

## ACFD1 Vehicles, Apparatus and WARM coverage

\*The term *Employee* is used to encompass all volunteers, contract workers, and employees of ACFD1

The safe and legal operation of the district's vehicles and apparatus is critical to the District's service to its citizens. All employees or volunteers who operate district vehicles and/or apparatus shall obey the following rules:

1. **Valid Driver's License:** A valid driver's license, unrestricted except for corrected vision or other restriction(s) that can be reasonably accommodated, is a condition of employment/service and continued employment/service with the district. It is the responsibility of any district employee who operates a district vehicle or a personal vehicle used to conduct district business to provide an annual records release waiver to allow the district to verify his/her driver's license status. The district will conduct an annual check of all driver's licenses to ensure they are valid.
2. **Insurance:** All employees must be insurable by the district's insurance carrier. All employees must maintain insurance on any private vehicle which may be used for district business or in responding to an emergency.
3. **Accidents:** All accidents involving district vehicles or apparatus, or a personal vehicle used during an emergency call or on district business, no matter how minor, must be reported immediately to the district fire coordinator, or his or her designee, through the chain of command. A written report and any required district forms must be forwarded to the district fire coordinator or his or her designee, through the chain of command within twenty-four (24) hours. The district fire coordinator, or his or her designee, shall investigate the circumstances surrounding the accident. ***When apparatus damage occurs requiring a WARM submittance, the attached documentation shall be submitted within 5 normal business days of accident occurrence (M-F except holidays).***
4. **Traffic Violations:** All citations for drugs, alcohol, or controlled substance related violations and any driver's license revocation, confiscation or suspension shall be reported immediately to the district, regardless of whether the citation occurred while the employee was on the job or engaged in district business, or occurred off the job on personal time. Upon reporting for duty on the employee's next shift, a written report shall be made to the employee's or superior officer or supervisor who shall report the drug, alcohol, or controlled substance-related violation, revocation, confiscation or suspension through the chain of command to the district fire coordinator or his or her designee. Failure to report an alcohol, drug, or controlled substance-related violation, revocation, confiscation or suspension of a driver's license pursuant to this Section may subject the employee to disciplinary action.
5. **Lawful Driving and Parking:** Existing traffic regulations shall be strictly observed at all times, except when responding to an emergency. A driver of a district vehicle may only exceed lawful speeds up to 10mph over posted speed limit except in construction zones or in Laramie city limits, disregard regulations governing directions of movement or turning in specified directions, or proceed past a red or stop signal or stop sign (after slowing down as necessary for safe

operation) when: a) responding to, but not returning from, an emergency call or fire alarm; b) both audio and visual signals are being used; c) the driver does not endanger life or property. A driver of a district vehicle or apparatus may also park or stand the vehicle or apparatus irrespective of the State or local laws governing such actions when: a) responding to, but not returning from, an emergency call or fire alarm; b) visual signals are being used, except when using visual signals would cause an obstruction to the normal flow of traffic; c) the driver does not endanger life or property.

6. Inspection of District Vehicles and Apparatus: All employees shall comply with the district's operating guidelines relating to the inspection of district vehicles and apparatus.

7. No Unauthorized Passengers/Riders: Only qualified and authorized district employees shall be allowed to ride on apparatus and equipment in an emergency. Students or prospective employees involved in the "ride along" program may also be allowed to ride on apparatus in an emergency (in the case of a minor, with the minor's parental or guardian's written consent). In non-emergent situations, spouses, significant others, children, and other individuals may only be permitted to ride on district apparatus or equipment if: (1) prior written approval of the officer in charge is obtained; (2) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the district.

8. ACFD1 Buildings and Property: Any damage to ACFD1 property that will constitute a WARM submittance, including damage to buildings and fire stations, shall follow the same procedure stated in section 3 of this document.

9. No Sexual Activity: Sexual activity on district premises, in district vehicles, or while performing any district duty or activity is prohibited, regardless of whether the sexual activity is consensual

## **BUILDING LOSS**

- **RESPOND** to the incident location and ensure that personnel are safe.
- **MITIGATE** property losses.
  - Make temporary repairs, stop leaks, protect damaged buildings from further loss until permanent repairs can be made (weather, theft etc.)
- **NOTIFY** WARM as soon as possible on all claims.
  - WARM can assist with mitigation and assessment strategies especially when large scale events like flooding, tornadoes and hailstorms occur.
- **RECORD** by taking digital photos/videos.
  - Clearly show the extent of damage from multiple angles and distances.
  - Make sure photos are labeled to identify them specifically vs. forwarding them to WARM with only a file number. (Example: Left rear quarter panel.jpg instead of DSC2366472.jpg.)
  - More photos are ALWAYS better than less.
- **3rd PARTY CAUSED** Get pertinent contact and insurance information for 3<sup>rd</sup> party caused incidents.
  - Example: A citizen crashes their car into a member owned building. Getting the driver's auto insurance data will help WARM recover money it paid out.
- **REPAIRS** - get estimates as soon as possible.
  - This includes restoration and re-construction for water damage.
  - WARM sends all restoration, re-construction and repair estimates to a 3<sup>rd</sup> party auditor (ACE) for review and approval. This process only takes 3-4 days:

**DO NOT BEGIN REPAIRS UNTIL APPROVED BY WARM.**

- **CONDUCT** root cause investigations.
  - Get involved and follow up on incidents.
  - WARM can provide root cause training to any employees upon request.
  - Help prevent recurring incidents!

## VEHICLE OR EQUIPMENT LOSS

- **RESPOND** to the incident location and ensure that personnel are safe.
- **MITIGATE** property loss.
  - Make temporary repairs and protect damaged vehicles from further loss until repairs can be made (weather, theft etc.)
- **RECORD** by taking digital photos/videos.
  - Clearly show the extent of damage from multiple angles and distances.
  - Make sure photos are labeled to identify them specifically vs. forwarding them to WARM with only a file number. (Example: Left rear quarter panel.jpg instead of DSC2366472.jpg.)
  - More photos are ALWAYS better than less.
- **SAVE** any and all video footage of the incident.
- **DOCUMENT** Thorough documentation of a loss is critical. Incident reporting should “tell a story” to those who were not there and know nothing about the loss. Details of the loss should include VIN’s, make/model of vehicles.
- **3rd PARTY CAUSED** Get pertinent contact and insurance information (if possible) for 3<sup>rd</sup> party caused incidents.
  - Example: A citizen crashes their car into a member owned vehicle. Getting the driver’s auto insurance data will help WARM recover money paid out.
  - Remember, WARM will work to recover losses from 3<sup>rd</sup> party insurance carriers.
- **NOTIFY** your Risk Management or WARM liaison office as soon as possible.
  - Forward related documents like towing and temporary repair receipts to your risk management office or WARM liaison.
- **REPAIR** estimates as soon as possible.
  - If the vehicle is undriveable, contact WARM about getting estimates.
  - WARM sends all vehicle repair estimates to a 3<sup>rd</sup> party auditor for review and approval. Fleet managers should communicate with WARM when vehicle repairs are estimated to be near the replacement costs of vehicles.

**DO NOT BEGIN REPAIRS UNTIL APPROVED BY WARM**

- **LAW ENFORCEMENT/EMERGENCY** vehicles will require special review because of the installed specialty equipment (radios, lighting, cages etc.). These damaged vehicles will often require a special assessment to determine specialty equipment damages and replacement costs.

## How to Submit a Property Claim to WARM:

1.) To submit a property claim to WARM, go to the following link:

<https://live.origamirisk.com/Origami/IncidentEntry/Direct?token=0qWqvfk0fZMB46dXgp0d0HGFS4sIuI4j0emWk4xRbYH0qA7Y9gNBzXcKmkHI6AkNzvCqmlhw9xM4ZvJobmb6vJCK3AKXpW%2FCjL%2F4HHtGSdXm32TqA%2F6PaMeJCqa7EwV>

2.) Click **Submit a new property Incident.**

WARM Property Incident Reporting Log Out and Exit



Wyoming Association  
of Risk Management

[Submit a new property Incident](#)

3.) Select your entity from the list.

### Select Member for New Incident

Quick Search

Albany County (ALBCO)  
[Albany County Fire District #1 \(ALBFD\)](#)  
Board of Public Utilities (BOPU)  
Carbon County (CARCO)  
Casper Downtown Development Authority (CDDA)  
Cheyenne Regional Airport (CHRA)  
City of Casper (CA)  
City of Cheyenne (CH)  
City of Gillette (GI)  
City of Laramie (LA)  
City of Newcastle (NEW)  
City of Riverton (RIV)  
City of Sheridan (SHER)  
Fremont County (FRECO)  
Fremont County Library (FREL)  
Glenrock Area Solid Waste District (GSWD)  
Glenrock Recreation Center (GRC)  
Hot Springs County (HSCO)  
Johnson County (JOCO)

4.) Complete the form and click **Complete Incident** in the upper right-hand corner.

[Complete Incident](#) or [Cancel](#)

## Property Loss Notice

Occurrence Number

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Member Claim #

Member Contact

Contact Phone #

Contact Email

5.) On the next page, select **Upload File** to add claim documents.

ORIGAMIRISK

Upload any relevant files

Save Successful

You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 WARM Office (92) [Upload File](#)

No files uploaded.

[I'm Done](#) or [click here to log out](#)

6.) If you are uploading one file or adding files individually, browse for the file and click **Save** when finished. **Do NOT close the window by clicking the "X" or the file will not save.**

To add multiple files, select **Upload Multiple Files** and go Step 7.

**Upload New File** [Upload Multiple Files](#) [Save](#) or [Cancel](#)

File \*  Construction Codes.pdf

Attached To WARM Office (92)

Description

Folder CLAIM - General Claim Files & Attachments

Categories

7.) Select **Add files to upload que.**

The screenshot shows the 'Upload Multiple Files' interface. At the top right, there is a 'Description' label and a 'Done Uploading Files' button with a close icon. The main section is titled 'File Upload Destination' and contains three fields: 'Attach to' with the value 'WARM Office (92)', 'File Folder' with a dropdown menu showing 'CLAIM - General Claim Files & Attachments', and 'Categories' with an empty text input. Below this is a section titled 'Files to Upload' with a blue header and a table. The table has three columns: 'File', 'Description', and 'Upload Status'. The table is currently empty. To the right of the table is a link that says 'Add files to upload que'.

8.) Once all files have been selected, click **Start Uploads.**

The screenshot shows the 'Upload Multiple Files' interface after two files have been added. The 'File Upload Destination' section remains the same. The 'Files to Upload' table now contains two rows. Each row has a file name and size in the 'File' column, an empty 'Description' field, and a 'Pending' status in the 'Upload Status' column. To the right of the table is a link that says 'Add files to upload que'. At the bottom right of the table area, it says 'Total Queued: 2 files'. At the top right, there is a 'Start Uploads' button next to the 'Done Uploading Files' button.

9.) Wait until the Upload Status = *Done*, then click **Done Uploading Files.**

The screenshot shows the 'Upload Multiple Files' interface after the files have been uploaded. The 'File Upload Destination' section remains the same. The 'Files to Upload' table now contains two rows. Each row has a file name and size in the 'File' column, an empty 'Description' field, and a 'Done!' status in the 'Upload Status' column. The rows are highlighted in light green. To the right of the table is a link that says 'Add files to upload que'. At the bottom right of the table area, it says 'Total Queued: 2 files'. At the top right, there is a 'Done Uploading Files' button next to the 'Start Uploads' button.

If you have additional files to add, repeat Steps 5-9.

Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 WARM Office (92)

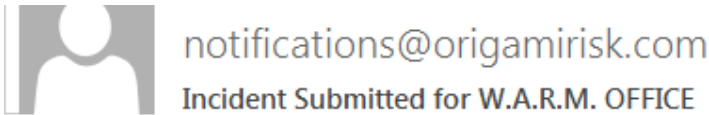
Upload File

Filename	Description	Folder
Construction Codes.pdf		CLAIM
Construction Codes.pdf		CLAIM
Incident Report.pdf	Incident Docs	CLAIM
Property Member App.pdf		CLAIM

I'm Done or click here to log out

10.) When finished, click **I'm Done** to return to the Welcome Screen to enter another incident or select **click here to log out** if you are finished.

11.) An email will be sent from [notifications@origamirisk.com](mailto:notifications@origamirisk.com) to the Reporter's Email with the Incident Report attached as a PDF.



To Carrie Krause

Cc Carrie Krause

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Message Incident Report.pdf (61 KB)

Please contact Rob Dafoe at 307-275-3039 or Melissa Simental at 307-275-3038 for assistance filing a claim. Thank you!