

## **Portland Basic Earthquake Emergency Communications Node Program Code of Conduct**

In a disaster it is quite common for people to come together for help and comfort. The Basic Earthquake Emergency Communications Node (BEECN) Program prepares neighborhoods for self-sufficiency during a disaster by providing individuals with information and training related to emergency preparedness, response, and recovery. By preparing in advance, trained BEECN members are able to help themselves, and their families, friends and neighbors recover as quickly as possible after a disaster.

In order to accomplish their mission, volunteers in the BEECN program must be committed to the values of personal responsibility, respect and safety embodied in this BEECN code of conduct.

### **PERSONAL RESPONSIBILITY**

When an emergency occurs, my first responsibility is to ensure my own safety and the safety of my family.

I must be officially deployed and assigned to work in an official capacity by the BEECN Program Coordinator or designee. If a large-scale event has caused a communications failure, I will follow the Standard Operating Procedure for BEECN activation.

I understand that BEECN ID cards, vests and hard hats shall only be worn during official BEECN activities which include, but are not limited to, activations, trainings, meetings and special events.

When responding to a disaster as a BEECN member, I will stay within the scope of the training received under the Portland Bureau of Emergency Management BEECN curriculum.

I will conduct myself in a manner to avoid the appearance of impropriety. Conduct that could appear dishonest to a reasonable observer will undermine the BEECN program's credibility even if the conduct is not illegal.

I will not represent myself in a capacity that exceeds my status in the BEECN program.

Unless approved by the Director of the Portland Bureau of Emergency Management (PBEM), I will not use or authorize the use of the name, emblem, endorsement, services or property of the BEECN program for the purpose of obtaining a benefit or advantage for any person or organization, including the BEECN program. I will not contact organizations or individuals to solicit funds on behalf of the BEECN program unless I have been given permission by an authorized member of the Portland Bureau of Emergency Management (PBEM) staff.

I will keep my BEECN team leader and BEECN Program Coordinator informed of progress, concerns and problems with assigned tasks.

I will accept feedback from BEECN team leaders and City staff in order to do the best job possible.

### **RESPECT**

I will treat fellow BEECN members, team leaders, City employees and individuals I serve with dignity, respect and courtesy. I will take steps to quell profane, abusive, demeaning, belittling or harassing interactions or communications with others.

I will not engage in destructive or demoralizing criticism about individual BEECN Program members or PBEM in public forums and on the Internet including social media.

I will confer with and obtain the consent of the BEECN Program Coordinator prior to making public statements about the BEECN program or BEECN members or engaging in lobbying efforts on behalf of the BEECN program. I will direct anyone who is looking for official statements concerning the BEECN program to the BEECN Coordinator.

BEECN members have access to non-public information which is sensitive, private, personal, or confidential. The disclosure of some kinds of personal information is strictly prohibited by law, such as a person's name in combination with a social security number. Other information is considered private, such as the contact information of a fellow volunteer, or confidential, such as public safety plans (including BEECN cache locations). I will safeguard all such information from improper disclosure.

I will make a personal commitment to be nonjudgmental about cultural differences and refrain from engaging in conversations about my political, cultural or religious beliefs.

#### SAFETY

I will not participate in BEECN activities while I am under the influence of intoxicants and will not use or possess intoxicants while attending BEECN activities. BEECN activities include but are not limited to activations, trainings, meetings and special events.

I will not bring guns, knives, sticks or other weapons to BEECN activities even if my possession of them would not be unlawful. (Lock blade pocket knives or fixed blade knives under 6" may be carried). BEECN activities include but are not limited to activations, trainings, meetings and special events.

During my service in BEECN, I will immediately notify the BEECN Program Coordinator if I am convicted of any crimes or subject to an active restraining order.

I will engage only in activities that are consistent with my physical capabilities and will not take risks that could cause injury to myself or others.

In return for my compliance with the BEECN code of conduct, I can expect to:

- Be treated with respect and courtesy by all BEECN members, BEECN team leaders, the BEECN Program Coordinator and other PBEM staff
- Be provided with a safe atmosphere in which to volunteer
- Be provided with necessary training opportunities
- Be provided support, guidance and assistance in order to promote and advance the BEECN program and community resiliency
- Be appreciated for your contributions to the BEECN program and the PBEM

By clicking "I Agree" below, I do hereby certify that I have read, understand and agree to comply with the BEECN code of conduct as it is set forth. I understand that failure on my part to comply with any program rules, procedures and guidance documents or disclose information on the background check forms could result in the termination of my volunteer service as a BEECN member. I further understand that if I am removed from service, it is my responsibility to return all issued equipment and materials that I have received from the BEECN program. If I fail or refuse to return the equipment or materials, I agree to pay the cost to replace any items not returned.

Finally, I understand that as a City of Portland volunteer, I am also responsible for abiding by the City's Code of Ethics when representing the BEECN program.\*

\*the Code of Ethics is available for view at:

<http://www.portlandonline.com/auditor/index.cfm?c=28153>