

HR LF	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Scene Operations</b> <b>COM 3200 -21-004</b>	<b>Effective Date</b> <b>04/01/2021</b>
LR LF	LR HF		

**I) PURPOSE/SCOPE/APPLICATION**

- A) To establish guidelines for Communications Team response scene operations
- B) The scope of this SOG will be all scene operations for both emergency response and training.
- C) This SOG will apply to all response scene operations.

**II) REFERENCE DOCUMENTS**

- A) Massachusetts interoperability Field Operating Guide (MIFOG)
- B) National Interoperable Field Operating Guide (NIFOG)

**III) DEFINITIONS**

- A) **MA COMMU**: Massachusetts Communications Community Group
- B) CTL: communications Team Leader
- C) ACTL: Assistant Communications Team Leader

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

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

**V) SAFETY**

- A) Members will follow all safety measures outlined in the Incident Action Plan (IAP), Health Environmental Risk Assessment (HERA), And Health And Safety Plan (HASP) for the incident.
- B) Members will follow safety directions of the Incident Commander, Safety Officer, or Communications Team Leader.
- C) At no time will a member operate or enter a Hot Zone, or IDLH environment.

**VI) ENFORCEMENT**

HR LF	HR HF	<b>Massachusetts Fire District - 14 Scene Operations COM 3200 -21-004</b>	<b>Effective Date 04/01/2021</b>
LR LF	LR HF		

- 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) Cache Portables
  - 1) Cache portables may be issued at the discretion of the Team member and Incident Commander.
  - 2) Cache radios issued will be tracked in real time using the portable sign out form.
  - 3) All cache portables will be recovered prior to Car14 Demob.
  - 4) Cache portables may be issued outside of a response with the approval of the CTL or ACTL.
  - 5) Any loss or damage to a cache radio will be reported to the CLT as soon as possible.
  - 6) No cache radio will be reprogrammed without the permission of the CTL

HR LF	HR HF	<p align="center"><b>Massachusetts</b> <b>Fire District - 14</b> <b>Scene Operations</b> <b>COM 3200 -21-004</b></p>	<p align="center">Effective Date 04/01/2021</p>
LR LF	LR HF		

- 7) Issued radios shall be decontaminated by the team member after each use according to manufacturer's recommendation.
  - 8) A Copy of the sign out form will be forwarded to the CTL for archiving in the Chief's cloud storage folder (Drop Box)
- B) Vehicle 120v Inverter
- 1) When garaging Car14 all members will ensure the inverter is in charge mode.
  - 2) In warm weather Car 14 hood will be raised to prevent battery overheat.
- C) Recording
- 1) Operators will record as much incident scene radio communication as possible.
  - 2) The CTL or ACTL will upload recordings to the D14 Dropbox repository
- D) ACU-1000 gateway
- 1) The ACU1000 gateway can be used to create interoperable channels.
    - (a) Any two-way patch will be monitored at the gateway while engaged.
    - (b) Care will be taken to prevent "ping pong", radio "desense", or Intermodulation, In the event any should occur the gateway will be rapidly knocked down.
- E) Responding Team members will coordinate with incident leadership to develop a Communications Action Plan.
- 1) A goal of the Communications plan is to provide each responder that is operating in a dangerous environment a method to call for help.
  - 2) Team members will perform a communications gap analysis to identify shortfalls in communications.

HR LF	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Scene Operations</b> <b>COM 3200 -21-004</b>	<b>Effective Date</b> <b>04/01/2021</b>
LR LF	LR HF		

3) Any shortfalls will be communicated to incident leadership.

F) ICS Forms/Documents

1) ICS205

- (a) A ICS205 will be generated for each incident.
- (b) The 205 will be shared with the Incident Commander or designee as soon as practical during the incident.
- (c) A final 205 will be submitted to the CTL in a timely manner following each deployment.
- (d) The 205 will be archived in the Chiefs cloud storage.

2) ICS214

- (a) A ICS214 will be kept for each operational period.
- (b) The 214 will be available to the IC and submitted to the Documentation Unit after each operational period.
- (c) A copy of the 214 will be submitted to the CTL in a timely manner.
- (d) The 205 will be archived in the Chiefs cloud storage.

G) Frequency Usage

- 1) Team members will coordinate all frequency usage with the authority having jurisdiction of the spectrum requested.
- 2) Team members will not use frequencies outside of licensed contours or power levels.

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

<b>HR</b> <b>LF</b>	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Scene Operations</b> <b>COM 3200 -21-004</b>	<b>Effective Date</b>  04/01/2021
LR LF	LR HF		

A) ICS 205

B) ICS 214

Sog Review Dates: