

ARIZONA-1 DMAT

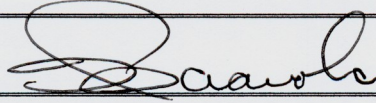
STANDARD OPERATING PROCEDURE

Subject:

ACCOUNTABILITY

SOP NO.
01-10

Approved by
Team Commander:



Effective Date:
8/15/10

A. STATEMENT OF PURPOSE

To provide an accountability process for head count reporting to the IRCT-A, during both training exercises and disaster deployment.

B. POLICY

NDMS policy provides for employee accountability at every exercise and during deployment. This accountability is generally reported to the IRCT-A, every two hours, 24 hours per day. In the interest of preparedness for AZ-1 DMAT, the following will become Standard Operating Procedure immediately.

C. PROCEDURE

Each tent and the team residence will have an assigned Manager. These Managers will be responsible for an employee head count every two hours. A sign in/sign out sheet will be available at each location. Every employee who leaves the tent for break, lunch/dinner or end of shift will notify the Manager, who will sign them out and designate their locations. The employees will notify the Manager when they return and the sheet will be noted that the employee has returned. It is at the Manager's discretion under what circumstance any employee will be noted as leaving the tent, i.e., if an employee leaves to the rest room the Manager may or may not sign out the employee.

The same accountability procedure is required of those employees who are not on shift. Although most of the employees who are not on shift (if during the day) will be sleeping in anticipation of their on-shift schedule, it will become incumbent on the Manager to do a bed check and account for those employees.

The Managers will notify the Operations Chief or designee with the number of employees they have and their locations at the end of two hours. Once Operations is notified, the information will then be forwarded to the Administrative Officer.

The Administrative Officer will develop an spreadsheet that includes every employee and their locations for every shift. All employees must be accounted for at all times. It will be the Administrative Officer's responsibility to report to the IRCT-A, when requested, as to the most current head count.

During a deployment scenario, no employee will leave the residence compound when not on shift without very clear permission from the Team Commander through their assigned Manager.

If an employee leaves their work or residence location without notifying the Manager they may receive a verbal counseling which will be at the discretion of the Manager or the Operations Section Chief. Should there be repeated offenses the Manager has the ability to issue the employee a Letter of Counseling.

The employee will notify the Administrative Officer by telephone call, email message or text message, of their safe arrival at their home.

The Administrative Officer will be responsible for notifying NDMS Field Operations of the accountability of every employee that had been deployed.

C PROCEDURE – STRIKE-TEAMS/SPECIALTY-TEAM ACCOUNTABILITY

Should a Strike-Team or Specialty-Team be deployed without an Administrative Officer, the designated Strike-Team Leader or Specialty-Team Leader will identify an Accountability Officer. The Accountability Officer will be responsible for knowing the whereabouts of every member of their team 24 hours per day for as long as the mission requires.

Upon return to their duty station, the Accountability Officer will be notified by every team employee of their safe arrival at their home. The Accountability Officer will then notify the Administrative Officer (by telephone call, email message or text message) of the Strike-Team or Specialty-Team member's safe return to their home.

The Administrative Officer will be responsible for notifying NDMS Field Operations of the accountability of every employee that had been deployed.

ACCOUNTABILITY SHIFT 1

[illegible]

ACCOUNTABILITY SHIFT 2

[illegible]

ACCOUNTABILITY SHIFT 1

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ACCOUNTABILITY SHIFT 2

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