



URBAN SEARCH AND RESCUE TASK FORCE (MA-TF1)

43 Airport Rd.

Beverly, MA 01915

Telephone: (978) 922-5680

FAX: (978) 921-6074



MA-TF1 Policy #1

Policy Name: Training Requirements

Date: 9/20/2007

1. It is the Policy of this Task Force that all members must attend 40 hours of Team Training annually to be considered an active deployable person. These hours run from the actual date back one year. They do not run as a calendar year.
2. Team Training is defined as training that is conducted with the team.
3. This excludes training that a member is sent to that is run either on the national level or is another type of training event. For that training a member will receive eight hours of **service** hours per day of training. For a list see page two of this Policy.
4. It is the responsibility of each individual to sign in on the official team sign in sheet for that drill. Most team drills will be credited for eight hours. In some cases there will be classes held during a drill day with their own sign in sheet. In that case, the individual will receive credit for attending the class but will not receive any additional hours beyond the eight hours credited for the day.
5. There are additional training requirements that must be completed to be considered deployable. These include
 - a. Mobex: All members must participate in a multi day mobilization exercise once every three years. Credit will be given for eight hours of training per day as well as credit for attending the MOBEX.
 - b. Fly Away: All members must participate in a fly away drill once every three years. The purpose of a fly away drill is to familiarize our team with the aircraft and the military regulations that we need to follow when building and loading pallets. To receive credit for attending a fly away, a member only needs to participate not necessarily fly. At times we have the opportunity to conduct the loading drill but may not actually procure a plane and crew to fly.
 - c. FEMA required training: To be an active member of any US&R team there are mandated skills that all personnel must receive training in. ie: GPS, NIMS, etc.. The Team will conduct training in the required courses when it is deemed practical and appropriate by Team Management.



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Unless conducted during a normally scheduled monthly team drill, the following training is not eligible for Team Training Hours. These training activities are position specific or a requirement of either the team or FEMA.

US&R National Training Courses

1. US&R Incident Support Team
2. Task Force Leader
3. Canine Search Specialist
4. Technical Search Specialist
5. Structural Collapse Technician
6. Medical Team
7. Logistics Specialist
8. Communications Specialist
9. Planning Team
10. Safety Officer
11. Heavy Equipment & Rigging Specialist

USACE-delivered — FEMA Sanctioned / funded through USACE

1. US&R Structures Specialist
2. Advanced US&R Structures Specialist

Local Task Force Training Courses — Conducted by the Sponsoring Agency

1. Orientation
2. ICS
3. First Aid / CPR
4. WMD Enhanced Operations
5. WMD Medical Considerations
6. WMD Haz Mat Considerations
7. CFR Title 49 IATA / AFJAM Haz Mat Certification
8. Swift Water Awareness
9. Structural Collapse Technician

Local Task Force Exercises — conducted annually as part of the Cooperative Agreement SOW

1. Mobilization exercise
2. Full field exercise

Approval Date: June 27, 2008



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MA-TF1 Policy #2

Policy Name: Service Hours Requirements

Date: 9/20/2007

1. It is the Policy of MA-TF1 that all members must complete 20 hours of service time annually to be considered an active deployable member. These hours are calculated on a running basis and not on the basis of a calendar year.
2. Service hours are defined as hours spent working for the benefit of the Task Force that are not credited or compensated for in any other way.
3. A member can receive credit for service hours in a number of ways, such as;
 - a. Doing work at the cache during a non-training day. Normally, a member must contact a Logistics Manager ahead of time to be sure that there is something for the individual to do and that there will be personnel here to let them in. At times emails will be sent out looking for help on specific days.
 - b. Representing the team at meetings with other organizations. These must always be pre-approved by a TFL and/or the Program Manager.
 - c. Attending a national US&R meeting, such as Working Group or Task Force Leaders meeting. The individual will receive 8 hours Service Time credit for each day not including travel days.
 - d. Attending training at a national US&R or FEMA sponsored class. The individual will receive 8 hours Service Time credit for each day not including travel days
 - e. Assisting with national US&R level or other training that may be held at our facility.
 - f. Acting as a Lead or Assistant Instructor for an approved class or exercise conducted by and for the team or portions of the team.
 - i. It is the responsibility of the Lead Instructor to submit a list of instructors in advance.
 - ii. All instructors must arrive in time to set up for the class or exercise and be present for the entire period including rehab and clean up.
 - iii. It is also the responsibility of the Lead Instructor to submit a final list of instructors and their accrued hours. All course paperwork must also be turned in prior to anyone receiving any instructor credit.
 - iv. Instructors will be given training credit hours for their class or exercise instruction time plus an additional 50% of their time as service hours.

Other opportunities to accrue service hours occasionally arise. Team Management must approve these hours prior to the activity.

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MA-TF1 Policy #3

Policy Name: Code of Conduct

Date: 9/20/2007

1. Members shall conduct themselves in a manner that brings pride and honor to the Task Force.
2. Members will always act with honor and integrity.
3. Members will always follow the chain of command.
4. Freelancing is specifically prohibited.
5. Fighting with members or any one else is prohibited.
6. Members will not consume alcohol during training, official activities, or while wearing a Task Force uniform.
7. Members will not bear fire arms during training or official activities without specific authorization of the Program Manager
8. Members will treat all equipment with the utmost of care.
9. Members will take personal responsibility for all oral and written documentation and correspondence
10. Use of Task Force equipment, supplies, privileges and/or materials for personal gain is strictly prohibited.
11. Any member that may have a potential Conflict of Interest or financial interest in Task Force activities must report them in advance to the Program Manager.
12. Members shall not criticize, make false reports or ridicule other members, policies, programs, or perform written/oral acts to discredit MA-TF1 or other associated agencies.

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MA-TF1 Policy #4

Policy Name: Deployment Selection Procedures

Date: 9/20/2007

1. Minimum requirements have been developed for a member's deployment.
2. The MA-TF1 Office Staff will advise members on a regular basis as to status of each member.
3. Members are personally responsible for maintaining their deployability status.
4. Team Managers are responsible for determining a process that they will use to deploy members to an incident taking into consideration the following:
 - a. A member's training and service hours for the previous 12 months.
 - b. Be fully qualified for their assigned position per FEMA Standards.
 - c. Attendance of the required MOBEX and Fly Away drills within the last three years.
 - d. Completion of all FEMA US&R required team and position specific training.
 - e. A member being up to date with all of the required certificates, licenses, permits or any other required documentation.
 - f. Previous deployments
 - g. Technical competence
 - h. Cross training
 - i. The type of incident
 - j. System fairness to insure all members eventually deploy
 - k. The needs of the Task Force
5. Managers shall explain on an annual basis to new and existing members the selection process.
6. Task Force Management will insure that all members understand and concur with the deployment procedure
7. The Task Force reserves the right to review and change these requirements as necessary.

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MA-TF1 Policy #9

Policy Name: Personnel Reimbursement after Deployment

Date: 9/21/2007

1. When a member is selected to go on a deployment that individual is eligible to be reimbursed for their time. That time starts when an individual signs in at the Point of Assembly and ends when they sign out from that point at the end of the deployment. Their employer is also eligible to be reimbursed for either the individuals' salary or the cost to pay personnel to backfill the vacated position.
2. There are two ways that a member can be compensated:
 - a. as a deployed member working through a Memorandum of Understanding with the individuals employer. This is the way FEMA strongly prefers a member to be compensated.
 - b. as a contractor for MA-TF1.
3. It is the Policy of the FEMA US&R system that people who are deployed, be deployed through their sponsoring agencies and not as contractors whenever possible. This is to the benefit of the deployed individual in terms of insurance, death benefits, workers comp, and taxes.
4. It is the policy of the FEMA US&R system and MA-TF1 that any personnel deployed for a national event through a Memorandum of Understanding with their employer will receive their normal salary for their normal working hours and overtime for any hours beyond those.
 - a. While a person is deployed his/her employer should pay the individuals normal salary. This should help avert any major financial problems for the deployed individual.
 - b. In order to facilitate reimbursement to a deployed individual and their employer, the deployed individual will supply the team with the contact information of the person(s) that would be responsible for the reimbursement.



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- c. Team Office Personnel will work with the deployed members employer to gather all the necessary information concerning pay rates and schedules of the deployed member and all backfill personnel. When this information is compiled and processed the members employer will be paid for the reimbursement of any expenses for the backfill personnel, the overtime due the deployed member, and any other reasonable costs that are incurred by the employer. It is the goal of the FEMA US&R system to make this a cost neutral endeavor for the employer.
 - d. **No deployed personnel should be paid the overtime for the deployment until all paperwork between the team and the employer has been completed.** If anyone accepts compensation and the figures are incorrect it will be the responsibility of the deployed member to make restitution to their employer if necessary.
- 5. Deployed members, who are deployed as Contractors, will be paid an hourly wage. Those wages are set yearly by the Program Manager and are position specific.
 - 6. Personnel who deploy as Contractors are responsible for arranging their time off from their place of employment for the duration of the deployment.
 - 7. Personnel who choose to be paid as Contractors need to understand that they are most likely not covered by their employers' workers compensation plan while on a deployment.
 - 8. Contractors are covered by Federal Workers Compensation. Be aware that those plans involve federal paperwork and can take considerable time to complete. The coverage is also not as good as most individual or company plans.

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The following sheets are copies of the paperwork that the individuals will receive followed by the paperwork that is sent to the sponsoring agency (your employer).

To: All Deployed Members:

From: Glynn Montgomery, Reimbursement Coordinator

Subject: Reimbursement Instructions

These instructions are meant to get us all on the same page so we can get through this very confusing process with a minimal amount of stress on the team, your employers, you, and me.

First of all, **please do not put in for overtime or any pay other than your normal weeks pay until everything has been worked out between all of the parties involved.** There are very specific rules that have to be followed. Frequently, members claim hours that they are not eligible for or departments put in for backfill coverage improperly. It is very difficult to fix a problem if the wrong amount gets paid. It is much easier to get us all in agreement and then pay the proper amount. To do it this way may keep a few people from getting their pay quite as quickly, but for the majority of us it will make the process much faster.

When you return you will receive paperwork to bring to your employer. They can fill it out and fax it back to me, or even better, the responsible person can contact me and I will email them a copy that they can fill out on their computers and email back to me.

When we receive the completed forms from your employer we will enter all the data on the required FEMA forms. These forms are a computer program that takes all the information and figures the proper amount that is due to you and your employer.

I will then contact your employer and tell them what FEMA thinks they are due. If we agree, I will send them a completed bill that they can cut and paste, or retype on to their letterhead, sign it, and mail it back to us.

If you or your payroll personnel have any questions they can email me at gmontgomery@mattf.org That also sends a copy to my home so I can answer from there as well. When I am there, I can also be contacted at the cache at 978-922-5680. Last and definitely least I can be contacted on my cell phone at 781-316-5251.

Thanks for your cooperation. This will absolutely make things easier to get through.

Glynn



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Deployment, Home Coverage/Ops Center, and Cache rehab

1. When the team is deployed we are allowed to bring people in to assist in getting the team out the door. Tasks include loading trucks, doing last minute purchases, setting up the deployment stations, and cleaning the cache after the deployed members have left. There is no backfill available for this part of the mission. If you desire to be paid for this help you must sign in and out.
2. While the team was on deployment for Hurricane Katrina we were authorized to hire two people per shift to operate an operations center and act as a contact point for families. We feel that both of these are very important and intend to try and do this on any future deployments. Personnel will be chosen to fill these positions by the people left in charge at the cache, taking into account the skills needed in the office and the training and service hours that have been performed by individuals. The people who fill these positions must sign in and out on the forms that will be provided. There is no backfill available for these positions.
3. Upon our return, we will be authorized a certain number of hours to rehab our cache in our demobilization orders. The Logistics Managers will be looking for help and will decide how many people to call in and who those people are. If there are too many people, the individuals who have done the required service and training hours will be given the first opportunities. As with the other two parts of the deployment support, in order to be paid, personnel involved must sign in and out on the proper forms. There is also no backfill authorized for cache rehab.

Please be aware that if you do not sign in and out we cannot pay you for your time. People at times hate the paperwork aspect of the team but if this paperwork is not done we will not be paid, so you cannot be paid. The federal government is very serious about this and months after the deployment they don't care about whatever reason we may have for not doing the proper paperwork.



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PURCHASING INSTRUCTIONS FOR DEPLOYMENTS

1. When deployed the activation order will give certain instructions regarding special or emergency purchases. You are allowed to spend the allotted amount of money. You are usually given a certain time frame to make these purchases. Some of these purchases do not require a 60-1 form but should probably be filled out for record keeping purposes. The individual purchases will need to be entered on a reimbursement cover sheet and the reimbursement sheet that totals our purchases. Be sure to keep legible receipts.
2. After the time frame for emergency purchases expires, all other purchases must be made through the IST using 60-1 forms. Be aware that any purchases made without express written permission from the Logistics IST Branch Chief, on the 60-1 will not be reimbursed from FEMA. It always seems ridiculous to go through these paperwork hassles during a disaster but six months later when the paper pushers are looking at our claim it becomes critical. Be aware that many things that we consider necessary are not on the cache list and may be refused. At the end of our deployment, these purchases that require a 60-1, form will also need to be entered on a reimbursement cover sheet and the reimbursement sheet that totals our purchases. Be sure to keep legible receipts.
3. Upon our return we are allowed to restock our cache, rehab our equipment, claim for lost, stolen and damaged equipment. All of these things require paperwork. Some of the forms that may be needed.
 - a. GPLD Government Property Lost or Damaged Report
 - b. Form 60-1
 - c. Individual purchase cover sheet

Someone in a Logistics Managerial position must approve all purchases. Other managers may make recommendations but are not empowered to make purchases. If you make a purchase without the proper approval you may be held accountable for that purchase.



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Deployed Member Information Sheet. Please Print Neatly.

Paid through Employer

Paid as Contractor

Note: For many reasons, including your personal well being, FEMA prefers that you go through your employer. In some cases that is not possible.

Name: (Last, First, MI. Suf) _____

Social Security Number: _____

Task Force Position: _____

Employer: _____

Employers Address: _____

CEO or Chiefs Name: _____

Contact Person: (For reimbursement purposes) _____

Best Phone number for that person: _____

Your Position: _____

Normal Work Hours per week: _____ Normal Days Per week: _____

Time Shift starts at work: _____ Time Shift ends at work: _____

On the chart below enter your work schedule as closely as possible for the upcoming days. This can be confusing do the best you can. Start with today.

Day of the week									
Date									
At home on duty work hours									

I certify that I have read and understand this and the first three pages of this packet and will be held accountable for their contents.

Signature:

Date:



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To: Whom It May Concern.

From: Glynn J. Montgomery MA-TF1 reimbursement coordinator.

Purpose: To help us get through the very confusing reimbursement process for paying your organization back for supporting us during our mission.

Instructions: Please answer every question as clearly as you can. Please don't change the questions or tell us what you think we need to know. If you're not sure what we need then call or email me. I will answer you the best I can. Please type in the gray squares.

1. Enter the name of your Department or Company. _____
2. Enter your Department or Companies Federal Tax ID number. _____
3. Enter your deployed employees' name. _____
4. Enter your deployed employees Social Security Number. _____
5. Enter your deployed employees Job Title or Rank. _____
6. Enter your deployed employees normal hourly wage. _____
7. Enter your deployed employees overtime hourly wage. _____
8. Enter the date your employee left for the mission. _____
9. Enter the date your employee returned from the mission. _____
10. Enter the time left work to be deployed. (If applicable) _____
11. Please enter the date your employee returned to work. _____

Enter the time the deploying team normally starts his regular shift at home:

Enter the time the deploying team normally ends his regular shift at home:

Enter the deploying team members normal amount of hours he works per week at home:

i.e. 40, 42, 48

Enter the deploying team members normal amount of hours per day or shift he works at home:

Per Shift



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On this page, please enter the information for any individuals who covered for, backfilled, or in anyway filled in for your employee while he/she was deployed or on rehab time in relation to our mission.

Backfill Personnel Data:

Last Name, First Name

Name #1: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>	Name #4: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>
Name #2: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>	Name #5: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>
Name #3: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>	Name #6: <input type="text"/>	SS#: <input type="text"/>	Rank: <input type="text"/>	Regular Hourly Rate: <input type="text"/>

Please note in the boxes above that we need these persons straight pay rate, not there overtime rate. If you feel there is something that I need to know please type it at the bottom of the page.

	Name (Last, First,)	Date Worked	Time Start	Time Finished	OT Hourly Wage
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Notes:

Percent of Benefits



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When an individual receives a paycheck, in most situations they also receive benefits above and beyond their pay. These benefits may include health care, dental care, retirement funding and the like.

What we are interested in is how much your company pays towards your employee benefits. FEMA will reimburse that amount. This number can usually be expressed as a percentage of the individuals pay. There is a wide difference between organizations as to what that percentage is. Therefore, we cannot give an example.

We need to know if you pay benefits on all payroll monies or if it is just for the straight time. Most Massachusetts government employees, who are members of the State Pension Plan, only receive benefits on the straight time but not on overtime. Some, if not all, New Hampshire Fire Departments pay benefits on straight time and overtime. It's different for everybody.

If you wish to apply for reimbursement of your percent of benefits, FEMA requires a letter from your city, town or companies' senior payroll or accounting person, explaining what the percent of benefits is and how they came up with the figure. Please note that most organizations don't choose to bother with this part.

Please fill in the section below as well.

Straight time Percent of Benefits. %

Overtime Percent of Benefits. %

When you have completed this form please email it back to me at gmontgomery@matf.org

If you cannot do that you can fax it to 978-921-6074

The intention is to enter all of your information onto the correct FEMA forms and then send it back to you showing what we believe you are qualified to receive. If we agree you can then cut and paste it on to your letterhead and send it to us as a bill, which we will process and pay as soon as possible.

Please understand that this is a difficult process and we will complete it as timely as possible.

Sincerely
Glynn J. Montgomery
+



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MA-TF1 Policy # 22

Policy Name: Uniform of the day Policy

Date: 10/22/2007

1. In the interest of safety and professionalism it is the policy of MA-TF1 that personnel will be in a proper MA-TF1 uniform whenever they are participating in official MA-TF1 activities. Personnel will also be in proper uniform when representing MA-TF1 at other agencies for meetings or during activations.
2. The proper uniform for MA-TF1 drills will be Blue BDU pants with either a blue BDU shirt, or a blue or grey t-shirt, or sweat shirt, and an MA-TF1 ball cap. Short Sleeve shirts are not appropriate during many task force operations. Black boots with steel safety toes are also required. The boots must be of the lace type, at least eight inches high, and meet ANSI Z41 requirements.
3. BDU shirts may have the following patches and markings. A United States Flag above the left pocket, a nametag above the right pocket, the National US&R patch on the right upper sleeve, and the MA-TF1 patch on the upper left sleeve. No other patches are permitted on the MA-TF1 BDU uniform.
4. Members who are representing MA-TF1 at meetings, or during a deployment where they are assigned to other agencies (i.e. RCC or ESF-9) will wear an official MA-TF1 BDU uniform, or an MA-TF1 or FEMA golf shirt. If a member does not own a golf shirt then a neat looking MA-TF1 t-shirt is acceptable. Members may wear Blue BDU, beige 5-11 style, or any other neat looking pants at these events.
5. Members attending training at other facilities may wear any type of MA-TF1 clothing that would be considered professional. This clothing must be clean, neat and appropriate for the type of training that they are attending.
6. During deployments and MOBEX's members who are assigned to the shift that is "on duty" will subscribe to Paragraph 2 above with the addition that all appropriate safety gear will also be worn. On days where heat is an issue, the Task Force Leader or Team Safety Officer may deem that grey t-shirts are acceptable. Personnel who are "off duty" will wear an upper garment that identifies them as a member of MA-TF1. The off duty personnel may wear whatever other clothing they would like, as long as it is not considered offensive. Personnel not in the proper Safety Gear will not be permitted to do work around the BoO.

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MA-TF1 Policy # 30

Policy Name: Transition from Probation to Full Member

Date: 3/28/2011

1. It is the Policy of MA-TF1 that a person who successfully completes the required FEMA and MA-TF1 recruit training will be accepted as a probationary member on the team for a period of nine months from the date of their first recruit drill.
2. During the probationary period recruits are allowed full access to all task force activities. They are expected to attend drills and perform service hours for the team. Not all required training is completed during your first mandatory drills so members should be aware of what they need to attend and stay up to date.
(Refer to Policy #1 Training Hours, and #2 and Service Hours)
3. During the probationary period members will be issued a minimum amount of Task Force Equipment. This equipment is for use during Task Force activities only. Upon the completion of probation any required equipment will be issued on an availability basis.
4. During their probationary period their immediate Supervisors, Squad leaders, and Task Force Managers will evaluate members.
5. Some of the evaluation points will be:
 - a. Knowledge of Position on the Task Force
 - b. Knowledge of Task Force Equipment
 - c. Professional mannerisms and appearance
 - d. Ability to work as a Team Member
 - e. Ability and willingness to follow directions
6. Probationary members can be removed from the team at any time during their probationary period.
7. At the end of the nine months probation members who have not resigned or been asked to leave will be accepted as MA-TF1 Team Members.

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MA-TF1 Policy # 33

Policy Name: Safety Equipment

Date: 3/28/2011

DRAFT

1. It is the Policy of MA-TF1 that all personnel will keep the required team safety gear in clean and serviceable condition at all times.
2. All personnel will have their personal Safety Equipment available during all drills and on all deployments.
3. Safety equipment is in some cases position specific. The following is a list of the minimum safety equipment that all Task Force Members must have.
 - a. One Pair of Safety Glasses with side protection and/or safety goggles. (See Specifications Below)
 - b. One Pair of Leather Work Gloves.
 - c. Two sets of hearing protection
 - d. One Helmet with Chin Strap. (See Specifications Below)
 - e. One Pair of Protective Boots with Steel Toe and Shank (Specifications Below)

SPECIFICATIONS:

Safety Glasses and Goggles must comply to the ANZI Z87.1-1989 and should be marked with a Z78 marking. Under the standard, all major components except lenses must be marked Z87. Adding plastic sideshields to a pair of prescription glasses that meet ANSI Z87 is acceptable under MATF-01 and OSHA regulations. Unrated sunglasses are not safety glasses and are not permitted.

Helmets should meet either ANSI Z89.1, NFPA 1972, or OSHA specifications for protective helmets and have attached chinstrap. Marking the helmet MATF-01 is required for field ID purposes. The helmet must be white in color; labeling is optional. The current Task Force recommended helmet is Pacific Brand.

Protective Boots must be of the lace up configuration to give adequate ankle support. Boots shall be at least 8 inches high. Boots must have either a steel safety toe or composite toe cap which meets ANSI Z41. Boots will have steel shank protection. Boots shall be of all leather construction or shall be certified to meet NFPA 1974, Standard on Protective Footwear for Structural Firefighting.

Approved _____ 2008

DRAFT