









Valley Regional Fire Authority, 1101 D Street NE, Auburn, WA 98002

Main Office: 253-288-5800 • [AskTheVRFA@vrfa.org](mailto:AskTheVRFA@vrfa.org)

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## Observer Orientation Guidelines

All prospective observers will complete and return a signed observer request form and waiver of liability and release to the Valley Regional Fire Authority.

- Observers will be provided with a vest or other garment identifying them as an “observer.” Observers will not become verbally or physically involved in the work of the VRFA staff. If observers have any questions regarding activities, they can ask the VRFA supervisor to answer their questions after the work or activity is completed.
- Observers will follow all directions given by VRFA staff. Failure to do so will result in the suspension of the observation opportunity.
- Observers will not, under any circumstances, possess a weapon of any type while participating in the observer program, including, but not limited to, guns, knives, chemical agents or batons. This provision regarding weapons will not apply to observers who are commissioned Law Enforcement Officers within the State of Washington or otherwise recognized as having law enforcement powers in the State. i.e. Federal Agents.
- **Observers are expected to be dressed as follows:** long or short sleeve shirt or blouse (not form fitting or extra loose), dark pants, sturdy shoes with flat soles (no high heels), appropriate coat, sweatshirt, or sweater. If you have questions about appropriate attire, contact the supervisor that approved your request or call 253-288-5800.
- **Observers are responsible for their own meals and expenses.** Due to the nature of emergency field operations there is no assurance that time will be allowed for meals. It is recommended that you bring snacks, drinks and/or meals in a small bag or cooler that can be carried with you during your visit.
- If a situation develops in which VRFA personnel believe that an observer may be placed at an unacceptable risk or harm if allowed to observe activities, they can leave the observer at the fire station and/or drop off the observer in a safe location at staff discretion.
- The hours of observer participation are between the hours of 8:00 am and 9:00 pm. Observer requests may not exceed eight (8) consecutive hours for any one day. Special exceptions may be granted by the approving supervisor.
- Observation requests will generally be limited to once every six (6) months and a total of no more than four (4) by any one person. Exceptions may be granted by the Administrator or his/her designee.
- If a rider fails to adhere to the conditions of the Observer Program, or if the VRFA supervisor believes that the observer’s presence or actions are impeding the performance of the assigned duties of VRFA personnel, the VRFA supervisor has the duty and authority to terminate the session.



## Observer Orientation Guidelines

To be filled out on the day of the ride along

- |  | Supervisor/Observer<br>(initials) |
|--|-----------------------------------|
| 1. The observer has been instructed to obey all directions given by VRFA personnel. The observer has been advised of basic safety rules for the facility, apparatus, vehicle and/or situations they may encounter.   | ____/____                         |
| 2. The observer has been instructed to remain seated and secured when riding in any VRFA vehicle unless otherwise directed by the VRFA personnel.  | ____/____                         |
| 3. The observer has been instructed on how to wear the vehicle seatbelt and shoulder restraint at all times while riding in a VRFA apparatus or vehicle.   | ____/____                         |
| 4. The observer has been informed that VRFA personnel may drop the observer off in a safe location prior to arrival at any potentially dangerous situation for reasons of personal safety or the sensitive/graphic nature of the incident. The specifics of this type of action have been discussed with the observer.   | ____/____                         |
| 5. The observer has been instructed not to engage in conversation with anyone at an emergency scene, other than the VRFA personnel. Observers are prohibited from using VRFA radios and other communications equipment.  | ____/____                         |
| 6. The observer has been advised that no photography or other documentation is allowed during their visit without prior approval of the supervisor. Any photography and/or other documentation during a 911 incident become the property of the VRFA and will be confiscated. Unauthorized documentation may result in immediate termination of the privilege to observe.  | ____/____                         |
| 7. The observer has been informed that the VRFA supervisor may terminate the observation opportunity, at any time and for any reason.  | ____/____                         |
| 8. Exhibit 1102A Observer Request form, Exhibit 1102B Participant Liability Waiver and Release and Exhibit 1102C Observer Briefing form is signed by the observer and properly routed for filing. A photocopy of a valid form of picture identification of the observer(s) is attached to this form. If no valid identification is available, the observer will provide their full legal name, current address and a valid phone number. | ____/____                         |
| <b>9. The VRFA supervisor has advised the dispatch center (VCC) that an observer is in the vehicle and will also advise the dispatch center when the observation period has ended.</b>   |                                   |

This is not intended to be an all-inclusive list and further information regarding the observation may be provided by the supervisor.

<b>Observer's Signature</b>		<i>Date:</i>
<b>Officer's Signature</b>		<i>Date:</i>
Expected Hours of Observation		