

MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS



ADMINISTRATIVE STANDARD OPERATING GUIDELINES

Approved March 20, 2017

MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

ADMINISTRATIVE
STANDARD OPERATING GUIDELINES

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1.0 Purpose:

- 1.1 To establish general guidelines that apply to all of the MABAS Divisions 4 & 5 Specialized Response Teams (SRT) members and that govern the administration of the organization.

2.0 Scope:

- 2.0 These guidelines apply to all MABAS Divisions 4 & 5 Specialized Response Teams (SRT) members, members of MABAS Division 4, members of MABAS Division 5 and the SRT Administrative Coordinator.

3.0 Definitions:

- Joint Administrative Council (JAC)** The governing body of the MABAS Divisions 4 & 5 SRT. The council is made up of six chiefs, three from each MABAS division, that are appointed by their respective Executive Boards.

4.0 Authority

- 4.1 The MABAS Divisions 4 & 5 Specialized Response Teams, hereafter referred to as "SRT," derives its authority from the Mutual Aid Agreement between MABAS Division 4 and MABAS Division 5, which created SRT under the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*).

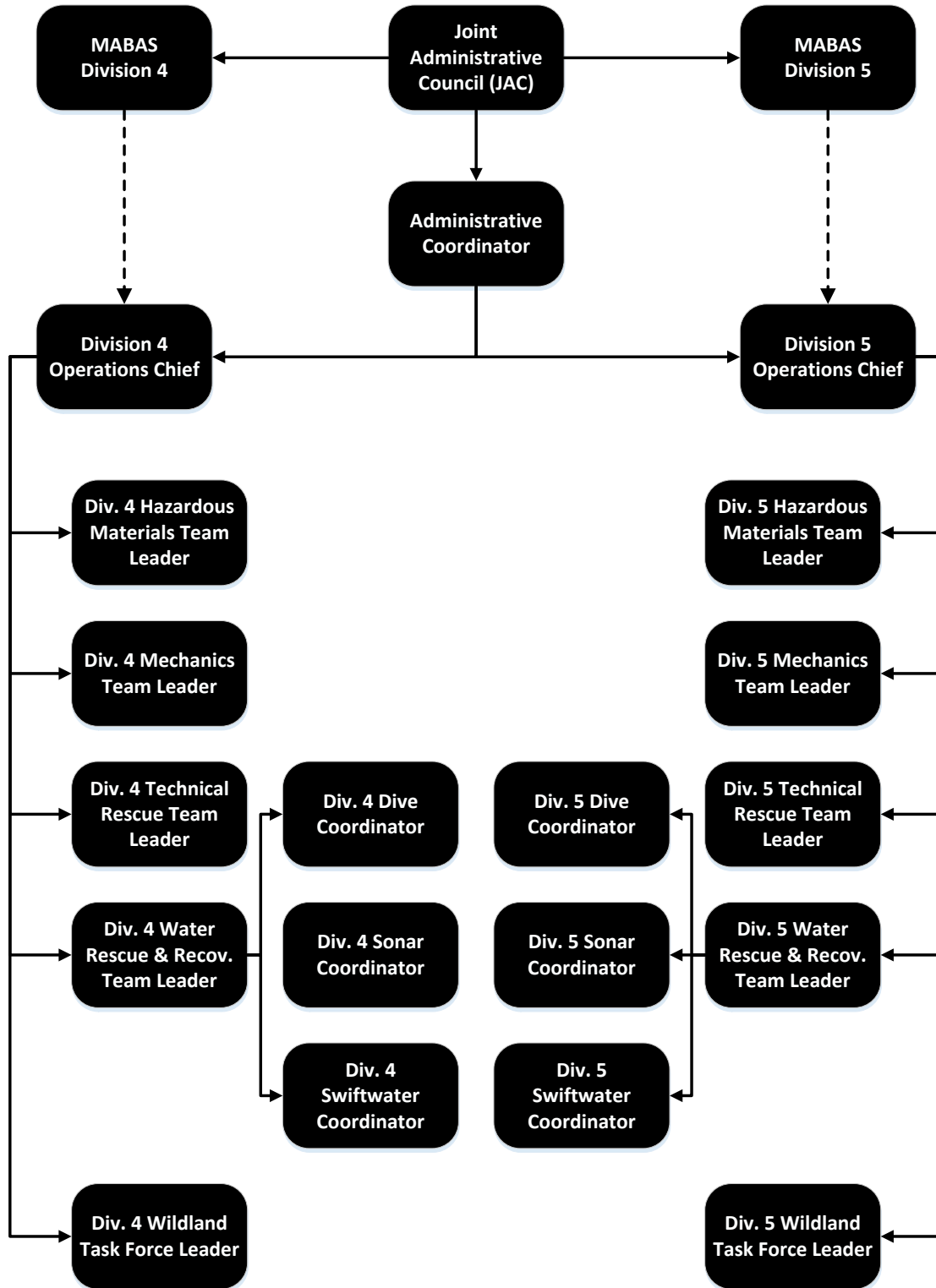
5.0 Organizational Structure

- 5.1 The following organizational chart outlines the flow of responsibility and authority of those in leadership positions within SRT:

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5.2 Joint Administrative Council (JAC)

- 5.2.1 The Joint Administrative Council is the governing body of SRT, tasked with directing the development and implementation of policies, procedures and guidelines pertaining to the administration and daily operations of the organization.
- 5.2.2 The Joint Administrative Council is responsible for making recommendations to MABAS Division 4 and MABAS Division 5 on all matters that require their approval (i.e. annual operating budget, capital budget purchases).

5.3 Administrative Coordinator

- 5.3.1 The Administrative Coordinator shall have charge of the administration of the SRT and act as its administrative officer under the direction of the Joint Administrative Coordinator.
- 5.3.2 The Administrative Coordinator's powers and duties are enumerated and outlined in his/her current employment contract with the MABAS Divisions 4 & 5 SRT Joint Administrative Council.

5.4 Operations Chiefs

- 5.4.1 Each MABAS division shall appoint an Operations Chief to supervise the overall operations of the specialized response teams. The Operations Chiefs shall report to the Administrative Coordinator.
- 5.4.2 The Operations Chiefs shall be responsible for:
 - 5.4.2.1 Providing the Administrative Coordinator with a written, monthly report of team activities/accomplishments to be included with the JAC meeting packets.
 - 5.4.2.2 Attending the monthly JAC meetings, their respective MABAS division meetings and any other team/SRT-related meetings needed to oversee/manage the individual teams.
 - 5.4.2.3 Reviewing/approving New Member Application Forms, following approval by the respective Team Leaders/Coordinators.
 - 5.4.2.4 Reviewing/approving End of Year Training Forms, following approval by the respective Team Leaders/Coordinators.

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- 5.4.2.5 Reviewing/approving Purchase Order Request Forms submitted by Team Leaders/Coordinators.
- 5.4.2.6 When available, responding to all SRT incidents to serve in an advisory/support capacity.
- 5.4.2.7 Reviewing and providing feedback to Team Leaders/Coordinators on all matters related to team operations.
- 5.4.2.8 Answering questions from team members and/or assisting them in resolving issues/problems (when Team Leaders/Coordinators are unavailable or unable to resolve).
- 5.4.2.9 Assisting the Administrative Coordinator with all issues related to the administration and/or operations of the SRT.

5.5 Team Leaders/Coordinators

- 5.5.1 Each MABAS Division shall have a Team Leader/Coordinator for each specialized response team. Team Leaders/Coordinators shall be appointed by the JAC, with input from the Executive Board of each respective MABAS division. Team Leaders/Coordinators shall report to their respective Operations Chief.
- 5.5.2 Team Leaders/Coordinators shall be responsible for:
 - 5.5.2.1 Providing their respective Operations Chief with a written, monthly report of team activities/accomplishments the week prior to each JAC meeting.
 - 5.5.2.2 Attending the quarterly Team Leader/Coordinator meetings, monthly JAC meetings and their respective MABAS division meetings, when requested or necessary to oversee/manage their respective team, as well as any team related meetings.
 - 5.5.2.3 Reviewing/approving New Member Application Forms.
 - 5.5.2.4 Reviewing/approving End of Year Training Forms.
 - 5.5.2.5 Submitting annual budget requests to the Administrative Coordinator and Operations Chiefs and managing their appropriated funds throughout the year. Submitting Purchase Order Request Forms to their respective Operations Chief for approval.

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- 5.5.2.6 When available, responding to their respective specialized response team(s) incidents to oversee/support operations. This may also include acting as a liaison between the team and the Incident Commander and affected department/district.
- 5.5.2.7 When available, acting in an advisory capacity to MABAS Divisions 4 and 5, and their member department/districts, as well as to local dispatch agencies. This will primarily include answering questions related to their team's specialty.
- 5.5.2.8 Recommending operational changes regarding their respective team to the Administrative Coordinator and Operations Chiefs.
- 5.5.2.9 Answering questions from team members and/or assisting them in resolving issues/problems.

6.0 Annual Budget

- 6.1 The Administrative Coordinator shall prepare and present a draft budget to the Joint Administrative Council each year in accordance with the Council By-Laws. The budget shall include both operating and capital budget requests for the next fiscal year. This draft budget will be prepared in consultation with the SRT's Operations Chiefs and Team Leaders/ Coordinators, taking into consideration the needs of each special team.
- 6.2 The Joint Administrative Council shall approve an operating budget and list of capital budget purchases for recommendation to both MABAS Divisions. These items shall be forwarded to the Presidents of both MABAS Divisions before October 1 of each year for the next fiscal year.
- 6.3 Both MABAS Divisions must approve the recommended budget and all capital budget purchases before the budget is considered final.
- 6.4 Both MABAS Divisions are responsible for the expenditures related to capital budget purchases. When sufficient cash funds are available, the SRT may initially pay for these capital purchases and then submit invoices to the MABAS Divisions for reimbursement. If the SRT is unable to cover the initial costs associated with a capital purchase, the MABAS Divisions will directly pay for these expenditures.

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7.0 Member Dues/Assessments

- 7.1 MABAS Division 4 and MABAS Division 5 will pay member assessments to SRT every calendar year to fund its operations. The total assessment will be based only upon operating expenses for the year, not capital purchases (see section 6.0 of this document).
- 7.2 The total assessment amount will be calculated each year by the Administrative Coordinator during the budget process. The total assessment will be equal to the total operating revenue required for the year minus any non-assessment revenue sources. The total assessment will then be divided between the two MABAS divisions according to the following formula:
- 7.2.1 MABAS Division 4: MABAS Division 4 will be responsible for 62 percent of the total assessment.
- 7.2.2 MABAS Division 5: MABAS Division 5 will be responsible for 38 percent of the total assessment.
- 7.3 Member assessments will be paid to SRT in two equal installments. The Administrative Coordinator will prepare and submit to each MABAS division's president two invoices for their portion of the assessment according to the following schedule:
- 7.3.1 MABAS Division 4
- 7.3.1.1 First Installment: The Administrative Coordinator will submit an invoice to MABAS Division 4 in February for half of their portion of the assessment. This payment will be due to the SRT by the 31 of May.
- 7.3.1.2 Second Installment: The Administrative Coordinator will submit an invoice to MABAS Division 4 in June for half of their portion of the assessment. This payment will be due to the SRT by the 30 of September.
- 7.3.2 MABAS Division 5
- 7.3.2.1 First Installment: The Administrative Coordinator will submit an invoice to MABAS Division 5 in March for half of their portion of the assessment. This payment will be due to the SRT by the 30 of June.
- 7.3.2.2 Second Installment: The Administrative Coordinator will submit an invoice to MABAS Division 5 in July for half of their portion of the assessment. This payment will be due to the SRT by the 31 of October.

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8.0 Purchasing Guidelines

- 8.1 The SRT will support and promote a purchasing environment within the organization based on the understanding that the Administrative Coordinator and team leaders/coordinators are in the best position to determine what they need to operate the various specialized response teams. As a result, the Joint Administrative Council has delegated considerable authority to the Administrative Coordinator and team leaders/coordinators to make purchasing decisions.
- 8.2 Purchasing Thresholds: The following purchasing thresholds have been established by the Joint Administrative Council:
- 8.2.1 Purchases of less than \$2,000 can be made with the prior approval of the Administrative Coordinator.
 - 8.2.2 Purchases of \$2,000 to \$19,999.99 will require three written quotes.
 - 8.2.3 Purchases of \$2,000 to \$4,999.99 can be made with the prior approval of the Administrative Coordinator and SRT Chairman.
 - 8.2.4 Purchases of \$5,000 to \$19,999.99 can be only be made with the prior approval of the SRT Joint Administrative Council.
 - 8.2.5 Purchases of \$20,000 or more shall require a formal bid process and approval of the SRT Joint Administrative Council.
- 8.3 Purchasing Procedures: The following purchasing procedures have been established by the Joint Administrative Council for all purchases less than \$20,000:
- 8.3.1 The Team Leader/Coordinator completes a Purchase Order Request Form and forwards it to their Operations Chief.
 - 8.3.2 The Operations Chief reviews the Purchase Order Request Form, gives their approval by signing it (or giving written approval in an email) and forwards it to the Administrative Coordinator.
 - 8.3.3 The Administrative Coordinator verifies that sufficient budget funds are available for the purchase.
 - 8.3.4 The Administrative Coordinator prepares the purchase order and obtains the necessary approval/signatures as follows:

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- 8.3.4.1 If less than \$2,000, the Administrative Coordinator signs the purchase order for approval.
- 8.3.4.2 If between \$2,000 and \$4,999.99, the Administrative Coordinator signs the purchase order and forwards it to the SRT Chairman for approval/signature.
- 8.3.4.3 If between \$5,000 and \$19,999.99, the Administrative Coordinator brings the request to the JAC for formal approval. If approved by the JAC, the Administrative Coordinator and SRT Chairman sign the purchase order for approval.
- 8.3.5 The Administrative Coordinator sends the Team Leader/Coordinator and Operations Chief a copy of the approved purchase order.
- 8.3.6 The Team Leader/Coordinator initiates the purchase, ensuring that the invoice is sent to the Administrative Coordinator for payment.
- 8.4 The only instances where a purchase order shall not be necessary are in emergency situations, when the purchase is being paid for by an SRT credit card and when the Mechanics Team performs maintenance on vehicles. In instances where the Mechanics Team is performing maintenance on vehicles, team members will attempt to use businesses where SRT has established accounts for later invoicing.
- 8.5 Credit Cards: To enhance the routine and emergency operations of the specialized response teams, the SRT has obtained commercial credit cards. Individual credit cards may be issued to the Administrative Coordinator and other individuals in leadership positions within SRT, as determined by the Joint Administrative Council. The Joint Administrative Council shall also set the individual limits on each credit card, when necessary.
 - 8.5.1 Individuals accepting an SRT credit card shall sign an appropriate acknowledgment accepting responsibility for the card and its use in accordance with this document (see Appendix A – MABAS Divisions 4 & 5 SRT Credit Card Acknowledgment Form).
 - 8.5.2 Credit cards shall only be used for official and approved SRT expenses. Use of the credit cards for personal or non-SRT purposes is strictly prohibited.
 - 8.5.3 Generally, credit cards should not be used for expenditures that could be invoiced by the vendor.

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- 8.5.4 Individuals using credit cards shall obtain and maintain receipts and/or other documentation for all credit card purchases. Following each purchase, the receipt and/or other related documentation shall be promptly forwarded to the SRT Administrative Coordinator together with an explanation of the purchase.
- 8.5.5 Credit cards must be promptly returned to the SRT when an individual's leadership role ends, when requested to because of misuse or for any other reason deemed necessary by SRT.
- 8.5.6 SRT may choose to obtain additional credit cards specific to individual retailers. When this occurs, these guidelines shall also apply to these cards.

9.0 Team Membership

- 9.1 Fire department/districts that are members of MABAS Division 4 and MABAS Division 5 may generally request at any point throughout the year to add new members to the specialized response teams. Individuals that wish to be added to a team roster, must meet or exceed the membership requirements of that individual team. Membership requirements can be found in each team's Standard Operating Guidelines (SOG), as well as on each New Member Application Form (available on the SRT website under "Forms"). For teams that have established a maximum roster size, applications will be considered as openings occur.
- 9.2 New Member Application Form Process
 - 9.2.1 Individuals interested in joining SRT shall complete the applicable New Member Application Form and have their Fire Chief sign the document. Their completed and signed application form shall be submitted to the SRT Administrative Coordinator together with copies of their required certifications.
 - 9.2.2 The Administrative Coordinator shall review all incoming New Member Application Forms to ensure they are complete and that all copies of required certifications have been attached.
 - 9.2.3 If complete, the Administrative Coordinator shall forward the New Member Application Form to both Team Leaders/Coordinators for their review. Either Team Leader/Coordinator may review the application and approve or not approve it (regardless of the corresponding MABAS division). The Team Leader/Coordinator shall notify the Administrative Coordinator of their decision to approve or not approve the application.

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- 9.2.4 If approved by the Team Leader/Coordinator, the Administrative Coordinator shall forward the New Member Application Form to both Operations Chiefs for their review. Either Operations Chief may review and approve or not approve it (regardless of the corresponding MABAS division). The Operations Chief shall notify the Administrative Coordinator of their decision to approve or not approve the application.
- 9.2.5 If approved by the Operations Chief, the Administrative Coordinator shall include the application on his/her monthly report to the Joint Administrative Council under "New Members." This shall be for informational purposes only.
- 9.2.5.1 For all applications submitted to the JAC at their meetings in January through October, the approved applicant's membership shall be effective as of the date of the JAC meeting.
- 9.2.5.2 For all applications submitted to the JAC at their November and December meetings, the approved applicant's membership shall be effective as of January 1 of the following year.
- 9.2.5.3 New team members shall begin earning SRT training credit for all trainings/drills/work sessions as of the effective date of their membership to the team. Team members shall not receive credit for SRT trainings that they attend prior to their effective date of membership.
- 9.2.6 Following the JAC meeting, the Administrative Coordinator shall notify the applicant and respective Fire Chief in writing of their membership. The notification shall include their effective date of membership and their annual training requirements (prorated for the first year, if applicable, in accordance with section 14.3 of this document).
- 9.2.7 If an application is not approved at any step in the process, the Administrative Coordinator shall notify the applicant and their respective Fire Chief via email.
- 9.3 Team Members Representing Multiple Departments/Districts
- 9.3.1 If an existing SRT team member is employed by more than one fire department/district, and wishes to be available to respond to SRT incidents through both (or multiple) departments/districts, he/she must submit separate New Member Application Forms. The procedures for review and approval of the application shall be the same, as listed in section 9.2 of this document.

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10.0 Transfer of Team Membership

- 10.1 If an SRT team member changes fire department/districts within MABAS Divisions 4 & 5, they may transfer their SRT membership without going through the entire approval process.
- 10.2 To transfer their membership, the team member must complete a New Member Application Form under their new department/district and have their Fire Chief sign the form. The Fire Chief must then submit the New Member Application Form to the Administrative Coordinator, together with a letter, memorandum or email requesting the membership transfer.

11.0 Leaves of Absence

- 11.1 SRT team members may request a leave of absence from their respective specialized response team(s) for medical or personal reasons. All requests for a leave of absence, however, must be submitted to the Administrative Coordinator by the team member's Fire Chief.
- 11.2 To request a leave of absence from SRT, the team member's Fire Chief must submit a written request to the Administrative Coordinator. The request may be in the form of a letter, memorandum or email and shall include the following information:
 - 11.2.1 Team member's name.
 - 11.2.2 Team(s) for which the member is on the roster.
 - 11.2.3 Effective date of the leave of absence.
 - 11.2.4 Anticipated return date (if known).
- 11.3 When a team member wishes to end their leave of absence, their Fire Chief must submit a second written request to the Administrative Coordinator requesting that the member be added back onto the active roster. This request may be in form of a letter, memorandum or email and shall include the following information:
 - 11.3.1 Team member's name.
 - 11.3.2 Team(s) for which the member should be added back onto the active roster.
 - 11.3.3 Effective end date of the leave of absence.
- 11.4 SRT team members that are on a leave of absence for any length of time shall have their training requirements prorated for the year, in accordance with section 14.3 of this document. The prorated requirement shall be indicated on their respective team's monthly training report.
- 11.4 While on a leave of absence, team members shall not receive/earn SRT training credit toward their annual training requirements.

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12.0 Removal from Team Roster(s)

12.1 If a department/district wishes to remove a team member from one of the specialized response team rosters, the Fire Chief must submit a written request to the Administrative Coordinator. This request may be in the form of a letter, memorandum or email and shall include the following:

12.1.1 Team member's name

12.1.2 Team(s) from which the member should be removed

12.1.3 Effective date of the team member's removal

13.0 Team Member Conduct

13.1 Team members represent their fire department/district, MABAS division and SRT during both training and emergency incidents. Team members are expected to always conduct themselves in a professional manner, ensuring that their behavior reflects positively on their fire department/district, MABAS division and SRT.

13.2 Team members are required to abide by the laws of the United States, the State of Illinois and the local jurisdiction having authority. Furthermore, they must abide by the rules, regulations and standard operating guidelines of the SRT, their MABAS division and their sponsoring fire department/district.

13.3 Team members are prohibited from conduct that would negatively reflect on the SRT's reputation or compromise the activities of their respective special team(s). Prohibited conduct during training, incidents or any other SRT approved/sponsored function shall include, but not be limited to, the following:

13.3.1 The use of alcohol or illegal drugs.

13.3.2 The possession or use of firearms.

13.3.3 Trading, selling or otherwise disposing of issued or team equipment without authorization by the Joint Administrative Council.

13.4 Any team member who conducts themselves in an unprofessional manner, or participates in prohibited activities, may be relieved of duty by a Team Leader/Coordinator, Operations Chief or the local Incident Commander. Team members that are relieved of duty or do not conduct themselves appropriately, will be suspended from the SRT. The team member's Fire Chief and the SRT Joint Administrative Council will be immediately notified of all suspensions.

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14.0 Annual Training Requirements

14.1 Each specialized response team has annual training requirements that must be met for team members to maintain their active roster status. Annual training requirements can be found in each team's Standard Operating Guidelines (SOG), as well as on each New Member Application Form (available on the SRT website under "Forms").

14.2 SRT Training Versus Department/Other Training

14.2.1 Each team requires that a certain amount of the required annual training be considered SRT training. SRT training is training that is listed on the SRT Training Calendar (available on the SRT website) and therefore open to all SRT team members (with a few noted exceptions for the Wildland Task Force). The Administrative Coordinator shall keep track of all SRT training throughout the year for each team, unless the Team Leader/Coordinator wishes to track their team's training.

14.2.2 Each team allows a certain amount of department or other training (specific to the team) to count toward a member's annual training requirement. This training is not listed on the SRT Training Calendar. The Administrative Coordinator shall not track department or other training on the training progress reports. Department and/or other training shall be documented on the team member's End of Year Training Form, in accordance with section 14.5 of this document.

14.3 Proration of Annual Training Requirements

14.3.1 Team members that join the team mid-year, or are on a leave of absence at any point during the year, shall have their annual training requirements prorated for the year. The Administrative Coordinator shall indicate the prorated requirements on the training progress reports.

14.3.2 The Administrative Coordinator shall use the following guidelines for each team when determining the prorated requirements:

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14.3.2.1 Dive Team (see table below)

Month Joined Team / Months Active	SRT Dives	Dept./Other Dives	Total Dives
January / 11 or 12	2	3	5
February / 10	2	2	4
March / 9	2	2	4
April / 8	1	2	3
May / 7	1	2	3
June / 6	1	2	3
July / 5	1	1	2
August / 4	1	1	2
September / 3	0	1	1
October / 2	0	1	1
*November / 1	0	0	0
*December / 0	0	0	0

Note: Members that join the team mid-year or take a leave of absence will not be required to complete their basic skills or watermanship in that calendar year.

14.3.2.2 Hazardous Materials Team (see table below)

Month Joined Team / Months Active	SRT Hours	Dept./Other Hours	Total Hours
January / 11 or 12	24	16	40
February / 10	20	13	33
March / 9	18	12	30
April / 8	16	11	27
May / 7	14	9	23
June / 6	12	8	20
July / 5	10	7	17
August / 4	8	5	13
September / 3	6	4	10
October / 2	4	3	7
*November / 1	0	0	0
*December / 0	0	0	0

Note: Members that join the team mid-year or take a leave of absence will not be required to complete/attend a suit drill, inventory or countywide drill in that calendar year. Although it is still recommended, they will also not be required to have a physical or fit test.

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14.3.2.3 Mechanics Team (see table below)

Month Joined Team / Months Active	SRT Trainings / Work Sessions	Dept./Other Trainings / Work Sessions	Total Trainings / Work Sessions
January / 11 or 12	2	2	4
February / 10	2	1	3
March / 9	2	1	3
April / 8	2	1	3
May / 7	1	1	2
June / 6	1	1	2
July / 5	1	1	2
August / 4	1	0	1
September / 3	0	1	1
October / 2	0	1	1
*November / 1	0	0	0
*December / 0	0	0	0

14.3.2.4 Sonar Team (see table below)

Month Joined Team / Months Active	Total Hours
January / 11 or 12	10
February / 10	8
March / 9	8
April / 8	7
May / 7	6
June / 6	5
July / 5	4
August / 4	3
September / 3	3
October / 2	2
*November / 1	0
*December / 0	0

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14.3.2.5 Swiftwater Team (see table below)

Month Joined Team / Months Active	SRT Trainings	Dept./Other Trainings	Total Trainings
January / 11 or 12	2	2	4
February / 10	2	1	3
March / 9	2	1	3
April / 8	2	1	3
May / 7	1	1	2
June / 6	1	1	2
July / 5	1	1	2
August / 4	1	0	1
September / 3	0	1	1
October / 2	0	1	1
*November / 1	0	0	0
*December / 0	0	0	0

Note: Members that join the team mid-year or take a leave of absence will not be required to complete their watermanship in that calendar year.

14.3.2.6 Technical Rescue Team (see table below)

Month Joined Team / Months Active	SRT Trainings	Dept./Other Trainings	Total Trainings
January / 11 or 12	6	2	8
February / 10	5	2	7
March / 9	5	1	6
April / 8	4	1	5
May / 7	4	1	5
June / 6	3	1	4
July / 5	3	1	4
August / 4	2	1	3
September / 3	1	1	2
October / 2	0	1	1
*November / 1	0	0	0
*December / 0	0	0	0

Note: Members that join the team mid-year or take a leave of absence will not be required to complete/attend an inventory in that calendar year.

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14.3.2.7 Wildland Task Force (see table below)

Month Joined Team / Months Active	Field Exercise / Prescribed Burn Hours	Classroom Hours (SRT Only)
January / 11 or 12	8	4
February / 10	7	3
March / 9	6	3
April / 8	5	3
May / 7	5	2
June / 6	4	2
July / 5	3	2
August / 4	3	1
September / 3	2	1
October / 2	1	1
*November / 1	0	0
*December / 0	0	0

Note: Members that join the team mid-year or take a leave of absence will not be required to complete their pack test in that calendar year.

**Note: Team members that join the team in November or December, or who are active in the roster for one month or less, will not be required to complete any training in that calendar year.*

14.4 Training Progress Reports

14.4.1 The Administrative Coordinator shall post training progress reports to the SRT website on a regular basis so that team members can easily access this information.

14.4.2 Training progress reports shall only include SRT training, not department/other training.

14.5 End of Year Training Forms

14.5.1 At the end of each calendar year, team members will complete an End of Year Training Form documenting their required training for the year. Team members that are on the roster for multiple teams, must complete one form for each team. End of Year Training Forms are available on the SRT website under "Forms."

14.5.2 The forms must be signed by the team member and their Fire Chief and submitted to the SRT Office by the deadline listed on the forms each year.

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- 14.5.3 The Administrative Coordinator shall review all End of Year Training Forms for completeness, and then forward them on to the respective Team Leaders/Coordinators for review and approval.
- 14.5.4 Once approved by the Team Leader/Coordinator, the Administrative Coordinator shall forward the End of Year Training Forms to the Operations Chiefs for their review and approval.
- 14.5.5 Team members that completed their annual training requirements, and had their End of Year Training Forms approved by the Team Leader/Coordinator and Operations Chief, shall remain on the active roster for the following calendar year.
- 14.5.6 Team members that do not meet their annual training requirements, or do not submit an End of Year Training Form by the stated deadline, will be removed from the roster and will be unable to re-apply to the team for one full calendar year in accordance with section 14.6 of this document. The Administrative Coordinator shall notify team members and their respective Fire Chief in writing, when a member is being removed from a specialized response team roster.

14.6 One Year Waiting Period

- 14.6.1 Team members that do not meet their annual training requirements, or do not submit an End of Year Training Form by the stated deadline, will be removed from the roster and will be unable to re-apply to that specific team for one full calendar year. This policy is an attempt to encourage members to meet their annual requirements, which will in turn significantly reduce the administrative time spent managing end of year training records.

15.0 Training Host Department/District Requirements

- 15.1 Departments/districts that host SRT training are responsible for submitting required documentation to the SRT Administrative Coordinator in a timely manner.

15.2 Team Organized SRT Training

- 15.2.1 When a department/district hosts SRT training that is organized/scheduled by the individual team, the information is automatically put onto the SRT training calendar on the SRT website. The department/district is therefore only responsible for the following after the training is complete:

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15.2.1.1 Submitting the training sign-in sheet, training objectives (preferably through a lesson plan) and Training After Action Review Form (see section 17.0 of this document) to the SRT Administrative Coordinator.

15.3 Department/District Organized SRT Training

15.3.1 When a department/district wishes to host an additional SRT training that is not organized/scheduled by the individual team, they are responsible for completing the following:

15.3.1.1 Contacting the appropriate Team Leader/Coordinator for approval to host the training. They will need to provide the Team Leader/Coordinator with information about the proposed date/time, location and training objectives to obtain approval. The training must also be open to all SRT team members to attend, although the host may require an RSVP and may limit the total number of attendees. If approved, the Team Leader/Coordinator will forward to the SRT Administrative Coordinator so that the training can be posted to the SRT training calendar.

15.3.2.2 Submitting the training sign-in sheet, training objectives (preferably through a lesson plan) and Training After Action Review Form (see section 17.0 of this document) to the SRT Administrative Coordinator after the training is complete.

15.4 All training sign-in sheets and supporting documentation must be forwarded to the SRT Administrative Coordinator by 5:00 pm CST on December 31 of each year, or training credit will not be awarded.

16.0 **Training Reciprocity**

16.1 Team members that belong to specialized response teams in multiple MABAS divisions may submit requests to SRT for training reciprocity credit toward their required SRT training. This shall apply to SRT team members that belong to department/districts that are in multiple MABAS divisions, as well as members that are on a specialized response team through another department/district in another MABAS division.

16.2 If permitted by each individual team, department/district Fire Chiefs may choose to count any training completed by their personnel in another MABAS division toward that individual's department/other/elective training requirements.

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- 16.3 Each of the SRT's specialized response teams will award reciprocity credit toward required SRT training as follows:
- 16.3.1 Dive Team: The SRT Dive Team will not offer reciprocity credit toward the required two SRT dives, as three dives are already permitted to occur at the department/district level.
 - 15.3.2 Hazardous Materials Team: The SRT Hazardous Materials Team will allow team members to request a maximum of 12 hours of reciprocity credit toward their required 24 hours of SRT hazardous materials training.
 - 15.3.3 Mechanics Team: The SRT Mechanics Team will allow team members to request that one of the required two SRT trainings/work sessions be granted reciprocity credit.
 - 15.3.4 Sonar Team: The SRT Sonar Team will not offer reciprocity credit toward the required 10 hours of SRT sonar training, due to the specialized nature of the sonar equipment.
 - 15.3.5 Swiftwater Team: The SRT Swiftwater Team will allow team members to request that one of the required two SRT trainings be granted reciprocity credit.
 - 15.3.6 Technical Rescue Team: The SRT Technical Rescue Team will allow team members to request that a maximum of three trainings be granted reciprocity credit, but each training must be in a different discipline.
 - 15.3.7 Wildland Task Force: The SRT Wildland Task Force will allow team members to request a maximum of four hours of reciprocity credit toward their required eight hours of SRT field exercise/prescribed burn training. All four hours of required classroom time must be completed within SRT (MABAS Divisions 4 and 5).
- 16.4 To request training reciprocity credit toward required SRT training, the team members must submit a copy of the training sign-in sheet and objective to the SRT Administrative Coordinator. The Administrative Coordinator will obtain approval from the appropriate Team Leader/Coordinator before granting reciprocity credit.

17.0 Training After Action Reviews

- 17.1 After each SRT training, the host department/district or instructor shall complete a Training After Action Review Form (available on the SRT website under "Form"). The form must be submitted to the SRT Administrative Coordinator together with the training sign-in sheet and objectives before training credit will be awarded.

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18.0 Team Activation

- 18.1 All of the SRT's special teams are activated at the request of individual departments/districts utilizing MABAS' box alarm system. Template box cards, with recommended response guidelines, that can be used to request special teams are available for all departments/districts in MABAS Divisions 4 and 5. The template box cards are available on the SRT website. Affected department/districts are required to provide the still alarm response as outlined in the box cards.
- 18.2 When a department/district determines that they need one or more of the special teams, the Incident Commander will contact the appropriate dispatch agency and relay to them the following information.
- 18.2.1 Name of the department/district requesting the box alarm.
 - 18.2.2 Type of box alarm being requested (i.e. hazardous materials, technical rescue, dive + sonar – open water, etc.).
 - 18.2.3 Level of alarm being requested.
 - 18.2.4 Exact location of the incident.
 - 18.2.5 Staging area (if applicable).
 - 18.2.6 Nature of the incident (i.e. rescue or recovery).
- 18.3 Once the initial incident dispatching is complete, the appropriate MABAS dispatch agency will send out an I Am Responding message/notification to the requested team(s) using the guidelines in section 19.0 of this document. These messages shall serve only as a simple notification of an incident. They are not to be interpreted as a request for team member responses/self-dispatching.
- 18.4 All department/districts responding with SRT team members will contact the appropriate dispatch agency and provide the following information:
- 18.4.1 Name of the department/district responding.
 - 18.4.2 Number of personal responding.
 - 18.4.3 List of any special equipment responding.
 - 18.4.4 Estimated time of arrival.

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- 18.5 SRT team members responding to incidents, at the request of their department/district, will respond in emergency mode for rescue operations and non-emergency mode for recovery operations. Team members must respond with all appropriate personal protective equipment, as outlined in their individual team SOGs.

19.0 I Am Responding Notification System

- 19.1 The I Am Responding Notification System, is a tool that SRT uses to inform team members of incidents that may require a special team response. It is a notification tool only. Messages sent through I Am Responding are not to be interpreted as a request for team member responses/self-dispatching. Team members shall only respond to special team incidents when directed to do so by their department/district.
- 19.2 I Am Responding messages/notifications for special team box alarms will be sent out by the appropriate MABAS dispatch agency. The messages should be brief and should include the following information:
- 19.2.1 Team/Group Name (message recipient)
 - 19.2.2 Incident Location
 - 19.2.3 Staging Location (if applicable)
- 19.3 Sample I Am Responding Messages
- 19.3.1 HazMat Team: There is an incident at 123 Main St in Hainesville. Staging will be at Main St and First St.
 - 19.3.2 Wildland Team: There is an incident at 456 Lake Rd in Woodstock. Staging will be at Lake Rd and Second St.

20.0 Passport Accountability System

- 20.1 SRT uses the Passport Accountability System in accordance with MABAS-IL policies and as outlined in each team's Standard Operating Guidelines.
- 20.2 Each team member's fire department/district is responsible for providing them with the required passport.
- 20.3 Each team member shall present their passport to Incident Command or Staging upon arriving on location of the incident.

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21.0 Administrative Coordinator Role at SRT Incidents

- 21.1 When available, the Administrative Coordinator shall respond to all incidents where one of the MABAS Divisions 4 & 5 Specialized Response Teams are requested.
- 21.2 The Administrative Coordinator shall make himself/herself available to the affected department/district and Incident Commander to assist with any administrative duties, or to answer questions and/or address any concerns related to SRT.
- 21.3 When not needed for any official duties, the Administrative Coordinator will observe the incident to gain a greater understanding of team operations. He/she will also document the incident with photographs.

22.0 Incident Reporting

- 22.1 Specific reporting shall occur for all SRT incidents. For the purposes of this document, an SRT incident shall be defined as any incident that utilizes SRT personnel and/or assets/resources.
- 22.2 After each SRT incident, an Incident After Action Report Form (available on the SRT website under "Form") must be completed. This form is ultimately the responsibility of the affected department/district, but may be completed by the department/district or a Team Leader/Coordinator (or Acting Team Leader/Coordinator) that was present at the incident. The Team Leader/Coordinator or affected department/district may include additional information, reports and/or attachments, but must complete the Incident After Action Report Form at a minimum. It is recommended that the NIFRS report not be attached to the form.
- 22.3 Once the form is complete, it must be forwarded to the Chief of the affected department/district for their approval and signature.
- 22.4 The approved/signed form, together with a sign-in sheet of those SRT team members that assisted at the incident, shall be forwarded to the SRT Administrative Coordinator. If applicable to that individual team, the Administrative Coordinator shall grant training credit for time spent operating at an incident.
- 22.5 The Administrative Coordinator shall forward the report and any attachments to the Operations Chiefs and Joint Administrative Council.

23.0 Safety Committee

- 23.1 The SRT Safety Committee is responsible for promoting and facilitating safety within all the specialized response teams.

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- 23.2 The Safety Committee will consist of the Joint Administrative Council Vice-Chair, a second member of the Joint Administrative Council, an Assistant Team Leader and the SRT Administrative Coordinator.
- 23.3 The Safety Committee will convene in the event of an injury or accident, or at any other appropriate time.
- 23.4 The Safety Committee is responsible for the following:
 - 23.4.1 Reviewing and evaluating the cause of injuries and accidents to prevent similar occurrences.
 - 23.4.2 Determining and promoting practices for preventing injuries and accidents within the organization.
 - 23.4.3 Selecting and disseminating applicable safety materials and/or training to team members.
 - 23.4.4 Recommending needed changes or corrections to policies, procedures or standard operating guidelines related to safety.

24.0 Injuries & Accidents

- 24.1 Anytime an SRT team member is injured/becomes ill or is involved in an accident at an SRT training or incident, or responding to or from an SRT incident, the SRT Administrative Coordinator must be notified. This notification must occur within 24 hours of the injury or accident and is the responsibility of the hosting or affected department/district. The only exception to this shall be instances where the SRT team member is employed by the hosting/affected department/district. The Administrative Coordinator shall forward this notification to the Operations Chiefs and the Joint Administrative Council.
- 24.2 Within 48 hours of the injury or accident, a Personal Injury/Illness Investigation Report (available on the SRT website under "Form") must be completed and forwarded to the SRT Administrative Coordinator. It shall be the responsibility of the hosting/affected department/district to complete this report.
- 24.3 Once received, the SRT Administrative Coordinator shall forward the completed Personal Injury/Illness Investigation Report to the Operations Chiefs and the Joint Administrative Council.

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25.0 Reservation/Use of MABAS/SRT Assets

- 25.1 The Administrative Coordinator is responsible for managing the reservation and use of many of the MABAS/SRT assets across MABAS Divisions 4 and 5. The Administrative Coordinator will track the reservation and use of assets with calendars on the SRT website.
- 25.2 Reservation/use requests should be directed to the Administrative Coordinator, unless otherwise indicated on the SRT website, and will be considered/processed using the following guidelines:
- 25.2.1 Requests from MABAS Division 4 or 5 Department/Districts
- 25.2.1.1 Requests from departments/districts that are members of MABAS Division 4 or 5 will be considered on a first-come, first-served basis.
- 25.2.1.2 Requests to utilize assets for team scheduled training will be given priority over those for department/district scheduled training or public education events.
- 25.2.1.3 The SRT will make every attempt to arrange for delivery and pick-up of assets per the requestor's stated schedule. If, however, the SRT is unable to meet that schedule, the department/district is responsible for delivery and pick-up if they wish to reserve/use the asset.
- 25.2.2 Requests from Outside Departments/Districts or Agencies
- 25.2.2.1 Outside departments/districts or agencies may request to utilize MABAS/SRT assets, when not already reserved by member departments/districts. To reserve/use an asset, the requestor must provide SRT with the following:
- 25.2.2.1.1 A check for \$500.00 made out to the MABAS Divisions 4 & 5 SRT JAC, provided the distance required to deliver the asset is within approximately a one hour drive from the boundary lines of MABAS Division 4 or 5. If the delivery time is greater than one hour, the Joint Administrative Council may determine and charge a fee greater than \$500.00.

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- 25.2.2.1.2 A Certificate of Insurance that names MABAS Divisions 4 & 5 SRT JAC and the appropriate MABAS division as additional insureds. The appropriate MABAS division is the division that hold the title to the asset being requested.

26.0 Damage to Vehicles & Equipment

- 26.1 Anytime there has been damage to, or damage involving, a MABAS/SRT vehicle, asset or piece of equipment, the SRT Administrative Coordinator must be notified. This notification must occur within 48 hours of the damage and is the responsibility of the hosting or affected department/district, unless an SRT Team Leader/Coordinator witnesses the damage and wishes to make the notification.
- 26.2 The individual or department/district that makes the notification must complete a Lost/Damaged Equipment Form (available on the SRT website under "Form") and forward it to the Administrative Coordinator within 72 hours of the incident.
- 26.3 Once received, the SRT Administrative Coordinator will forward the completed Lost/Damaged Equipment Form to the Operations Chiefs and the Joint Administrative Council.

27.0 Vehicle/Asset Repair & Maintenance

- 27.1 SRT is responsible for the general repair and maintenance of vehicles/assets owned by MABAS Divisions 4 & 5, that were purchased by or through SRT. Repair and maintenance will be completed by and/or coordinated through the SRT Mechanics Team.
- 27.2 MABAS Divisions 4 and 5 are responsible for the costs associated with the repair and maintenance of vehicles/assets that were (1) provided to them by MABAS-IL and/or (2) not purchased by or through SRT. The SRT Mechanics Team will complete and/or coordinate the repair and maintenance of these vehicles/assets as well, but the bills/invoices will be paid by the MABAS division that owns it.**

*** Note: When necessary, the SRT may choose to initially pay for repairs and/or maintenance for MABAS vehicles/assets. When this occurs, the SRT will invoice the appropriate MABAS division for the costs incurred to complete the repair/maintenance.*

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28.0 Vehicle/Property Insurance

28.1 SRT will maintain a property insurance policy to meet the requirements of its office/garage space lease, and to cover any assets/equipment not covered by the MABAS divisions. All MABAS/SRT vehicles/assets owned by the MABAS divisions are insured through MABAS-IL.

29.0 Surplus Property

29.1 The Joint Administrative Council shall be responsible for declaring property owned by SRT as surplus when it is no longer needed and/or useful to the organization. Property can only be declared surplus if it has monetary value and useful life remaining.

29.2 Once property has been declared surplus, the Administrative Coordinator has the authority to dispose of it in any manner that is in the best interest of the SRT. When appropriate, surplus property may be offered to departments/districts within MABAS Divisions 4 and 5.

30.0 Response Reimbursement

30.1 SRT encourages all members of MABAS Divisions 4 and 5 to have ordinances in place that would permit the collection of reimbursement funds for expenses incurred as a result of emergency response incidents.

30.2 SRT may bill the organization requesting a special team(s) response for the reasonable costs associated with responding to and mitigating the incident(s). The associated costs may include vehicle response(s), equipment/supplies and administrative expenses. The SRT Joint Administrative Council reserves the right to waive or reduce some or all of the associated costs at its discretion.

31.0 SRT Clothing

31.1 SRT offers team members the opportunity to purchase official SRT clothing, which incorporates the names of all the specialized response teams. If individual teams wish to add clothing items to the official clothing list, Team Leaders/Coordinators shall contact the SRT Administrative Coordinator for approval. Individual teams are not permitted to create or sell any clothing items specific to their teams.

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32.0 Use of the SRT Logo

- 32.1 The SRT's official logo shall only be used for official business related to the SRT and its special teams. Permission must be granted by the Administrative Coordinator, and/or Joint Administrative Council when necessary, for use of the SRT logo.

33.0 Information Confidentiality & Privacy

- 33.1 SRT will ensure, to the extent possible, that the operations, activities and business affairs of its Council members, employees and team members are kept confidential. Confidentiality will also be extended to victims of incidents to which its special teams respond. If during the course of their duties Council members, employees and/or team members acquire or become privy to confidential information, these individuals will not discuss or distribute this information to others within or outside of SRT, except when necessary to carry out their responsibilities. This will include photographs taken during emergency incidents.
- 33.2 SRT Team Members may not represent, or give the impression of representing, an official position of SRT in or on email, cellular text, social networking site, blog or other internet-based form of communication without the express written consent of the SRT Joint Administrative Council.

34.0 Open Meetings Act Compliance

- 34.1 SRT will comply with the provisions of the Illinois Open Meetings Act. Oversight of the SRT's compliance with the Illinois Open Meetings Act is the responsibility of the Secretary/Treasurer of the Joint Administrative Council, as outlined in the Council By-Laws.
- 34.2 Necessary information regarding meetings of the SRT's governing body (Joint Administrative Council) will be made available on the SRT website.

35.0 Freedom of Information Act Compliance

- 35.1 SRT will comply with the provisions of the Illinois Freedom of Information Act (FOIA). Oversight of the SRT's compliance with the Illinois FOIA is the responsibility of the Secretary/Treasurer of the Joint Administrative Council, as outlined in the Council By-Laws.

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- 35.2 The Administrative Coordinator will serve as the FOIA Officer for SRT. As such, he/she will review and process all requests for public information. When questions arise, the Administrative Coordinator will consult with the Chairman and Secretary/Treasurer of the Joint Administrative Council.
- 35.3 Information on how to submit a FOIA request to SRT will be made available on the SRT website.

36.0 Media Relations

- 36.1 As all incidents are locally managed/directed, SRT will generally not be involved in media relations related to special team responses. Information given to the media regarding special team incidents shall be left up to the discretion of the affected department/district and the Incident Commander.
- 36.2 When specifically requested by the affected department/district or Incident Commander, the SRT Operations Chiefs and/or Team Leaders/Coordinators may be made available to share information with the media. SRT team members are not authorized to share any information with the media.

37.0 Record of Changes

Original Adoption: March 20, 2017

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38.0 Forms

End of Year Training Forms

[End of Year Training Form – Dive Team](#)

[End of Year Training Form – Hazardous Materials Team](#)

[End of Year Training Form – Mechanics Team](#)

[End of Year Training Form – Sonar Team](#)

[End of Year Training Form – Swiftwater Team](#)

[End of Year Training Form – Technical Rescue Team](#)

[End of Year Training Form – Wildland Task Force](#)

Incident After Action Report Form (In Progress)

Lost/Damaged Equipment Form (In Progress)

New Member Application Forms

[New Member Application Form – Dive Team](#)

[New Member Application Form – Hazardous Materials Team](#)

[New Member Application Form – Mechanics Team](#)

[New Member Application Form – Sonar Team](#)

[New Member Application Form – Swiftwater Team](#)

[New Member Application Form – Technical Rescue Team](#)

[New Member Application Form – Wildland Task Force](#)

Personal Injury/Illness Investigation Report Form (In Progress)

Training After Action Review Form (In Progress)

39.0 Appendices

Appendix A – MABAS Divisions 4 & 5 SRT Credit Card Acknowledgment Form

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Appendix A – MABAS Divisions 4 & 5 SRT Credit Card Acknowledgment Form

I, _____, acknowledge receipt of an SRT credit card and agree to abide by the guidelines established in section 8.0 of the Administrative Standard Operating Guidelines governing all purchases and the use of credit cards.

I understand that it is my responsibility to obtain and maintain receipts and/or other documentation for all credit card purchases. Following each purchase, I agree to promptly forward the receipt and/or other related documentation to the SRT Administrative Coordinator together with an explanation of the purchase.

I further understand that I must promptly return this credit card to the SRT when my leadership role ends, when requested to because of misuse or for any other reason deemed necessary by the SRT.

Signature: _____

Date: _____

Printed Name: _____

Date Credit Card Issued: _____

Type of Credit Card Issued: _____

Issued By: _____