

MA-TF1 US&R TASK FORCE POLICIES AND PROCEDURES

ORGANIZATION

The MA-TF1 Urban Search and Rescue Team is a federally supported effort sponsored by the City of Beverly. The basic interagency agreements are outlined in a three party agreement signed by the State of Massachusetts, the City of Beverly and the Federal Emergency Management Agency (FEMA).

When activated by FEMA, team members serve as Excepted Temporary Federal Volunteer and are paid either by the City of Beverly or through their employer, who is then reimbursed by the City of Beverly. When activated by FEMA for a mission, all administrative and tactical matters are handled through FEMA.

During training and administrative activities, team members serve on a volunteer basis and receive no monetary compensation. The sponsoring agency (City of Beverly) is directly responsible for recruiting and training all members as well as maintaining a ready cache of response equipment.

MEMBERSHIP & PROBATIONARY STATUS (Policy #30)

All candidates must fill out the required application forms packet which is then reviewed by the appropriate Team Manager. If the Team Manager feels the candidate is a potential team member, the candidate will be invited to attend a team orientation meeting and meet with their prospective Team Manager. If the candidate is approved by the Team Manager, the candidate will be invited to become a Probationary Member and will begin the mandatory team training. Once the Probationary Member serves a satisfactory 9 months, they may be appointed as a "Full Member". See Policy #30 for complete Membership Guidelines

DEPLOYMENT (Policy #4)

Under current FEMA regulations only 80 members of the Task Force are allowed on a deployment, there are no exceptions to this regulation. The members selected for the deployment are determined by the pre-selected deployment call down list. A deployment call down list is maintained by each Team Manager. Team Managers are responsible for keeping the deployment list up to date and determining the notification method for each team. See Policy #4 for Complete Deployment Eligibility Guidelines

DEPLOYMENT REIMBURSEMENT (Policy #9)

Deployment reimbursement policy is determined by FEMA. In general, FEMA will pay for a member's time from the individuals arrival at the cache in Beverly, at the beginning of the deployment, until the member is released from the cache to return home at the end of the mission. FEMA will also pay any additional costs incurred by the member's department for necessary backfill. See Policy #9 for Complete Personnel Reimbursement after Deployment Guidelines

TRAINING & SERVICE HOUR REQUIREMENTS (Policy # 1 & #2)

Each member is expected to attend a minimum of 40 training hours during a running calendar year and 20 service hours at non-training events (administrative meetings, cache rehab, maintenance, etc.) during a running calendar year. All members are required to sign in on the attendance roster at each training/work session and/or meeting. All signatures must be original. See Policies 1 & 2 for Complete Training & Service Requirements

ISSUED EQUIPMENT (Policy #37)

Applicants accepted into the orientation process (Phase 1) will be issued 1 pair of cotton BDU pants and 1 long sleeve t-shirt. Applicants must supply their own steel toe safety boots. See Policy #37 for Complete Issued Equipment Policy Guidelines

Equipment that is issued to Task Force members from the cache is the property of the Federal Government and must be returned when membership is terminated. Damaged or lost equipment must be reported immediately. The Team Logistician has forms for issuing and returning equipment as well as damage reporting.

SAFETY EQUIPMENT & PROTECTIVE GEAR STANDARDS (Policy #33)

Members without protective gear are prohibited from participating in training activities.

UNIFORM OF THE DAY (Policy #22)

Official Uniform is to be worn whenever activated, when the Task Force is on public display, during drills and/or and when ever directed.

CODE OF CONDUCT (Policy #3)

Please read Policy #3 for a complete list of guidelines.

ACKNOWLEDGMENT

I have read and understand the above abbreviated policies and procedures. I understand that once accepted to MA-TF1, I will be given access to Policies & Procedures and SharePoint and I am responsible to be familiar with all of them.

Signed Date

Print Name