

HR LF	HR HF	Massachusetts Fire District - 14 Drills, Exercises and Workshops COM 3200 - 21-006	Effective Date 04/01/2021
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To set guidelines for team members participation and design of Drills, Exercises, and Workshops
- B) This Guideline will address the development, implementation, execution, and participation for District 14 Communications Team Drills, Exercises and Workshops.
- C) This SOG shall always be in effect.

II) REFERENCE DOCUMENTS

- A)

III) DEFINITIONS

- A) **CTL:** Communications Team Leader
- B) **ACTL:** Assistant Communications Team Leader.

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

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

V) SAFETY

- A) Team members will follow the safety plan implemented for all drill, and exercises.

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.

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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) Drills

- 1) Team members are permitted to attend drills at the invitation of other District Teams, Fire District's, or Mutual Aid Partners. Each member should check with the CTL prior to participating.
- 2) The CTL or ACTL will assign the members participating in the drill.
- 3) Each Drill will carry the same requirements as a scene deployment.

B) Exercises

- 1) Team members are permitted to attend Exercises at the invitation of other District Teams, Fire District's, or Mutual Aid Partners. Each member should check with the CTL prior to participating
- 2) The CTL or ACTL will assign the members participating in the Exercise.
- 3) Each Exercise will carry the same documentation requirements as a scene deployment.

C) Workshops

- 1) The CTL will provide 4 quarterly team workshops each year.
- 2) They may be virtual or in person.

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3) Common topics of the workshop will include:

- (a) Core Competencies
- (b) SOG review
- (c) SOG development
- (d) Emerging Communications Topics.
- (e) A scheduling look ahead for upcoming drills.

D) A roster will be kept and archived on the District 14 Dropbox for attendance purposes.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) Team Roster

Sog Review Dates: