

HR LF	HR HF	Massachusetts Fire District - 14 Activation and Response COM 3200-21-003	Effective Date 03/01/2021
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To establish the Activation Process for the District 14 Communication 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 to all Communications Team Activations

II) REFERENCE DOCUMENTS

- A) Fire District 14 Running Cards
- B) Massachusetts State Fire Mobilization Guide

III) DEFINITIONS

- A) D14 Communications Leadership Group (DCLG):
- B) Car 14 Host Department:

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

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

V) SAFETY

- A) The D14 Communications Team may be called upon in all weather conditions, at any time and often in situations of zero visibility to initiate a response operation. Individuals engaging in emergency response, must realize that these activities they are undertaking are inherently dangerous.

VI) ENFORCEMENT

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

HR LF	HR HF	Massachusetts Fire District - 14 Activation and Response COM 3200-21-003	Effective Date 03/01/2021
LR LF	LR HF		

- B) Any deviation from this Standard Operating Guideline may require a written report to the Chair of the Communications Committee 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) 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.
 - 1) Upon receipt of a request for the District 14 Communications Team to respond the local dispatch will notify control point of incident and provide the following information
 - (a) Type of Incident
 - (b) Location of incident and any cross streets
 - (c) Command post location
 - (d) Incident commander and on-scene phone number
 - (e) Location of staging area for team members
 - (f) Any radio channels currently in use at the incident.

- B) Member Notification

HR LF	HR HF	Massachusetts Fire District - 14 Activation and Response COM 3200-21-003	Effective Date 03/01/2021
LR LF	LR HF		

- 1) Upon a request for team activation to the Control Point, team members will be notified by the Control Point via announcement of the team activation over the District 14 Radio, via a paging system, via text message, and via electronic mail. Members will acknowledge the team activation via "IAMRESPONDING" indicating "Available" for the activation. Team members will reply to this page through the "IAmResponding" network.
- C) It is the responsibility of team members to contact their department and notify them of their response.
- D) Responders should report to the Staging Area or Rally Point unless otherwise directed by the requesting community, mobilization leader, Communication Team Leader or Assistant Communication Team Leader.
- E) The Control Point or Communication Team Leadership Group may arrange automatic deployments for prearranged responses. For example: a community may request the team at a prearranged alarm level or specific incident type. The conditions are tracked on the D14 Run Cards.
- F) The Communications Team Leader, Assistant team leader(s), or designee will coordinate with the D14 Control Point, to determine the most effective and efficient personnel response package.
- G) Team members will not use text-based applications to coordinate activation. All communications will be conducted via IAR, Zello, or Radio.
- H) The Communications Team Leader, Assistant Communications Team Leader, D14 Control Point, or Communications Leadership Group may request Car 14 be brought to an incident by the Car 14 host department. These requests will be made in close coordination with host department to ensure the least amount of negative operational impact.

HR LF	HR HF	Massachusetts Fire District - 14 Activation and Response COM 3200-21-003	Effective Date 03/01/2021
LR LF	LR HF		

- I) The D14 Communications Leadership Group (DCLG) may request a special type of deployments of the Communications Team. The Control Point should be notified. If Car 14 is involved the host department should be notified.

VIII) RECORDS, REPORTS, CHARTS, FORMS

- A)

Sog Review Dates: