

Region 6
Electronic
InOutBoard Plan

Approved by: _____



Date: _____

2/19/2020



Purpose:

This document sets forth the policies, requirements, roles and responsibilities for establishing and implementing an electronic In/Out Board (eIOB) status system. The purpose of the eIOB is to provide a safe and effective process for ensuring personal safety and security. The eIOB will be used to monitor employee locations that are duty stationed and/or hosted on a Region 6 Forest/Station/Unit/Area while out of the office. The eIOB will ensure that a timely and appropriate Agency search and rescue response is provided to employees in the event of an emergency that may affect their health and safety, when missing and over-due return from an assignment and to ensure employee count information in the event of an emergency. The eIOB is a tool that is intended to improve and safeguard employee safety and security.

In the event of a late return, emergency, natural disaster, network failure, situation where the Agency must activate the Continuity of Operations Plan (COOP) or other Unit specific emergency response plan, managers and supervisors will need to quickly identify the location and status of their employees. Information provided by you, the employee and will be used for official government use only. In implementing this system, the Forest/Station/Unit/Area will ensure that the system does not breach Privacy Act policies and regulations by allowing you, the employee to provide as much information as you deem necessary into your personal profile.

The eIOB will not be used to monitor time and attendance in accordance with Article 4 of the Master Agreement.

Objective:

Once activated on a R6 Forest/Station/Area/Unit, the eIOB will be used by all employees and hosted employees' duty stationed on these units, unless excluded below. If the eIOB is not available or the system is inactive another check in/check out tool, such as radio communications or dispatch, will be used for field going employees. When an employee uses the eIOB "Out-Field" status indicator, the supervisor and/or supporting dispatch center will check the employee whereabouts if it is past their Estimated Time of Return (ETR).

Responsibilities

Forest Leadership/Management:

All employees' duty stationed and hosted on a R6 Forest/Station/Area/Unit with an active eIOB system will have an individual system profile established. The responsibility for setting up the initial profile will be that of the Forest Safety Manager, Support Services Supervisor and/or the Administrative Support Assistant or other contact. Employees will be notified of the local Forest/Station/Area/Unit eIOB system contact for making system corrections and for training and updates.

Managers and Supervisors will be responsible for collecting the system information and providing information for creating or deleting records of new or leaving employees. See **Exhibit A**.

Supervisor:

Supervisors are responsible for checking employee information to ensure the safe return of all employees at the estimated time of return (ETR); or, if the employee has not checked in from the "field" on time the information will lead to locating the employee. Supervisor and

employee will work together to identify designated alternates in eIOB if the Supervisor is unavailable or on leave. Supervisors are ultimately responsible for making sure that all of their employees are checked in safely at the end of the work shift and at their noted ETR. **Supervisors are ultimately responsible for making sure that all of their employees are checked in safely at the end of the work shift and at their noted ETR.**

It is the supervisors' responsibility to ensure the eIOB employee comments section is correctly filled out for location. Work/Team leaders must list crew member names in the status comments of their eOIB record for crew members that may have not received individual profiles yet.

Employee:

Each employee will be responsible for keeping their eIOB Profile up to date. The employee will provide all pertinent Agency contact information, desk number, government cell phone (if applicable), and supervisor name. Although not required, it is highly encouraged that employees provide as much personal contact information as possible (i.e. personal cell and home phone number) in order to make locating after hours more effective.

Dispatch Center:

When there is Dispatch Center assigned to a Forest/Station/Area/Unit and it is in-service, Dispatch will be responsible for the following:

- Monitoring the eIOB for employees' estimated time of return (ETR) when status OUT – FIELD.
- Dispatch will attempt to contact any overdue employee and continue for 15 minutes. If there is no response, the supervisor will be notified.
- If employees are in the field and do not have access to eIOB; they can advise dispatch of their updated itinerary, or change in ETR so dispatch can update the eIOB.
- If no other method exists for system outage "Out-Field" reports, Dispatch will review and print employee status reports at periodic set times through-out the day (no less than 4 times per shift) to ensure employee status is known in case of system outage. Reports will be destroyed at the end of the day/shift or when no longer needed.
- Before going out of service, Dispatch will confirm all OUT - FIELD employees have returned to their duty station or have established an after-hours communication protocol.

Employees will be notified of the extent of Dispatch Center involvement and responsibility.

General Guidelines for use of eIOB:

- All employees will have a profile established on the eIOB. Contact the Forest Safety Manager or Support Services Supervisor or Administrative Support Assistant if you do not have a profile.
- Use of the eIOB will be mandatory for all employees assigned to a duty station with an active eIOB system, including hosted employees. Exceptions include: Law enforcement, primary and/or secondary fire fighters, camp hosts, fire lookouts and for instances of reasonable accommodation.
- Permanent Seasonal employee (PSE) eIOB profiles will remain active year round.

- Temporary employee eIOB profiles will be managed and non-returning temporary employees' will have their profiles deleted within five (5) days of the off board date.
- If the eIOB system is down and inaccessible, use alternate check in/check out tools, such as radio communications, and/or follow the Forest/Station/Area/Unit Dispatch Center procedures for check in /check out.
- Contractors and volunteers may have a profile created and may be associated with this policy and the eIOB per system capabilities and supervisor direction.
- Hosted employees are covered within this policy and expected to use the system of their host unit.

Access:

- The eIOB is a web-based program that can be accessed from any internet connection e.g., from your office PC, home computer, or smart phone.

The following status options are available to be used in the eIOB:

- **In:** You are in the office at your official duty station. Employees need not check out for lunch or breaks.
- **Off Duty:** You are off-duty. This status includes annual leave, sick leave and other non-duty hours.
- **Out-Telecommuting:** You are teleworking under an approved telecommuting-work agreement. Please note in comments how to contact you.
- **Out-Travel:** You are away from your official duty station to attend a meeting, training, detail or other non-field or non-fire incident. Please note in comments the location and how you may be contacted.
- **Out-Field: This is the most critical status to be accurate. It is your safety net, and the only status that is tracked by a Dispatch Center. This status must be used when out in the "field". When an employee uses this status indicator, the supervisor and Dispatch will check on the employee's whereabouts if they are overdue.**

When using the "Out-Field" status, employees will also complete the **ETR** in the **Comments** section.

The comments box when using "Out-Field" status will contain enough information to ensure an accurate location is known and may include: Township (Specify as North or South), Geographic place name, Range (specify as East or West) and Section; Government Vehicle License Plate Number(s) or Door numbers (USFS); Radio Repeater name; Riders/Passengers; and, Supervisor's, Acting Supervisor's or designated alternative name with phone number.

Front desk phone numbers are not approved as a means of contact when out in the field.

Changing Locations and Return Time while in “Out Field” status: If an individual is unable to update their status in the field, the employee may contact the Dispatch Center associated with the Forest/Station/Area/Unit or their Supervisor to document the requested changes in the eIOB system.

EMPLOYEES ARE RESPONSIBLE FOR CHECKING IN.

Dispatch Centers may serve as a fail-safe by checking the ETRs of all employees listed with an “Out Field” status only when engaged in the eIOB process (Check with the eIOB local contact for Dispatch services.) The Dispatch Center will follow their procedures to locate any over-due employee or transfer that responsibility to the Supervisor/Manager or designee. Supervisor, or designee, must be available by work, cell, or home phone.

Overnight Employees

Employees who will be camping overnight in the field will identify in eIOB their overnight location in addition to their work location. Employees will need to identify their “out-of-service” time at their campsite as well as their “in-service” time for the following morning. Employees will contact a Dispatch Center by phone or radio to go out-of-service at their campsite and back in-service each morning.

- **OUT - Fire:** This status indicates that the employee is out on a fire assignment. Contact Dispatch if an employee on a fire assignment needs to be contacted.
- **OUT - Meeting:** This status indicates that the employee is attending a meeting. The employee may not be available to receive phone calls, text messages or hear overhead announcements on a public address system. The employee may be traveling on a state or federal highway, paved county or municipal road to and from the meeting.

Legal Authority: This document is intended to meet the requirements under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970, requiring employers to provide their employees with a place of employment that “is free from recognizable hazards that are causing or likely to cause death or serious harm to employees,” Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees” 29 CFR 1910.38(c)(4) “Emergency Action Plans” and Title 29 Code of Federal Regulations, Part 1910.38(c)(4) “Procedures to account for all employees after evacuation.”

EXHIBIT A
REQUEST FOR ACCESS TO eIOB STATUS BOARD

ADD – New Employee - Fill out all information.

DELETE – Employee - Fill out name and email below.

First Name: _____

Last Name: _____

Email: _____

Phone/Contact Info: _____

Region/Station/Area: _____

Forest/Lab/Staff: _____

District/Office: _____

Duty Station City: _____

Are you a supervisor: Yes No

Do you work on a Crew: Yes No

If yes, what crew do you work on: _____

Please return to your Supervisor, Forest Safety Manager, or local eIOB coordinator.