

HR LF	HR HF	<p align="center">Massachusetts Fire District - 14 Dive Rescue Team Command and Staff Functions DRT 3300-20-007</p>	<p align="center">Effective Date 01/17/2020</p>
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I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this SOG is to identify Positions and Duties of Dive Rescue Team Command Staff Personnel.
- B) This SOG will identify Command and Staff Functions.
- C) This SOG will be applied for all Dive Rescue Team Activities

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) N/A

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members are be responsible for enforcing this SOG.
- B) Command Functions within the District 14 Dive Rescue Team should consist of the following:
 - 1) Dive Team Operations Officer
 - (a) (First arriving team member or designee upon transfer of command)
 - 2) Safety Officer
 - 3) Accountability Officer
 - 4) Logistics
- C) The Command Functions are configured as such to provide primary and secondary persons for the command positions of an extended incident and based on the availability of manpower. **Executive Board Members will be excluded from**

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command positions with an activation of the team. Executive Board Members at team activations may act as liaisons between Incident Command and the District 14 Dive Rescue Operations / DIVE RESCUE OPS.

- D) Logistics will be provided by the designated Logistics Officer and will assure all tools/equipment are established to support the rescue efforts.
- E) Medical will be responsible for the care, if needed, to team members and for providing care to trapped persons. Medical may request through logistics / liaison to IC the standby of ALS ambulance for team members.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

- A) JOB DUTIES AND GENERAL OPERATIONAL CHECKLIST

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1) Dispatch

- (a) Obtain city or town requesting activation
- (b) Obtain incident criteria
- (c) Obtain incident address and directions to scene
- (d) Obtain staging area address and directions to staging
- (e) Obtain full name and rank of Incident Command and his/her cell phone number
- (f) Obtain incident operating radio frequency
- (g) Activate District 14 Dive Rescue Team via "IAmResponding"
- (h) Notify District 14 Chiefs

2) Dive Team Operations Officer (On-Site Operations)

- (a) Contact local authority/IC and receive a briefing to include:
 - (1) Incident situation report and objectives
 - (2) Assignments
 - (3) Dive Rescue support layout and requirements (Area of Operations)
 - (4) Communications plan, frequencies, and radio designations
 - (5) Emergency signaling and evacuation procedures
 - (6) Medical treatment and evacuation procedures
 - (7) Process for ordering supplies and equipment
 - (8) Local and site hazards and personal safety precautions

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- (b) Brief the Dive Rescue Team on the findings of this action before beginning work.
- (c) Identify support requirements and request process with the Incident Command/ IC.
 - (1) Provisions (food, water, etc.)
 - (2) Water Craft
 - (3) Support personnel
- (d) Ensure a team area of operation is established in an appropriate location.
- (e) Ensure development of a process to determine an overall operational assessment process that includes:
 - (1) Functional requirements and immediate needs
 - (2) Work schedules for extended operations
 - (3) Rest and rotation periods for personnel
 - (4) Adequacy of support
- (f) Evaluate the capacity of assigned resources to complete the assignment. Order additional resources if needed.
- (g) Ensure that all command functions are identified by vests.
- (h) Evaluate team operations and performance:
 - (1) Effectiveness of overall strategy and tactics
 - (2) Assessment of equipment shortages and needs
 - (3) Ensure the health and welfare needs of personnel
 - (4) Assessment of fatigue in personnel

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(5) Assessment of signs of incident stress in personnel

(6) Ensure adherence to established procedures and SOG

3) Safety Officer (On-Site Operations)

(a) Ensure accountability is maintained.

(b) Develop and implement health and safety plans which address:

(1) Sanitation

(2) Hygiene

(3) Proper level of PPE

(4) Decontamination procedure

(5) Operations to determine safe practices

(6) Work/rest cycles

(7) Climatic condition monitoring

(c) Provide input to the planning process regarding safety messages.

(d) Investigate each injury and illness and ensure appropriate documentation is completed.

(e) Interview team-rotating members to assess developing hazards and safety problems.

4) Logistics Officer (On-Site Operations)

(a) Implement a property accountability system.

(b) Supervise the unloading, sorting, and set-up of the equipment.

(c) Coordinate with the Dive Team Operations Officer the transportation methods of personnel and equipment.

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(d) Establish the equipment staging area.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

<p>Sog Review Dates:</p>
