policy
- Sexual Harassment and Discrimination Policy
- General Safety Rules Policy
- Student Policies and Procedures Letter
- Business Conduct Policy
- Travel Policy
- Staff Dress Policy
- Accident Prevention Policy
- Emergency Response Plan
- Hazard Communication Policy
- Volunteers

Compliance with all FSA policies and procedures is the responsibility of each Adjunct Faculty member. Questions regarding policy and procedures, concerns, or general information can be directed to any FSA safety officer or management member for clarification. Not all policies, rules, codes, plans, and procedures are included in this document; however, complete copies of these documents can be found in the following locations:

Administration Building – in the library at the front desk

Turnout Building – next to the time clock

University Firehouse – in the Facility Supervisor's office

CHAIN OF COMMAND AND PERFORMANCE EVALUATIONS

(This section does not apply to Independent Contractors.)

The FSA Organizational Chart on page 22 details all FSA positions. As can be seen by the organizational hierarchy outlined on this chart, classroom and field instructors report directly to the Associate Director for Programs and Operations for services delivered at the Carlin campus, or the Assistant Director for FSA Worldwide for services delivered at locations other than the Carlin campus. Field safety personnel report directly to the Safety Specialist II.

A performance evaluation will be conducted by your FSA assigned supervisor at least annually. Evaluations may also occur on a per job or per assignment basis. Evaluations may occur at frequencies more often than once per year.

Classroom instructors are expected to arrive at the FSA the day prior to their scheduled class to acquire all necessary items. If it is not possible or impractical to arrive the day before, then prior scheduling and plans for preparation must take place between the Adjunct Faculty member and his/her assigned supervisor. Field personnel, such as field safety officers and fuelers, are to arrive and be prepared for their assignment at least one hour prior to the start of that assignment.

FSA Worldwide assignments will be coordinated through the Assistant Director for FSA Worldwide or his/her designee.

SPECIFIC INFORMATION FOR INDEPENDENT CONTRACTORS

As an Independent Contractor, you are not an employee of the FSA and are not entitled to any of the compensation, benefits, rights, or privileges of employees of FSA. Further, with respect to Independent Contractors there shall be no:

- Withholding of income taxes by the FSA;
- Workers' compensation insurance provided by the FSA;
- Participation in group insurance plans which may be available to employees of the FSA;
- Participation or contributions by Independent Contractor or the FSA to the public employee's retirement system;
- Accumulation of vacation leave or sick leave; and
- Unemployment compensation coverage provided by the FSA.

However, FSA will expect you to abide by the values, vision, mission and expectations while serving in this capacity. Failure to meet these expectations may possibly cause termination of the contract.

Travel for Independent Contractors

Independent Contractors will generally be responsible for their own travel arrangements. If in doubt, please discuss with your contract representative.

Invoicing and payment for Independent Contractors

Independent Contractors will receive payment for their services as described in the contract under terms and conditions. If there are questions, please discuss with your contract representative.

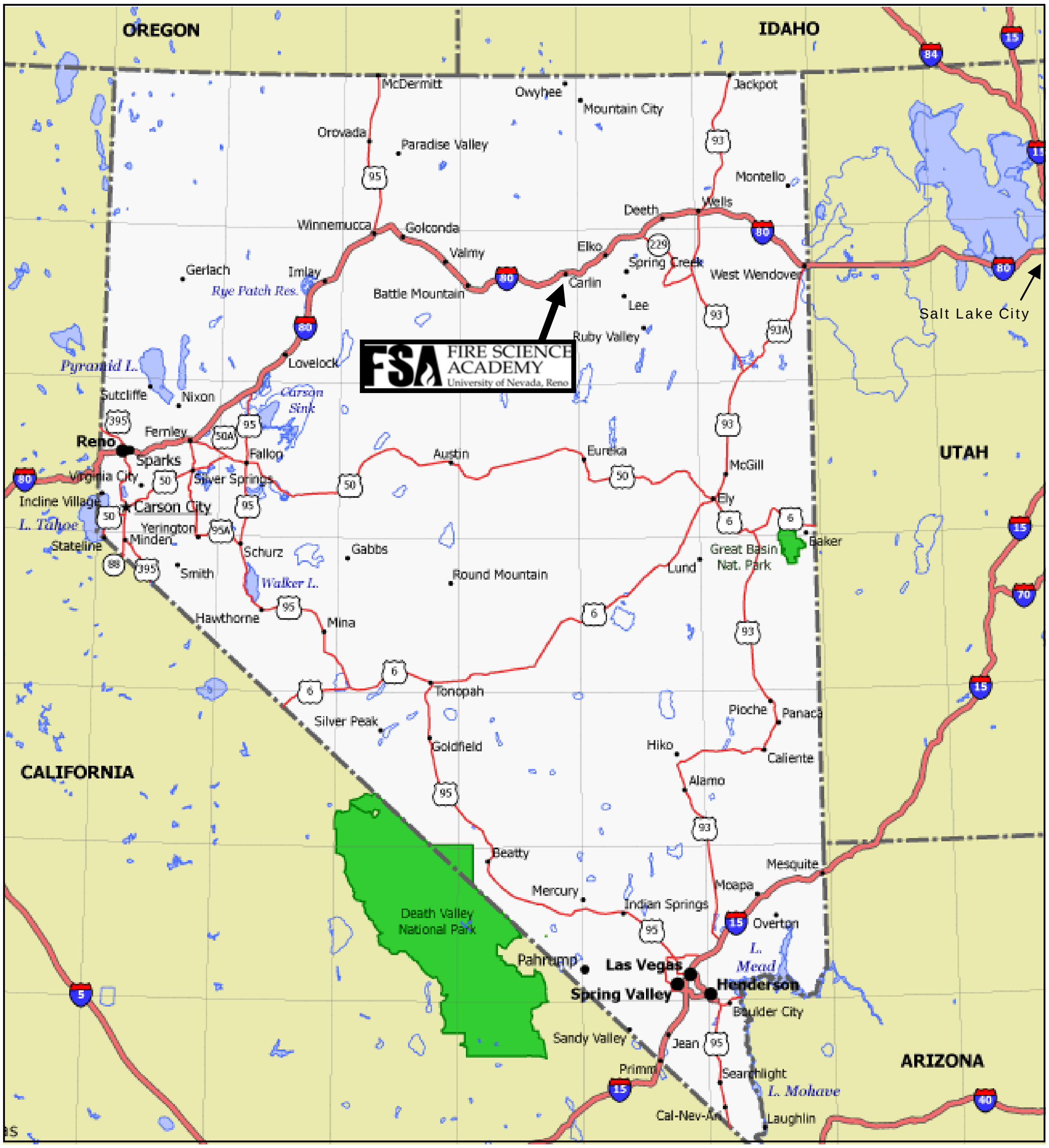
Performance Evaluations for Independent Contractors

Independent Contractors' performance will be reviewed and evaluated as described in the contract. If there are questions, please discuss with your contract representative.

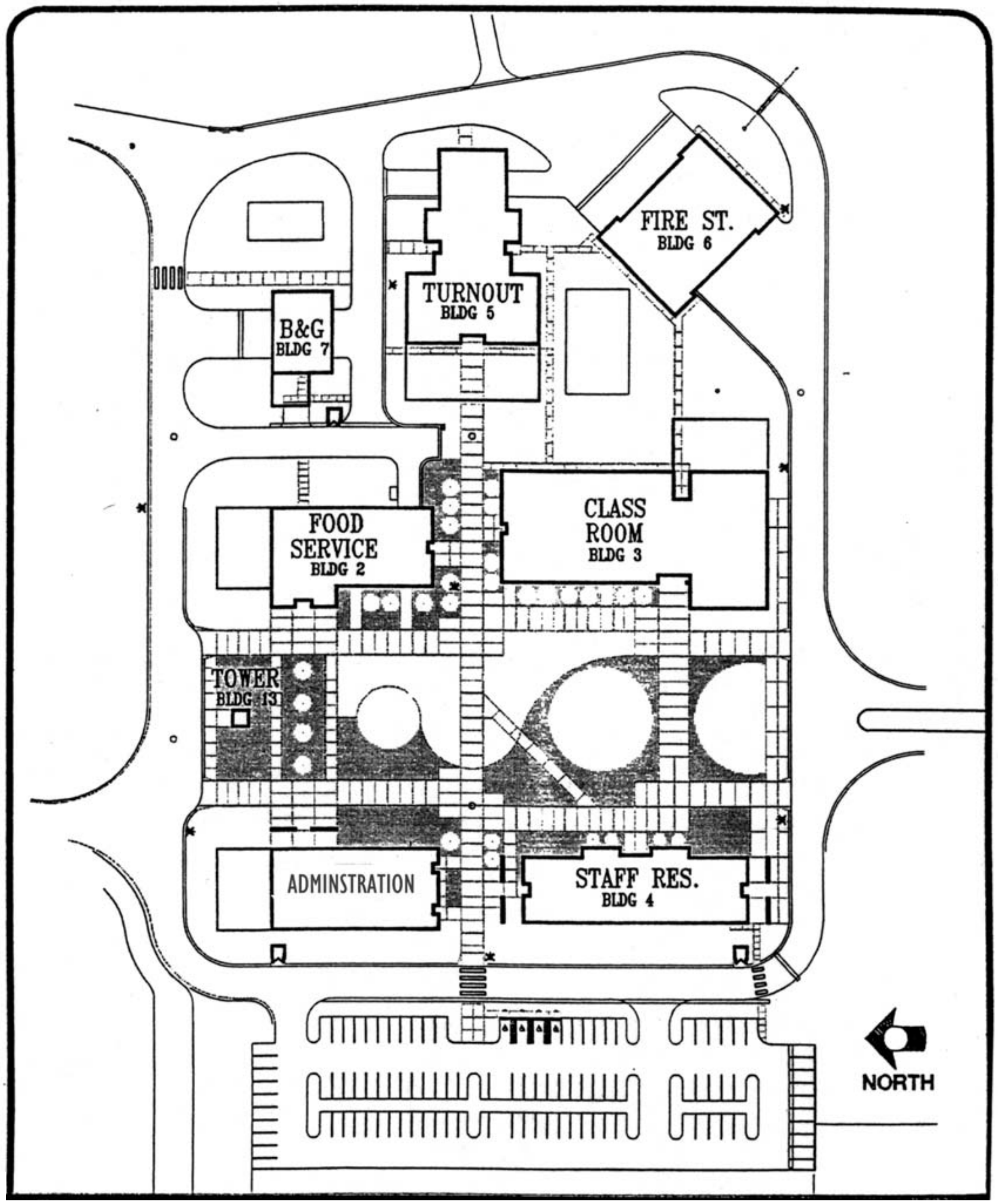
Training for Independent Contractors

Any training required to execute the scope of work will be covered in the terms and conditions of the contract. If there are questions, please discuss with your contract representative.

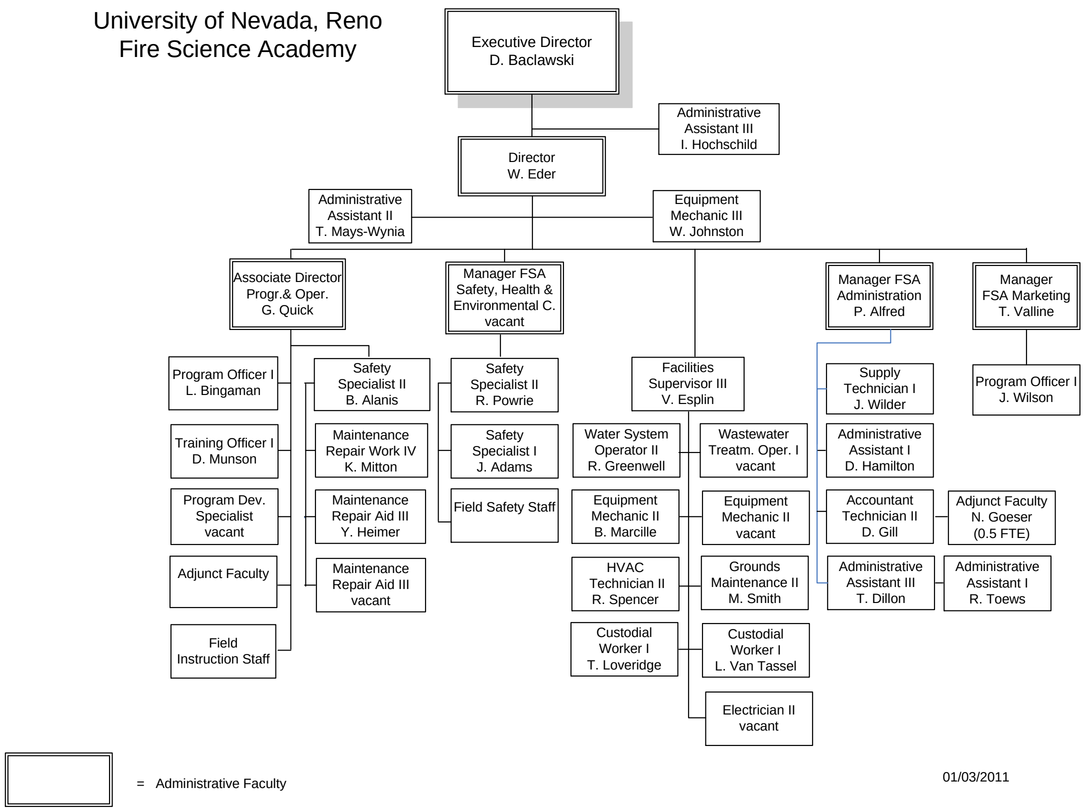
APPENDIX I – MAP OF THE FSA'S CARLIN CAMPUS LOCATION



APPENDIX II – MAP CARLIN CAMPUS



APPENDIX III - ORGANIZATIONAL CHART



APPENDIX IV - IMPORTANT POLICIES AND PROCEDURES

- Alcohol and Drug Use Policy
- Sexual Harassment and Equal Employment Opportunity Policies
- General Safety Rules Policy
- Student Policies and Procedures Letter
- Business Conduct Policy
- Travel Policy
- Staff Dress Policy
- Accident Prevention Policy
- Emergency Response Plan
- Hazard Communication Policy
- Volunteers

ALCOHOL AND DRUG USE POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 4**	
AUTHORIZED BY: Denise Baclawski	**AUTHORIZED BY:**	
ALCOHOL AND DRUG USE POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE: 02/15/2002** **REVISION DATE: * 4/18/2006**

PURPOSE

This policy provides guidelines to ensure that all employees, instructors, and students of the University of Nevada, Reno Fire Science Academy (FSA) is familiar with the Drug and Alcohol Policy of the State of Nevada.

SCOPE

This policy is applicable to all employees of agencies in Nevada State Government including the FSA.

GENERAL

In accordance with State Policy, an employee who consumes or is under the influence of alcohol or who possesses, consumes, or is under the influence of a controlled substance is subject to disciplinary action. An employer may request that an employee submit to a screening test when there is a reasonable belief, based on objective facts that the employee is under the influence of alcohol and/or a controlled substance. The Nevada Highway Patrol shall be called to administer such a test. An employee has the right to refuse such a test; however that refusal may lead to dismissal or other disciplinary action.

Positions affecting public safety at the FSA require applicants to submit to a drug testing procedure:

Training Officer I	Electrician
Maintenance Repair Personnel	DAF Operators
Facility Supervisor II	Safety Specialist I

Facility Supervisor IV
Equipment Coordinator

DRUG/ALCOHOL-FREE WORKPLACE AT FSA

1. It is unlawful and prohibited for faculty, staff, or students in the workplace on FSA property, or as part of any FSA activity to manufacture, distribute, dispense, possess, or use illegal drugs and alcohol.
2. A violation of any of the above prohibitions shall result in disciplinary action (up to dismissal) as prescribed by Nevada Revised Statutes 284 and 453, Title 2 of the Nevada System of Higher Education (NSHE) Code Title 4. Codification of Board Policy Statements and FSA policy.
3. The Employee Assistance Program (EAP) is available to provide help to employees and their families with a drug or alcohol or drug/alcohol-related problem. This assistance is provided by off-campus agencies and is completely confidential.
4. Federal law requires that an employee notify an employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. This notification should be directed, in writing if possible, to an Assistant Director or the Executive Director.
5. An employee convicted as described above shall be required, unless employment is terminated, to participate in the EPA or some other appropriate drug/alcohol, abuse assistance, or rehabilitation program. Should an employee receive an additional conviction (as described above) within a ten (10) year period, the resulting disciplinary action shall be termination.
6. As part of the Alcohol and Drug-Free Workplace Act, the FSA shall provide employees information on campus rules and regulations pertaining to alcohol and other drugs, legal sanctions, counseling, and treatment programs available.

STATE OF NEVADA POLICY STATEMENT

Alcohol and drug abuse as well as the use of alcohol and drugs in the workplace are issues of concern to the State of Nevada. It is the policy of this State and the FSA to ensure that its employees do not:

1. Report to work in an impaired condition resulting from the use of alcohol
2. Consume alcohol while on duty
3. Unlawfully posses or consume any drugs while on duty, at a work site, or on State property

Any employee who violates this policy is subject to disciplinary action. The specifics of the policy are:

1. As provided by statute, any State employee who is under the influence of alcohol or drugs while on duty or who applies for a position approved by the Personnel Commission as affecting public safety is subject to a screening test for alcohol, drugs, or both.
2. Emphasis shall be on rehabilitation and referral to an Employee Assistance Program (EAP) when an employee is under the influence of alcohol or drugs while on duty. The appointing authority shall, however, take into consideration the circumstances and actions of the employee in determining appropriate

disciplinary action.

3. Any State employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance must be terminated as required by NRS 193.105, regardless of where the incident occurred.
4. Any State employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense, for which driving under the influence is an element of the offense, is subject to discipline up to and including termination if the offense occurred while he/she was driving a State vehicle or a privately owned vehicle on State business.
5. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited. Any State employee ,who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of a State agency, shall be subject to discipline up to and including termination.
6. The term "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146.
7. Each State employee is required to inform his or her employer in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on the employer's premises.
8. Any agency receiving a federal contract or grant must notify the federal agency, which authorized the contract or grant, within ten (10) days after receiving notice that an employee of the agency was convicted while on duty or on the employer's address.

This policy is applicable to all employees of agencies in Nevada Government. The Drug-Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code (NAC) set down specific federal guidelines, statutory provisions, and regulations applicable to this policy.

Agencies are not restricted from augmenting the provisions of this policy with additional policies and procedures, which are necessary to carry out the regulatory requirements of the Drug-Free Workplace Act.

In accordance with the Governor's Alcohol and Drug-Free Workplace Policy, all new employees must receive a copy of this policy. They are required to sign a form acknowledging receipt of the policy for inclusion in their personnel file.

IMPLEMENTATION

The Safety, Health, and Environmental Compliance Unit shall be responsible for the implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. The policy will be reviewed at least annually during a regularly scheduled all staff meeting.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Nevada Disciplinary Procedures.

SEXUAL HARASSMENT AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Equal Opportunity and Affirmative Action Office
University of Nevada, Reno

The Affirmative Action Program/Plan is available for viewing in the Human Resources office in the Artemesia Building or in the Equal Opportunity/Affirmative Action office in the Jones Center.

The Equal Opportunity and Affirmative Action Office assists all students, faculty, staff and members of the campus community with EEO/discrimination issues; maintains the Affirmative Action Program/Plan; provides training in regard to sexual harassment and employment discrimination issues; conducts internal discrimination investigations; offers mediation services, and insures compliance with all state and federal discrimination laws.

<u>Sexual Harassment</u>

Because it is both offensive and illegal, the University of Nevada, Reno will not tolerate sexual harassment – or discrimination of any kind – of its students or employees. For more information on the elements of sexual harassment or to report discrimination and/or sexual harassment, please call our office. You may also visit the Nevada System of Higher Education (NSHE) Web site at http://system.nevada.edu/Board-of-R/Handbook/TITLE-4---/T4-CH08---Student-Recruitment-and-Re.pdf, Section 13, to view the university's policy prohibiting sexual harassment.

<u>Equal Employment Opportunity</u>

The University of Nevada, Reno Equal Opportunity and Affirmative Action Office is here to ensure that you have the right to an education and to work and advance in employment on the basis of merit, ability, and potential without fear of discrimination. We are responsible for hearing employee and student grievances and for investigating complaints.

Denise Cordova
Manager
ADA Coordinator
--
Barbara Nirenberg
Administrative Assistant II
--
Equal Opportunity and Affirmative Action Office/0158
University of Nevada, Reno
Jones Center, Room 103-C
784-1547

The University of Nevada, Reno is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, religion, sex, age, creed, genetic information, national origin, veteran status, physical or mental disability, and sexual orientation. The University of Nevada, Reno, employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply.

General Safety Rules Policy

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 3**	
AUTHORIZED BY: Denise Baclawski	**AUTHORIZED BY:**	
GENERAL SAFETY RULES POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE:** **Stead Facility** **REVISION DATE: ***

PURPOSE

This policy provides guidelines to ensure all employees receive the necessary information which enables them to work in an environment free from injuries and health concerns at the University of Nevada, Reno Fire Science Academy (FSA).

SCOPE

It is the policy of the FSA to conduct all aspects of its business in a manner that provides for the safety and health of employees, students, contractors, and the public.

GENERAL

Some basic principals of safety are so important they can only be expressed as "rules." These rules are a basic part of the FSA's Accident Prevention Program, and are also part of the FSA's Disciplinary Procedures. All employees need to know and follow these rules; and all supervisory and management personnel must enforce them.

PROCEDURES

The standards and procedures listed below are applicable in all FSA operating areas and refer to the standards that must be followed to safely perform a job. These are considered to be the minimum safety standards to be followed at the FSA.

1

G:\All_Staff\Policies and Procedures\Policies-Procedures\General Safety Rules.doc

1. All injuries, accidents, and environmental concerns shall be reported immediately.
2. Every employee shall immediately report any unsafe condition or practice. Unsafe equipment shall be tagged to prevent use and taken out of service.
3. The use, possession, transportation, promotion, or sale of alcohol, illegal drugs, drugs paraphernalia, look-alike (simulated) drugs, or prescription medication for any reason other than a legitimate medical purpose is strictly prohibited on the premises.
4. It is expressly against FSA policy for any person to be working or on the premises while under the influence of, or otherwise impaired by an intoxicant and/or mood-altering substance as described above.
5. For purposes of this policy, a drug shall be considered an illegal drug if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug.
6. Only legally prescribed medications are excluded from this policy and permitted to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others. Note: A supervisor is to be notified that an employee is on a prescription medication.
7. Violation of this policy shall be cause for disciplinary action up to and including termination.
8. All personnel in FSA vehicles, including forklifts and rental cars, shall wear seat belts. The driver shall be responsible for ensuring that all passengers are wearing seat belts prior to putting the vehicle in motion.
9. All FSA employees and contract personnel with field exposure shall be trained in compliance with OSHA's current Hazard Communication Standard and the FSA's Confined Space and Respiratory Protection policies.
10. Smoking shall be prohibited except in designated areas.
11. Entry into hazardous areas to conduct welding or burning operations shall not be permitted without specific authorization and a fully executed Hot Work Permit issued by FSA.
12. All personnel, including contractors and visitors, are required to wear ANSI approved non-conductive hardhats and approved eye protection in all field-operating areas.
13. Personal Protective Equipment (PPE), hearing protection goggles, safety glasses, ANSI approved safety toed shoes, gloves, etc., shall be worn in every area where it is required.
14. A safety harness and shock absorbing lanyard, properly attached to secure anchor points, shall be worn where appropriate for all work 6' and above.
15. Horseplay, practical jokes, fighting, and similar activities shall be prohibited.
16. No work or contact with electrical lines and equipment shall be commenced by anyone other than a qualified person designated by the FSA.
17. No maintenance or repairs shall be made on any powered equipment or system until the power has been shut down and proper "Lockout/Tagout/Flagging" procedures have been implemented.
18. Warning signs and/or other safeguards shall be in place before commencing excavations, construction, or other work as appropriate, and shall not be removed

until all such work is completed. All excavating and trenching operations shall be done in accordance with the FSA's Excavation and Trenching Operations policy.

19. All persons working at the FSA shall help maintain good housekeeping practices by keeping all tools, equipment, and work areas clean and orderly at all times.
20. All personnel handling chemicals or hazardous liquids shall wear proper PPE. *Material Safety Data Sheets* (MSDS) are to be reviewed before handling chemicals.
21. Hose reels and nozzles, fire extinguishers, air packs, escape packs, first aid kits, safety shower/eye wash stations, and all other emergency equipment shall be kept in good working order, inspected regularly, and kept clear of any obstructions.
22. Walking on tank tops, except in designated walking areas or where protection is provided, shall be prohibited.
23. Proper lifting techniques such as bending of knees, obtaining assistance, and use of mechanical lifting aids shall be used when lifting heavy objects.
24. Use of defective or improper tools or equipment shall be prohibited.
25. Compressed air shall not be directed toward yourself or others for the purpose of blowing off clothing.
26. All unplanned fires shall be reported to a supervisor immediately.
27. Loose clothing or accessories shall not be worn when within arms reach of unguarded operating machinery or electrical switchgear.
28. No firearms, explosives, or fireworks of any kind shall be allowed on the premises.
29. All unattended vehicles shall be chocked or blocked to prevent movement.
30. Speed limits shall be observed at all times.

Notice: These safety rules do not include all safety and health laws and regulations. Contact the Safety, Health, and Environmental Compliance Unit for more information.

IMPLEMENTATION

The Safety, Health, and Environmental Compliance Unit shall be responsible for the implementation and administration of this policy.

TRAINING

All FSA employees shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed at least annually during a regularly scheduled All Staff meeting.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Nevada Disciplinary Procedures.

STUDENT POLICIES AND PROCEDURES LETTER

FSA University of Nevada, Reno Fire Science Academy
PO BOX 877, 100 University Avenue
Carlin, NV 89822-0877
775-754-6003 or 1-800-233-8928
FAX (775) 754-6575 fireacademy.unr.edu

Welcome to the University of Nevada, Reno Fire Science Academy Campus!

We take pride in our world class training programs/opportunities and facility. Enclosed is information regarding student enrollment, information, and policies. *It is the student's responsibility to become familiar with this information prior to arrival on the campus.* If you have any questions or concerns, please contact the Registrar's Office 1-866-914-0015 or (775) 754-6003.

Mission Statement:

The University of Nevada, Reno Fire Science Academy is a leader in the advancement and dissemination of knowledge to our global clientele.

The Fire Science Academy is built upon a culture of respect for safety, client service, teamwork, and community support. We uphold the highest levels of ethical and professional standards. We foster an environment that challenges us to seek continuous improvement in every aspect of our operation.

Our clients are experts in their chosen fields and demand we be experts in ours. To accomplish this, we provide flexible and responsive services of the highest quality, everyday.

Dedication to these values sets us apart.

IMPORTANT STUDENT INFORMATION AND POLICIES

FSA Course Fees and Policies

Course Cancellations and Refunds

Course enrollment is reviewed 21 days prior to the start of a course. The FSA reserves the right to cancel any course with fewer than the minimum enrollment listed with each course. The FSA will not be responsible for student expenses if a course is canceled. ***The FSA recommends that students NOT make travel or lodging arrangements until they have contacted the Registrar's office regarding status of the course(s) in which they are enrolled.*** The FSA will not be responsible for costs associated with a course cancellation. The academy will make every effort to enroll students in the next available course.

Student Cancellations and Refunds

Cancellation requests must be received in writing by the FSA no later than 30 days prior to the start date of each course to receive a full refund. Notice of cancellation should include the course name, course code, delivery date and the name and social security number of each student to be canceled. Written notification may be submitted by fax, mail or e-mail. Written cancellations received within 30 days of start date, but more than five business days prior to the course start date will receive a refund of the course tuition, less a cancellation fee of $100 per student. Student tuition will not be refunded if written notification is not received, or if notification is received fewer than five business days prior to the course start date.

Student Substitutions

Any changes to student registration should be submitted in writing. All changes must be received at least two business days prior to the course start date. A completed registration form and waiver, release and indemnification agreement for the new student must be submitted along with the written request for substitution.

Transfers and "no shows"

Students may transfer to another course or delivery date a maximum of two times within the same calendar year. If a student is not rescheduled at the time of cancellation, the tuition will automatically be refunded if the cancellation falls within the guidelines described above. **Student tuition will not be refunded if a registered student fails to show for class.**

Other Policies
All other FSA policies and procedures are to be adhered to by students and organizations. Violation of academy policies and procedures may result in registration cancellation.

Compliance with all University of Nevada, Reno Fire Science Academy (FSA) policies is the responsibility of each student. Please read and understand the following information and guidelines. The academy's most important priority is the safety of all FSA students, faculty and staff. If at any time you have a question or concern, please ask any FSA instructor, safety officer or management staff for clarification.

FSA Student Information and Policies

Fire Protection, First Aid, Safety Equipment and Evacuation
The Fire Science Academy is equipped with fire protection equipment including pull stations, fire extinguishers, smoke detectors and sprinkler systems. In addition, first aid kits, emergency medical supplies and eyewash stations are readily available in various locations around the campus. There are designated emergency evacuation locations on the campus. Instructors will review the fire protection and safety features, first aid supply and evacuation locations, and emergency procedures at the beginning of each class. If you have any questions or concerns regarding the location or operation of any safety system, please ask your instructor, a safety officer or academy management staff.

Physical Requirements
The University of Nevada, Reno Fire Science Academy endeavors to provide a safe, challenging and realistic training experience. Fire fighting and other field training exercises often require rigorous physical and emotional exertion, exposure to extreme temperatures, water and toxic atmospheres. Exercises may be conducted in confined spaces, at heights, during inclement weather and at high elevations. Participation in field training exercises may cause elevated body temperature, increased pulse rate, respiration and blood pressure in some individuals. Participation may also cause mental stress and affect the ability to react quickly to emergency situations. Persons with heart disease, lung disease, hypertension, pregnancy or other conditions that may put them at an increased risk of injury or illness may want to reconsider participation in certain courses requiring field training exercises. As with any strenuous physical activity, it is recommended you consult with your physician prior to engaging in courses, which require field-training exercises. Students attending any of the academy's courses that include practical application exercises must be 18 years or older and must be physically capable of performing the field portion of the course work. All students must participate in every aspect of training in order to receive a passing grade. For additional information, please refer to individual course descriptions.

Field Safety
Safety is the academy's first priority. Safety personnel oversee each field training exercise. The FSA authorizes safety personnel to halt training exercises at any time to prevent injury or accident to students, instructors, staff, equipment, property or the environment. The academy requires that all students, instructors and staff comply with safety instructions at all times. Failure to comply with safety instructions may result in immediate dismissal from the academy. A safety briefing will be conducted prior to field training exercises. It is the student's responsibility to understand the information presented. Please ask any FSA instructor, safety officer or FSA management staff for clarification of any safety aspect you do not understand. Students are asked to report immediately any safety concern or hazard to any FSA instructor, safety officer or FSA management staff.

Environmental Protection
The University of Nevada, Reno Fire Science Academy adheres strictly to state laws, which govern live-fire training operations and reclamation of firewater. The FSA values the environment and makes every effort to operate an environmentally sound training facility. The academy reserves the right to halt training exercises to prevent any violation of a regulation or permit requirement. Every effort will be made to mediate a problem quickly in order to resume training.

Altitude and Nevada Weather
The FSA is located near Carlin, Nevada, in the "High Desert," where the elevation is nearly 5,000 feet above sea level. Extreme temperature variations are common and it is not unusual to experience 50-degree temperature swings in a 12-hour period. In addition, the air is extremely dry. Students are encouraged to dress in layers and to drink plenty of water or other hydrating fluids throughout the day. Hydrating fluids will be provided on the field for courses that include field-training exercises. For up-to-the-minute Carlin weather conditions and forecasts, students may want to visit any of a number of web-based weather sites or call the FSA. See page 48 for more about the region.

Dress Code
Students are expected to maintain good personal hygiene and an acceptable appearance while attending the academy. Comfortable clothing is recommended for classes and any training not requiring personal protective clothing. For the safety and comfort of all students, tank-top shirts and open-toed shoes are not permitted at any time. All students will be required to wear appropriate NFPA-recommended or OSHA-approved protective clothing for field training exercises.

Personal Protective Clothing

Most protective equipment for fire training courses is provided by students or their sponsoring organization and shall conform to the applicable standard issued by the National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). The equipment shall consist minimally of fire fighting helmet with earflaps and face shield, protective eyewear, NOMEX® hood, bunker coat, bunker pants, fire fighting gloves and fire fighting boots. Most gear and rescue equipment are available for rent at the academy. The academy provides self-contained breathing apparatus (SCBA) for use by students enrolled in some fire training, hazardous materials, confined space rescue, and ARFF courses and maintains an SCBA cylinder-refilling system. In addition, hazardous material protective gear is provided to students enrolled in hazardous material courses. Students are responsible for the care and return of all FSA-issued equipment and supplies. Students with any facial hair, mustaches, sideburns or beards that prevent proper seal of self-contained breathing apparatus face pieces shall not be permitted to participate in training courses requiring the use of self-contained breathing apparatus. Participants may not wear contact lenses, shorts, tank tops or open-toed shoes during field training.

Shipping of Personal Protective Equipment to the FSA

Students may ship protective equipment to the academy for use during their training. Please plan for equipment to arrive three to five business days prior to the start date of the class. Any equipment shipped to the academy should include the student's name and the specific FSA course name printed clearly on the outside of the shipping container. To expedite return shipment upon completion of a course, students must complete return shipping forms containing all billing information. A handling fee will be assessed for shipments. Please refer to the course fee schedule for additional information.

Rental Gear

In lieu of bringing personal, agency or company bunker gear for training, students may wish to rent gear and equipment at the academy. By using rental gear you may:

- Eliminate the need to transport or ship gear ahead
- Avoid the possibility of having gear refused by an airline
- Avoid wear and tear on a student's or company's own gear
- Prevent the need to send gear out to be cleaned or repaired
- Take advantage of a cost-effective alternative

The FSA participates with selected vendors to provide a cost-effective rental program for personal protective equipment for students attending courses at the academy. For more information and reservations, contact the academy at (775) 754-6003, 1-800-233-8928 or e-mail: fireacademy@unr.edu.

Insurance

The FSA does not provide worker's compensation or medical insurance coverage for students, and assumes no liability or responsibility for illness or injury experienced while attending or participating in FSA activities or programs. Students are expected to be covered with Worker's Compensation Insurance or comparable coverage, provided by the sponsoring agency or employer they represent. Proof of coverage may be requested.

Accidents, Injuries and Illness

Students are required to report immediately all accidents, injuries or illness to their instructor or to the field safety officer so proper response and medical care can be provided. The FSA maintains emergency medical supplies on-site and employs several emergency medical technicians. FSA employees will manage all emergency events and students are required to comply with safety instructions at all times. Any resulting accident investigation will be conducted in accordance with internal policies and procedures of the FSA and will be considered confidential and for internal use only. Any resulting findings are considered the property of the University of Nevada, Reno Fire Science Academy.

Personal Conduct

The Fire Science Academy is an educational institution that strives to maintain a safe and healthy environment and which promotes learning in a professional and challenging university setting. Students are encouraged and expected to exercise tolerance and to respect and celebrate differences among individuals.

At no time will the academy tolerate:

- Harassment of any kind
- Racial, religious or sexual slurs
- Inappropriate language
- Indecent or disorderly conduct, rough play
- Damage to property
- Any action which jeopardizes the comfort, safety or health of others

Such actions or behaviors may result in immediate dismissal from the academy with notification made to the sponsoring agency or employer. In such circumstances no class certification will be issued, a "dismissed" will be noted in the student's transcript and tuition and fees will not be refunded. Harassment is any unwarranted or unwanted verbal or nonverbal conduct which threatens, intimidates, embarrasses, annoys or degrades another person where such conduct has the purpose or effect of creating an offensive intimidating, degrading or hostile environment. Sexual harassment includes unwelcome sexual advances, request for sexual favors or other verbal or nonverbal actions of a sexual nature.

Campus Care

Students are requested to place all refuse in appropriate containers, to use designated walkways for foot travel, and to observe all posted signs. Driving on concrete walkways between buildings is not allowed.

Personal Items

The academy assumes no responsibility or liability for lost, stolen or damaged personal items. Students are expected to safeguard their personal effects while attending the academy.

Parking

Students are required to park their vehicles in the visitor parking lot located on the west side of the campus.

Photography

The FSA reserves the right to use photograph and video negatives and/or reproductions for display, publication and other purposes. Images remain the exclusive property of FSA and shall not be reproduced without written permission. The my image may be used in displays, publications or other purposes for which any person depicted will not receive any financial or other compensation or reimbursement.

Visitors

Spouses, relatives or friends wishing to observe field training exercises may do so with special permission from academy management staff. Visitors are required to sign in at the FSA Administration Building where they will receive a briefing and "visitor" badges, which are to be worn at all times. Badges must be returned and signed-out upon departure. Unauthorized personnel are not allowed on campus at any time.

Smoking and Tobacco Products

Smoking and the use of tobacco products are prohibited in all FSA buildings including the staff residence hall. Smoking is permitted outside, at least 25 feet from any building entrance. Students are expected to use appropriate containers for cigarette disposal. Smoking is also permitted on the paved roadway around the prop field, but is prohibited anywhere on the prop field other than the paved roadway.

Alcohol and Controlled Substances

The use of alcohol or illegal substances is strictly prohibited at all times while training at the academy. Violations will result in immediate dismissal from the academy. Some prescription medications may have a detrimental effect on a student's ability to participate safely in field training exercises. In such cases, participation may be denied.

Weapons and Explosives

The use or display of explosives or weapons of any type is strictly prohibited at all times at the academy. Failure to comply will result in immediate dismissal from the academy.

Violation of the Law

Students arrested while enrolled at the academy may be subject to dismissal.

Cheating

Students cheating during training will be subject to immediate dismissal from the academy with notification made to the sponsoring agency or employer. No certification will be issued, a "dismissal" will be noted in the student's transcript and tuition will not be refunded.

Tardiness

Students are expected to be punctual for all class and field activities. A student is considered tardy when he or she arrives more than 10 minutes but less than 20 minutes after the scheduled start of the class activity. A student's first incident of tardiness will result in an oral reminder. A second tardy by the same student during the scheduled course dates will result in a written warning. A third tardy by the student will result in dismissal from the academy. No certification will be issued and course fees and tuition will be forfeited. The student's transcript will note the course as "incomplete" and notification to the student's agency or employer will be made.

Absences

A student is considered absent when he or she is more than 20 minutes late for a scheduled class activity. Make-up course work may be granted at the instructor's discretion upon the student's return. Make-up of some course activities may not be possible until the next available scheduled course. Failure to complete all course activities during the scheduled course dates will be recorded as an "incomplete" in the student's transcript. No certification will be issued and course fees and tuition will not be refunded. Notification of failure to complete the course will be made to the student's sponsoring agency or employer. Legitimate emergency leave may be granted, in which case a student may complete any missed activities at a later scheduled date without forfeiting tuition.

Withdrawal

Should it become necessary for a student to withdraw from a course, the course instructor must be notified and a withdrawal slip must be signed by the student prior to departure. No certification will be issued and a "withdrawn" will be noted in the student's training transcript. Notification to the student's sponsoring agency or employer will be made. Specific circumstances of the withdrawal will determine whether the student will forfeit course tuition. A student may be considered withdrawn from a course when he or she makes an early departure from class. An early departure is considered when a student leaves 30 minutes prior to the end of class.

Dismissal

Dismissal from the academy for any violation of policy as described in this section Student Information and Policies will result in the following:

- An "incomplete" or "dismissed" will be noted on the student training record for the course, depending upon the nature of the infraction
- Notification will be made to the student's sponsoring agency or employer
- All tuition and fees paid for the course will be forfeited

A dismissal may be appealed, in writing, to academy management staff whose decision shall be considered final.

Satisfactory Course Completion and Student Transcripts

Students will receive a Certificate of Completion when all course work is accomplished with an overall grade average of 70 percent or better. Students must also have satisfactorily demonstrated competence on the applicable practical field exercises. Achieving less than 70 percent average, incomplete course work or inability to accomplish practical portions of the program will result in course failure and will be noted as such on the student's training transcript. Test scores and training records will be released only upon written request from the student, sponsoring agency or employer supervisor or training officer. Name, sponsoring agency or employer, address, social security number, and signature of the requesting party must accompany the request. An administrative fee may be charged for records. Please consult the course fee schedule for information. Efforts will be made to mail requested records within 15 business days of a request.

The information, policies and procedures in this catalog represent current practices as of the date of this publication. All participants and attendees of the academy are expected to abide by these policies and procedures at all times. The University of Nevada, Reno Fire Science Academy reserves the right to modify its operating practices as necessary to maintain the mission of providing the highest level of training in the safest environment.

Travel and Area Information

Transportation to and from the FSA, and accommodations while at the academy, are the responsibility of students, who are expected to arrange travel to allow for completion of their class times. (Please see the withdrawal policy on page 5.) Flights to and from the FSA are scheduled through Elko, Nevada, which is approximately 25 miles from the academy, just east of Carlin, Nevada. (See area map inside the back cover of the course catalogue, on page 49.) We suggest students allow ample time for flights departing after completion of a class. If you have any problems making a connecting flight into Elko, Nevada, please contact the Fire Science Academy. ***Please refer to the attached information for travel discounts and rental car information.***

Lodging

Fire Science Academy students are eligible for discounts at several area lodging properties. ***A list of area accommodations and amenities will be included with student registration confirmation packages.*** Students may also contact FSA for more information.

About the Region

For information about area cultural events and recreational activities in eastern Nevada:

Elko Chamber of Commerce
www.elkonevada.com

County of Elko
www.governet.net/NV/CO/ELK/event.cfm

City of Carlin
www.governet.net/NV/CI/CAR/area.cfm
www.explorecarlinnv.com/

Nevada Commission on Tourism
www.travelnevada.com www.cowboycountry.org

Western Folklife Center
www.westfolk.org

Cal-Neva Elko Pages
www.calneva.com/elko/

Nevada Magazine
www.nevadamagazine.com/links.html

Northeastern Nevada Museum
www.nenv-museum.org

Nevadaweb
www.nevadaweb.com/cnt/cc/elko/main.html

BUSINESS CONDUCT POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 5**	
AUTHORIZED BY: Denise Baclawski	**AUTHORIZED BY:**	
BUSINESS CONDUCT POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE:** **2/15/00** **REVISION DATE: ***

PURPOSE

The purpose of the University of Nevada, Reno Fire Science Academy's (FSA) Business Conduct Policy is to inform all FSA employees of the standards they are expected to observe in conducting the day-to-day affairs of the FSA.

SCOPE

This policy applies to all employees at the FSA.

GENERAL

It is the policy of FSA that all business shall be conducted in compliance with all applicable laws. No FSA employee shall ever underestimate the importance of this requirement.

However, beyond legal compliance, the FSA expects each employee to observe standards of the highest integrity in carrying out his or her day-to-day responsibilities. Local customs and traditions differ from place to place and this must be recognized; but honesty is not subject to criticism in any culture.

The FSA management cares how results are obtained. You are expected to deal honestly and forthrightly with fellow employees and with others. The FSA shall not tolerate conduct that achieves results through violations of law or unscrupulous dealings.

ANTITRUST LAW COMPLIANCE

It is the FSA policy that all of its employees shall comply with the antitrust laws of the United States and with any similar laws of any state or foreign country to the extent applicable to the company's business.

The basic philosophy underlying our nation's antitrust laws is a belief in the value of competition. Competition provides the best allocation of our economic resources and the highest quality products and services at the lowest price possible. The antitrust laws were enacted to promote competition by preventing business activities that tend to interfere with or restrain free competition.

CONFLICT OF INTEREST

A person cannot serve two masters. Applied to the business world, this means that an individual's primary loyalty as an employee is to that person's employer. Employees should therefore, avoid conflicts between their own interests and those of the FSA. By way of example, an employee with purchasing authority may not order products or services for the company from a firm owned or otherwise controlled by that employee or his or her relatives. The same rule would apply if the employee or members of his or her family would directly or indirectly benefit, (e.g., through compensation, commissions, fees, etc.) from a proposed transaction.

Generally, employees or members of their families should refrain from having a significant financial interest in any business organization that does or seeks to do business with the FSA unless this relationship is clearly disclosed in writing to the employee's department head; and senior management has determined that the employee's responsibilities at FSA do not involve decisions that might be influenced by the employee's other interests.

Lastly, employees should not accept an offer to serve as director, partner, consultant, or in a managerial position, with or to be employed in a technical capacity by any nonaffiliated business organization that does significant business with or is a competitor of the FSA.

ACTS OF BRIBERY AND CORRUPTION: QUESTIONABLE PAYMENTS

In general, it is illegal to offer or give money, gifts, or things of value to public officials for the purpose of influencing the officials to act contrary to the law or to the proper discharge of their official responsibilities. Such conduct usually constitutes criminal bribery. Similarly, it is illegal in many jurisdictions to offer or give money, gifts, or things of value to a private individual for the purpose of inducing that person to act contrary to the interests of his employer or principle. This type of conduct may constitute commercial bribery. Both forms of conduct are subject to criminal and civil sanctions.

Beyond these obvious forms of prohibited conduct, it is the FSA policy that no employee is authorized to make or accept any payment or gift which is in the nature of a kickback or an undisclosed commission for obtaining business, favorable discretionary action, or for otherwise bestowing a special favor.

GIFTS AND ENTERTAINMENT

It is important to distinguish between conduct that is prohibited under Section IV (dealing with ACTS OF BRIBERY AND CORRUPTION AND QUESTIONABLE PAYMENTS) and certain courtesies that are permitted under this Section V. At times, the dividing line between improper action and permitted conduct may be unclear. In any case, where an FSA employee is uncertain as to the status of a particular action, the matter should be discussed with the appropriate level of management.

ENTERTAINMENT AND GIFTS OF OTHERS

FSA employees may provide or offer common courtesies (such as promotional items, business meals, entertainment, and the like) to others provided:

1. Courtesies serve or are intended to serve as a proper FSA business purpose.
2. Item, meal, or an entertainment is consistent with accepted business practice for that sector of the company's operations.
3. The value of such courtesies is not in excess of prudent and reasonable levels.

However, FSA employees shall not provide or offer gifts, services, lavish entertainment, valuable privileges, or favors of any kind to any government, public agency, or public employee.

ACCEPTANCE OF GIFTS AND ENTERTAINMENT

In general, FSA employees shall not seek or accept any gifts, services, valuable privileges, vacations, or pleasure trips without a business purpose, loans (other than conventional loans from lending institutions) or other favors from any person or business organization that does or seeks to do business with FSA or who is a competitor of FSA.

However, employees may accept common courtesies (such as promotional gifts, business meals, entertainment, and the like) provided:

1. Courtesies are consistent with accepted business practice for that sector of the companies operations.
2. The value of the courtesies is not in excess of prudent and reasonable levels.

USE COMMON SENSE

Ultimately, conduct in this area is best guided by common sense. If public disclosure of all facts and circumstances relating to a gift or entertainment would seem likely to embarrass you or the FSA, you should avoid or withdraw immediately from the sources of conduct.

TO ASSIST IN RECOGNIZING AND AVOIDING POTENTIAL ANTITRUST PROBLEMS, THE FOLLOWING SUMMARIES OF KEY COMPLIANCE SHOULD BE REFERRED TO:

1. Do not exchange price information or discuss other terms of sale with competitors.
2. Avoid conduct and circumstances that might afford potential antitrust adversaries an opportunity to build a circumstantial price fixing case.
3. Do not discuss or participate in joint arrangements that have as the objective the elimination or limitation of business with a particular customer or seller.
4. Ensure that contact with competitors, to the extent they do occur, are confined to permissible topics of discussion.
5. Always remember that careless or inappropriate language in FSA communications can adversely affect the company's interests in antitrust investigation or lawsuits.
6. Lastly, be alert for those transactions requiring advance legal review as a matter of course. When in doubt, seek the advice of company management.

ACADEMY REPRESENTATION

The following has been established to provide guidance to employees and management when attending FSA related functions where alcohol is served.

It is recognized that participation in social functions with clients and students provides positive public relations and marketing opportunities. Equally important is the requirement to maintain a professional image in all of our business activities.

The following guidelines are offered to assist in meeting the goals of the FSA:

1. Members of the FSA are encouraged to participate in social functions.

2. Social function participation may be scheduled. Attendance may be considered a requirement of the job.
3. When scheduled to attend an event where alcohol is served, the assigned member(s) of FSA staff shall wear their dress uniform and shall abstain from consuming alcohol.
4. FSA staff is encouraged to attend an FSA sanctioned event for which they were not scheduled. In this case, the FSA uniform is not required. The staff is not representing the FSA in an official capacity.
5. Appropriate standards of conduct for FSA staff are required whenever wearing a FSA uniform or representing the FSA any capacity.

IMPLEMENTATION

The Central Services Unit shall be responsible for the implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training on the Business Conduct policy during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. This policy shall be reviewed at least annually during a regularly scheduled All Staff Meeting.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined on Nevada Disciplinary Procedures.

TRAVEL POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
APPLICABLE UNIT: All Staff	**POLICY AND/OR PROCEDURE:**	
AUTHORIZED BY: Denise Baclawski 2/15/11	**AUTHORIZED BY:**	
FSA TRAVEL POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE:** 02/15/2011 **REVISION DATE:**

PURPOSE

The purpose of the University of Nevada, Reno Fire Science Academy (FSA) Travel Policy is to provide guidance to employees traveling on FSA business.

SCOPE

This policy applies to all FSA employees traveling on any type of FSA business including in state, out of state, and foreign. These guidelines are intended to provide policy clarification to the University of Nevada, Reno (UNR) travel policy and may be more restrictive in some areas. Where this policy is silent on a given issue, the UNR policy applies.

GENERAL

The FSA understands and appreciates the burden business travel places upon an employee. This policy attempts to provide guidance to assist the employee in requesting travel, making travel arrangements, and requesting timely reimbursement of out of pocket expenses. Understanding the policies and procedures that apply in advance of the travel should minimize errors in travel arrangements and reduce the disappointment associated with denied or delayed travel reimbursement claims later.

Please note: Work assignments requiring travel are issued by the supervisor. Specific guidance for travel arrangements, expenses reimbursement, duty hours and responsibilities are detailed in a work plan developed on a project by project basis and are discussed and documented with the employee prior to travel.

USEFUL UNR TRAVEL POLICY INFORMATION AND FORMS

All UNR travel related policies, guidelines and other helpful information may be found on the Controller's Office pages of the UNR Web site:
http://www.unr.edu/vpaf/controller/travel/index.html

Travel related forms are also available on the Controller's Web site:
http://www.unr.edu/vpaf/controller/forms/travelform.html

TRAVEL REQUEST

The Travel Request Form available on the UNR Web site is completed by the Travel Coordinator. All FSA employee travel requires a Travel Request, regardless of the type or destination of the travel. The Travel Request is sent to the traveler with a draft itinerary of the planned travel. Upon review, the traveler signs the Travel Request signaling agreement with the arrangements. Additionally, the form requires authorization of the budget manager responsible for the travel expenses. Out of state and foreign travel also require the approval of the Executive Director. No travel arrangements are made until required approvals are obtained.

Once arrangements are made, the employee is responsible for change related fees should the employee request changes that are for individual preference and not required by a change in business circumstances.

For out of state or foreign travel, the approved Travel Request is forwarded to the Travel Office (MS 0124) by the Travel Coordinator prior to travel. A copy of the form is scanned to the FSA shared server and is included with the Travel Expense Claim.

TRAVEL ARRANGEMENTS

All travel arrangements are made in advance of the travel by the Travel Coordinator. The Travel Coordinator will make every effort to accommodate individual preferences for method of travel, seat assignment, and hotel accommodations while also ensuring UNR and FSA travel policies are met, including the obligation to book the most economical travel arrangements available.

Rental Vehicles

If a rental vehicle is required, the Travel Coordinator makes the reservation with an approved rental vehicle vendor. UNR provides insurance for business use of rental vehicles and will ***not*** reimburse travelers for insurance fees charged by rental vehicle companies.

Please note: The Travel Coordinator, in consultation with the traveler, determines the most cost effective ground transportation method(s) for a specific trip. Purpose of the travel, hotel proximity to an event, availability and cost of local ground transportation, free airport shuttles and other aspects are taken into consideration to formulate the most efficient and economical travel plan.

Use of Personal Vehicles for FSA Business Travel
When a vehicle is required for FSA business travel, it is rented from an approved rental vehicle vendor. An exception is made when rental vehicle vendors are not available for the area of travel. Exceptions are also granted on a case-by-case basis, when an employee prefers to drive a personal vehicle.

Please note: The auto expense reimbursement is 50% of the current allowable IRS vehicle reimbursement rate when an employee uses a personal vehicle for their convenience.

EXPENSE REIMBURSEMENT

It is the intent of the FSA Travel Policy to reimburse travelers for all qualified out of pocket expenses. From a financial perspective, an employee should not gain or lose money by traveling on behalf of the FSA. It is expected that an employee will apply fair judgment when requesting reimbursement for travel expenses and understands that receipts may be required to document claims.

Travel claims with required receipts are due to the supervisor for approval within ten days of return of the business trip. Document travel claims using the UNR Claim for Employee Travel Expense Form found on the UNR Web site.

Guidelines for Reimbursement
General. Maximum expense reimbursement for hotels, meals, and incidentals are made per the current Federal per diem rates as found on the U.S. General Services Administration (GSA) Web site: http://www.gsa.gov/portal/category/21287 Travel expenses in excess of the GSA rates are not reimbursed.

Expense reimbursement requests in excess of ten percent of the original Travel Request require a detailed explanation included with the Travel Expense Claim.

Hotels. An itemized receipt is required for hotel expense reimbursement.

Meals. Travelers should only claim actual meals taken on the Travel Expense Claim Form. Skipped meals, meals served on airplanes, conferences, at hosted events or otherwise provided for the traveler are not reimbursable. In general, the employee will not be reimbursed for breakfast on the day of departure or for dinner on the day of return.

Incidentals. Reimbursement for incidentals is not automatic and the traveler may be required to document incidental expenses on the Travel Expense Claim. Incidental expense reimbursement is intended to compensate the traveler for actual expenses for which a receipt is not readily available, for example porter or baggage handling fees.

Employees are encouraged to keep track of expenses for incidentals and request only the amount of actual expenditure for reimbursement. Apparent abuse will result in a delay in travel claim processing and require a detailed incidental expense explanation.

Internet Reimbursement. Reimbursement for hotel, airport, or other fee based provided Internet will be made for employees whose job duties require daily or intermittent access to the Internet. Clarify with the supervisor prior to travel to determine if Internet expense will be reimbursed and at what frequency.

Direct Deposit for Employee Travel Reimbursement
Direct deposit is available and is the fastest way to receive reimbursement for employee travel related expenditures. The form is available on the UNR Web site.

University Issued Travel Credit Card
Employees may choose to pay for qualified business travel expenses with a UNR travel credit card. The application for the card is available on the UNR Web site. The credit card may only be used for qualified FSA business travel related expenses. Balances on the card must be paid in full within the timeframes outlined in the credit card terms and conditions, regardless of receipt of travel expense reimbursement.

FOREIGN TRAVEL

General
Foreign travel is not required by any employee unless specifically outlined in the employee position description. In general, all travel request, arrangement and reimbursement policies apply, in addition to special rules for foreign travel.

Please note: Special rules will apply to foreign business travel. Detailed work assignment and policies regarding the assignment are issued and supervised by the project manager. Specific guidance for travel arrangements, expense reimbursement, project specific assignments, duty hours and responsibilities are detailed in a work plan developed on a project by project basis and are discussed and documented with the employee prior to travel.

Foreign Assignments
Employees who want to be considered for foreign assignments should make that desire known to the supervisor. There is no guarantee of foreign assignment. Assignments are made based upon the skills set and experience required by the client for the specific project.

Additionally, the employee should, at their own expense, become "travel ready." Travel ready means:

- The employee has a valid passport with at least six months remaining until expiration and a minimum of four visa pages available in the passport; and
- Routine vaccinations are up to date (Hepatitis A, Hepatitis B, Tetanus, Polio, MMR, or other physician recommended immunizations).

When an employee is assigned to a foreign project, any additional travel ready requirements are paid by the organization, including:

- Visa, if applicable;
- Additional shots or medications for the area of travel as recommended by the World Health Organization, the Center for Disease Control or other appropriate source; and
- Other country or assignment specific requirements.

Foreign Travel Arrangements
The Travel Coordinator will work with the project manager and client to secure appropriate travel arrangements. Additionally, the Travel Coordinator will be responsible for the following:

- Travel Request approvals;
- Providing the traveler with information on required vaccinations or medicines and coordinating the purchasing or reimbursement of the expense;
- Assistance with procuring required visas;
- Notification of foreign travel to Business Center North Risk Management
- Securing a foreign medical insurance card for the traveler (the employee is covered by worker's compensation during the entire duration of the trip); and
- Traveler registration at the U.S. State Department Web site and any other appropriate notifications.

Foreign Travel Expense Reimbursement
In many cases, expenses associated with the project are paid by the client. This requires detailed documentation of all expenses incurred by the traveler. Often, allowable and disallowable expenses will be outlined prior to travel. In general, the GSA rates for the city and country of assignment will apply for allowable expense.

Please note: Specific guidance for travel arrangements, expense reimbursement, project specific assignments, duty hours and responsibilities are detailed in a work plan developed on a project by project basis and are discussed and documented with the employee prior to travel.

ACADEMY REPRESENTATION AND BUSINESS CONDUCT STANDARDS

The FSA Business Conduct Standards apply while employees are traveling on FSA business. Please refer to the Business Conduct Policy prior to travel. Request guidance from a supervisor for any questions related to conduct, hosting, uniform or other business conduct related issues.

IMPLEMENTATION

The Executive Administration Unit is responsible for the implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training on the Travel Policy during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure review of and compliance with the policy, especially for first time or intermittent travelers.

COMPLIANCE

Compliance with all UNR and FSA policies is required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined on Nevada Disciplinary Procedures.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Out-of-State Travel	1,401

Revised: July 2007

Out-of-State Approval

An "Employee's Travel Request" form must be completed and approved for any university business-related out-of-state travel lasting more than 24 hours, including travel with no cost to the university. Refer to section 1,406 for travel advance procedures.

An "Employee's Travel Request" form must be approved by the appropriate vice president, dean, or director of intercollegiate athletics, or designee, prior to an out-of-state trip, except as noted below. Departments are responsible for verifying and maintaining availability of funds for approved travel expenses.

Any delegation of approval authority for out-of-state travel must be in writing, updated every time a change in that delegation occurs, approved by the President or Executive Vice President and Provost. Copies of the delegation must be distributed to the Controller's Office.

Upon approval, the "Employee's Travel Request" form should be sent to the Controller's Office prior to the trip date.

For trips lasting 24 hours or less and for travel of coaches for pre-scheduled intercollegiate athletic events it is not necessary to file an "Employee's Travel Request" form with the Controller's Office. It is necessary, however, to obtain prior approval of the department head and dean, director, or vice president.

Out-of-State Allowable Travel Expenses

Persons on out-of-state travel status shall receive meals at the U.S. General Services Administration (GSA) per diem rate listed for that locality regardless of actual cost and only when the meals are not covered by event fees. Receipts are not required for meals.

Employees shall receive reimbursement for personal lodging expense based on the federal GSA lodging per diem rate for that locality. A receipt will be required for all out-of-state lodging reimbursement. All GSA lodging amounts exclude taxes.

When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

For conference registration fees that are all inclusive, documentation must be submitted that indicates the portion of the fee that is for registration and the portion that is for meals and lodging.

Exceptions to the maximum out-of-state lodging rates may be approved in advance by the individual authorized to approve such travel. Exceptions to the maximum federal foreign travel lodging rate may be approved in advance by the individual authorized to approve such travel only when the employee is staying at a conference/workshop/meeting hotel. Lodging expense in excess of the federal foreign per diem rates may be charged to federal grants and contracts or to indirect cost recovery accounts unless a specific sponsor requirement does not allow for this charge. Approval of out-of-state and foreign lodging rates in excess of currently authorized rates must be obtained on the "Employee's Travel Request" form prior to the trip from the individual authorized to approve such travel. For GSA surveyed areas, exceptions may be made for up to 175% of the federal rate for each specific destination. For GSA non-surveyed areas, exceptions may be made for up to 300% of the federal rate for each specific destination.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Out-of-State Travel, Continued	1,401

Foreign travel per diem is based on federal per diem rates. These rates change quite frequently. Non-surveyed rates are covered by an "Other" category for each country, and exceptions are subject to the 175% limitation. The current per diem rates can be found at the following website: http://www.state.gov/m/a/als/prdm

An employee in out-of-state travel status may claim per diem meal reimbursements for the following time frames:

Breakfast: 12:01 a.m. – 10:00 a.m.
Lunch: 10:01 a.m. – 3:00 p.m.
Dinner: 3:01 p.m. – 12:00 a.m.

When employees receive free meals or lodging, no reimbursement is allowed.

Reimbursement for Employee travel claims will not be paid if they total less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

In-State Travel	1,403

Revised: May 2008

In-State Approval

College or departmental regulations must be followed for in-state travel. An "Employee's Travel Request" form does not need to be submitted to the Controller's Office unless a travel advance is requested.

In-State Allowable Travel Expenses

Persons traveling in-state shall receive reimbursement for meals at the federal GSA per diem rate listed for that locality. For trips of 24 hours or less employees must be more than 75 miles from their duty station to receive reimbursement for meals. Lodging should only be claimed if the traveler incurred lodging expenses. For GSA surveyed (listed) areas in Nevada, no exceptions will be allowed to the GSA federal per diem lodging rate. For GSA non-surveyed (not listed) areas in Nevada, exceptions may be made up to 150% of the federal per diem lodging rate for each specific destination.

If a personal vehicle is used for the convenience of the employee, the employee will be reimbursed at one half the rate established when using a personal vehicle for the convenience of the university. Employees using personal vehicles for the convenience of the university will be allowed reimbursement at a rate equal to that allowed as a deduction under federal income tax laws. The current reimbursement rates can be found at the following website: http://www.unr.edu/vpaf/controller/travel/index.html

When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

An employee in in-state travel status may claim per diem meal reimbursements for the following time frames:

Breakfast:	12:01 a.m. – 10:00 a.m.
Lunch:	10:01 a.m. – 3:00 p.m.
Dinner:	3:01 p.m. – 12:00 a.m.

When employees receive free meals or lodging, no reimbursement is allowed.

Reimbursement for Employee travel claims will not be paid if they total less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.

TRAVEL

Overnight Lodging Within 50 Miles of Principal Station 1,405

Reviewed: July 2007

Reimbursement for overnight lodging in areas less than 50 miles from a principal station must be justified in writing, approved by the individual authorized to approve such travel, and included with the "Claim for Employee Travel Expense" form. These expenses will not be allowed unless:

1. Inclement weather conditions make travel difficult.
2. Late official meetings are required.
3. Individuals involved are conference hosts responsible for meeting arrangements.

Send justification for approval to the individual authorized to approve such travel.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Cash Travel Advances 1,406

Revised: July 2007

The primary source for cash travel advances is the university-facilitated travel charge card at an authorized automated teller machine (ATM) facility. The Controller's Office will issue travel advances by check to students traveling on university business and to employees on an exception basis only. Explanation of the exceptional circumstances and the approval of the appropriate dean, director, vice-president or the Executive Vice President & Provost will be required.

The "Employee's Travel Request" form provides for the requesting of a travel advance and must be filed in the Controller's Office at least three working days prior to the time the check is needed. Advances will not be made for less than $100 and will be made for travel expenses only, excluding airfare and registration. Advances issued on this exception basis must be cleared within fifteen (15) days after completion of the trip by filing a "Claim for Employee Travel Expense" form. An advance will not be made if a previous advance has not been cleared. Advances represent a lien upon the accrued salary of the requesting employee (NRS281.172, 281.173). Advances will not be issued after the departure date of the trip.

University employees who travel on behalf of the university may apply for a travel card by submitting an application to the Controller's Office. Application forms are available on the web at http://www.unr.edu/vpaf/controller/travel/documents/UNR_Travel_Card_Application.doc

The travel card can be utilized for all travel advances and business travel expenses (hotel charges, car rentals, meals, etc.). The minimum cash advance withdrawal amount is $100 per transaction. The maximum cash advance per trip is two (2) transactions per week, $250 per transaction and/or $500 per week. Exceptions may be made, with proper approval, for special circumstances requiring higher limits. Contact the Controller's Office for further information.

The traveler may be charged a transaction fee by the card issuer, and some banks may charge an additional transaction fee each time the ATM cash advance feature is utilized. The university will reimburse a maximum of $8.50 for each transaction. The fee will be reimbursed when it is included on the "Claim for Employee Travel Expense" form with documentation in the form of the transaction receipt from the ATM or a copy of the traveler's travel card statement.

The university will promptly reimburse all authorized expenses, including ATM transaction fees, upon receipt of the "Claim for Employee Travel Expense," provided that sufficient funds or budget authority are available in the account(s) to be charged and appropriate approval has been obtained.

In the event an employee incurs interest charges related to the late payment of a credit card bill on which only authorized travel charges occur, and absent exigent circumstances, and the employee has submitted the "Claim for Employee Travel Expense" within fifteen (15) working days after completion of the trip, interest charges incurred will be reimbursed to the employee by the university.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Method of Travel 1,410

Reviewed: July 2007

Travel should be by the least expensive method available. Advanced planning and the use of internet booking will allow for the purchase of airline tickets at discount rates. Such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. The university will be responsible for determining whether the penalty was incurred as a result of employee action or circumstances beyond the employee's control, when the "Claim for Employee Travel Expense" form is submitted for payment.

Use of Rental Cars 1,411

Revised: July 2007

Certain rental car agencies have agreed to provide what the Risk Management Division has determined to be minimum acceptable coverages, and State Purchasing has developed contracts with each of them. The Nevada System of Higher Education (NSHE) has also entered into a contract with Enterprise-Rent-A-Car for car rental within the state of Nevada. Use of any company not authorized by State Purchasing or the NSHE contract may expose the state and university to increased liability in the event of an accident. Vehicles must be rented in the name of the individual, and the State of Nevada or NSHE rental contract number should be referenced. If available, employees should always use the state contract (and prices) to obtain insurance coverage. Reservations may be made directly or through a travel agent The following website will provide information about a link to the names of the current rental car agencies:
http://purchasing.state.nv.us/rental.htm

Do not bill rental cars to the university.

Justification must be provided on the "Claim for Employee Travel Expense" form if a non-state approved rental car vendor is used. Rental from a non-state contracted car rental company will put the traveler's department at risk for the full value of the rental vehicle. If it is necessary to rent from a non-state contracted car rental company, the employee should purchase both liability insurance and the loss damage waiver.

The State Motor Pool may be used for rental cars in Las Vegas, Reno and Elko. To reserve a state motor pool car, call the State Motor Pool Division in the appropriate location and bring a completed "Nevada State Motor Pool Vehicle Requisition and Trip Report" with you to the motor pool. The following motor pool website will provide additional information: http://motor_pool.state.nv.us

Shuttle service to and from the state motor pool is available at the airports.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Additional Insurance Charges to Waive Collision Deductible on Rental Cars 1,412

Revised: July 2007

Additional charges for liability insurance and the loss damage waiver on rental cars are not approved expenditures, unless the employee is unable to rent a vehicle using a State of Nevada or university rental agreement. If an employee is unable to rent a vehicle using one of the agreements, the employee should purchase both liability insurance and the loss damage waiver.

If an employee driving a rental car on state business is involved in a collision and did not rent the vehicle using one of the agreements, and did not purchase the loss damage waiver, the department will be responsible for the cost of the damage to the rental vehicle.

Private Automobile Usage 1,413

Revised: July 2007

In the event of an accident while an employee is driving a private vehicle on state business, the employee's insurance is primary for all coverages.

For the Employee's Convenience
If a personal vehicle is used for the convenience of the employee when a state vehicle is available, the employee will be reimbursed at one-half the standard mileage reimbursement rate for which a deduction is allowed for travel under federal income tax laws. Airfare in lieu of the mileage reimbursement rate should be claimed when it is the least expensive travel reimbursement rate.

If the city **is not** serviced by an airline, the employee is entitled to reimbursement of meals in route. If the city **is** serviced by an airline, the employee must be on either annual or compensatory leave for the extra travel time involved and meals and/or expenses in route will **not** be reimbursed. The travel claim should indicate that the employee was on annual or compensatory leave or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave.

For the University's Convenience
Employees using personal vehicles for the convenience of the university will be allowed reimbursement at the standard mileage reimbursement rate allowed for travel under federal income tax laws. The following website has the current mileage reimbursement rates: http://www.unr.edu/vpaf/controller/travel/index.html

1. Approval of the employee's use of a personal car for the convenience of the university must be obtained by the employee in advance, in writing, from the appropriate vice president or dean.

2. The university approval must be attached to each "Claim for Employee Travel Expense" form when submitted to the Controller's Office. Employees will also be entitled to per diem reimbursement when the use of a personal car for the convenience of the university is approved.

Each calendar year, the university will issue a faculty/staff memorandum reflecting the current standard mileage reimbursement rate after it receives notification from the Nevada State Department of Administration.

If two employees travel in a private vehicle on university business, only one employee is entitled to mileage reimbursement.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Private Automobile Usage Continued	1,413

Gas Receipt Reimbursement: The university does not reimburse employees on gas receipts for personal car usage. The employee will be reimbursed based on the mileage reimbursement rates described below. The university will reimburse employees for gas receipts submitted for rental cars and/or university cars. Gas receipts must substantiate the amount claimed.

Airlines and Travel Arrangements	1,415

Revised: May 2008

Airline arrangements may be made with any travel agency using the university purchasing card. Care should be exercised to assure that the services provided and costs charged by the travel agency are beneficial to the university. Some travel agencies may charge an additional management or service fee. Airline tickets and the travel itinerary may be delivered directly to the department. The Controller's Office travel department must be notified of any cancellations or changes in flight plans that will result in the employee receiving a credit for a future flight.

Only coach airfare will be reimbursed by the university. The traveler will bear the cost of any upgrade to a difference class of service.

When making lodging reservations or car rental arrangements for employees, the expenses may not be billed directly to the university.

The traveler must personally pay for or charge the lodging to his/her university travel card or personal credit card, then submit the itemized lodging receipt for reimbursement with a "Claim for Employee Travel Expense" form.

Rental car arrangements may be made using a university purchasing card. Rental cars are generally not allowed for university employees staying at a conference/workshop hotel without justification. Such justification may include a rental car being the most economical method from and to the airport or the need to conduct other university business away from the conference hotel. Justification must be included with a "Claim for Employee Travel Expense" form.

Under no circumstances may travel for non-university business be charged to a university account.

Bonus Flight Coupons	1,416

Revised: July 2007

Several commercial airlines distribute free bonus flight coupons to travelers based on miles flown or as an inducement to schedule travel with that particular airline.

Any such coupons received by university units or employees as a result of university-paid air travel are considered university property and should be used by the university unit to meet travel needs.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Companion Fares	1,417

Revised: July 2007

Departments should coordinate employee travel to maximize the advantages of any companion fare airline ticket purchase offers. However, if purchasing a two-for-one airline ticket to accommodate personal use in conjunction with university business, the benefits must accrue to the university (50% of the total ticket cost will be borne by the employee and 50% will be borne by the university).

Combining University Business and Personal Travel	1,418

Revised: July 2007

Separating university and personal travel expenses poses certain auditing problems for the travel processor in the Controller's Office. Employees who incorporate private and university travel must demonstrate the costs borne by the university are not increased by the personal travel. The employee must clearly delineate the private and university charges when submitting a "Claim for Employee Travel Expense" form. When university and private travel is not clearly delineated, the travel processor will determine the reimbursement due to the employee. If in doubt about the calculation of reimbursement, contact the travel processor in the Controller's Office at (775) 784-4167.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Travel Expense Reimbursement Procedure 1,420

Revised: July 2007

Within fifteen (15) days after completion of a trip, a "Claim for Employee Travel Expense" form must be filed in the Controller's Office. If an advance has been received, indicate the total cost of the trip, amount of advance received, and the amount either due to the traveler or due to the university. The account to be charged must be specified and must have sufficient funds or budget authority to cover the total amount being charged. The travel claim form must be routed through the proper administrative channels for approval. If bus, airplane, or railroad transportation is used, the traveler's original portion of the ticket or a printed copy of the electronic ticket must be attached to the "Claim for Employee Travel Expense" form.

If travelers use their personal funds for the purchase of airline tickets or the payment of conference/workshop registration fees, reimbursement will not be made until completion of the travel and submission of a "Claim for Employee Travel Expense" form to the Controller's Office.

Conference registration fees must be charged as an operating expense, not as a travel expense.

"Claims for Employee Travel Expense" forms must be approved by the employee's supervisor and an authorized signer for the account being charged. If the employee or his/her supervisor are not authorized signers on the account being charged, then the claim must also be signed by a person authorized to sign on the account. In order to document the business purpose of university travel, a claim must be completed and approved for any university business-related travel for which the university incurs expense (airfare or car rental charged to a university purchasing card) even if the traveler requests no reimbursement.

Reimbursement for Employee travel claims will not be paid if they total less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.

Toll Charges 1,435

Revised: July 2007

Receipts will not be required for bridge tolls, as long as the amounts are reasonable; however, the location of the toll charge must be included on the "Claim for Employee Travel Expense" form when requesting reimbursement.

Parking or Vehicle Storage Fee 1,440

Revised: July 2007

Parking or vehicle storage fees will be allowed when considered necessary by the department chair for either university or private cars. Charges should be itemized in the "Other" column of a "Claim for Employee Travel Expense" form, substantiated by a receipt, and the amount entered in the transportation cost column.

An employee may claim mileage for two round trips to the nearest airport from the employee's principal duty station or home in lieu of parking, if that amount is less than the cost of parking. Parking meter expenses will be reimbursed up to a maximum of $3.00 without a receipt.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Commercial Transportation Receipts	1,445

Revised: July 2007

The traveler's portion of bus, taxi, airport, railroad or airplane tickets must be original or a copy of the electronic ticket confirmation and must be attached to the "Claim for Employee Travel Expense" form if the individual paid for the tickets and is seeking reimbursement. If the bus, train or other ticketing process does not provide receipts, the traveler should note this on the "Claim for Employee Travel Expense" form and attach any other documentation, such as bus or train fare schedules, which can substantiate the cost of the ticket(s).

Non-Travel Items	1,450

Revised: July 2007

Travel claims filed in conformity with these regulations shall be considered full recompense for all meals and lodgings. Toll calls should be charged to a telephone credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If charges for the in-room phone are based on its usage or activity, the employee may claim these telephone charges if he/she details the numbers called and certifies the phone calls were made for business purposes or if the phone numbers called are automatically printed on the billing for verification. **Personal phone calls will not be reimbursed.**

In order to be reimbursed for internet access charges, a business need must be documented on the "Claim for Employee Travel Expense" form.

When employees are traveling out-of-state for longer than one week, they may be reimbursed for the cost of having their clothes laundered, however, receipts must be submitted for reimbursement.

Employees in travel status (either in-state or out-of-state) shall receive up to $3.00 per day for incidental expenses such as luggage costs, metered parking, subway/bus use, toll charges, and tips. Receipts are not required.

Corporate Travel Card	1,451

Revised: July 2007

The corporate travel card is a university sponsored employee credit card available to half-time or more university employees who travel on university business. The card should be utilized for travel advances from ATMs and other business travel expenses including hotel, car rentals, meals, etc. Payment for the travel card statement is the personal responsibility of the cardholder. ATM fees charged to the card for travel advances of up to $8.50 per cash withdrawal (limited to twice per week per trip) will be reimbursed to the cardholder from the university department account. To qualify for reimbursement of ATM fees, the minimum cash advance withdrawal amount is $100 per transaction. Upon submission of a "Claim for Employee Travel Expense" form, with appropriate receipts, all authorized expenditures will be promptly reimbursed.

1,000-1,999 FISCAL AND BUSINESS AFFAIRS

TRAVEL

Use of Private Aircraft	1,455

Revised: July 2007

Employees are to limit the use of private aircraft on state business to trips that are completely within the borders of the state of Nevada, unless prior approval is obtained from the appropriate dean or vice president. Passengers are to be limited to employees only. In these cases, the employee-owner of a private aircraft must show evidence of public liability insurance in an amount not less than $2 million single limit.

In cases where employees are requesting permission to use private aircraft for trips outside the state, approval must be obtained from the appropriate vice president prior to the trip being taken. Justification should include factors such as total travel time and cost of alternate transportation. In such cases, only employees are allowed as passengers, unless approved by the appropriate dean or vice president. The employee-owner of private aircraft to be used for trips outside the state must show evidence of public liability insurance in an amount not less than $5 million single limit.

The approved reimbursement rate for the use of private aircraft is in accordance with federal GSA rates per air mile traveled.

Travel to Conferences and Meetings	1,460

Reviewed: July 2007

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the dean or president before the trip is undertaken.

Travel Expenses for Independent Contractors	1,480

Revised: July 2007

Travel expenses and per diem reimbursements to independent contractors may not exceed the rates established for university employees if the travel reimbursement is part of the contract signed with the independent contractor and receipts are provided to document the expenses incurred. Departments may also negotiate a lump-sum payment (including fees and expenses) to prospective independent contractors and make the individuals responsible for his/her own travel expenses. The total amount paid to the contractor will be subject to IRS 1099 or 1042-S (if nonresident alien) reporting guidelines, unless receipts are submitted for travel expenses or meals are paid based on the employee per diem rates. Payment(s) will be made upon receipt of independent contractor invoice.

STAFF DRESS POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 4**	
AUTHORIZED BY: Denise Baclawski	**AUTHORIZED BY:**	
STAFF DRESS POLICY	**REVISION NUMBER:** **003**	**ORIGINAL DATE:** 11/23/99 **REVISION DATE:** 08/04/05

PURPOSE

This policy ensures that all University of Nevada, Reno Fire Science Academy (FSA) staff is properly attired to present a professional appearance to all visitors and clients of the academy.

SCOPE

This policy pertains to FSA administrative faculty, classified, and part-time staff. Except as noted, no substitutions of the approved logo apparel are allowed without prior approval from the Executive Director. In order to maintain consistency, staff is not allowed to add or subtract lettering or embroidery to any FSA issued apparel.

A listing of FSA issued apparel is provided for each position within the "Specific Dress Items" section of this policy.

GENERAL

It is the intent of the FSA to present a neat, clean, and easily identifiable dress for staff members. In order to achieve this intent, it is required that academy employees adhere to the Staff Dress Policy.

1. The Staff Dress Policy requires that all administrative faculty and classified employees wear "approved", clean, pressed, white or blue shirts bearing the academy logo. Additionally, it is required that a clean, white t-shirt, camisole or

G:\All_Staff\Policies and Procedures\Policies-Procedures\Staff dress code policy v4.doc 1 red, white, or blue turtleneck be worn beneath the "approved" logo shirt. The shirts are to be neatly tucked in and worn in conjunction with clean, pressed blue slacks. If a belt is worn it should be solid black, blue or brown in color.

2. The Staff Dress Policy requires that part-time (both administrative and classroom) staff wear "approved", clean, pressed, gray, white, or blue shirts bearing the current FSA logo. The shirts are to be neatly tucked in and worn in conjunction with clean, pressed blue slacks. Part-time field personnel such as fuelers and field safeties may wear pants of their choice with a red T-shirt bearing the current FSA logo.

3. The Staff Dress Policy requires all maintenance staff wear the issued uniform appropriate to their working conditions, based on their work responsibilities and the location of the work being performed.

4. While on the field, all staff is to wear required Personal Protective Equipment (PPE) based on their specific assignment and FSA PPE policy.

5. All administrative faculty and classified employees issued nametags shall wear them on their white or blue FSA shirt. The nametags shall be worn centered and ½ inch above the FSA logo. The FSA will replace nametags lost or damaged while on duty; however, it will be the responsibility of the employee to replace any nametags lost or damaged while not on duty.

6. Vests or jackets bearing the "approved" logo are available for the winter months and shall be worn in combination with the shirts.

7. The Staff Dress Policy requires all FSA staff wear the proper footwear based on their function and the location of the work being performed at the academy. Open toed shoes are not permitted.

8. Each full-time FSA staff member shall be given uniform items upon employment and annually thereafter. The specific items and quantities for each job description are listed in the "Specific Dress Items" section of this policy. The staff member may purchase additional quantities of items at cost. The Administrative Assistant in the Human Resources Unit shall maintain the records of clothing allowances. All issued uniform items shall be returned to the FSA upon termination of employment.

9. Each part-time employee shall be given a clothing allotment when they report to duty as outlined in the specific dress items section. All items issued to part-time employees shall be returned to the FSA upon that employees' end of employment.

10. Except for maintenance staff that is issued uniforms, the purchase of pants that comply with this policy is the responsibility of the employee.

11. The only exception to the wearing of the standard issued uniform items is as follows:

    On Fridays, when there are no students, classes, or other official events (i.e. scheduled tours, conferences, etc.) occurring on campus, employees may wear FSA logo collared shirts and any color slacks. If employees choose to wear these items, they will not be provided by the FSA. T-shirts or other non-collared shirts and jeans are not allowed. It is each employee's responsibility to confirm which days are exception days.

    For special events or circumstances appropriate attire as authorized by the Executive Director shall be worn.

IMPLEMENTATION

All Units shall be responsible for the implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each Supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed annually during a regularly scheduled all staff meeting.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to follow this policy may result in the employee being sent home in a non-paid status to change into proper attire. Additionally, disciplinary actions up to and including termination may be taken as outlined in the University and State of Nevada disciplinary procedures.

SPECIFIC DRESS ITEMS

All items listed are to be issued upon employment and on an annual basis except for the vest/jacket, which will be issued on an every other year basis. Reno staff will be issued four shirts (at least one white) upon employment and then two (either color) each year. Nametags will be issued once every 4 years. All job classifications include all levels within each classification (i.e. Administrative Assistant includes Administrative Assistant I, II, II, and IV.)

Job Title	Blue Shirt	White Shirt	Vest/Jacket	Field Uniform	Name Tags
Accounting Assistant	***	***	1	0	1
Accounting Manager	***	***	1	0	1
Administrative Aid	***	***	1	0	1
Administrative Assistant	***	***	1	0	1
Administrative Manager	***	***	1	0	1
Assistant Director Marketing & Finance	***	***	1	0	1
Assistant Director Off-Site Consulting Services	***	***	1	0	1
Assistant Director Programs & Operations	***	***	1	Provided	1
Associate Director Central Services	***	***	1	Provided	1
Custodial Worker	***	***	1	0	1
Director	***	***	1	0	1
Electrician	0	1	1	Provided	1
Equipment Mechanic	0	1	1	Provided	1
Executive Director	***	***	1	0	1
Facilities Supervisor	0	1	1	Provided	1
Field Equipment Coordinator**	1	1	1	Provided	1
Grounds Maintenance Worker	0	1	1	Provided	1
HVAC Specialist	0	1	1	Provided	1
Maintenance Repair Aid	0	1	1	Provided	1
Maintenance Repair Worker	0	1	1	Provided	1
Manager Off-Site Consulting Services	***	***	1	0	1
Part-time Instructor/Field*	0	0	0	0	0
Part-time Administration	1	1	0	0	0
Program Development Specialist	***	***	1	0	1
Program Officer	***	***	1	0	1
Retail Store Keeper	***	***	1	0	1
Safety Specialist**	1	1	1	Provided	1
Training Officer	***	***	1	Provided	1
Water Treatment Operator	0	1	1	Provided	1

*Part-time instructor and field employees, who work on a regular basis, are issued gray shirts and are allowed to keep them until the end of their employment. "On Call" part-time employees, who work infrequently, are issued two gray shirts at the beginning of the week and are required to return them at the end of the week. All issued shirts are logged on a check out sheet posted in the storage room near the shirts.

**Initial issue of one white and one blue shirt that will be replaced on an as needed basis not to exceed one of either color per year.

***Four shirts issued initially and annually thereafter. At least one of the four shirts must be white.

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ACCIDENT PREVENTION POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 3**	
AUTHORIZED BY: Denise Baclawski	**AUTHORIZED BY:**	
ACCIDENT PREVENTION POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE:** **Stead Facility** **REVISION DATE:** *

PURPOSE

The University of Nevada, Reno Fire Science Academy (FSA) Accident Prevention Program is designed to allow and encourage employees to communicate with all levels of management on safety and health matters, and to provide the necessary mechanism for management to keep employees informed regarding matters important to their health and safety.

SCOPE

This policy ensures that FSA shall provide a safe and healthy environment for its staff, students, and instructors by providing guidelines for accident prevention.

GENERAL

The following are necessary elements of this policy:

1. All pertinent health and safety information shall be forwarded to all employees. Employees are encouraged to inform a supervisor of any concerns they might have regarding potential hazards in their work place.
2. Employees may also inform the Safety, Health, and Compliance Unit about such concerns.
3. Supervisors are responsible for being familiar with safety and health hazards that employees may be exposed to. They must know how to recognize these hazards, the potential effects they may have on the

employee, the rules, procedures, and safe work practices for controlling exposure to these hazards.

   a. Supervisors are the key figures responsible for success of the Accident Prevention Program.
   b. The supervisor is also responsible for conveying information to employees by setting a good example and making sure they fully understand and follow safe work procedures.

4. Assistant Directors are responsible for providing training and support to the Supervisors so that they may be effective in accomplishing their responsibilities.
5. The FSA Health and Environmental Policy is the foundation of our Accident Prevention Program and must be clearly communicated to all employees from their first day of employment.
6. The following is a selection of some of the methods used at FSA to communicate safety and health issues to employees:
   a. Weekly: Managers shall meet and discuss current events relating to safety training and environmental issues.
   b. Monthly: Safety concerns and issues shall be an agenda item at staff meetings.
      i. The Safety Specialist shall discuss current events related to safety, training, and environmental issues.
      ii. The Safety Specialist shall also review any recent accident and incident reports and hazard reports that were or need to be corrected.
   c. Quarterly: All supervisors shall attend quarterly safety and environmental meetings.
      i. Subjects for discussion shall be based on improving safety and environmental performance in the field operations.
      ii. Supervisors shall also be required to attend any other safety and environmental meetings as needed.
7. The Safety Specialist shall serve as a support group and shall provide (when requested) guidance, guest speakers, audio-visual supplies, and safety and environmental related materials for these meeting.

FIELD SAFETY AND ENVIRONMENTAL MEETINGS

At least once every week, the Assistant Directors shall conduct a field safety and environmental meeting with his/her employees.

1. At these meetings, the Assistant Director shall discuss subjects that were reviewed at the Operations Quarterly Safety Meeting.
2. The Assistant Director shall also use this time to inform the employees of any new hazards (chemicals, equipment, processes, etc.) that are to be introduced into the work place.

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3. During this meeting, the supervisor shall encourage his/her employees to openly participate and discuss any hazards or unsafe practices they may be aware of.
4. A record of the meeting shall be kept using the Field Safety Meeting Report Form. A copy of which shall be sent to the Safety Specialist for record keeping.

OFFICE SAFETY AND ENVIRONMENTAL MEETINGS

Semi-annually, the Safety Specialist shall schedule a series of safety and environmental safety meetings for office employees.

1. These meetings shall present material that is related to safe work practices in an office environment and shall also serve to inform office employees about changes in company policy, health, and safety rules.
2. These meetings shall also be structured so as to provide and encourage office employees to discuss safety and environmental related concerns they may have in their work place.

ANONYMOUS NOTIFICATION PROCEDURES

FSA expects supervisors to encourage and welcome communication about possible work area hazards from their employees.

1. There may be an occasion when an employee is uncomfortable or has difficulty expressing a safety and environmental need or concern to their immediate supervisor. In that case, the employee may notify the Safety Specialist anonymously by sending a written notification.
2. The Safety Specialist shall investigate all such reports in a prompt and through manner.

IMPLEMENTATION

The Safety, Health, and Environmental Compliance Unit shall be responsible for the implementation and administration of this policy.

TRAINING

FSA training requirements are designed to instruct each employee on general safety procedures, as well as on safety procedures specific to the employee's job.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Nevada Disciplinary Procedures.

EMERGENCY RESPONSE PLAN

<table>
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Fire Science Academy
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<tr><td>AUTHORIZED BY:
Denise Baclawski</td><td colspan="2">AUTHORIZED BY:</td></tr>
<tr><td>EMERGENCY RESPONSE PLAN</td><td>REVISION NUMBER:
002</td><td>ORIGINAL DATE:
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PURPOSE

This Emergency Response Plan Policy provides guidelines to ensure safe and appropriate response to any emergency situation at the University of Nevada, Reno Fire Science Academy (FSA). The policy ensures that the FSA provides a safe environment for its staff, students, clients, and instructors.

SCOPE

The policy applies to all staff, students and clients of the FSA and provides guidance in the event of an emergency

GENERAL

It is the intent of the FSA to safeguard all persons on campus. In order for this to happen, each individual working at the FSA must understand his or her role in the event of an emergency. This policy shall outline the general roles for each work group or department. Depending upon the nature of an emergency, these roles may change. It is important to remember that your safety and the safety of those around you is first priority. Never put yourself into danger responding to an emergency. The level of your response should never exceed the level of your training.

INTRODUCTION

Emergency Procedures have been established to provide generalized guidelines for emergency planning and to assign responsibilities for improvement or preparation for response to and control of emergencies.

Objectives of the Emergency Procedures are:

1. Minimizing the effect to personnel and surrounding communities
2. Minimizing property damage and equipment loss
3. Ensuring the cooperation of outside agencies
4. Providing for the release of accurate information to the public
5. Providing for an effective and complete response to emergency situations

These Emergency Procedures address both operational emergencies and non-operational emergencies. Operational emergencies include those that occur as a result of operational processes (i.e., accidents and injuries, fires, unplanned explosions, and gas releases). Non-operational emergencies are those over which the FSA has no control (i.e., floods, earthquakes, lightning, and unusual weather).

Not every emergency is predictable. However, these guidelines and the training of Emergency Response teams shall help us to prepare and respond to any emergency.

Employees shall become familiar with all parts of the emergency plan. Supervisors shall review the emergency plan with their employees when:

1. Upon employment or transfer into a new job assignment
2. Whenever an employee's assigned roles or responsibilities within the department or area are changed or modified.

REPORTING AN EMERGENCY

1. Emergency Reporting Procedure:
   a. Call for help. Call the Base on Radio Channel 2 or Telephone extension 221 and provide the following information:
      i. Your name
      ii. Description of emergency
      iii. Location of emergency
      iv. Number of people injured and their condition
      v. Number of emergency personnel already on the scene

vi. Where emergency personnel shall be met
vii. The telephone or radio number you are calling from
viii. **DO NOT HANG UP UNTIL TOLD TO DO SO!**

b. Notify your supervisor:

2. Chain of Command:
   a. If the emergency situation cannot be handled internally, assistance from the outside may be required.
   b. The Incident Commander or his/her designee shall authorize calls for outside assistance.
   c. If the Incident Commander determines that outside assistance is needed, he/she shall notify the Base on Channel 2.

EMERGENCY COMMUNICATIONS

1. Emergency Reporting Procedure:
   a. Call the Base on Channel 2 stating there is an emergency. Radio discussions of the accident shall be minimized and names shall not be broadcast.
   b. Employee shall notify his/her supervisor.
   c. Supervisor in turn shall inform the Associate Director for Central Services or his/her designee.
   d. The Immediate Supervisor shall preserve the accident scene and all physical evidence until relieved of this responsibility by the Associate Director for Central Services or his/her designee.

2. Base Station Emergency Procedures:
   a. When a call is received stating there is an emergency, ask for appropriate details if they are not reported.
   b. Call 911 (if requested). Explain the problem, ask estimated arrival time, and report back.
   c. If not already monitoring the radio on Channel 2, turn to 2 and monitor for any further information.
   d. Ask that Channel 2 be used for Emergency Traffic only.
   e. Designate other personnel to answer business telephone calls, cover the front desk, and monitor radio Channels 1 and 3.
   f. Start an Emergency Incident Log.
   g. Periodically, responders will provide status and updates of the emergency. They shall also inform you when the situation is under control and no further action is required.
   h. Complete the Emergency Incident Log, make copies, and give it to the Associate Director for Central Services, who shall then provide this information to the Director and Executive Director.
   i.

3. Associate Director for Central Services:
    a. Shall notify all appropriate local, state, and federal agencies that have authorization in the case.
    b. After all investigations have been completed, shall report the facts of the incident in writing to the Director and Executive Director.
    c. Shall release the accident site as soon as possible, being consistent with the requirements of the law and governmental agencies.

4. Executive Director:
    a. Shall have the sole and immediate contact with the Press.
    b. Shall notify the appropriate personnel at the University of Nevada, Reno.

RESPONSE ACTIONS TO EMERGENICES

There are five basic types of emergency situations that are likely to occur. Many times an emergency situation will involve a combination of these types of emergencies. For example, an explosion will often lead to a fire or perhaps injured personnel, or an earthquake may trigger fire, explosions, chemical spills, or personnel injuries. Therefore, it is extremely important for everyone to receive a fundamental understanding of what needs to be done for each type of emergency situation. This section provides that information.

1. Response to Personal Injuries:
    a. Report the emergency and sound alarm, if necessary.
    b. Assess the emergency scene carefully, particularly for invisible hazards, such as poisonous gases or electricity.
    c. Do not remove the injured person unless there is an immediate danger from fire, explosion, or other life threatening hazards.
    d. Administer first aid until First Responders and/or EMTs arrive.
    e. If needed, designate someone to meet and guide the ambulance to the scene.
    f. In a situation where there has been a serious injury, the area must be secured (roped off) to maintain the accident scene until an investigation has been completed. In these situations, nothing should be changed or moved.

2. Fatalities – Require special action due to federal, state, and local law:
    a. If the injured party is clearly and definitely deceased, the remains shall not be moved until authorization is received from the appropriate Law Enforcement Personnel.
    b. Nothing is to be moved (unless it poses a hazard to others) until the accident has been thoroughly investigated.
    c. In the event of a fatality, these additional steps shall be followed:
        i. Follow the Emergency Reporting requirements.

ii. Barricade the area surrounding the accident scene to ensure evidence is preserved.
iii. Notify the Central Services Unit as soon as possible. This Unit shall notify all agencies and advise the on-scene Incident Commander accordingly.

3. Response to a Fire:
   a. In the Event of a Small (Contained) Fire:
      i. Summon help.
      ii. Attempt to extinguish the fire with the appropriate fire extinguisher without exposing yourself to risk.
      iii. If the fire cannot be extinguished with one fire extinguisher, evacuate the area and wait for additional help

   b. In the Event of a Structural Fire:
      i. Sound the alarm.
      ii. Report the emergency.
      iii. Attempt to extinguish or contain the fire with available equipment only if you can do so without exposing yourself to risk (always have at least two routes of escape); otherwise, evacuate the facility to the designated assembly area.

   c. In the Event of an Equipment Fire:
      i. Bring the equipment to a stop and set the parking brake.
      ii. Shut down the engine.
      iii. If time permits, notify your supervisor and/or Base and state your exact location.
      iv. Activate the fire suppression system and exit the vehicle.
      v. Move to a safe location.

4. Response to a Chemical Spill:
   a. Type of chemical is known:
      i. Only people knowledgeable in the area of chemical response and cleanup shall handle chemical spills.
      ii. Report the emergency.
      iii. If possible and without risk to yourself and others, stop the source of the leak and contain the spill
      iv. If injuries occur, assist the victims until emergency personnel arrive. This includes helping the exposed personnel to safety showers and eyewash stations if necessary. (Caution – Clothing contaminated with dry/powder chemical shall be removed prior to entering the safety shower.)

b. Type of chemical is unknown:
    i. Report the emergency.
    ii. Avoid contact with the chemical and evacuate upwind, alerting others to do the same. Locate the Materials Safety Data Sheet (MSDS) to obtain more information on the chemical.
    iii. If injuries have occurred, assist the victims until emergency personnel arrive. This includes helping exposed personnel to safety showers and eyewash stations if necessary. (Caution – contaminated clothing shall be removed prior to rinsing in the safety shower when exposed to dry/powdered chemicals).

5. Response to an Explosion
    a. Report the emergency and sound an emergency alarm.
    b. Evacuate the area, as more explosions may be imminent and additional secondary emergencies (i.e. fires, injuries) may have developed resulting from the explosion.
    c. As you evacuate, identify any secondary emergency situations and inform the Incident Command. If possible, eliminate any potential secondary incident threats.
    d. Isolate and secure the area of the explosion. Area should be isolated for at least 500 feet in all directions.

6. Response to an Earthquake: In the event of an earthquake, there are actions to be taken during the quake and there are actions that should be done immediately following the quake. Please note that an earthquake is unpredictable. Therefore, stay alert and aware of your surroundings.
    a. If you are Inside of a Building:
        i. Do not run for the exits. (Most people are injured in earthquakes by falling objects).
        ii. Crouch under a heavy desk or table, or stand in a doorway and brace yourself.
        iii. Move away from windows or other objects that could break, fall, or shatter.
        iv. Expect fire alarms and sprinkler systems to activate.

    b. If you are outside:
        i. Stay away from the collapse zone of buildings, utility poles and lines, and other structures that could fall.
        ii. If you are in a vehicle, stop the vehicle and stay inside until the shaking stops.
        iii. Do not stop near structures or buildings that could fall.

    c. After the Quake:

i. Quickly assess your area for secondary emergency situations such as fires, chemical spills, or explosions. If there are injuries or other emergencies requiring response teams, report the situation. (Please be aware that help or medical aid may not be immediately available).
ii. Do not perform any activity that may cause a spark, including lighting of matches.
iii. Evacuate the area if your location is unstable or you are notified to do so.
iv. Upon evacuation, move upwind (uphill if possible) of all facilities.
v. Anticipate subsequent after shocks.
vi. Maintenance personnel shall inspect and isolate utilities, and shall inspect areas for any damage that could pose a threat.
vii. Only after maintenance inspections have been completed and the results reviewed, shall personnel be allowed to return to return to buildings.

7. Bomb Threats:
   a. Receipt of a Bomb Threat – Action Plan:
      i. Reception is most likely to receive such a call.
      ii. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person making the call if possible.
      iii. Try to have the caller give the location of the bomb and the possible time of detonation, If the caller does not indicate the location of the bomb or possible detonation, it may be advisable to inform the caller that the building area is occupied and that detonation of the bomb could result in death or serious injury to many innocent people.
      iv. Pay particular attention to any strange or peculiar background noises, which might give even a remote clue to the place from which the call is being made.
      v. Listen closely to the voice (male, female), voice quality, accents, and speech impediments.
      vi. Ask for a description of the bomb, why is the bomb planted, and how do you know about the bomb?
      vii. Try to determine the name, age, sex, mental condition (influence of alcohol/drug, etc.), general condition, nationality, voice peculiarities, accent, speech mannerisms, and speech defects of the caller.
      viii. Complain somewhat that you cannot hear well. Ask the person to repeat what he said or is saying several times, if possible.

ix. If the caller makes two (2) or more calls in succession, carefully compare each of the calls. If the language or words used are entirely different, the threat may be an "off-the-top-of-the-head" type. However, action must still be taken.

c. Bomb Threat Procedures:
   i. Notify a person of authority, i.e. Executive Director, Director, Associate Director or Assistant Director. They shall withdraw all persons from the threatened area immediately. Personal items, such as purses, briefcases, etc., shall be left inside the building.
   ii. After all persons have been moved to a safe location, senior management shall notify local law enforcement and the Federal Bureau of Investigation. Their instructions shall be followed explicitly.
   iii. Shut down all mobile and base station radio transmissions in the area (300 feet of the affected area, if known).
   iv. Open all windows and doors in building.
   v. If the location of the bomb is known:
      1. Erect a barricade around the area and evacuate all personnel until the arrival of qualified personnel

UTILITIES SHUTDOWN

Personnel who are trained in the lockout of electrical utilities shall retain this responsibility. In emergency situations, the trained electrician on duty shall assume responsibility for main building disconnects under the direct order of the area supervisor.

The following positions have responsibility to secure under the direction of the area supervisor:

a. Propane Natural Gas – Maintenance
b. Fuel Mix – Maintenance
c. Water Systems – Water Treatment Operator
d. Carlin Water Booster Station – Maintenance
e. Electrical Systems – Electrician

INCIDENT COMMAND

1. The Incident Command Structure shall be activated whenever an emergency situation occurs. The Incident Commander for an initial response shall be the most senior management person available from the affected area. If the emergency situation escalates to a state requiring high-level management, the initial Incident Commander may hand the Incident Command up the departmental chain-of-command.

2. No resources (equipment or personnel) shall be added to or released from the incident scene without the authorization of the Incident Commander. All responding assistance must report to the Incident Commander upon their arrival at the scene for deployment instructions. The Incident Commander shall ensure the recording of all activities during the emergency including resources committed, noticeable events and their times, and the starting and termination of emergency operations.
3. Upon regaining control of an emergency situation, the incident scene shall be returned to operations only after dangerous conditions are corrected and investigation personnel have released the area. The Incident Command shall be responsible for the security of the incident scene until the investigative team or regulatory agency takes custody.
4. The following areas may be used as Incident Command Centers:
    a. The Main Classroom Building
    b. Administration Conference room
5. Communications shall be handled by the use of radios and telephones. The primary responsibility for notifying outside agencies and monitoring all incoming calls shall be the Base. The Base shall log all calls and radio communications during an emergency.
6. During large scale disaster, in addition to the Incident Command Center, other emergency operations centers may be required. These include the Briefing and Staging Center, Family Center, and the Press Center.
    a. The Briefing and Staging Center shall be located in the Administration Parking Lot.
    b. The Press and Family Center shall be set up at separate local hotels.

ROLES AND RESPONSIBILITIES

During an emergency, the roles and responsibilities of each person at the FSA shall differ, based on their job description and their location at the time of the emergency. Some employees shall need to perform shutdown procedures or take actions to protect important records, material, or equipment. If these tasks are your responsibility, your supervisor shall inform you. The following are some general responsibilities:

1. Employee Responsibilities:

    Each employee shall be assigned as a member of an emergency team. The assignment to a team shall be reviewed as the employee's work functions change or annually during the performance review. This shall help to ensure appropriate responsibilities during an emergency.

    You shall be responsible for checking in with your designated Team Leader.

    a. Report the emergency if this action has not been performed.

b. Notify the supervisor if he or she is not already aware of the emergency situation.
c. Provide what help you can until the appropriate response team arrives. **Never place yourself or other in danger, especially during fire or chemical emergencies.**
d. Evacuate the area if an alarm is sounded and follow the directions of your supervisor or his/her designee.
e. If an evacuation takes place, follow the directions of the personnel in leadership roles while people are being counted and until notice is given that it is safe to return to work.
f. You may be assigned the responsibility of performing shutdown procedures, know your responsibilities and perform them accordingly.
g. If responders are already at the scene of an emergency, do not go to the scene to watch or offer assistance unless you are specifically called to the scene.

2. Role Responsibilities:

a. Safety Team:
   i. Director or his/her designee (Incident Commander)
   ii. Associate Director for Central Services
   iii. Safety Specialists
   iv. Program Development Specialist III
   v. Maintenance Repair Aides

The Safety Team shall be responsible for establishing the Incident Command function, rendering aid to injured personnel, organizing response teams for spill, fires, and performing other crisis mitigation.

b. Administration Team:
   i. Assistant Director of Marketing
   ii. Manager FSA, Administration
   iii. Administrative Assistants
   iv. Purchasing Tech
   v. Warehouse Tech
   vi. Base

The base station communications is the most important role of the Administrative Team. In support of the emergency situation this team shall be responsible for making appropriate notifications to all outside agencies, procurement of supplies and crowd control

c. Programs and Operations Staff:
   i. Assistant Director for Programs and Operations
   ii. Training Officers
   iii. Program Development Specialists
   iv. Program Officers
   v. Registrar (Easiest access to student lists)

This team shall have the responsibility for accounting of all students, visitors, and instructors at the designated assembly points. This includes ensuring post evacuation, safety, and comfort. Programs and Operations shall have the responsibility of communications with the media and other public entities if directed by the Executive Director.

d. Maintenance Staff
   i. Facilities Supervisors
   ii. Maintenance Repair Technicians
   iii. Industrial Repair Workers
   iv. Waste Water Operators
   v. Electricians
   vi. Custodial Staff

The Maintenance Team's priorities shall be to initiate all emergency shutdown procedures. This may include electrical power, fuel and water systems, and HVAC and other mechanical equipment. The Maintenance Team shall support the emergency mitigation efforts under the guidance and direction of the Incident Commander

EVACUATION

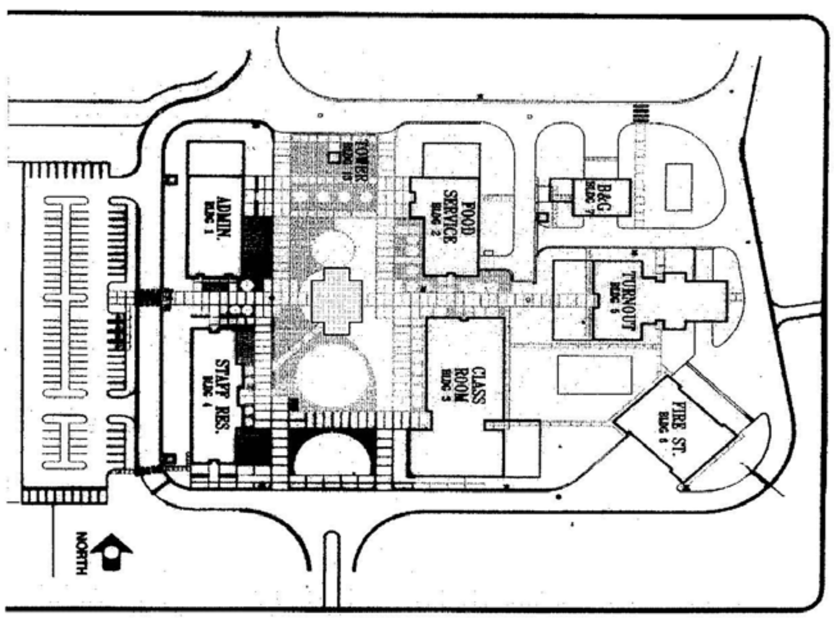
The following are the basic responsibilities of every employee regarding emergency evacuation:

1. Know the location of all emergency exits in your work area, especially the location of the nearest emergency exit.
2. On the sounding of an evacuation alarm in your area and /or notification by your supervisor, immediately cease what you are doing and proceed to the designated area in an orderly fashion. Under no circumstances are employees to attempt to access a more distant assembly area by traveling through a building being evacuated.
3. All evacuation alarms shall be obeyed and treated as if they are an actual emergency. The only exception shall be when personnel have been previously notified of an alarm test.
4. On leaving your work area, CLOSE ALL DOORS AND WINDOWS to reduce the spread of smoke and flames. This confines the emergency and increases the time for a safe evacuation. Use good judgment, and if time permits, turn off appliances, computers, office equipment, and lights. Protect sensitive data by locking desks and file cabinets.
5. Walk! In an emergency, move quickly, but do not run.
6. Avoid smoke-filled spaces. If the smoke-filled space is the only clear route to an exit, then crawl on your hands and knees to the nearest exit
7. Do not talk or whisper unless absolutely necessary. Several people talking may make it difficult to communicate emergency instructions.
8. After leaving your work area, proceed to your assigned assembly location and be aware of possible traffic and other hazards.
9. Be sure to contact your supervisor (or designee) as soon as possible.

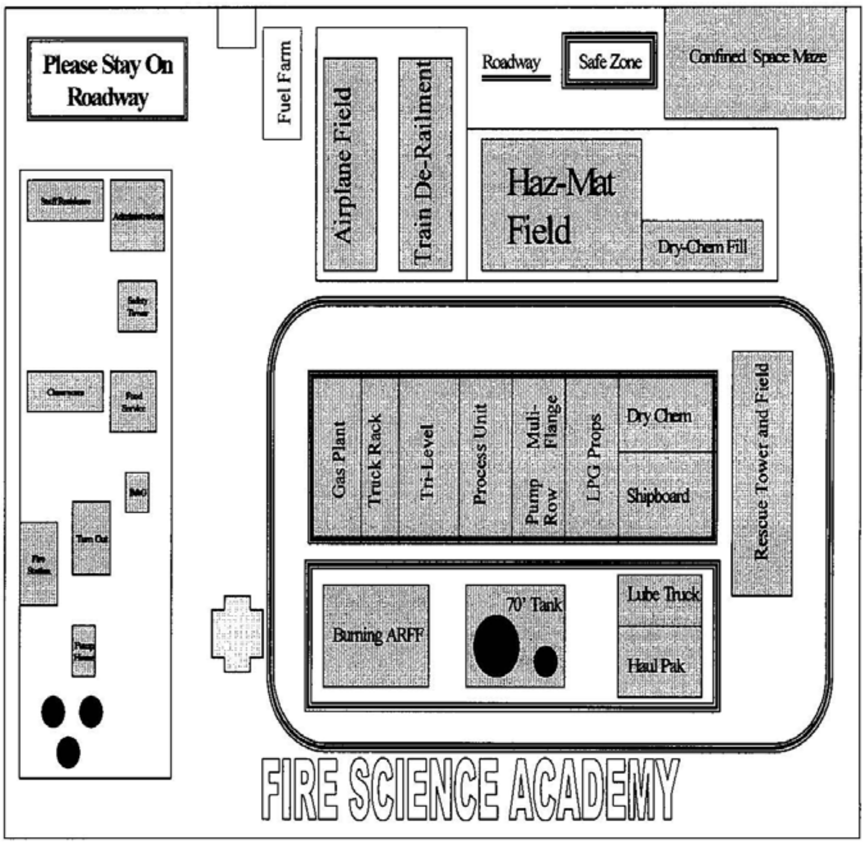
10. After reaching the assembly area, remain in that area until further instructions are given.
11. If you are in an area that you do not normally work in, inform the supervisor of the area of your normal place of work, as well as the name of your supervisor.
12. If you are a member of a response team, you must check in with your supervisor prior to reporting to your team assembly area.
13. Individuals with knowledge of missing personnel shall immediately report the information to their supervisor.
14. Work groups without an immediate supervisor present at an assembly area are to report to the next departmental supervisor available.
15. Do not re-enter an evacuated area or building or return to the incident scene to watch or offer assistance unless you are specifically requested to do so by the Incident Commander.

There are two (2) primary assembly areas that have been designated for use by the FSA personnel during an evacuation

1. Assembly Area One (1): For all personnel occupying the following buildings surrounding the quad (Administration Building, Staff Residence, Food Service and Classroom Building) the Turnout Building, the Firehouse Building and the Waste Water Treatment Plant shall assemble in the sidewalk area between the two landscaped berms in the middle of the quad.



2. Assembly Area Two (2): All personnel on the Drill Field, and surrounding outlying areas shall assemble at the outdoor ARFF Classroom Building on the Drill Field.



SEARCH AND RESCUE, CONTROL, AND TERMINATION OF EMERGENCIES

If a building has been evacuated, personnel shall not re-enter the building to perform a search and rescue or to perform additional shutdown procedures until the all-clear signal is given or unless you are directed to do so by the Incident Commander.

1. Search and Rescue

   Only trained rescue teams shall be allowed to re-enter an area that has been evacuated to perform search and rescue before the all-clear signal is given. Search and rescue shall be the responsibility of the Response Teams as directed by the Incident Commander and shall be conducted in accordance with their standard operating guidelines.

Note: There shall be no search and rescue undertaken unless an adequate back-up team(s) is ready and standing by.

2. Termination of an Emergency:

   The area evacuated must first be determined to be safe. Members of the Response Teams shall thoroughly investigate the evacuated facility. If there was fire or structural damage, the area shall be inspected by the Safety Team and Maintenance Personnel to determine if the area is safe to occupy.

   a. Once the area has been determined to be safe, the Response Team Captain shall notify the Incident Commander to send the all-clear signal.
   b. The Incident Commander shall broadcast the all-clear signal on all channels. The broadcast shall include a description of the areas that were evacuated by the phrase, "is now all-clear". The broadcast shall be repeated three times in succession.

3. Return to Work and Work Area:

   Once the Incident Commander has given the all-clear signal, employees shall return to their work areas.

EVACUATION DRILLS

An evacuation drill for all employees shall be held once per quarter. The Central Services Unit shall be responsible for conducting these drills.

Procedures for Evacuation:

1. Hold an emergency drill to assess the ability of all persons within that department's area of operation to safely reach the designated safety area in the most expedient manner.
2. All employees within the area of operation shall, upon hearing the fire alarm, immediately evacuate all buildings through the nearest exit.
3. The employees, once outside the buildings, shall proceed to the designated meeting area.
4. Each supervisor shall make a head count of their employees. The supervisor shall then report to the Incident Commander any discrepancies or missing personnel.
5. The department head or designated person, if possible, shall re-enter the structures to search for any missing or reluctant to leave personnel.
6. Once accountability for all employees has taken place, the department head shall give the "all clear" signal and all employees shall return to their workstations.
7. At the completion of each drill, the Central Services Unit shall certify the date and time the evacuation began and ended. Certification shall be retained for at least one year after each drill.

RESOURCES

1. Personnel
   a. Medical First Responders and EMTs.
   b. Hazmat Technicians
   c. High Angle Personnel
   d. Firefighters
   e. Wild Firefighters
   f. Confined Space Rescuers

2. Equipment
   a. Heavy Equipment
   b. Fire Equipment
   c. Hazmat Equipment
   d. High Angle and Confined Space Rescue Equipment

3. Respiratory protection
   a. SCBAs
   b. Respirators

4. Protective Clothing
    a. Level A Suits
    b. Level B Suits
    c. Level C suits
    d. Turnout Gear

5. Decontamination Equipment
    a. Showers
    b. Pools

6. First Aid
    a. Trauma kits
    b. First Aid Kits
    c. First Aid Room

IMPLEMENTATION

The Central Services Unit shall be responsible for implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed annually during regularly scheduled all staff meetings.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Disciplinary Procedures.

EMERGENCY PHONE NUMBERS

HOSPITAL

Northeastern Nevada Regional Hospital (Emergency Services) 738-4209
NNRH Main Line 738-5151

LAW ENFORCEMENT

City of Elko .... 911 or 738-4011
Carlin 911
Elko County Sheriff .... 911 or 738-3421
Eureka County Sheriff .... (775) 237-5252
Nevada Highway Patrol
Emergency .... 0 (Ask Operator for 1-2000)
Elko 738-8035
Federal Bureau of Investigation
Elko 738-1880
Las Vegas (24-hour service) .... (702) 385-1281

Bureau of Alcohol, Tobacco, and Firearms (Reno) (775) 784-5251

MEDICAL CLINICS

Elko Regional Medical Center 738-3111
Ruby Mountain Medicine 738-1770
Carlin Clinic 754-2666
POISON CONTROL CENTERS
Washoe Medical Center .... (775) 328-4129
University of Utah (SLC, Utah) .... (801) 581-2151

FIRE SERVICES

City of Elko .... 911 or 738-4011
Carlin 911
Elko County and Nevada Division of Forestry 738-5137
BLM (range fires) 738-3473

AMBULANCE SERVICES

Carlin 911
Elko .... 911 or 738-4011

GOVERNMENTAL AGENCIES

For Reportable Quantity Spills:

(Executive Director, Director or Associate Director for Central Services is responsible for making these calls)

National Response Center..(800) 424-8802
Nevada Department of Emergency Management
(Carson City)..(775) 687-4240
Nevada Department of Environmental Protection
Chemical Hazard Office (Carson City)..(775) 687-5872

HAZARD COMMUNICATION POLICY

University of Nevada, Reno Fire Science Academy **POLICIES AND PROCEDURES**		
UNIT: All Staff	**POLICY AND/OR PROCEDURE:** **PAGE: 1 of 8**	
AUTHORIZED BY: Denise Baclaan	**AUTHORIZED BY:**	
HAZARD COMMUNICATION POLICY	**REVISION NUMBER:** **001**	**ORIGINAL DATE:** **Stead Facility** **REVISION DATE: ***

PURPOSE

The purpose of this policy is to inform all University of Nevada, Reno Fire Science Academy (FSA) employees and contractors that the FSA is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200 and Nevada State Occupational Safety and Health Standards for General Industry 1910.1200. To facilitate this compliance, lists of hazardous substances used on campus have been developed.

SCOPE

This policy ensures the FSA shall provide a safe and healthy environment for its staff, contractors, students, and instructors free from injuries and health concerns.

GENERAL

1. The program applies to all work operations at the FSA where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.
2. The Assistant Director for Safety, Health, and Environmental Compliance has overall responsibility for the program.
    a. As necessary, the Assistant Director shall review and update the program.

b. Copies of the written program are in the Policies and Procedures Manual and may also be obtained from the Assistant Director of Safety, Health, and Environmental Compliance Unit.

3. Under this program, employees shall be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take for protection of exposure to hazardous substances.
   a. Employees shall also be informed of the hazards associated with non-routine tasks, such as confined space entry or welding and cutting tanks.

LIST OF HAZARDOUS CHEMICALS

1. The Safety, Health, and Environmental Compliance Unit shall make and keep a list of all hazardous chemicals and related work practices used at the FSA, and shall update the list as necessary.
2. Each list shall identify the corresponding MSDS for each chemical.
3. A master list of all chemicals shall be kept at the Reception desk in the Administration Building and is available by asking the receptionist.

MATERIAL SAFETY DATA SHEETS (MSDS)

1. MSDS provide employees with specific information on chemicals used in the work place.

   a. These MSDS sheets shall be maintained in a binder kept at the Reception desk located in the Administration Building and in the Fire House. **These binders are available to all employees at all times.**
   b. Purchasing shall ensure, when hazardous items are ordered, the MSDS is attached to it. Purchasing shall be responsible for providing the original to the Safety, Health, and Environmental Compliance Unit for placement in the binders.
2. The Safety, Health, and Environmental Compliance Unit shall be responsible for acquiring and updating the MSDS.
   a. Purchasing shall be responsible for contacting vendors or manufacturers if additional information is necessary.
   b. It shall be the responsibility of all employees, who receive or acquire MSDS, to forward them to the Safety, Health, and Environmental Compliance Unit.

LABELS AND OTHER FORMS OF WARNING

1. All employees shall ensure that all hazardous chemicals in the work place are properly labeled and updated, as necessary.
   a. At minimum, labels shall include the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.

   b. The Safety, Health, and Environmental Compliance Unit shall assist with any questions regarding pertinent label information.
2. If there are a number of stationary containers within a work area that have similar contents and hazards, labels shall be posted on each of them to convey the hazard information.
   a. If chemicals are transferred from a container to a portable container for immediate use, no label shall be required for that container.
   b. If the portable container contains any hazardous substance at the end of the daily work shift, the container shall be labeled.

NON-ROUTINE TASKS

When employees are required to perform non-routine tasks that may be hazardous, the area supervisor shall conduct a special training session identifying those hazards and their respective precautions and required Personal Protective Equipment (PPE).

TRAINING

1. All employees, who work with or who may be potentially exposed to hazardous substances, shall receive initial training on the Hazard Communication Standard and the safe use of those chemicals.
   a. A program that utilizes classroom type training has been prepared for this purpose.
   b. Whenever a new hazard is introduced, additional training shall be provided.
2. The training program shall emphasize these items:
   a. A summary of the Hazard Communication Standard
   b. Chemical and physical properties of hazardous chemicals (i.e., flash points, reactivity, etc.) and methods to determine the presence of chemicals.
   c. Physical hazards of chemicals (i.e., potential for fire, explosion, etc.)
   d. Health hazards including signs and symptoms of exposure and/or medical conditions that may be aggravated by exposure to chemicals.
   e. Procedures to protect against hazards (i.e., required PPE, proper use and maintenance, work practices or methods to assure proper use, handling of chemicals, and procedures for emergency response).
   f. Work procedures that assure protection when cleaning up hazardous chemical spills or leaks.
   g. Where MSDS are located, how to read and interpret the information on labels and the MSDS, and how employees may obtain additional information.
3. The Safety, Health, and Environmental Compliance Unit shall review, at a minimum of once a year, the training program as necessary and revise it accordingly.
   a. As part of the review process, they shall obtain input from the employees regarding the training they have received and their suggestions for improving it.
4. Records of training shall be maintained by the Safety, Health, and Environmental Compliance Unit. Copies shall be maintained in the Human Resource Unit.

CONTRACTOR EMPLOYEES

1. The Safety, Health, and Environmental Compliance Unit shall advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.
2. They shall also notify individuals of the location and availability of MSDS.
3. Each contractor bringing chemicals on site must provide the Safety, Health, and Environmental Compliance Unit with the appropriate information for these substances, including the labels used and the precautionary measures to be taken when working with these substances. This information shall then be made available to all employees

ADDITIONAL INFORMATION

1. All employees may obtain additional information regarding this program by reviewing the Hazard Communication Standard, applicable MSDS, and the chemical information lists at the Reception Area in the Administration Building or in Fire House.
2. FSA has an established policy, which requires a review of the MSDS by the Assistant Director of Health, Safety, and Environmental Unit before a chemical compound can be purchased, used, or relocated at the facility. A Request for Chemical Purchase/Change form and a copy of the MSDS must be approved for purchase or location change and be filed with the Purchasing Department before any chemical compound can be introduced to or relocated to the FSA facility.

IMPLEMENTATION

The Safety, Health, and Environmental Compliance Unit shall be responsible for the implementation and administration of this policy.

TRAINING

All FSA personnel shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed at least annually during a regularly scheduled All Staff meeting.

COMPLIANCE

Compliance with all FSA policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Nevada Disciplinary Procedures.

"RIGHT TO KNOW
EMPLOYEE INFORMATION REQUEST FORM

This form has been developed by the University of Nevada, Reno Fire Science Academy to assist employees in requesting information from their employer concerning the health and safety hazards of toxic substances found in the workplace.

Please Print:

1. Name ______________________ 4. Work Location ______________________

2. Job Title ______________________ 5. Phone Number ______________________

3. Supervisor ______________________

Describe briefly the toxic substance you are exposed to:

1. Trade Name ____

2. Chemical Name or Ingredients (If known) ______________________________

3. Manufacturer (Name and Address, if known) ______________________________

____

4. Does substance have a label? _____ Yes _____ No
If Yes, attach a label or a copy of information on label.

5. Physical form of substance: _____ Gas _____ Liquid _____ Solid _____ Dust

Other ______________________________

6. Any other information, which will identify the substance (the circumstances of exposure, other characteristics of the substance, etc.).

____

____

7. If you have specific questions, write them below.

____

____

Received by:

Signature ______________________ Employee Representative ______________________

Date ______________________ Date ______________ Hour ______________

(PLEASE FILL IN ALL INFORMATION YOU CAN. IF UNKNOWN, LEAVE BLANK)

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HAZARD COMMUNICATION GUIDE

CHEMICAL INVENTORY LIST

HAZARDOUS CHEMICALS	TYPE OF HAZARD	OPERATION/AREA USED (OPTIONAL)	MSDSs ON FILE

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HAZARD COMMUNICATION GUIDE

CHEMICALS: EMPLOYEE TRAINING

CHEMICAL NAME OR FAMILY	EMPLOYEES EXPOSED	TRAINING REQUIRED YES	NO

EMPLOYEE REQUEST: MATERIAL SAFETY DATA SHEET

EMPLOYEE'S NAME	REQUEST DATE
EMPLOYEE'S **REPRESENTATIVE**	TITLE
EMPLOYEE'S TITLE	DEPARTMENT

THE SUBSTANCE OR SUBSTANCES FOR WHICH I REQUEST A COPY OF THE MATERIAL SAFETY DATA SHEET-MSDS IS/ARE:

____

____

____

____

____

EMPLOYEE'S SIGNATURE	REPRESENTATIVE'S SIGNATURE

REQUESTED COPY(S) RECEIVED ______________________ ____________
(SIGNATURE) **(DATE)**

REQUESTED COPY(S) UNAVAILABLE ______________________ ____________
(SIGNATURE) **(DATE)**

THE UNAVAILABLE COPY(S) OF THE MATERIAL SAFETY DATA SHEET HAVE BEEN REQUESTED FROM, AND WILL BE FURNISHED

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VOLUNTEERS

Memorandum

Date:	February 15, 2008
To:	All Departments
From:	BCN Human Resources BCN Risk Management & Workers' Compensation Office
Subject:	Volunteers

The University engages thousands of volunteers each year. Their service is extremely valuable to the University. A reminder regarding the process for engaging and managing volunteers follows:

Volunteer Definition
A volunteer is any individual who agrees to perform a service for and directly related to the business of the University without any expectation of monetary or material compensation.

Who Is Not a Volunteer

- A student performing an activity for credit.
- An individual hired to fill an approved position cannot "volunteer" to fill that position prior to the actual start date.
- A position that would otherwise be filled by an employee cannot be filled by engaging a volunteer.
- Foreign individuals on visas can NEVER be considered a "volunteer" when they provide a service that a U.S. individual may be able to perform for consideration, i.e., pay.
- An employee cannot "volunteer" in another department to perform the same/similar activities they perform in their regular job.

Volunteer Screening
Each department should establish a screening process that best meets its needs. Department screening policies must be in compliance with University EEO/AA policies. A prospective volunteer may be required to undergo a rigorous screening process to determine fitness for the assignment. It is strongly recommended that each department develop a description of the volunteer assignment prior to the screening process. This will assist in determining the experience, qualifications, and training needed to fill that assignment. Such a process may include, but is not limited to: an interview, a background check, fingerprinting, and a reference check.

Volunteers
February 15, 2008
Page 2

University Policies and Procedure
Policies and procedures that apply to employees also apply to volunteers. As such, volunteer orientation must include a discussion of the policies and procedures that apply to their volunteer activity. For example, all volunteers acknowledge that they received and read the University *Sexual Harassment Policy*.

Volunteer Termination
A volunteer assignment can be terminated with or without cause and without notice by either party.

Volunteer Reporting Process and Forms
Volunteers must be periodically reported to the BCN Workers' Compensation Office. The reporting process and the forms required for engaging a volunteer and reporting volunteers can be reviewed at the BCN Workers' Compensation Office website.

Volunteer Injuries
Volunteers are covered under workers' compensation. The same procedures that apply to employees apply to volunteers in the event that they are injured while performing their agreed upon volunteer duties. These procedures can be reviewed at the BCN Workers' Compensation Office website.

Volunteer Liability
Volunteers are afforded the same liability protection as employees.

Questions
Questions regarding volunteers should be directed to the BCN Workers' Compensation Office at (775) 784-4394.