



**MINUTEMAN**  
**DISASTER RESPONSE**  
CHARITABLE NON-PROFIT

# Policies & Guidelines For Volunteer Operations

MINUTEMAN DISASTER RESPONSE  
MCKINNEY, TX

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**SIGNATURE PAGE**

**Minuteman Disaster Response  
Executive Director and Director of Operations  
Signature Page**

Signature:  \_\_\_\_\_

Date: 01/18/2022

Matt Payne, Executive Director

Minuteman Disaster Response

Signature:  \_\_\_\_\_

Date: 01/18/2022

Eric Burkes, Director of Operations

Minuteman Disaster Response

## Section A: Overview

### A1.0 Mission Statement

The mission of Minuteman Disaster Response (MDR) is to save lives and provide assistance in the immediate aftermath of a disaster.

### A2.0 Purpose

The Policies & Guidelines For Volunteer Operations are designed to ensure safety and well-being for all involved in MDR operations. Compliance with these policies and guidelines will minimize the risks to personnel and optimize the response to assist in a disaster.

The policies and guidelines are designed with the main priority being safety. This document is intended to be reviewed annually for updates and changes within our organization.

The policies and guidelines are not to be altered in any manner unless authorized to do so by the Executive Director.

### A3.0 Organizational Structure

MDR serves the four-state area including Texas, Oklahoma, Louisiana, and Arkansas. MDR is structured with two major branches - Rapid Response Team (RRT) and Relief Team (RT). Each team is led by a Director who reports to the Director of Operations, who reports to the Executive Director. Each team may also have specialized sub-teams with a designated leader who reports to the Director. View the Organization Structure Chart in the online member portal. <https://www.minutemanresponse.org/organizational-structure/>

The RRT is designed as a forward/rapid response unit encompassing Severe Weather Surveillance, Flood and Swiftwater Rescue, Ground Search and Rescue, Small Unmanned Aerial Systems (sUAS), and ICS Support.

The RT includes trained sawyer and heavy equipment operators that assist with cleanup efforts for jurisdictions and citizens affected by disasters.

Each team has a command structure designed to give leadership and guidance to subordinate team members. View the Member Roadmap chart in the online member portal.

<https://www.minutemanresponse.org/member-roadmap-2/>

# Section B: Membership

## B1.0 Application, Annual Dues & Background Check

Application: Membership application is available online and must be completed by all potential volunteers.

Annual Dues: Membership dues are set to help offset training costs and are due annually on the anniversary date of application.

- Relief Team                      \$35/yr.
- Response Team                 \$100/yr.

Background Check: Before becoming a team member, a third-party company will conduct a criminal background check. MDR does not store this personal data but with the third-party company whose data centers and processes are audited annually by an independent third party to maintain the SOC2 Type2 certification and is strictly monitored by the Consumer Financial Protection Bureau.

## B2.0 Training

MDR is committed to ensuring members are adequately trained and prepared to manage situations encountered while volunteering. The personal safety of members and the appropriate utilization and management of assets (e.g., vehicles, equipment, etc.) is paramount to fulfill the organization’s mission.

The level of training completed determines the tasks/roles in which members will participate. Online training programs are offered to create a more efficient and expedited method for new applicants to obtain deployable status. Hands-on training opportunities are conducted throughout the year for basic and advanced programs related to our organization’s mission. All instructors are fully qualified and certified in their areas of instruction. These programs include but are not limited to the following:

Search and Rescue - RRT	Wide Area Search - RRT
Small Unmanned Aerial System (sUAS) - RRT	Heavy Equipment - RRT/RT
Operations Center - RRT/RT	Sawyer - RRT/RT
Flood And Swiftwater Technician (FAST) - RRT	

Additional courses that are required within the ICS structure can be completed by going to <https://training.fema.gov/is/crslist.aspx>

## B3.0 Personal Injury Incident Reporting

We are committed to enforcing health and safety guidelines to avoid personal injury incidents and expect members to comply. The safety of our members is paramount. Any personal injury, regardless of severity, must be immediately reported to a team leader, who will inform the Director of Operations. An Incident Report Form (located in the member portal) must be completed within 24 hours, providing details and listing all persons involved or who may have witnessed an incident.

## B4.0 Expectations of Behavior

MDR is proud of those who choose to serve and is honored to have members willing to give of themselves and their talents as part of the organization. Likewise, MDR desires its team members to be equally proud of the positions of trust they hold.

The reputation of our organization is directly influenced by the actions of its leadership and members and the quality of work provided in the aftermath of a disaster. MDR has established a Code of Conduct all members commit to abide by while representing the organization. Failure to comply with any elements of this Code of Conduct will be grounds for immediate dismissal from the organization.

1. **Laws:** Each member shall abide by all Local, State, and Federal laws.
2. **Alcohol/Drugs:** No member shall consume or be under the influence of any mind-altering substances while deployed with MDR, including while en route to and from the same.
3. **Smoking/Smokeless Tobacco:** To protect and enhance air quality and contribute to the health and well-being of all employees, visitors, and volunteers, MDR is entirely smoke-free, vape-free, and smokeless tobacco-free.
4. **Honesty/Integrity:** Each member will conduct themselves in an honest and trustworthy manner at all times.
5. **Cooperation:** Each member will follow established MDR protocol and procedures and be willing to work with others. Members in disagreement with one another should do their best to problem-solve together. If needed, issues may be escalated to their direct team leader.
6. **Tact/Mature Actions:** Each member will exercise discretion in both words and actions and assume full responsibility for them while involved in all MDR activities.
7. **Confidentiality:** Each member will keep confidential all sensitive information obtained by MDR in our response activities.
8. **Physical/Mental Condition:** Each member will maintain proper physical and mental conditioning consistent with the ideas and objectives of MDR. This includes accepting one's physical or mental limitations concerning any MDR functions.
9. **Concern for Self/Others:** Each member will maintain a high level of personal safety awareness and respect for the safety and well-being of others.
10. **Pride in Uniform & Equipment:** Each member will ensure that their uniform and equipment are maintained in the best condition possible and that the uniform code is followed at all times.
11. **Reverence/Respect:** Each member will, at all times, exhibit an appropriate reverence for God, respect for our country, teammates, and the public in general, including both actions and words.
12. **Team Representation:** Each member is expected to maintain an attitude of pride towards MDR and will, at all times, represent the organization in a positive light to others and the community at large.
13. **Firearms and Weapons:** Members are not allowed to bring a firearm, knife with a blade length greater than 5 ½ inches, or other weapons of any kind at any time into a facility or vehicle in use by MDR, regardless of whether they are licensed to carry a weapon or not.

## B5.0 Anti-Harassment

MDR intends to provide a pleasant, professional environment, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against those in protected classes. These classes include, but are not necessarily limited to, race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, texting, photographs, cartoons, articles of a harassing or offensive nature, and retaliatory action against a volunteer for discussing or making a harassment complaint.

All members, particularly leadership, are responsible for keeping our work environment free of harassment. Anyone who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their directors and/or team leaders with whom they feel comfortable. When leadership becomes aware of harassment, it is obligated to take prompt and appropriate action, whether or not the victim wants the organization to do so.

While we encourage an accuser to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not a requirement. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Anyone found to have harassed another individual will be subject to severe disciplinary action up to and including termination of membership.

MDR will also take any additional action necessary to remedy the situation appropriately. Retaliation of any sort will not be permitted. No adverse action will be taken against anyone making a good faith report of alleged harassment.

MDR accepts no liability for harassment of one volunteer by another volunteer. The individual who makes unwelcome advances, threatens, or in any way harasses another individual is personally liable for such actions and their consequences. Minuteman Disaster Response may or may not provide legal, financial, or other assistance to an individual accused of harassment if a legal complaint is filed.

## **B6.0 Smoking/Smokeless Tobacco/Alcohol**

MDR shall be entirely smoke-free, vape-free, and smokeless tobacco-free to protect and enhance air quality and contribute to the health and well-being of all members. Smoking/vaping and chewing or dipping are prohibited in and on all MDR-owned or operated facilities, vehicles, and property without exception. This includes non-owned locations such as a base camp during deployment or training exercises. This includes common work areas, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, training facilities, enclosed trailers, and the equipment yard. While on official MDR assignment, smoking/vaping and chewing or dipping is not permitted within 100 feet of any MDR basecamp, worksite, or vehicle.

Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars. Smokeless tobacco refers to any type of tobacco that is not smoked or burned. It may be used as chewing tobacco or moist snuff or inhaled through the nose as dry snuff.



Alcohol consumption or possession of alcohol of any kind is not permitted in or on any MDR-owned or operated facilities, vehicles, or property. Alcohol consumption is also prohibited while on official business at non-owned locations. Some examples are conferences, deployments, or any location where you may be considered a representative of MDR. Members are not permitted to operate any MDR vehicle or mechanical equipment within 12 hours of consuming alcohol. Additionally, the operation of non-MDR vehicles to participate in or travel to an MDR field operation or training is not permitted within 12 hours of consuming alcohol.

Members found in violation will be dismissed from their assignment until further notice.

### B7.0 Firearms and Weapons

Members are not allowed to bring a firearm, knife with a blade length greater than 5 ½ inches, or another weapon of any kind at any time into any facility or vehicle in use by MDR, including personally-owned vehicles used for official business, or while involved in any activities for MDR, regardless of whether they are licensed to carry the weapon or not.

Members found in violation will be dismissed from their assignment until further notice.

### B8.0 Travel Expenses

MDR recognizes that members may be required to travel or incur other expenses from time to time to conduct organizational business and further this non-profit organization's mission. This guideline ensures adequate cost controls are in place, travel expenditures are appropriate, and a consistent program for reimbursement of authorized expenses is in place. When incurring business expenses, MDR expects members to:

- Exercise discretion and sound business judgement concerning those expenses.
- Be cost-conscious and spend MDR’s money as carefully and judiciously as the individual would spend their own funds.
- Report expenses, supported by required documentation, as they were spent.

An example of an authorized meal expense would be when members are out in the Rapid Response unit monitoring weather during usual mealtimes. If one person pays for multiple meals, all names in the party should be listed on the receipt.

The following amounts are maximum meal amounts (per person):

- Breakfast        \$15
- Lunch             \$15
- Dinner            \$20

Receipts for reimbursement should be forwarded to the Director of Operations for approval and payment.

# Section C: Brand Consistency

## C1.0 Logo Usage

Minuteman Disaster Response is a registered trademark, and all branding, graphics, and logos may not be replicated in any way for personal use. Creating patches, t-shirts, apparel, hats, or other items for personal use or sale is prohibited. The MDR logo and symbols are used as official markings and identifiers of our organization. This unique graphic should not be duplicated or altered in any way without the written approval of the Executive Director.

## C2.0 Uniform

The following policy has been instituted to ensure those team members engaged in deployments and other activities clearly represent the organization.

All team members will be provided with a detailed description of the required uniform and will be required to purchase the uniform before deployment eligibility. The maintenance and care of the uniform, including parts replacement, is the member’s responsibility.

No items should be removed from the uniform. Additional items, such as flags, patches, labels, pins, or insignia are prohibited. Purchasing from the member store for resale is prohibited.

If a team member is no longer able or willing to serve within the MDR organization, they will cease wearing their uniform. Only active members are allowed to wear the official uniform. The uniform details are as follows:

CLASS	TEAM(S)	UNIFORM
CLASS A	Command Staff & Rapid Response Team	<ul style="list-style-type: none"> <li>• Shirt: 5.11 Taclite Pro S/S #71175 (Navy)               <ul style="list-style-type: none"> <li>▪ <i>Per Class A Uniform Shirt Spec Sheet</i></li> </ul> </li> <li>• Undershirt: Field Shirt (black long sleeve during cold weather)</li> <li>• Pant: 5.11 Taclite EMS #74363 (Dark Navy)</li> <li>• Belt: Black, similar to 5.11 59552 – 1.75” TDU Belt</li> <li>• Boot: Black, similar to 5.11 12416 – Men’s A.T.A.C. 2.0® 8” Shield Boot</li> <li>• Outerwear: Packable Jacket, Big Horn Jacket or RRT Coat</li> <li>• Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie</li> </ul>
CLASS B	Relief Team	<ul style="list-style-type: none"> <li>• Shirt: Field Shirt (Royal Blue)</li> <li>• Pant: Long pant, cargo is recommended</li> <li>• Boot: Work boot, safety toe &amp; shank is recommended</li> <li>• Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie</li> </ul>
	Rapid Response Team	<ul style="list-style-type: none"> <li>• Shirt: Field Shirt (Safety Yellow)</li> <li>• Pant: 5.11 Taclite EMS #74363 (Dark Navy)</li> <li>• Belt: Black, similar to 5.11 59552 – 5.11 1.75” TDU Belt</li> <li>• Boot: Black, similar to 5.11 12416 – Men’s A.T.A.C. 2.0® 8” Shield Boot</li> </ul>

		<ul style="list-style-type: none"> <li>• Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie</li> <li>• Outerwear: Packable Jacket, Big Horn Jacket or RRT Coat</li> </ul>
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- Training or Deployment Appearance Standards
  - Team members on assignment must adhere to the above-listed uniform description and not deviate from it unless instructed otherwise by leadership.
  - Professional appearance at all times is a must. It is expected that team members will take proper care of their uniforms and replace items as they become worn out, excessively faded, or stained.
  - RRT members choosing to serve in an RT capacity on deployment may wear the RT Class B uniform. RRT Members present at RRT events must wear the RRT uniform.
  - Those serving as Command Staff while deployed must wear the Class A uniform.
  - Pants are to be worn over the boot, not tucked in.
  - Boots must be laced, tied, and securely attached.
  - Shirt must be tucked in at all times.
  - RRT uniform must be worn in entirety, for example, no jeans with uniform shirts. Black boots must be worn, no casual or tennis shoes.
  
- Travel Appearance Standards
  - Team members en route to, or returning from an assignment, whether in an MDR marked vehicle or via air travel, must adhere to the above-listed uniform description unless instructed otherwise.

## Section D: Vehicles & Trailers

### D1.0 Usage

- Eligibility to Drive an MDR Vehicle
  - Individuals eligible for driving an MDR vehicle are selected at the discretion of the company's Operations Director and Executive Director.
  - Before approval, eligible individuals must prove that they have a valid driver's license, which is not suspended or revoked.
  - Drivers must complete online training.
  - Must have a clean Motor Vehicle Record. Any combination of more than three (3) major violations or at-fault accidents in the last three years are disqualified. Additional checks may be performed at the leadership's discretion.
  
- Withdrawal of MDR Vehicle Driving Privilege

The privilege of driving an MDR vehicle will be withdrawn for any of the following reasons:

  - Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this policy.
  - Receiving additional driving violations after the initial approval was obtained.
  - Conviction or a guilty plea to driving any vehicle under the influence of alcohol or an illegal controlled substance.
  
- Safety Guidelines
  - All company vehicle occupants must always use seat belts without exception.
  - The driver's responsibility is to ensure that all occupants fasten their seat belts before operating the vehicle. Any malfunctioning seat belt should be reported for repair by the driver immediately.
  - MDR reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, MDR expects all drivers to drive defensively, obey all traffic laws, and prohibit drivers from driving under the influence of drugs and alcohol, including prescription drugs.
  - Texting while driving is not allowed in company vehicles.
  
- Prohibited Usage:
  - Company vehicles to be used for personal benefit.
  - The transport of a hitchhiker or stranger.
  - The use of a company vehicle for anything other than the tasks pertaining to the mission of MDR.
  - Acceptance of any form of compensation from any individual for carrying passengers or material.
  
- Vehicle Care
  - Every driver of a company vehicle is expected to maintain the vehicle in a safe operating condition.
  - The driver is responsible for keeping the vehicles' interior and exterior clean and organized.

- Fuel Cards
  - A fuel card is located in each MDR-owned vehicle and is only used for fuel purchases in the company, or rented vehicles, for MDR business. When prompted at the fuel pump, always use current vehicle mileage. Write your name on the receipt and store it with the card.
  - When using an external tank to transfer fuel to other equipment (e.g., onboard generators), note the same information as above, and equipment for which the fuel will be used (if known).
  - Farm/Off-road/Red Dye Diesel is not to be used in MDR equipment or vehicles.
  
- Garaging
 

The driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and its contents at all times. Whenever you leave a company vehicle, please follow these precautions:

  - Roll up all windows.
  - Lock all doors.
  - Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in.
  - When travelling, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.
  
- Vehicle Emergency Lights
 

Vehicles equipped with front and rear emergency lighting (amber and blue) are only to be used during these times:

  - When the vehicle is stopped on the side of the road during emergencies.
  - When operating inside of a disaster zone.
  - During times authorized to direct traffic in a disaster zone.
  - When involved in a convoy en route to a disaster scene.
  - During an authorized parade.
  - Authorized by a law enforcement official.

MDR vehicles are not considered “emergency vehicles.” They will not be used in a manner that would leave a person to believe the vehicle is being driven as an “emergency vehicle.”

## D2.0 Traffic Violations

- Excessive speeding violations and accident history may exclude a driver from being approved to drive MDR vehicles.
- Should you, for any reason, receive a summons for a traffic violation or a parking ticket while operating an MDR vehicle, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Operations Director as quickly as possible.
- Under no circumstances are traffic and parking fines to be charged to MDR.
- Receiving a violation that results in license revocation or suspension means the driver is prohibited from driving a company vehicle until the “state” reissues a current and valid driver’s license.
- Members are required to report any suspension or change in driving privileges to leadership.

## D3.0 Accidents

Each authorized driver is responsible for the care and custody of the MDR vehicle, whether owned or rented, and the trailer to which they are assigned. Any damage or malfunction of an MDR asset must be immediately reported to a team leader or the Ops Chief, who will inform the Director of Operations. An Incident Report Form must be completed within 24 hours, providing details and listing all persons involved or who were witnesses. This form can be found in the online member portal.

- If you are involved in an accident, it is necessary to follow the procedure outlined below:
  - If anyone is hurt, call for medical assistance.
  - Try to have police officers called to the scene of the accident. Note their name(s), badge, and precinct numbers.
  - Investigate what damage might have occurred to the vehicle.
  - Get the names and addresses of the owner(s) and driver(s) involved, the license number and registration number of the car(s) involved, and the names and addresses of any passengers in the vehicles connected with the accident.
  - Get the name of the other party's insurance company and insurance policy number.
  - Get the names and addresses of witnesses, if any.
  - Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
  - Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help completing these reports, request help from your local police department, state motor vehicle office, or the Operations Director.
  - Sign no statements for anyone except an identified representative of the MDR insurance company covering the company vehicle.
  - If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately, telling them that you have attempted to contact the owner.
  - Contact the Operations Director within the first 24 hours of the accident so a preliminary accident report can be taken.
  - Keep a copy of the company's authorized accident reporting form for your records.
  
- Insurance
  - Insurance cards will be kept in the glove box at all times.
  - The insurance carrier will contact you for a verbal statement regarding the accident.
  - If you are found at fault in an accident while driving a company vehicle, there may be a \$500 deductible for collision coverage which is your financial responsibility.

- Vehicle Accident Review

This standard establishes the Accident Review Board, referred to as the board. It requires that a systematic review of every accident involving a motorized vehicle be conducted. It recommends corrective actions that may be taken to prevent vehicle accidents, and that disciplinary action is taken when appropriate.

- General
  - Membership of the board will consist of the following positions:
    - The Executive Director, who will act as chair.

- The Director of Operations.
  - The Director of either the Rapid Response Team or Relief Team.
- Procedure
  - A written report detailing the background of the accident, board results, and recommended actions will be recorded for each accident.
  - A copy of the board's report will be maintained for analysis and review.
  - A copy of the board's report will be available/provided to each member involved in the accident, and a copy of the report will be kept on file.
  - Disciplinary action will be administered as provided in the guidelines below.
- Guidelines
  - All accidents will fall into one of these categories:
    - Category One: Nonpreventable.
    - Category Two: Driver partially at fault.
    - Category Three: Driver totally at fault.
  - Category One accidents are those in which the driver could have taken no action to prevent the accident. The board requires that an appropriate written report be filed, and no disciplinary action be taken.
  - Category Two accidents are those in which the driver is judged to have been partially at fault and could have prevented the accident. Disciplinary action may be recommended.
  - Category Three accidents are those in which the driver was totally at fault. Disciplinary action will be in direct proportion to the seriousness of the accident and will range from a written reprimand to an indefinite suspension. Examples:
    - A written reprimand should be sufficient for a first offense when the damage was less than (\$1,000), and no deaths or bodily injuries.
    - An indefinite suspension should be recommended when one or more of the following conditions are present:
      - ◆ The driver had multiple offenses during the previous 24 months.
      - ◆ The damage exceeds (\$5,000).
      - ◆ There was bodily injury or death.
      - ◆ The driver was intoxicated or otherwise impaired.
      - ◆ The driver engaged in road rage.
      - ◆ The accident was caused by gross negligence or willful misconduct by the driver.

## D4.0 Stolen Vehicle

- If a company vehicle is stolen, report the theft immediately to the local police and the Operations Director. Obtain a copy of the filed police report. Maintain one copy for your files and submit another to the Operations Director.
- Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. MDR requires that the following information be provided to the Operations Director:
  - The name, badge, and precinct number of the police officers responding to your call.
  - A list by model and a serial number of any stolen equipment.
  - The date and location of where the theft occurred.

## D5.0 Trailer Usage

Anyone operating vehicles with trailers will need additional training and licensing depending on the gross combined vehicle rating (GCWR). A Class A Commercial Driver's License (CDL) is required for driving any truck/trailer combination. The GCWR can be found on the certification label, usually near the driver's side door. The gross trailer weight can be found on the trailer's VIN label, located on the driver's side or on the tongue.

- Class C License: GCWR  $\leq$  26,000 lbs.
- Class A CDL: GCWR  $\geq$  26,000 lbs.



# Section E: First Aid / Lifesaving Measures

## E1.0 First Aid/Lifesaving Intervention

MDR has and will continue to respond to various incidents and disasters where rendering first aid and lifesaving intervention could be warranted. For this reason, RRT members are required to be CPR certified and to complete First Aid, and AED training.

Members who find themselves in a situation where medical attention needs to be rendered should focus efforts on maintaining the physical and mental wellbeing of the subject until they can be transferred to a safe environment. The level of care may range from basic first aid to leveraging advanced life support measures. Regardless of medical training, members need to be able to assess a subject’s status and determine when to request additional medical resources.

## E2.0 First Aid/Lifesaving Equipment

The Rapid Response vehicles (Expedition and F250) are equipped with a comprehensive first aid kit and Automated External Defibrillator (AED) for use in a medical emergency. Basic first aid kits are in other MDR vehicles, including rental trucks.

Vehicle/Trailer	First Aid	AED
Expedition	X	X
F250	X	X
Relief Trailer	X	—

## **Section F: Equipment and Resources**

### **F1.0 Heavy Equipment**

All personnel operating Heavy Equipment must complete the appropriate Heavy Equipment training course(s).

### **F2.0 Chainsaw and Pole Saws**

All who operate a chainsaw or pole saws must complete the appropriate Sawyer training course(s).

### **F3.0 Small Unmanned Aerial Systems (sUAS)**

MDR follows the US Federal Aviation Administration guidelines on using and operating sUAS within US Airspace. All personnel operating sUAS must complete the appropriate sUAS training course(s).

### **F4.0 Amateur Radios**

MDR maintains several mobile-based and handheld radios that operate on amateur frequencies. All personnel operating amateur radio equipment must have a valid Amateur Radio License issued by the Federal Communications Commission (FCC).

### **F5.0 Water Rescue Equipment**

MDR maintains a nationally certified water rescue program known as Flood And Swiftwater Technician (FAST) to assist communities during large-scale flood events.

All personnel operating on/in the water or a boat must be FAST certified and have completed the Boat Operators course to be considered deployment ready. Members “in training” may practice with certified members in a non-deployed training environment.

## Section G: Flood And Swiftwater Operations

### G1.0 Purpose and Scope

The purpose of the FAST Policy and Guidelines is to establish the parameters of the Flood and Swiftwater Team (FAST) personnel and equipment response during extended deployments and local water rescue incidents. Water rescue operations present a significant danger to FAST personnel, and these operations' safe and effective management requires special considerations. FAST operations constitute some of the most demanding skills MDR personnel can perform.

### G2.0 Team Description

Conducts and aids in search, rescue, and recovery for humans and animals in swift water, still water, and flood water environments. The FAST team is comprised of team members with different skill sets. Team members are only allowed to deploy and act within their level of training and certification. Team members' levels of training will be classified as 101, 201, 301, and 401 certified.

### G3.0 Structure

#### 101 Level (Awareness)

This level is designed as an awareness level of Flood and Swiftwater operations. Completing these requirements allows an individual to serve in the capacity of Shore Based Operations. A FAST team member's environment is extremely dangerous and requires specific technical skills and abilities. To achieve this level, a team member must meet the following criteria:

- A deployment-ready member of the Rapid Response Team (RRT).
- Participate in 75% of the RRT scheduled training events.
- FAST Team application approved by the FAST Team Coordinator, Director of Response Operations, and the Operations Director.
- Pass the FAST Physical Agility Test:

#### Testing to be done in a pool

- Freestyle swim 300 meters without PFD in 8 min.
- Freestyle swim 100 meters in full FAST Personal Protective Equipment in 3 min.

#### Testing to be done in open waters

- Tread water for 2 min without the use of your hands or PFD. (Swimmer can place hands beneath armpits).
- Self-Rescue into Inflatable Rescue Boat (IRB) unassisted while wearing PFD.
- Tie a clove hitch underwater with one hand.

All FAST Team members will be required to pass the physical agility test once a year. Team members unable to pass the annual physical agility test will not work in or around water. Once successfully passing the test, they will return to their previous level of certification. If a team member cannot perform at the level defined above, they will be placed on probation.

Upon completion of the above criteria, members will be able to:

- Maintain all individual PPE and FAST Team equipment and perform routine maintenance.
- Directly support certified 201-401 team members in the field to accomplish the mission.
- Shore-based operations to aid in the search for and rescue of individuals who may be injured or need medical attention.
- Provide shore-based emergency medical attention (BLS) Basic Life support.
- Operate in shore-based environments with or without infrastructure, including those with compromised access to roadways, utilities, transportation, and medical facilities, and limited shelter, food, and water availability.

Upon passing the physical agility test, those applicants desiring to proceed to the 201 level will be invited to train with the rest of the team for up to 3 training events, after which the team of 201-401 Team Members will vote on applicants to be selected to be sent to Flood and Swiftwater Technician Training. The team must decide unanimously.

### **201 Level (Operations)**

This level is designed as an operations level of Flood and Swiftwater operations. Completing these requirements allows an individual to serve in the Flood And Swiftwater Technician and Boat Operator capacity. To achieve this level, a team member must meet the following criteria:

- Successful completion of The Flood And Swiftwater Technician 1 course as described below.
- Successful completion of The Flood And Swiftwater Rescue Boat Technician 1 course as described below.

Upon completion of the above criteria, members will be able to:

- All items listed for Level 101.
- Water-based search and rescue for individuals/animals who may be injured or need medical attention.
- Transport humans and animals to the nearest location for medical attention for air/ land transport.
- Operate in all environments with or without infrastructure, including those with compromised access to roadways, utilities, transportation, and medical facilities, and with limited availability of shelter, food, and water.

### **301 Level (Leadership)**

This level is designed as a leadership level of Flood and Swiftwater operations. Completing these requirements allows an individual to serve in a leadership role and oversee the operations of a team. To achieve this level, a team member must meet the following criteria:

- An active member of the team for a minimum of 1 year.
- Deployment experience with the FAST Team.
- Approved driver and demonstrated the ability to pull a trailer safely.
- Demonstrate the ability to make good decisions and lead a team under stressful situations.
- Participate in leadership development training.

Upon completion of the above criteria, members will be able to:

- All items listed for Level 201.
- Lead the FAST Team during times of deployment.
- Drive a vehicle and pull the FAST trailer.
- Participate in discussions and decisions about the team.

**Level 401 (Instructor)**

An outside, third-party organization provides all FAST certifications.

**Third-Party Certifications**

MDR follows the National Fire Protection Association (NFPA) 1006, The Standard for Technical Rescue Professional Qualifications, and NFPA 1670, The Standard on Operations and Training for Technical Search and Rescue Incidents.

FAST personnel must attend and successfully complete the FAST Technician I certification and Rescue Boat Technician certification. The course must be equal to an NFPA certified training course.

**The Flood And Swiftwater Technician 1** covers in-depth topics with flood and swift water rescues. It is a 2.5 day (includes one night) knowledge base, technical skills, and physical abilities to determine the best course of action on a rescue scene.

**The Flood And Swiftwater Rescue Boat Technician 1** covers inflatable or rigid hull boats for flood and swift water environments. It is a 2-day course covering driving, navigation, boat-based rescue techniques, swimmer and crewmember skills.

**G4.0 Uniform & Equipment**

After successfully passing the Swiftwater Technician I certification, team members will be assigned MDR FAST Team gear. Team members will be responsible for maintaining assigned equipment. Equipment will remain in the FAST Team trailer unless taken home for maintenance/cleaning. Team members will only wear approved gear to maintain a uniform professional appearance and team unity.

**Uniform**

CLASS	TEAM(S)	UNIFORM
CLASS A	Rapid Response Team	<ul style="list-style-type: none"> <li>• Shirt: 5.11 Taclite Pro S/S #71175 (Navy) <ul style="list-style-type: none"> <li>▪ <i>Per Class A Uniform Shirt Spec Sheet</i></li> </ul> </li> <li>• Undershirt: Field Shirt (black long sleeve during cold weather)</li> <li>• Pant: 5.11 Taclite EMS #74363 (Dark Navy)</li> <li>• Belt: Black, similar to 5.11 59552 – 1.75” TDU Belt</li> <li>• Boot: Black, similar to 5.11 12416 – Men’s A.T.A.C. 2.0® 8” Shield Boot</li> <li>• Outerwear: Packable Jacket, Big Horn Jacket, or RRT Coat</li> <li>• Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie</li> </ul>

<b>CLASS B</b>	Rapid Response Team	<ul style="list-style-type: none"> <li>• Shirt: Field Shirt (Safety Yellow)</li> <li>• Pant: 5.11 Taclite EMS #74363 (Dark Navy)</li> <li>• Belt: Black, similar to 5.11 59552 – 1.75” TDU Belt</li> <li>• Boot: Black, similar to 5.11 12416 – Men’s A.T.A.C. 2.0® 8” Shield Boot</li> <li>• Outerwear: Packable Jacket, Big Horn Jacket or RRT Coat</li> <li>• Hat (optional): MDR Ball Cap, Boonie Cap, or Winter Beanie</li> </ul>
	FAST	<ul style="list-style-type: none"> <li>• Shirt: Field Shirt (Safety Yellow)</li> <li>• Black Swim Shorts</li> <li>• FAST Boots</li> </ul>

## Equipment

MDR FAST Team has approved the following equipment.

- KASK Super Plasma Helmet (Yellow)
- Headlamp
- Swim goggles
- Whistle
- Emergency strobe light
- 2 Self-locking carabiners
- Knife
- PFD- Mustang MRV-150 Swift Water Rescuer Vest
- Wetsuit/drysuit
- Gloves
- Boots - NRS Workboot Neoprene Wetshoe
- Equipment bag
- 50 ft and 75 ft NRS Standard Rescue throw ropes

**Helmets** - Wearing a helmet during swift water rescue operations or training is mandatory for all personnel. FAST personnel should wear a Super Plasma Helmet.

**Wetsuit or Drysuit** - Both suits have their application in swift water rescue. In cold environments (60F or 15C), a drysuit with a fleece liner provides better thermal protection for a rescuer. Drysuits give the most protection to a rescuer from contaminants in the water; however, in warm air temperatures, it can cause conditions unfavorable to the rescuer.

Different types of wetsuits are available for other uses and different temperatures. FAST has approved the 2mm thickness NRS Rescue wetsuit for swift water rescue operations when water temperature allows and when contaminants in the water are not a concern.

**Footwear** - The best rescuer footwear are neoprene boots which provide protection when walking along the shoreline and insulation when swimming. FAST has approved the NRS Workboot Wetshoe.

**Gloves** - Swiftwater rescue tasks in cold water require well-designed and insulated gloves. Gloves approved for MDR-FAST rescue operations and training:

- 3.5 mm neoprene or higher thickness (cold water)
- 2 mm neoprene (other than cold water)

**Whistle** - A pealess whistle will not swell up when wet and get jammed. FAST has approved the Fox 40 Classic for use.

**Knife** - A knife will be standard equipment for all FAST personnel. FAST has approved a lock-blade fixed Akua Dive Knife that will be fixed to the PFD, along with a lanyard to prevent losing the knife during heavy activity. FAST personnel can carry a folding knife and multi-tool and the knife issued for their PFD.

**Lights** - To work effectively during night operations, FAST has approved a headlamp (Nitecore HC65) that will be worn on the helmet. FAST personnel have the option to carry a small waterproof flashlight on their PFD.

**Carabiners** - FAST personnel will carry a minimum of one self-locking carabiner (NFPA rating- General Use, stainless or non-corrosive) on their PFD at all times.

**Throw Bags** - A rescue throw bag is essential for all rescue personnel involved in swift water rescue operations. FAST maintains an inventory of 75 ft and 50 ft throw bags. One 75 ft throw bag will be assigned to the boat during all operations and training events. Each person appointed as a rescue swimmer, right/left river search team, and rigger will be assigned a throw bag minimum of 50 ft.

## APPENDIXES

### Acronyms

ACRONYM	DEFINITION
AOR	Area of Response
AED	Automated External Defibrillator
CDL	Commercial Driver's License
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAST	Flood And Swiftwater Technician
GCWR	Gross Combined Weight Rating
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MOU	Memorandum of Understanding
MSU	Mobile Sleeping Unit
NASAR	National Association of Search and Rescue
OPSCEN	Operations Center
PFD	Personal Floatation Device
PPE	Personal Protection Equipment
RT	Relief Team
RRT	Rapid Response Team
RRU	Rapid Response Unit
SAR	Search and Rescue
SOP&G	Standard Operating Procedures & Guidelines
sUAS	Small Unmanned Aerial Systems
WAS	Wide Area Search