

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

OPERATING PROCEDURES AND POLICIES

SECTION I

STANDARD OPERATING PROCEDURES (S.O.P.'s)

In article VIII of the L.C.S.R.R.T. Bylaws, '8.1 Standard Operating Procedures and Policies' was established to guide the L.C.S.R.R.T. to fulfill its missions. Article 8.1 reads:

"Standard Operating Procedures and Policies: The L.C.S.R.R.T. has established Standard Operating Procedures (S.O.P.'s) to assist in the operations for each of its units. These S.O.P.'s are attached to these bylaws and are subject to change upon approval of the L.C.S.R.R.T. officers and the Director of the L.C.E.M.A. unless such change is due to a change in state or federal standards of law. Changes will be published to all of the L.C.S.R.R.T. members when approved. Such changes will take effect immediately unless otherwise posted."

1.1 Standard Operating Procedures: L.C.S.R.R.T shall maintain procedures for training and operations. A copy of overall policies regarding team operations as well as the S.O.P.'s for each unit is attached to these policies.

SECTION II

PUBLIC RELATIONS, MEDIA, CORRESPONDENCE

2.1 Media: No one will speak to the media at any time including newspapers, radio or television stations and/or distribute any items with the team name or logo without having the approval of the Director of the L.C.E.M.A., the L.C.S.R.R.T. Chief, the First Deputy Chief or the Second Deputy Chief.

2.2 Media During Incidents: If a person from the media asks any information from any member of the L.C.S.R.R.T. during or about an incident, that L.C.S.R.R.T. member should professionally direct that person(s) to the designated representative of the command post and notify the on-scene L.C.S.R.R.T. officer in charge of the situation. If the media wishes information about the L.C.S.R.R.T. and/or its involvement in the incident, the L.C.S.R.R.T. member will refer the representative(s) of the media to the ranking L.C.S.R.R.T. officer in charge at the incident and will document the encounter with the media in the mission reports. A report of the entire incident will be filed by the ranking L.C.S.R.R.T. officer.

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- 2.3 Correspondence: Written correspondence will go through the L.C.E.M.A. Post Office Box (249) located at the Wiscasset Post Office (04578).

SECTION III

CALL-OUTS

3.1 Call-Outs: The L.C.S.R.R.T. officers shall develop and maintain a L.C.E.M.A. approved call-out system to be utilized in the notification of emergencies and assistance needed. This call-out system is attached to these policies. This call-out procedure may be updated by the officers and with the approval of the Director of the Lincoln County E.M.A.

3.2 Out-of-State Call-Outs: Any agency requesting the L.C.S.R.R.T. to respond to out-of-state must provide written proof of coverage of workers compensation and liability insurance before the team can be approved to respond. The Director of the L.C.E.M.A. must give approval for out-of-state responses before the team can be released.

SECTION IV

EQUIPMENT

4.1 L.C.E.M.A. Equipment: Any equipment provided to the L.C.S.R.R.T. by the L.C.E.M.A. shall remain the property of the L.C.E.M.A. Such property shall be utilized to support the assigned mission of the L.C.S.R.R.T. by the L.C.E.M.A.

4.2 Team Equipment: The L.C.S.R.R.T. has equipment available to lend to its members for use. When a member receives any equipment, an equipment form will be completed in duplicate. The original will be placed into the team equipment file and the copy will be placed into that member's personal file. When the member formally leaves the team either due to an action (dismissed, resignation), or because of failure to meet the requirements for membership (failure to meet attendance requirement), that member has fifteen (15) days to return all property of the team.

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SECTION V

RADIO COMMUNICATIONS, LICENSES, PAGERS

5.1 Radio Communications: The L.C.S.R.R.T. makes extensive use of the radio communications to support its different functions. The frequencies that the L.C.S.R.R.T. may use have strict operating procedures that are regulated buy the Federal Communications Commission (F.C.C.) and by the agencies granting us permission to operate under their F.C.C. license. Under no circumstances can we deviate from these regulations at any time.

5.2 Radio Operations Class; Members desiring to obtain radio operating privileges must first attend the L.C.S.R.R.T.'s radio operations class. This class will contain instructions on basic radio operating procedures, operating safety, and a synopsis of F.C.C. and Lincoln County rules and regulations regarding radio communications. Prior experience with first responder and procedureds, satisfy this section.

SECTION VI

UNIFORMS

6.1 Uniforms: Pending development of a uniform policy by membership.

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ARTICLE VII

TEAM OPERATIONS

OVERVIEW

- Safety will be the most important consideration during all rescue / recovery operations.
 - All operations will follow the Lincoln County Search and Rescue Response Team's (L.C.S.R.R.T.) Policies and S.O.P.'s.
 - NO ONE GOES BEYOND HIS/HER TRAINING LEVEL.
 - NO ONE GOES OUT ALONE !!!
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OPERATIONS

1. Requests for the L.C.S.R.R.T. support must be made by the appropriate agency responsible for the incident. All operations WILL BE executed under the command and supervision of the agency responsible for that emergency. The L.C.S.R.R.T. is not a resource agency and cannot call other resources to a scene.
2. Team call-out will be made using the attached call-out procedure for the L.C.S.R.R.T. Such notification procedures can and will be updated as necessary.
3. Chain of command order for all operations will be: L.C.E.M.A. Director, L.C.S.R.R.T. Chief, First Deputy Chief, Second Deputy Chief, the respective Captains, Lieutenants (if no Captains are available) and then the Training Officers (if no Lieutenants are available). In the absence of the Captain, Lieutenant or Training Office, the first member on the scene will be the staging area incident commander and shall be responsible for organizing the unit and communications with command. When one of the abovementioned officers does arrive on-scene, the member will yield command and advise the officer of the mission status and the L.C.S.R.R.T.'s participation in the incident.

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4. Responding members are responsible for bringing their own food, sleeping shelter equipment and their rescue equipment as listed in the attached L.C.S.R.R.T. Required Equipment For Ground Team Members document. Please dress appropriately. If a member comes to the search unprepared, that member will not be allowed to participate in the field. Members should add winter support equipment during that time of the year. Additions to the list may, can, and will be made by the unit Training Officer, Captain or Second Deputy Chief.
5. When called to a search, report to the L.C.S.R.R.T. staging area and stay in the team staging area until assigned a task. Unless you are the ranking officer in charge of the team, you will not go to the command post for any reason unless directed to do so by the officer in charge.
6. All medical protocols are described in detail in the Maine E.M.S. and OSHA regulations. On the scene of an incident, the most trained medical person will take responsibility for the victim, for treatment, and for transport. If a member becomes exposed to blood, that member must notify their superior immediately and begin proper decontamination procedures as soon as possible and within OSHA guidelines. Documentation of the exposure must be made and submitted to the Chief as soon as possible after the incident.
7. All reports will be made using I.C.S. forms, as designated by the Incident Commander or Lincoln County EMA Director or Deputy Director.
8. No member will bring any person under 18 years of age to any team function unless such function is specifically designated a family event or with the permission of the Chief. Adult non-members are welcome at training sessions with the permission of the Chief, First Deputy Chief, Second Deputy Chief or Training Officer, as a non participating observer ONLY.
9. FREE-LANCING: Any member free-lancing will be automatically suspended. Free-lancing is defined as participating in any activity while representing or known to be a member of the team without properly notifying and requesting permission from the Chief, First Deputy Chief, or the Second Deputy Chief. No member will go to a search without proper call-out or individual clearance from the Chief, First Deputy Chief or Second Deputy Chief.
10. CHECK LISTS are encouraged to be developed and utilized.
11. Any member should make a report of unsafe conditions when that operation jeopardizes the safety of the team's members, the victim or the public to their direct supervisor. At that time, the officer in charge will make the decision on whether to continue, change, or suspend operations in view of that potential safety hazard.

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TRAINING

1. Field Training will be conducted with reasonable notice but not limited to twice per year. A member shall earn the status of being field qualified when such member meets the qualifications of an active member AND attends 50% of the training sessions AND meets all the requirements for his/her position in the unit. In addition, team training will be announced and required to supplement the unit's training.
2. All members must keep current with their certifications. Certifications may be postponed by the Chief if courses are not available to the member. The unit Training Officer will notify the Second Deputy Chief if there is a problem with a member not staying qualified.
3. The L.C.S.R.R.T Board of Director's must meet every quarter for a report of training activities, activations and issues of the team. Following that meeting, the Board of Directors will submit a field qualifications roster, after action reports of activations during the quarter, and purchases every quarter to the Lincoln County EMA Deputy Director who will submit it to the Maine Emergency Management for approval.
4. During training, techniques should be discussed and demonstrated to work out any difficulties or improvements. This is the place when new ideas should be voiced and not during an actual response.
5. Members need to have all equipment necessary when training unless notified otherwise. Members must be evaluated by the Training Officer for preparedness and for an equipment check before receiving field ready status.
6. All personnel could be potentially exposed to blood-borne pathogens and must have the hepatitis blood-borne disease training at no cost. In accordance to OSHA law, all emergency services personnel are required to take this training regardless if they have had this training elsewhere.
7. All training will be pre-approved by the Training Officer and the Chief, First Deputy Chief or the Second Deputy Chief. Safety and quality of the training will be the Training Officer's focus.

ANY PROCEDURES OR EQUIPMENT NOT COVERED BY THESE GUIDELINES MUST BE APPROVED BY THE CHIEF, 1ST DEPUTY CHIEF, 2ND DEPUTY CHIEF, BEFORE IT IS PUT INTO USE.

LINCOLN COUNTY SEARCH and RESCUE RESPONSE TEAM

QUALIFICATIONS AND TEACHING STANDARDS

Ground Team Member (Rescue):

Within the first year of joining the team, the member must attempt to complete C.P.R., a First Aide course or higher, and the BASAR certifications.

Ground team members must annually attend 50% of the in-service training. In-service training will consist of the exercises/tests.

OFFICER REQUIREMENTS AND RESPONSIBILITIES

These policies are effective as of December 15, 2009. Current members in these positions are grandfathered and will continue to fill the responsibilities in this capacity. People who are grandfathered or appointed as an acting officer must attempt to fulfill the training requirements as soon as that training becomes available. If an officer's position becomes open and there is no member that meets the qualifications required to be eligible for that position, the Chief may appoint a member to fill that position with the approval of the L.C.E.M.A. Director or Deputy Director.

Lieutenant:

The training requirements for a member to be eligible to hold the position of Lieutenant are: meet the requirements of their unit, and be current in C.P.R. The member must have been a member of their unit for at least one year. Certifications in ICS 100, ICS 200, and ICS 700 are required for this position. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.

Captain:

The requirements for a member to be eligible to hold the position of Captain are: meet the requirements as listed under Lieutenant and, in addition, must have completed up to ICS-300 in the Incident Command System (I.C.S.). The member must be in good standing, have had one (1) year field experience and must hold the position of Lieutenant for one year. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.

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Training Officer:

The Training Officer must meet the requirements for Captain. These members must have served with the team for one(1) year and have held the position of Captain for one year. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.

Second Deputy Chief:

The Second Deputy Chief must meet the requirements for Training Officer. The Second Deputy Chief will be appointed by the L.C.S.R.R.T Chief with the L.C.E.M.A. Director's approval. In the event that no member meets these requirements, the L.C.E.M.A. Director has the discretion to waive these requirements and appoint an acting Second Deputy Chief. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.

First Deputy Chief:

The First Deputy Chief must meet the requirements for Second Deputy Chief and have held the position of Second Deputy Chief for one (1) year. The First Deputy Chief will be appointed by the L.C.S.R.R.T Chief with the L.C.E.M.A. Director's approval. In the event that no member meets these requirements, the L.C.E.M.A. Director has the discretion to waive these requirements and appoint an acting First Deputy Chief. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.

Chief:

The L.C.S.R.R.T Chief must meet the requirements for First Deputy Chief and have held the position of First Deputy Chief for one (1) year. The position of Chief will be appointed by the L.C.E.M.A. Director. In the event that no member meets these requirements, the L.C.E.M.A. Director has the discretion to waive these requirements and appoint an acting Chief. Transfer from another Search and Rescue team with a letter of recommendation of the Chief Officer of that group will be considered.