

HR LF	HR HF	Massachusetts Fire District - 14 Dive Rescue Team Membership, Training, Attendance DRT 3300-20-001-01	Effective Date 01/17/2020 Updated 10/05/2020
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To establish minimum guidelines and regulations required for an individual to be considered an active member. These shall include but are not limited to training requirements and team participation.
- B) This SOG will identify Membership, Trainings and Meetings, Attendance Policy, and Probationary Review.
- C) This SOG shall apply for all Dive Rescue Team Members.

II) REFERENCE DOCUMENTS

- A) District 14 Special Operations Team Application
- B) NFPA 1006
- C) NFPA 1670

III) DEFINITIONS

- A) **Drill**: Regularly scheduled monthly training drill.
- B) **Mandatory Drill**: One of Two yearly drills – open water skills refresher shall be mandatory in attendance. These drills shall be the responsibility of the team member to make up if they are missed before a member can be returned to operational status.
- C) **Exercise**: Joint operation between the team and any outside agency.
- D) **Incident**: Any emergency situation where the team/squad is deployed.
- E) **Leave of Absence (LOA)**: A limited term of time that a member can request away from the team without losing his/her position. Maximum 6 Months (See SOP 12)
- F) **Meeting**: Any scheduled meeting for which your presence is requested.
- G) **Inactive Status**: Anytime a member’s attendance falls below the standards set forth in this SOP, he/she will be put on non-operational status and will not be allowed to deploy to incidents until they have tested out.

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H) **Active Status:** Any member that is in good standing and that can be deployed to incidents will be considered placed on operational status. All members are be responsible for enforcing this SOG.

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.

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 compliant by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) General

1) Membership should be opened under the discretion of the District 14 Chiefs to willing and active individuals of Massachusetts Fire District 14. Providing that they are able to fulfill membership requirements as set forth in the SOGs, Policy and Procedures, and Regulations of the Team.

2) Any person desiring membership should complete the application form prescribed by the Executive Committee and should return said application to their Fire Chief. After review, the Fire Chief shall forward said application to the District 14 Dive Team Liaison Chiefs for record

B) Membership Levels

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- 1) The District 14 Dive Rescue Team shall consist of forty (40) members not including command staff.
 - 2) Active Membership
 - (a) Each member will be required to attend a minimum of eight (8) drills per year. Divers shall be required to dive six (6) times a year and a yearly skills review.
 - 3) Inactive Membership
 - (a) In the event an Active Member cannot fulfill the duties of Active Membership, the Team Director shall immediately change that member's status to that of an Inactive Member under the direction of the Executive Committee.
 - (b) In order to regain Active Membership status, an Inactive Member must fulfill active duty requirements for four consecutive months and attend/makeup mandatory refreshers. Return to active duty is automatic upon completion of those four months, and the Team Director or Logistics Officer should record the status change.
 - (c) Inactive status caused by temporary medical conditions should not require make up of missed duties, as long as the inactive status was less than one year, and a doctor medical release is submitted.
- C) Positions
- 1) Diver Qualified per section VII D of this SOG
 - 2) Support Diver in training
 - (a) This diver will not be used as a rescue diver at an activation until the diver has completed a minimum of two (2) years of training and eight (8) team dives and had a skills review by at least two (2) team leaders and a squad leader
- D) Basic Training Levels required
- 1) Diver member must be certified at the basic diver level from any nationally accredited agency, that meets or exceeds our current requirements
 - 2) Diver member must be Dive/Rescue Specialist certified within three year of being on the team

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- 3) Diver member must be both a certified diver and certified dive/rescue specialist to dive in either an emergency rescue operation or an emergency recovery operation
- 4) All members are expected to have knowledge and skills in the following;
 - (a) Safety of dive operation
 - (b) Pre-dive inspections
 - (c) Proper operation and set up of dive equipment
 - (d) Diver support
 - (e) Rope signals and line tending
 - (f) Boat operations
 - (g) Shore support of team operations
 - (h) Witness interviews
 - (i) Creating and marking last seen points (LSP)
 - (j) Documenting dive operations using team forms

VIII) Training and Meetings

- 1) General
 - (a) All meetings must be posted and all participating agencies must be notified a minimum of 48 hours prior to the start of the meeting
 - (b) All meetings shall follow a written agenda as prepared by the Team Director. Any additions and/or provisions to the agenda shall be Following the conclusion of a meeting, the secretary or his/her designee shall prepare the minutes of said meeting and distribute to all participating agencies. All meeting minutes shall be completed within 96 hours of the completion of said meeting.

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- (c) All trainings shall follow a prepared outline and organizational guideline. All participants shall sign-in on a class roster, which will be filed with the Team Director upon completion of the training.
- (d) submitted and added at the start of said meeting.
- 2) Executive Board Meeting
 - (a) The Executive Board shall meet quarterly to discuss, review, and conduct regular business of the District 14 Technical Rescue Team.
- 3) Annual Training
 - (a) There will be 12 scheduled drills per year to be held on the fourth (4th) Wednesday of each month.
 - (b) Each member will be required to attend a minimum of eight (8) drills per year. Divers shall be required to dive six (6) times a year.
 - (c) Location and time of each drill will be paged to all team members one (1) week prior to the drill by the District dispatch staff.
 - (d) Each drill will be a minimum of four (4) hours in session. Two of the monthly drills will be a mandatory eight (8) hour session. The Team reserves the right to combine two monthly drills to create an eight (8) hour drill for purposes of required or mandatory training; in this case one of the monthly four (4) hours drills may be canceled.
 - (e) There will be a mandatory yearly skills review.
 - (f) Should a diver not be able to attend the requisite amount of training sessions, then that member shall operate at the support member level only until the required training curriculum is met. Should a member continue to not meet the criteria, that member shall be removed from the team by his/her respective Chief of Department
 - (g) All team support Divers in Training members are required to have an open water dive certification from a national accredited agency, and make a minimum of six (6) drills and dive four (4) times, and complete a basic swimming skills course per year .

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4) Incidents

- (a) All members will be required to attend as many incidents as possible to which the team has been dispatched in a year.
- (b) Members must reply to their team dispatch text message and sign the incident roster to be considered present.

5) Probationary Review

- (a) The probationary period will be 1 year from team appointment.
- (b) A minimum of six (6) written reviews shall be conducted during this period
- (c) The review should consist of the following:
 - (d) Strengths, Weaknesses, and identified areas of improvement needed.
 - (e) A work improvement plan should be created by the reviewers to assist the member with identified areas of improvement.
 - (f) Reviews should be conducted by the following
 - (g) Assigned Squad Leader and/or Team Leaders
 - (h) Completed reviews shall be forwarded to the Operational Chiefs for final review and approval.
 - (i) A session should be conducted with the member to allow for their review and input.
 - (j) The members should sign the completed review at the conclusion of this session.
 - (k) Three (3) failing reviews may result in the member being removed from the team

IX) RECORDS, REPORTS, CHARTS, FORMS

- A) ICS – 201
- B) ICS – 202
- C) ICS – 206

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- D) ICS – 208
- E) ICS – 214
- F) ICS – 215A
- G) HSEEP-IP01

Sog Review Dates:
 10/05/2020 DLP Updated