



[Foothills Creek Fire & Emergency Plan](#)

1057 Foothills Creek Road, Gold Hill, OR 97525

Phone (541) 582-2020 Fax (541) 582-2087

Visit our website at www.foothillscreek.org

Dispatcher Terms & Conditions Waiver

I/We agree to take on the responsibilities of being a Foothills Creek Volunteer Fire & Emergency Dispatcher and will adhere to the following terms and conditions. I/We understand that if for any reason the Foothills Creek Fire & Planning Committee decides that the following conditions are not being met, they can replace me/us with someone else. Upon notice to this affect by phone, in person, fax or email, I agree to return the complete dispatchers book within 24 hours to one of the Foothills Creek committee members. Further I agree not to make any copy, scan or facsimile of any of the information in the dispatchers book.

I/We hereby agree to the following terms and conditions:

- To keep all fire surveys, dispatcher information, phone trees and resource lists confidential and kept in a secure location within my/our home.
- To keep the dispatchers book in my possession and never give the book to anyone other than another Foothills Creek dispatcher.
- That I/We have read the Official Fire Plan and phone tree procedures and will follow their instructions.
- To maintain the dispatcher's book by keeping all information current and disposing of outdated surveys, phone trees and resource lists by burning, shredding or giving them to a designated dispatcher for such and never putting them into the trash.
- That I will attend all Spring dispatcher update meetings and the annual public Fire meeting (should it be held), unless there are mitigating circumstances preventing my/our attendance.
- To work collaboratively and cooperatively with the Foothills Creek Fire Planning Committee.
- To show up on time for all meetings.
- That I/We will not use any of the materials in the dispatchers book for personal use.
- To notify partner dispatchers (in advance) of leaving town.
- To conduct myself/ourselves professionally, with honesty and integrity at all times and especially during a crisis situation.
- To familiarize myself/ourselves with our area residents information.
- To work on securing fire surveys from all the willing residents in my area.
- To give 30 day advance notice if I/We resign from the dispatcher position.

Dispatcher Signature

Date

Dispatcher Signature

Date