

HR LF	HR HF	Massachusetts Fire District - 14 Dive Rescue Team Command and Staff Functions DRT 3300-20-007-01	Effective Date 01/17/2020 11/20/2023 Update
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this SOG is to identify Positions and Duties of Dive Rescue Team Command Staff Personnel.
- B) This SOG will identify Command and Staff Functions.
- C) This SOG will be applied for all Dive Rescue Team Activities

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) N/A

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members are be responsible for enforcing this SOG.
- B) Command Functions within the District 14 Dive Rescue Team should consist of the following:
 - 1) Dive Team Operations Officer
 - (a) (First arriving team member or designee upon transfer of command)
 - 2) Safety Officer
 - 3) Accountability Officer
 - 4) Logistics
- C) The Command Functions are configured as such to provide primary and secondary persons for the command positions of an extended incident and based on the availability of manpower.

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- D) Logistics will be provided by the designated Logistics Officer and will assure all tools/equipment are established to support the rescue efforts.
- E) Medical will be responsible for the care, if needed, to team members and for providing care to trapped persons. Medical may request through logistics / liaison to IC the standby of ALS ambulance for team members.

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

A) JOB DUTIES AND GENERAL OPERATIONAL CHECKLIST

1) Dispatch

- (a) Obtain city or town requesting activation

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- (b) Obtain incident criteria
- (c) Obtain incident address and directions to scene
- (d) Obtain staging area address and directions to staging
- (e) Obtain full name and rank of Incident Command and his/her cell phone number
- (f) Obtain incident operating radio frequency
- (g) Activate District 14 Dive Rescue Team via “IAmResponding”
- (h) Notify District 14 Chiefs

2) Dive Team Operations Officer (On-Site Operations)

- (a) Contact local authority/IC and receive a briefing to include:
 - (1) Incident situation report and objectives
 - (2) Assignments
 - (3) Dive Rescue support layout and requirements (Area of Operations)
 - (4) Communications plan, frequencies, and radio designations
 - (5) Emergency signaling and evacuation procedures
 - (6) Medical treatment and evacuation procedures
 - (7) Process for ordering supplies and equipment
 - (8) Local and site hazards and personal safety precautions
- (b) Brief the Dive Rescue Team on the findings of this action before beginning work.
- (c) Identify support requirements and request process with the Incident Command/ IC.

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- (1) Provisions (food, water, etc.)
 - (2) Water Craft
 - (3) Support personnel
 - (d) Ensure a team area of operation is established in an appropriate location.
 - (e) Ensure development of a process to determine an overall operational assessment process that includes:
 - (1) Functional requirements and immediate needs
 - (2) Work schedules for extended operations
 - (3) Rest and rotation periods for personnel
 - (4) Adequacy of support
 - (f) Evaluate the capacity of assigned resources to complete the assignment.
Order additional resources if needed.
 - (g) Ensure that all command functions are identified by vests.
 - (h) Evaluate team operations and performance:
 - (1) Effectiveness of overall strategy and tactics
 - (2) Assessment of equipment shortages and needs
 - (3) Ensure the health and welfare needs of personnel
 - (4) Assessment of fatigue in personnel
 - (5) Assessment of signs of incident stress in personnel
 - (6) Ensure adherence to established procedures and SOG
- 3) Safety Officer (On-Site Operations)**

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- (a) Ensure accountability is maintained.
- (b) Develop and implement health and safety plans which address:
 - (1) Sanitation
 - (2) Hygiene
 - (3) Proper level of PPE
 - (4) Decontamination procedure
 - (5) Operations to determine safe practices
 - (6) Work/rest cycles
 - (7) Climatic condition monitoring
- (c) Provide input to the planning process regarding safety messages.
- (d) Investigate each injury and illness and ensure appropriate documentation is completed.
- (e) Interview team-rotating members to assess developing hazards and safety problems.

4) Logistics Officer (On-Site Operations)

- (a) Implement a property accountability system.
- (b) Supervise the unloading, sorting, and set-up of the equipment.
- (c) Coordinate with the Dive Team Operations Officer the transportation methods of personnel and equipment.
- (d) Establish the equipment staging area.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

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Sog Review Dates: