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I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this Standard Operating Guideline (SOG) outlines the specific responsibilities for ICS in District 14 District Assistance Team (DAT).
- B) This guideline shall address the Duties and Roles for the District 14 Assistances Team. The Fire District 14 Assistance Team (DAT) is developed to meet the requirements of the Homeland Security Presidential Directive #5, the National Incident Management System, and Act 227-2000 - The Counter-terrorism Planning, Preparedness and Response Act
- C) This Standard Operating Guideline will be applied for all District 14 Assistance Teams activities.

II) REFERENCE DOCUMENTS

- A) The Fire District 14 Assistance Team (DAT) will respond as a Regional (Type 4) Incident Management Assistance Team, and has the ability to function for a 12 hour “operation period”.
- B) Overall command of any incident will remain with the Local Jurisdiction. The District 14 Assistance Team will provide support and consultation to the IC/UC and will assume command over any incident only by delegation of authority from the local AHJ

III) DEFINITIONS

- A)

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

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

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V) SAFETY

A) Response of the D14 DAT will typically be for low frequency/high risk event. Safety of all members is paramount. Members activated will follow ICS, maintain accountability and maintain the chain of communications.

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

- A) The Fire District 14 Assistance Team is available for the following types of responses.
 - 1) Incidents that may overwhelm the ability of the Local Jurisdiction to adequately provide incident support due to the size, scope or complexity of an event.
 - 2) Incidents involving terrorism or the criminal use of hazardous materials that may require technical specialists or subject matter experts.
 - 3) Incidents that pose unique tactical and/or incident support requirements.

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- 4) Special events that may require the coordination of multiple agencies and organizations or pose unique or significant response challenges.
- 5) Activation of the State Fire Mobilization Plan for apparatus, specialized equipment, or personnel.

B) Roles

- 1) The DAT is called to a community to provide assistance at the discretion of the Incident Commander. Command of the incident will always be retained by the community that has jurisdiction of the incident. The D14 DAT members should be prepared to step into the roles as part of General Staff, Command Staff, Deputy Positions, or other functional assignments required by the Incident Commander
- 2) The District 14 District Assistance Team (DAT) is a rostered group of ICS-qualified personnel capable of being assigned to other key ICS positions. The level of training of the DAT members, coupled with experience and additional responsibilities within the District, are factors in determining assigning the right people to the right positions
- 3) **The Command Staff**
 - (a) Assigned to carry out staff functions needed to support the Incident Commander. These functions may be considered as “Commands’ PALS”. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Accountability Officer (AO), Liaison Officer (LNO), and Safety Officer (SO), and in addition to various others, as required and assigned by the Incident Commander

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- 4) Public Information Officer Responsibilities
 - (a) Determine, according to direction from the IC, any limits on information release.
 - (b) Develop accurate, accessible, and timely information for use in press/media briefings as well as social media platforms.
 - (c) Obtain IC's approval of news releases.
 - (d) Conduct periodic media briefings.
 - (e) Arrange for tours and other interviews or briefings that may be required.
 - (f) Monitor and forward media information that may be useful to incident planning.
 - (g) Maintain current information, summaries, and/or displays on the incident.
 - (h) Make information about the incident available to incident personnel.
 - (i) Participate in planning meetings.
- 5) Accountability Officer Responsibilities
 - (a) Establishes apparatus/resource incident check-in activities.
 - (b) Tracks resources assigned to the incident and their assignment.
 - (c) Ensures incident benchmarks are met.
 - (d) Closely monitor incident radio messages to ensure nothing is missed.
 - (e) Responsible for conducting Progress/Accountability Reports (PAR).
- 6) Liaison Officer Responsibilities
 - (a) Act as a point of contact for agency representatives.

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- (b) Maintain a list of assisting and cooperating agencies and agency representatives.
 - (c) Assist in setting up and coordinating interagency contacts.
 - (d) Monitor incident operations to identify current or potential inter-organizational problems.
 - (e) Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
 - (f) Provide agency-specific demobilization information and requirements.
- 7) Safety Officer Responsibilities
- (a) Identify and mitigate hazardous situations.
 - (b) Ensure safety messages and briefings are made.
 - (c) Exercise emergency authority to stop and prevent unsafe acts.
 - (d) Review the Incident Action Plan for safety implications.
 - (e) Assign assistants qualified to evaluate special hazards.
 - (f) Initiate preliminary investigation of accidents within the incident area.
 - (g) Review and approve the Medical Plan.
 - (h) Participate in planning meetings.
- 8) Assistants
- (a) In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

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- 9) The General Staff represents and is responsible for the functional aspects of the Incident Command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.
- (a) Only one person will be designated to lead each General Staff position.
 - (b) General Staff positions may be filled by qualified persons from any agency or jurisdiction.
 - (c) Members of the General Staff report directly to the Incident Commander. If a General Staff position is not activated, the Incident Commander will have responsibility for that functional activity.
 - (d) Deputy positions may be established for each of the General Staff positions. Deputies are individuals fully qualified to fill the primary position. Deputies can be designated from other jurisdictions or agencies, as appropriate. This is a good way to bring about greater interagency coordination.
 - (e) General Staff members may exchange information with any person within the organization. Direction takes place through the chain of command. This is an important concept in ICS.
 - (f) General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility can be made easier
- 10) The Operations Section Chief
- (a) Responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

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- (1) Assure safety of tactical operations.
 - (2) Manage tactical operations.
 - (3) Develop the operations portion of the IAP.
 - (4) Supervise execution of operations portions of the IAP.
 - (5) Request additional resources to support tactical operations.
 - (6) Approve release of resources from active operational assignments.
 - (7) Make or approve expedient changes to the IAP.
 - (8) Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.
- 11) The Planning Section Chief
- (a) Responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays
 - (1) Collect and manage all incident-relevant operational data.
 - (2) Supervise preparation of the IAP.
 - (3) Provide input to the IC and Operations in preparing the IAP.
 - (4) Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
 - (5) Conduct and facilitate planning meetings.
 - (6) Reassign personnel within the ICS organization.

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- (7) Compile and display incident status information.
 - (8) Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).
 - (9) Determine need for specialized resources.
 - (10) Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations.
 - (11) Establish specialized data collection systems as necessary (e.g., weather).
 - (12) Assemble information on alternative strategies.
 - (13) Provide periodic predictions on incident potential.
 - (14) Report significant changes in incident status.
 - (15) Oversee preparation of the Demobilization Plan
- 12) The Logistics Section Chief
- 13) Provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing.
- (a) Facilities.
 - (b) Transportation.
 - (c) Communications.
 - (d) Supplies.
 - (e) Equipment maintenance and fueling.
 - (f) Food services (for responders).
 - (g) Medical services (for responders).

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- (h) All off-incident resources.
 - (i) Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
 - (j) Manage all incident logistics.
 - (k) Provide logistical input to the IAP.
 - (l) Brief Logistics Staff as needed.
 - (m) Identify anticipated and known incident service and support requirements.
 - (n) Request additional resources as needed.
 - (o) Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
 - (p) Oversee demobilization of the Logistics Section and associated resources
- 14) The Finance/Administration Section Chief
- (a) Responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated.
 - (1) Manage all financial aspects of an incident.
 - (2) Provide financial and cost analysis information as requested.
 - (3) Ensure compensation and claims functions are being addressed relative to the incident.
 - (4) Gather pertinent information from briefings with responsible agencies.

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- (5) Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
 - (6) Determine the need to set up and operate an incident commissary.
 - (7) Meet with assisting and cooperating agency representatives as needed.
 - (8) Maintain daily contact with agency(s) headquarters on finance matters.
 - (9) Ensure that personnel time records are completed accurately and transmitted to home agencies.
 - (10) Ensure that all obligation documents initiated at the incident are properly prepared and completed.
 - (11) Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
 - (a) Provide input to the IAP.
- C) The D14 DAT members should be prepared to step into the roles more defined and specific to emergency response. These include and are not limited to.
- 1) RIT Branch Chief
 - (a) The RIT Branch Chief will serve as leader of the Rapid Intervention Team (RIT). Should the RIT be deployed the RIT Branch will be responsible for managing the resources and tactical plan of that response. The RIT Branch Chief not only will be responsible for managing a mayday but will be responsible for managing an immediate need such as reacting to a report of a company with a burst hose line.
 - 2) RIT Interior

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- (a) To expedite the rescue operations a member of the DAT can be deployed to supervise the operation and serve as RIT Interior. With a MAYDAY declaration the initial RIT will be deployed. If this RIT determines additional resources are needed this operation will become complicated and in need of direct supervision
- 3) Staging Manager
 - (a) The Staging Area Manager is responsible for managing all activities within the staging area(s) and ensuring organization and space for all assigned resources while they wait for tactical assignments. On large scale events a level 1 staging area will be required near the scene. A level 2 staging area will need to be set up remote from the scene. The Staging Manager will be responsible for coordinating move ups and needs of the staging areas.
- 4) Water Supply Officer
 - (a) The individual responsible for the development of adequate water supplies required to implement the tactics outlined by the Incident Commander. The WSO shall be in charge of the Water Supply Group. The WSO will be responsible for coordinating relay operations, fill sites and/or dump sites.

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VIII) RECORDS, REPORTS, CHARTS, FORMS

A)

<p>Sog Review Dates:</p>
