

HR LF	HR HF	<p style="text-align: center;"><b>Massachusetts</b> <b>Fire District - 14</b> <b>Dive Rescue Team Personnel Accountability</b> <b>DRT 3300-20-009</b></p>	<p style="text-align: center;">Effective Date 01/17/2020</p>
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**I) PURPOSE/SCOPE/APPLICATION**

- A) To establish guidelines to enable the Dive Team Operations Officer to identify, locate, and account for all rescue personnel operating on the scene of a dive rescue incident or training evolution.
- B) This SOG will address Personnel Accountability during training and Live team activations
- C) This Standard Operating Guideline shall apply to all members of the District 14 Dive Rescue Team

**II) REFERENCE DOCUMENTS**

- A) N/A

**III) DEFINITIONS**

- A) **Identification Card**: Identification cards are issued by the team for the purpose of getting into an incident scene or showing team membership when requested.
- B) **Accountability Card**: Accountability cards will be issued to each member of the team. They will be identical to your identification card.

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

- A) All members are be responsible for enforcing this SOG.

**V) SAFETY**

- A) N/A

**VI) ENFORCEMENT**

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.

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- 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) Prior to incidents:
  - 1) Members will be issued an identification card for purposes of gaining access to emergency incidents.
- B) Upon arrival on the incident scene:
  - 1) Team members should report to the assigned staging area and present their accountability card to the staging manager.
  - 2) Staging manager will contact rescue leader to get update on assignments needing to be filled.
  - 3) Staging manager will give team members their assignments and tag them in as such.
- C) Termination of incident:
  - 1) All members will be report to the staging manager for accountability.
  - 2) All identification and accountability cards will be returned to team members.

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**VIII) RECORDS, REPORTS, CHARTS, FORMS**

A) N/A

<p>Sog Review Dates:</p>
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