

HR LF	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Technical Rescue Team Activation</b> <b>TRT 3100-18-003-1</b>	Effective Date 03/06/2020
LR LF	LR HF		Updated 11/02/2020

**I) PURPOSE/SCOPE/APPLICATION**

- A) To establish guidelines for the activation of the District 14 Technical Rescue Team.
- B) This SOG will identify Team Activation procedures for the local incident commander, team members, and the Control Point.
- C) This SOG Shall apply for all Technical Rescue Team Activations

**II) REFERENCE DOCUMENTS**

- A) N/A

**III) DEFINITIONS**

- A) **Activation**: An agency has requested a response to the scene of an incident.
- B) **Staging**: An agency is on the scene of an incident and has requested a technical rescue team response to a designated staging area for stand-by.
- C) **Move-Up**: An agency has utilized all available resources and has requested a technical rescue team to move to designate area to cover possible additional incidents.
- D) **Roll Call**: Number of available personnel for possible response.
- E) **Advisory Response Level**: At least 1 Operational Chief and 1 or both Team Leaders
- F) **Tech Level 1 Response Level**: 1 or more Operational Chief(s), 2 Team Leaders, and the squad on call shall be paged out. The Squad Leader shall determine if his total members are trained to the requested technician level response and their availability. The Operational Chief(s) and/or Squad Leader(s) may request additional members and resources if the incident requires it.

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G) **Tech Level 2 Response Level:** All available Operation Chiefs and all team members

H) **Field Force Extrication Response Level:** 1 or more Operational Chief(s), 2 Team Leaders, and the squad on call shall be paged out. Only squad members trained and certified by FEMA shall respond to this type of incident. The Operational Chief(s) and/or Team Leader(s) may request additional members and resources if the incident requires it. Dispatch shall notify Hopkinton Fire and Westborough Fire to have their Heavy Rescue Units respond to the incident.

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

A) All members shall 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 complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

**VII) STANDARD OPERATING GUIDELINE**

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- A) Activation: The request for activation can be made from a local Incident Commander or Department in need via phone or radio to the District 14 Control Point. Upon request of response at the Control Point, team members will be notified via announcement of the team activation over the District 14 Radio, via a paging system, via text message, and via electronic mail. Responding members will acknowledge the team activation via I AM RESPONDING indicating a response or unavailability for the activation.
- B) Local Incident Dispatch Center Procedures
- 1) Upon receipt of a request for the District 14 Technical Rescue Team to respond the local dispatch will notify control point of incident and provide the following information:
    - (a) Response Level Requested (See Definitions Above)
    - (b) Type of Incident (Rope, Trench, Confined Space, Collapse Rescue, Field force Extrication)
    - (c) Location of incident and any cross streets
    - (d) Number of victims
    - (e) Command post location
    - (f) Incident commander and on-scene phone number
    - (g) Location of staging area for team members
- C) It is the responsibility team members to contact their department and notify them of their response and to contact the District 14 Control Point via I AM RESPONDING and make notification of their response or unavailability.
- D) Staging Area: For all responses a staging area for the District 14 Technical Rescue Team should be requested from the local Incident Commander. The staging area

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should be near to the scene, yet far enough away to allow for team members to conduct accountability procedures and give crew assignments prior to entering the scene. Assembling of multiple units to respond as a group should be encouraged, but the group should respond to the staging area located near the incident.

E) Organization at the Scene:

- 1) The District 14 Technical Rescue Team works for the local Incident Commander. The first arriving team member will oversee all team duties and assignments delegated by the Incident Commander.
- 2) Once at the staging area, all personnel should sign in and report to accountability. Assignments will be given upon arrival and incident briefing and safety briefings will be conducted.
- 3) Once all personnel have reported in and the appropriate ICS type forms have been completed, the team will begin assignments following incident briefing and safety briefing.

F) Assembly Areas for Regional Response: If the District 14 Technical Rescue Team is requested to respond to a jurisdiction outside of District 14, the team shall be directed to an assembly area to continue to the staging area as a group. At the assembly area, all pertinent information about the incident, appropriate driving instructions, incident staging information, directions and other pertinent information will be made available.

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

A) N/A

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Sog Review Dates: