

2023

Administrative & Operations Manual



Kentucky Division of
Emergency Management

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Chapter 1

Purpose

1.1 General Information

the name of the organization shall be the Kentucky Urban Search & Rescue Task Force One.

The Kentucky Urban Search and Rescue Program, Kentucky Task Force One (KY-TF1), is progressing through various stages of development and moving toward its specific goal of attaining complete operational readiness.

The on-going development and refinement of KY-TF1 requires a support system driven by the expertise and commitment of individuals from both local and state levels who are all part of the institutional knowledge concerned with Urban Search & Rescue (US&R) response activities.

1.2 Purpose

1.2.1 The Purpose of this document is to provide guidance of KY-TF1 so that they are consistent with models of other State sponsored Urban Search and Rescue Teams and to support funding for developing, equipping and training KY-TF1 for the purpose of becoming a state resource.

1.3 Responsibilities

1.3.1 Kentucky US&R Program and Kentucky Emergency Management

- Serve as the management and provide guidance and support
- Exercise general supervision over KY-TF1 to assure that the goals, budget and objective of KY-TF1 are properly formulated and achieved in a timely manner.

1.3.2 The Kentucky US&R Program Management, Kentucky Emergency Management, and KY-TF1 Managers will: Establish reporting guidelines for KY-TF 1 include:

- Administrative reports
- Medical Surveillance
- Field Operations Guide
- Operational Response System
- Supervise the day-to-day management of KY-TF1
- Serve as a Task Force Leader(s)
- Develop and maintain a KY-TF1 filing system
- Develop and maintain all interagency MOU's
- Develop all FEMA required certification procedures
- Develop an equipment maintenance/replacement program
- Develop and maintain all Member/Applicant files
- Maintain incoming/outgoing correspondence files

- Coordinate day-to-day activities of KY-TF1
- Establish the organizational structure of the Task Force
- Develop the KY-TF1 budget
- Equip, train, manage and staff the KY-TF1 Task Force
- Evaluate and support KY-TF1 training needs

1.3.3 The Kentucky US&R Program Managers and KY-TF1 Logistics Officer will:

- Acquire and maintain all equipment of the FEMA and SUSAR Cache
- Investigate equipment specifications with KY-TF1 leadership
- Provide KY-TF1 cache inventory updates to the KY-TF1 Program Manager
- Secure appropriate storage facilities for KY-TF1 equipment and vehicles.

1.3.4 Kentucky USAR Program Managers and KY-TF1 Task Force Leaders will:

- Develop and implement the KY-TF1 Search & Rescue Plan
- Address coordination/supervision of Task Force activities
- Determine KY-TF1 organizational and logistical needs
- Coordinate KY-TF1 support requirements with Program Manager
- Coordinate briefings and situation reports to ensure that all Task Force personnel are kept up to date
- Perform additional tasks as assigned during a mission
- Develop an annual State exercise
- Develop an annual training calendar
- Develop an equipment training program
- Develop all necessary safety protocols

1.3.5 Team Managers will:

- Represent the interests of their respective Team modules
- Report respective module development, equipment, training and staffing concerns
- Assist Task Force Leaders to develop training schedules for their respective modules

1.4 The Decision-Making Process

1.4.1 To ensure that decisions by the Kentucky Urban Search & Rescue supports the National Urban Search & Rescue Response System, organizational decision making will be based on a standardized method known as the “Decision Making Process”. This process will involve all levels of the Kentucky Urban Search & Rescue Response System Organization.

1.4.2 Issues, depending on their nature, may enter the Decision-Making Process at any or any organizational level with such issues initially categorized as follows:

- Developmental Issues are issues involving the development of or modification of new or existing Kentucky Urban Search & Rescue Response System products

- Policy & Procedural Issues are issues that affect management and operation of the Kentucky Urban Search & Rescue Response System
- Informational Issues are issues of general interest

1.4.3 General Procedures

The general procedures governing how these issues are addressed include the following:

- Developmental Issues will be delegated to functional working groups or specialist subcommittees as needed. Final reports and recommendations will be made to the Program Coordinator of the Kentucky US&R Program and Emergency Management for coordination, review and approval.
- Policy & Procedural Issues being addressed through the Decision-Making Process require that issues will be identified as those belonging to any or all the following entities: The National US&R Response System, the State of Kentucky, the Kentucky Urban Search and Rescue Response System, The KY-TF1 and others.
- Informational Issues can be addressed at any level in the organization. The organizational level receiving the informational issue will determine whether the issue will need to be provided to other levels as information. The Kentucky US&R Program will assist in the exchange of information between all organizations in the Kentucky Urban Search & Rescue Response System Decision-Making Process.

The Kentucky US&R Program and Emergency Management will serve as the final authority for issues involving the National US&R Response System and the Kentucky Urban Search & Rescue Response System.

The Program Manager will recommend appropriate functional work groups and specialist subcommittees to pursue other policy and procedure issues and to recommend the appropriate course of action.

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Chapter 2

Definitions

2.1 Activated or Activation. Each Team Member will be notified to respond to an activation order and will be directed where to report for deployment. Reporting may occur at KY-TF1 HQ or at a Remote Collection Center as defined in this plan. See Annex A of this chapter for notification information

2.2 Activation Order. The Authority Having Jurisdiction communication placing the US&R Resources under the direction, control, and funding of the requesting authority.

2.3 Administrative Program Manager. The Administrative Program Manager is a full time Emergency Management Employee who is assigned to the KY-TF1 program to assist with the administrative requirements associated with the formation and maintenance of KY-TF1.

2.4 Advisory. A notification issued for information purposes only and does not require formal action. It provides a means for sharing information concerning events that could develop into a disaster situation.

2.5 Affiliated Members- An individual who is a Member that is not associated with a Participating Agency/Organization

2.6 Alert Team Members shall be given an Alert anytime a disaster has occurred or is impending and there is some expectation that KY-TF1 may be deployed. During any Alert, selected personnel may be activated in preparation for the Team activation.

2.7 Alert Order. The Alert or Alert Order is issued when an event has occurred or is imminent that may require the response of US&R assets. Additionally, US&R Resources may be notified/advised to standby for deployment, in a timely manner.

2.8 Applicant. An US&R Resource that seeks to fulfill the requirements for certification and has submitted a certification application.

2.9 Application Form. The Application Form is the Kentucky Urban Search and Rescue New Hire, provided by the Kentucky US&R Program, the purpose of applying for membership to KY-TF1 and is to be completed by the Applicant and certified by his or her physician.

2.10 Authority Having Jurisdiction (AHJ). An organization, office, or individual having statutory responsibility for enforcing the requirements of a code or standard, or for approving equipment, materials, and installation or a procedure. The AHJ serves as the US&R oversight for the local, tribal, territorial, regional, state, federal, national, international, nongovernmental, and private sector US&R Resource. The AHJ has responsibility for preparedness, response, and recovery based upon applicable laws, statutes, ordinances and/or authorities.

2.11 Cache This is the technical Search and Rescue equipment that is located at specific sites designated for use by the Task Force, as required by KY-TF1.

2.12 CIO (Check in Officer) The Check-In Officer or CIO is in charge of organizing the remote departure location for the purpose of processing arriving Team Members.

2.13 Component Managers. Component Managers are the managers assigned to specific Task Force components including Search, Rescue, Medical, Planning, Logistics.

2.14 Cooperative Agreement. A legal instrument between local, state, tribal, or federal agencies and the Sponsoring Agency that provides funds to accomplish a public purpose.

2.15 Disaster Search Canine. A dog that has successfully completed a FEMA US&R Canine Search Team Certification Evaluation (CSTCE), State US&R Alliance (SUSAR) CSTCE, or equivalent.

2.16 Disaster Canine Search Team. A disaster search canine and handler who have successfully completed a FEMA US&R CSTCE, SUSAR CSCTE, or equivalent.

2.17 Division of Emergency Management. The Kentucky Division of Emergency Management (KYEM) is the lead responsible agency for deployment of KY-TF1

2.18 Deployable personnel. Rostered members of the US&R Resource who have completed all general and position-specific required training, according to the Annex of the Standard, and are administratively deployable.

2.19 Deployment bag A bag containing PPE and other equipment necessary to sustain a member for more than a fourteen-day deployment period.

2.20 Enabling Authority. Governmental and/or organizational documentation providing and establishing the formal creation of management, administration, operation, and sustainment of a US&R Resource. Enabling authorities for the US&R Resource may be established at any level of government or organizational entity and include multi-jurisdiction structures. Enabling authorities may be vested in documentation including, but not limited to, laws, rules, regulations, policy, contractual and/or governmental agreements, etc.

2.21 Federal Emergency Management Agency (FEMA) Urban Search & Rescue Response System. The national US&R response system that is a framework for organizing federal, state, and local partner emergency response teams as integrated federal disaster response task forces.

2.22 Fully qualified. Rostered members of the US&R Resource who have completed all general and position-specific training and are administratively fully qualified.

2.23 IAP (Incident Action Plan) The incident action plan is the work mission, personnel assignment, work period, and support plan for all KY-TF1 operations. A new IAP shall be developed for each change of the assignment period and mission.

2.24 IAT-TFL The IAT-TFL is the responding Task Force Leader being deployed to the incident scene as part of the Incident Advance Team (IAT). The IAT-TFL is the initial commander of KY-TF1 notified for the operational period and that duty shall then rotate among available TFLs.

2.25 Incident Advance Team (IAT) The IAT is the first component to be deployed to an incident. The IAT consists of the following Team Members: Task Force Leader, Rescue Manager, Planning Manager, Structural Engineer, Search Manager, and Safety Officer

2.26 Incident Commander (IC) The Incident Commander is the local jurisdiction's person responsible for the management of all incident operations.

2.27 Incident Management System. An incident management system is formalized, institutionalized, and addresses the principles of command and the basic functions of planning, operations, logistics, and finance and administration. An incident management system is modular, scalable, interactive, and flexible; it includes common terminology, manageable span of control, unified command, consolidated action plans, multi-agency coordination, and integrated communications.

2.28 Kentucky US&R Program The lead agency within the Kentucky Emergency Management that is responsible for the day to-day operation of KY-TF1, state Urban Search and Rescue Training, Grants, Incidents Policies and Procedures.

2.29 KY-TF1 is the acronym for the Kentucky Task Force One, Urban Search & Rescue Team.

2.30 Management Group is composed of Task Force Leaders, component managers and Program Managers assigned to manage KY-TF1 by the Kentucky USAR Program

2.31 Management process. A process of setting goals, planning and/or controlling the organizing and leading the execution of any type of activity. This may include human resources, information technology, facilities, and other support functions (e.g., legal, medical, public affairs, etc.).

2.32 Memorandum of Agreement/Understanding (MOA/MOU). A document written between parties to cooperate on an agreed upon project or meet an agreed objective.

2.33 Mission Ready Package. Mission Ready Packages (MRP) are specially created resource bundles utilized for disaster response and recovery. MRPs are specific response and recovery resource capabilities that are organized, developed, trained, and exercised prior to an emergency or disaster. MRPs are designed to provide additional support and/or augment a needed capability to resources already operating at an incident or event.

2.34 Operational Period This is the work period as determined by the TFL. Work periods may be 8, 12, or 24 hours' duration for Team Members assigned to the work group.

2.35 Participating Agency / Organization - a public or private sector entity or that provides personnel and/or other resources to support the Task Force

2.36 Primary Task Force Leader If two TFL's are on the same incident one of two Task Force Leaders is designated as the Primary Task Force Leader for the duration of the incident or operational period.

2.37 Sponsoring Agency (SA). A local, tribal, territorial, regional, state, non-governmental, or private sector agency, or other entity empowered through enabling authority that administers a US&R Resource.

2.38 State Urban Search & Rescue (SUSAR) Alliance. SUSAR is a non-profit organization designed to promote and support state, local, and tribal US&R teams across the United States and Territories.

2.39 Succession Development Policies. An established policy that includes administrative procedures and guidelines for the identification, training, and development of supervisory © 2020 Emergency Management Accreditation Program (EMAP) All rights reserved. 6 and management level personnel, for the purposes of maintaining the long-term sustainability of the administrative and operational readiness of the US&R Resource.

2.39 Task Force Leader (TFL) is assigned to carry out the missions of the program and to supervise Task Force supervisors and other employees

2.40 Temporary Employee are part-time temporary employees assigned to manage components of KY-TF1 during non-deployments.

2.41 Training and Exercise Plan. A plan to include continuing education covering each of the functional areas, as well as certification training for new members, succession training for supervisory and managerial levels, and the maintenance of expiring certifications. The training and exercise plan will include annual mobilization exercises and operational readiness exercises. All currency-related certificated programs or Technical/Specialist training that seeks regular retention skill sets require exercise of continuing education.

2.42 Type 1 US&R Task Force This is a complete 70-member Structural Collapse Search & Rescue Team meeting FEMA and NFPA 1670 requirements. The Kentucky Type 1 USAR Team designation is KY-TF1

2.43 Unified Command When the magnitude of a crisis exceeds the capabilities and resources of the local incident commander or multiple jurisdictions become involved in order to resolve the crisis, the ICS command function can readily evolve into a Unified Command structure. Under Unified Command, a multi-agency Command Post is established incorporating officials from agencies with jurisdictional responsibility at the incident scene. Multiple agency resources and personnel will then be integrated into the ICS that will function as the single, overall response management structure at the incident scene

2.44 Urban Search and Rescue (US&R) Resource. A team of specialized personnel and equipment that provides coordinated, all-hazards capability for locating, extricating, and providing initial medical stabilization of survivors of structural collapse, and conduct other life-saving operations.

2.45 72- Hour Bag A bag containing PPE and other equipment needed to sustain a member for a three-day deployment period.

Chapter 3

Membership Application & Review

3.1 Scope of this Section

The provisions of Chapter 3 shall apply to all new Applicants for membership in KY-TF1.

3.2 Policy Statement

It is the policy of KY-TF1 and the Kentucky US&R Program to accept and review all applications for Team Membership from all emergency service entities and other related industries.

Applications shall be accepted and reviewed without discrimination based on the Applicant's race, creed, color, sex, age, national origin, ancestry, marital status or physical handicaps. In order to ensure a policy of non-discrimination KY-TF1 shall select Members in accordance with the following procedure.

3.3 Definition of Terms

3.3.1 Applicant

An Applicant is any person completing the application process for Team Membership.

3.3.2 Application Form

The Application Form is the Kentucky Urban Search and Rescue New Hire, provided by the Kentucky US&R Program, the purpose of applying for membership to KY-TF1 and is to be completed by the Applicant and certified by his or her physician.

3.3.3 Selection Committee

The Selection Committee consists of Task Force leaders and component managers as are assigned to manage the team by the Program Manager

3.4 Application Procedure

3.4.1 Obtain an application.

Interested Applicants may apply for Team Membership by:

- Contacting the Kentucky USAR Program, or KY-TF1, at the of Kentucky USAR Program, (appropriate address)
- Accessing the State of Kentucky USAR Program Web Site (www.KYTF1.org)

3.4.2 File the Application

- Applicants may file applications any time during the year, however the Applicant shall be made aware that the Selection Committee shall ordinarily meet, and review submitted applications quarterly each year.

- Application reviews shall be scheduled for January, April, July, and October of each calendar year, unless the need arises to review Applicants at other times.
- Applicants shall complete the Application Form Package and the Critical Tasks and Fitness Standards Form as directed in the package instructions.
- Applicants shall also include copies of the highest level of certification or the latest certificates they have obtained in all qualification areas as established by NFPA 1670 and/ or position job description with their resume.
- Applicants may include, as an optional part of their application, a comprehensive letter of one page or more to explain why you want to be a team member and detailing all relevant experiences you have had as a member of any other agency, department, or organization to assist the committee to evaluate your suitability as a candidate

3.4.3 Application Processing

- Applications shall be reviewed by completeness and marked as of the date received and issued an application file number. The Selection Committee shall place all forms and documentation in a number file folder for review.
- The Application Committee shall forward a form letter to the Applicant as soon as practical

3.5 Application Review

- The Selection Committee will meet and review each Applicant's file for completeness and minimum qualifications as specified in the qualifications section. The Applicant's resume shall also be reviewed for areas of skill and technical ability and experience that may benefit the team or a particular component section.
- Applicants will be rated objectively based on qualifications, skills, and experience. The Applicant shall be assigned a component status (*Command, Rescue, Search, Logistics, Planning, or Medical*)
- The Selection Committee will establish a time schedule for ne Applicant interviewing and skill testing by the appropriate component managers.

3.6 Minimum Qualifications

Each Applicant for membership in KY-TF1 must satisfy the following list of minimum qualifications. Each Applicant must:

- Reside in the State of Kentucky or a boarding state.
- Shall possess a current valid Driver's License
- Be a citizen in good standing
- Be in good physical and mental condition
- Supply a resume and at least three letters of reference attesting to the Applicant's good personal character
- Pass the medical screening evaluation
- Pass the Skills and Abilities requirements as outlined in the application packet

- Agree to be deployed for up to 14 days at any incident

3.7 Minimum Training Requirements

Each Applicant shall have the following minimum training levels based on the component being applied for as specified below:

3.7.1 General Requirements for All Components

- Incident Command Systems 100 and 200
- Hazardous Materials Awareness
- First Responder CPR

3.7.2 Rescue & Search Specialist

- Rope Rescue Technician
- Confined Space Technician
- Trench Rescue Technician
- Hazardous Materials Operations
- First responder-CPR
- FEMA equivalent *Structural Collapse Specialist*

3.7.3 Medical Specialist

- Medical Personnel certified with an accredited organization, who meet the National Registry Emergency Medical Technician-Paramedic and actively practice advanced life support in the state of Kentucky.
 - Physician Assistant
 - Registered Nurse-Practitioner
 - Registered Nurse
 - Paramedic
- Certifications in BTLS, ACLCS, and PALS (or equivalent)
- Physical Training Walk: Members must be able to walk 2 miles within 40 minutes carrying a thirty-pound pack (tested annually)
- Medical Clearance: Members must be cleared by Medical Staff every three years.

3.7.4 Structural Specialist

- Current license as a Professional Engineer (PE) specializing in structures or equivalent. Equivalency accepted includes all the following:
 - Bachelor of Science degree in civil engineering (or similar curriculum) from a college or university that is recognized by a state licensing board
 - Five years of experience in any phase of structural engineering, including the teaching of subjects pertaining to structures, structural safety, and structural collapse

- Individuals who are licensed architects by any state may be considered as having equivalent certification, based on the requirements listed above
- Possess a minimum of five years of experience in structure design, review or analysis to include evaluation of existing structures, field investigation or construction observation experience.
- Physical Training Walk: Members must be able to walk 2 miles within 40 minutes carrying a thirty-pound pack (tested annually)
- Medical Clearance: Members must be cleared by Medical Staff (renew every 3 years)

3.7.5 Canine Specialist

- Approved canine Applicant in KY-TF1 canine evaluation approved and certified by the Division of Kentucky Emergency Management or other Nationally Accredited Agency such as FEMA or SUSAR.

3.7.6 Technical Informational Specialist

- Understanding of computer hardware and software
- Writing and communication skills

3.7.7 Communication Specialist

- Understanding of communications technologies
- Advanced radio and telecommunications

3.7.8 Safety Officer

- Demonstrated understanding of pertinent State and Federal OSHA requirements
- Minimum of at least two years' experience in the position of Safety Officer in a local, State or Federal government agency.

3.7.9 Home Support

- Familiarization with the Task Force Operations and have a background in Emergency Services.
- This position does not go down range or into the field of operation and requires no special training.
- Requires a degree of understanding in administration and utilization of the Task Force forms and reports directly to the Planning Manager with their duties.

3.8 Medical Review

The medical review questionnaire shall be prepared and signed by a medical physician prior to acceptance to the team.

3.9 Interview

Applicants shall be interviewed by a select panel from the Selection Committee, consisting of the Administrative Program Manager, a TFL, an appropriate component manager, and a component member to determine the correctness of the application and to evaluate the information presented on the resume.

3.10 Skills and Abilities

All Applicants shall be subjected to a skills and abilities practical test to demonstrate the competencies specified in the qualification section. The skills and abilities test shall be conducted by the Kentucky US&R Program with assistance from the Administrative Program Manager, TFL, Component Manager and a selected member from the component in which the Applicant is seeking placement.

3.11 Acceptance or Rejection Notice

The Applicants shall be notified in writing within 15 days of completion of the final interview and Skills & Abilities Test of their acceptance or rejection from the team. If rejected, the notification shall list the reason(s) for rejection.

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Chapter 4

Mission Statement, Table of Organization, Concept of Operations

4.1 Purpose

The purpose of this procedure is to provide a Mission Statement, a Table of Organization, and to outline the decision-making process that would establish effective lines of authority and control, and to list the various goals and objectives required to accomplish the basic missions assigned to KY-TF1.

4.2 Mission Statement

The mission of the Kentucky Urban Search and Rescue Program is the coordination, development and maintenance of the state effort to provide resources to locate and extricate victims entrapped by man-made or natural disasters as well as to conduct other life-saving operations with integrity, courage, and dedication maintaining unified leadership within a sustainable organizational structure.

4.2.1 Task Force Goals in Support of the Mission Statement:

- To accomplish this mission, KY-TF1 members will develop and deploy efficient and effective rescue technologies in a planned and measured response that will emulate the Federal Emergency Management Agencies Guidelines on Urban Search & Rescue consistent with existing National Fire Protection Association (NFPA) Standards. Task Force capabilities will include rapid mobilization to assist with responses to natural or manmade disasters.
- Members of KY-TF1 will conduct search and rescue operations in a professional, ethical, and compassionate manner to protect the dignity of the victims and the communities served.
- Members of KY-TF1 will develop and maintain the highest level of skills and capabilities required whenever deployed to natural or manmade disasters, including hurricanes, floods, conflagrations, explosions, earthquakes, or the use of weapons of mass destruction that result in events that are beyond the capability of local Emergency Service resources.

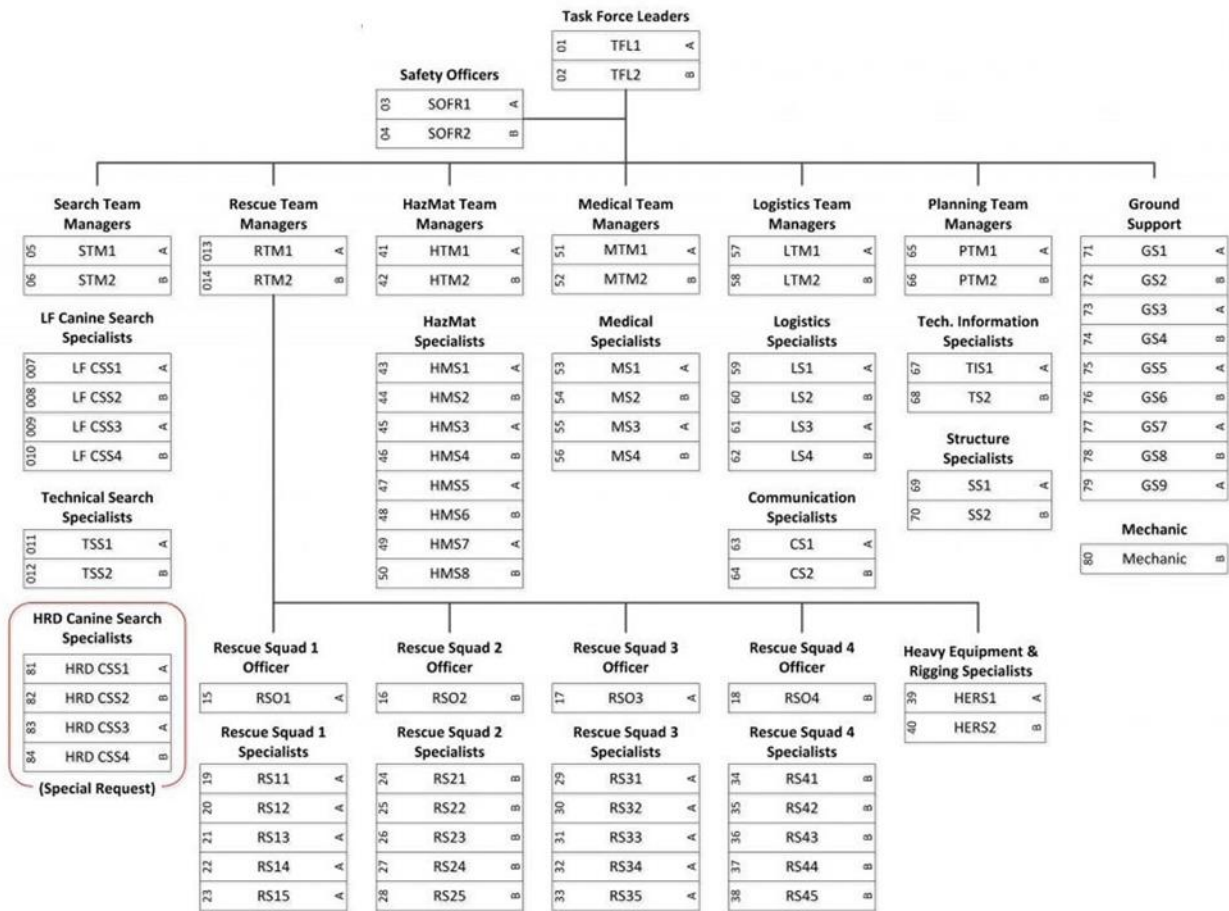
4.3 Administrative Organization (Paid Employees)

- The Kentucky US&R Program is responsible for the management of the daily administrative and logistical functions of KY-TF1. The Kentucky US&R Program shall supervise all Temporary Employees.

- The Kentucky US&R Program will supervise work assignments as established by the KY-TF1 Management Group. These assignments may include, but are not limited to training, equipment servicing, cleaning and repair, all administrative reports, all public presentations, and any other Task Force needs
- The Management Group is the decision-making body of KY-TF1

4.4 KY-TF1 Organizational Structure

KY-TF1 shall be organized in accordance with the FEMA Urban Search and Rescue Table of Organization. The Task Force shall be comprised of 70 team positions that shall be filled three deep.



Task Force members are selected fire, police, EMS, private sector, EMA, and other organizations.

There will be a maximum of six appointed Task Force Leaders (TFLs) who will coordinate decision-making responsibilities with the component managers.

Each assigned TFL shall administer and coordinate a major component along the assigned component manager. These assignments shall be as follows:

- Task Force Leaders shall serve terms in accordance with the administrative procedures established for supervisory and administrative positions
- If four or more Task Force Leaders exist, one TFL shall be designated as the Primary Task Force Leader by the Program Manager

KY-TF1 was created to incorporate the following goals and objectives.

- Create a Task Force of approximately 210 members. Each full deployment is intended to be staffed by 70 members
- Provide extensive, ongoing, state of the art equipment and training to Task Force members
- Cross-train members into a multi-disciplinary organization, highly trained in specialized techniques, capable of using specialized equipment
- Maintain readiness to ensure rapid deployment capabilities for initial arrival within two hours and a base of operations setup within six hours
- Be organized for self-sustaining deployment capabilities of 72 hours
- Operate in adverse conditions for up to 14 days
- Provide specialized Urban Search & Rescue capabilities in damaged or collapsed structures, with the emphasis on locating and extricating victims trapped in collapsed structures
- Provide local authorities with detailed reconnaissance information consisting of damage assessments to assist local authorities in determining operational needs priorities
- Provide emergency medical care at disaster sites for trapped victims and for Task Force personnel
- Provide for defensive Haz-Mat rescue operations
- Employ the use of specialized technological equipment and communications in the operations of the Task Force
- Recognize items of evidentiary significance and alert the appropriate law enforcement agency to maintain a chain-of-custody and prevent contamination of the evidence.

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Chapter 5

Appointment of Positions

5.1 Staffing

Since the inception of the Kentucky Urban Search and Rescue Team, KY-TF1, the Task Force has been organized to attain a state of operational readiness to deploy immediately and to initiate search and rescue operations in the event of a major disaster or emergency.

KY-TF1 is staffed primarily by firefighters, local police officers, and members of local and volunteer fire departments, emergency services agencies, State support agencies and personnel from the private sector, all of whom have experience and training in collapsed structure search and rescue operations.

The continued development of this Task Force will require the staffing of supervisory and managerial positions by individuals with the expertise and commitment needed to support the following mission goals:

5.1.1 Mission Goal #1

Provide advice, recommendations and technical assistance to KY-TF1 with the following program elements:

- Written policy, procedures, planning directives and guidelines.
- Rescue preparedness and overall mission and goals
- Equipment technology, purchasing and inventory
- Incident Advance Team (IAT) organization and operational management
- Integration and coordination with national US&R response system procedures and technologies

5.1.2 Mission Goal #2

Provide a dynamic system for continued program development and for maintenance of the KY-TF1 response system to include the following elements:

- Improved coordination, maintenance, and control of KY-TF1 resources during response operations or training activities.
- Management of records and essential support databases
- Coordination of reporting system elements to improve incident command and information exchange
- Standardization of the incident management system
- Improved communications and coordination with other agencies for dealing with multi-jurisdictional responses.

5.2 Team Member Classification

Team members selected to serve in any salaried position shall be classified by the Kentucky US&R Program.

5.3 Salaried Positions

Kentucky US&R Program, KY-TF1 will establish supervisory and managerial salaried positions. These positions shall include, but not be limited to the following:

- Kentucky US&R Program Coordinator (*Branch Manager*)
- Kentucky US&R Operations Chief (*In-service Training Supervisor*)
- Kentucky US&R Logistics Chief (*Resource Management Analysis*)
- Kentucky US&R Grants Manager (*Procedures Development Spec II*)
- Kentucky US&R Part-time Employees

5.4 Qualifications

Each applicant must:

- Meet all requirements and qualifications as established in the appropriate position description found in KY-TF1 Administrative & Operations Manual in Appendix XX.
- Possess the job knowledge, experience, qualifications and time in grade required for the position being sought. See also the Time in Grade section of this document

5.5 Selection Process

The Director of the Kentucky Emergency Management shall perform the initial appointment to a supervisory or managerial position. Such appointments shall be based on the submitted resume, an oral interview, demonstrated qualifications, job knowledge and experience.

5.6 Time in Grade

Applicants may apply for supervisory or managerial positions based on the following criteria:

Task Force Leader

Applicants must be a member in good standing and must have served as a team manager for a minimum of three years.

Component Manager

Includes Search, Rescue, Planning, and Logistics teams only. Applicants must be a member in good standing for a minimum of three years.

Medical Component Manager

Applicants must be a licensed physician or Paramedic and member in good standing for a minimum of three years.

Logistics Specialists

Applicants must be a member in good standing for a minimum of three years.

5.7 Terms of Appointment

5.7.1 Supervisory and Managerial Positions

All supervisory and managerial positions shall serve a period of three years beginning on July 1st of the year of appointment. After Three years the team member may request to stay as in that current position. All team members that are salaried positions will remain the same until separation from permanent employment with the Division of Kentucky Emergency Management.

5.8 Removal Process

5.8.1 Removals upon Just Cause

Any member appointed by the Kentucky US&R Program may be removed from an appointed position for misconduct, poor performance, unsafe acts, or other violations as established by KY-TF1 Rules and Regulations.

5.8.2 Filling Vacancies

Upon removal, the vacant position may be filled immediately. If no member in good standing meets the minimum qualifications for the vacant position, the Program Coordinator or his designee shall delegate responsibilities for that position to an appropriate Task Force Leader. Any member filling a vacant position may continue in that position until the time it would have normally expired, if the vacating officer still held it.

5.9 Resignation, Removals & Vacancies

5.9.1 Notice of Resignation

Any member desiring to remain in good standing should provide the Program Manager with thirty days' Notice of Resignation unless such notice is impractical or impossible.

5.9.2 Other Circumstances

If a vacancy occurs due to exigent circumstances or by a removal by the authority of the Director of the Kentucky USAR Program shall immediately solicit applications from members who meet the required qualifications.

5.9.3 Reviewing Applications

The Program Manager shall meet and review applications and make appropriate recommendations to the Director of Kentucky Emergency Management within thirty days of the vacancy of any position.

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Chapter 6

Participation Requirements

6.1 Purpose

For KY-TF1 to become a viable Urban Search & Rescue Team, all Members must continuously participate in team training sessions and other activities. It is necessary to establish minimum participation levels so that Team Members are organized and prepared to respond to emergencies. Good teamwork and safety practices cannot be developed without active Member participation.

6.2 Team Drills

- Each component manager shall assist the appropriate Task Force Leader to establish a component training schedule.
- Team drills shall be held at least one every other month at the minimum.
- Members must attend at least half of the team drills on an annual basis.
- Component managers may provide additional drills based on training and other operational needs.
- Drill schedules shall be prepared and circulated to Members not later than by November 1st of each year.

6.3 Bi-Annual drills and Cache Equipment (every two years)

The Primary TFL shall plan and prepare a Bi-Annual Drill every two years for the purpose of integrating all components of the team and to demonstrate operational readiness. Each Bi-Annual Drill shall be scheduled to last between 24-36 consecutive hours. TFLs shall monitor the Bi-Annual Drill and prepare an after-action report and critique within 90 days that will be presented to team management and then to all Team Members.

In addition to Bi-Annual drill requirements, agencies with vehicles or trailers purchased with Kentucky US&R Program funds who participate in the Task Force shall move those vehicles or trailers during the Task Force team exercise.

Cache maintenance will be performed one a year in accordance with equipment checklist. At that time inventory, inspection and maintenance of cache equipment will be performed. The Logistics Manager will be responsible for coordinating the manpower to perform this task and prepare a list of items missing or in need of repair.

6.4 Team Meetings

The entire component team shall meet at a site designated by the Administrative Program Manager at least once each year to discuss relevant topics including Task Force policies and procedures. This team meeting shall be held in the 1st or last quarter of each year to establish an annual team agenda.

6.5 Work Details

TFLs, component managers, and Administrative Program Manager may establish work details that will be scheduled to occur at various times and dates throughout the year. Members shall be contacted from the roster to determine their availability for such details and a record shall be maintained of all Members contacted. The Administrative Program Manager and the TFL shall ensure that all work is distributed to Members in a fair and equitable manner.

6.6 Drill Participation

All Members are expected to attend the Bi-Annual Drill and all Monthly Drills. Members are encouraged to attend any additional drills or training that may be scheduled to maintain established levels of readiness and maximum efficiency within their components. Members who are absent from a monthly drill can make up the drill during the week at the discretion of the Administrative Program Manager. Members must attend at least half of the Team Trainings annually.

6.7 Skills & Abilities

Component managers shall establish methods to evaluate component Member activities and participation during each drill. If a Member is not proficient in the skills required, he or she shall be notified and directed to attend appropriate additional training. If the Member fails to attend such training or to improve skills and abilities to minimum established standards, that Member shall be suspended from participating in any team activation until his or her skill levels improve.

6.8 Removals

6.8.1 A Member who fails to meet minimum established standards for participation, skills, or abilities can be removed from the team pending permanent removal, with the following exceptions:

- The Member has previously notified the appropriate TFL or component manager that the Member could not attend a drill or a meeting because of a legitimate reason (on vacation, out of state travel, etc.) or
- The Member was sick or injured and could not participate.

6.8.2 A Member that is removed shall arrange to immediately return all issued equipment to the Program Manager.

6.8.3 Period for Improvement

The Member shall be notified that their performance has not met the minimum standards as set. The member shall be given notice that they have 90 days to improve their status with the Task Force. The Member shall submit in writing their improvement plan with their respective Manager or Squad Officer.

6.8.4 Removal

The member shall be removed if they fail to meet the minimum standards and improvement plan or if the member fails to reply to the improvement plan.

6.9 Resignations

Any Member wishing to leave the team in good standing shall submit a written Letter of Resignation to the Management Group. Members shall return all team property within 30 days from the effective date of resignation. Members resigning in good standing may be considered for re-appointment to the Task Force at a later date.

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Chapter 7

Uniform's & Equipment

7.1 Purpose

The purpose of this procedure is to establish guidelines and responsibilities for Members of KY-TF1 regarding the equipment they are issued or are expected to provide or use during training or deployments.

7.2 Personal Protective Equipment (PPE)

This is safety equipment provided by KY-TF1 to all Members and it includes safety glasses, full-face respirators, gloves, helmets, hearing protectors, cold weather gear, rain gear, dust masks, accountability tags, helmet lights, US&R vest and batteries.

7.3 Additional Equipment

This is either issued or personally supplied equipment that includes pagers, computers, radios, and other equipment necessary to enable a member to perform assigned functions.

7.4 KY-TF1 Responsibilities

KY-TF1 will provide to each individual Member of the team all PPE, safety equipment and clothing necessary to perform the missions assigned under the authority of Chapter 1 of this manual. Administrative Program Managers shall serve as procurement officers for KY-TF1 Members.

7.5 Member Responsibilities

- 7.5.1 It is the responsibility of each Member assigned equipment to maintain all issued equipment in a high state of operational readiness and to exercise reasonable care in the use and safekeeping of the equipment.
- 7.5.2 Any Member abusing, misappropriating, or deliberately damaging equipment shall be subject to disciplinary action up to and including termination from the team and the possible filing of criminal charges.

7.6 Reporting Lost or Damaged Property

7.6.1 Report Loss or Damage Immediately

Any equipment that is damaged or lost during deployment or training or while in the possession of a Task Force Member shall be immediately reported to the TFL on the proper Task Force form at the time of the loss, or as soon as possible thereafter.

7.6.2 Circumstances Shall Be Explained

The Member shall fully explain the circumstances in which the equipment was damaged, lost or otherwise became unusable on the Task Force form or in an attached memorandum.

7.6.3 Duty of the TFL

The TFL shall re-issue new equipment to the Member, sign, date and forward a copy of the form to the Administrative Program Manager for a review.

7.7 Property Records

7.7.1 Logistics Manager Responsibilities

The Logistics Manager shall maintain written records concerning all equipment issued to each Member. All equipment records shall be maintained at KY-TF1 headquarters.

7.7.2 Acknowledging Receipt of Property

The Team Member to whom the equipment was issued shall sign each such record.

7.8 Return of Property

Any Member that is separated from KY-TF1 by resignation or removal shall return all KY-TF1 issued property & equipment within 30 days of the date of separation.

- The administrative Program Manager shall issue a receipt to the Member for all returned equipment.
- In the event of a Member's death, the Administrative Program Manager shall contact the Member's family or Members Participating Agency at a suitable time to arrange for return of KY-TF1 equipment.

7.9 Individual Member issued PPE, safety equipment and clothing

7.9.1 Individual Member will be issued the following once permanently assigned to the team:

- Ball cap, navy blue w/ Task Force Logo
- Hat, wide brim, (boonie style)
- Boots, Safety, Black, Gore-Tex, ASTM/NFPA compliant or equivalent, pair
- Flashlight, battery powered, intrinsically safe, UL rated, w/ spare bulbs
- Ear plugs, safety, disposable, style NRR 24
- Helmet, rescue-type, low profile, ASTM/NFPA compliant or equivalent
- Light, Helmet, battery powered, Intrinsically safe w/ spare bulbs
- Knife, combination, folding
- Gloves, work, leather, sized as needed
- Lip balm, SPF 15 min.
- Rain gear, set
- Glasses, Safety, shatter proof, with side shields and lanyard, Z87
- Uniform, Pants and Overshirt or Blouse, BDU Style, 6 pocket, Navy Blue, 100% Ripstop Cotton

- Uniform, Jumpsuits or two piece, Nomex IIIA, set
- Uniform jacket, w/ optional liner, Navy Blue
- Pads, knee, heavy duty, pair
- Pads, elbow, heavy duty, pair
- Bandanas
- Pack, Field, personal, system
- Bag(s), Gear, personal equipment (as required to outfit each task force member)
- Shorts, uniform, BDU Style, Navy Blue, 100 % Cotton
- Sweatshirt, Heavyweight
- Cold weather system, including jacket, pants, fleece or fiberpile liners, socks, gator, gloves, knit cap, neoprene mask, expedition long underwear, and safety boot (ECWCS or equivalent) (+40 deg F to -60 deg F)
- T-shirt, with team logos, Long and/or Short sleeve
- Toiletry kit, including all personal hygiene items, such as Chap Stick, soap, lotion, etc.
- Respirator, half face piece, cartridge-type
- Pouch, Personal tool with assorted tools (i.e. Screwdriver, crescent wrench, tin snips and utility knife)
- Guide, Field Operations, FEMA, US&R
- Hood, fire retardant

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Chapter 8
Professional Conduct,
Code of Ethical Conduct.
Disciplinary Actions

8.1 Professional Conduct

8.1.1 Purpose

The purpose of this section is to provide guidelines for Task Force members regarding professional conduct

It is expected that all members will conduct themselves in a manner that will only positively reflect the reputation of KY-TF1 as a highly regarded organization of professionals within the State of Kentucky.

8.1.2 Uniform Requirements

All members shall wear the complete team uniform during any KY-TF1 event including training, deployments and drills. Uniforms should be clean and neat at the start of each workday. Uniforms consist of BDU blue pants and BDU four pocket blue shirts unless dictated otherwise.

8.1.3 Handling Media Contacts

Any member approached by the media shall direct that person to their immediate supervisor and/or to a media contact person as determined by the Task Force Leader.

8.2 Code of Ethical Conduct

8.2.1 Purpose

It is the intent of the KY-TF1 to conduct its business fairly, impartially, and in an ethical and responsible manner.

8.2.2 Prohibited Conduct Defined

Prohibited conduct includes the specific prohibitions mentioned in this section and any other conduct that may raise questions as to the quality of the team's integrity or good reputation, or any activities that could cause embarrassment or would tend to compromise the performance of the Task Force.

8.2.3 Kentucky Urban Search and Rescue Code of Conduct.

Kentucky Urban Search and Rescue (US&R) Response System (the System) personnel are representatives of a well-organized, highly trained group of specialist who are assembled to help communities in need of assistance. The actions of these personnel are a direct reflection on KYEM, FEMA, their agency, their fellow System members, and themselves.

It is the responsibility of each Member to abide by this Code of Conduct during any activity (to include response operations, meetings, and other events), and accordingly the will:

- Keep constantly in mind the value of life and the welfare of survivors.
- Remain cognizant of considerations regarding race, religion, gender, and nationality.
- Demonstrate proper respect for other assigned personnel.
- Not possess or use alcohol, and/or drugs illegal under Federal and State law.
- Not possess or use firearms
- Understand, respect and adhere to the established chain-of-command and follow direction at all times.
- Procure equipment using established policies and guidelines, and will not utilize or remove property without official authorization.
- Demonstrate respect for public and private property.
- Maintain a state of readiness, even when unassigned.
- Adhere to the established dress code and requirements for personal protective equipment.
- Abide by State and Federal policies and regulations regarding the handling of sensitive information.
- Abide by KYEM and FEMA directives on appropriate social media use.
- Not take, or threaten to take, actions in retaliation for whistleblowing actions as established by applicable laws and regulations.
- Adhere to ethics guidelines and not abuse authority and/or position
- Project and embody professionalism at all times.

Each Member is required to review, become familiar with, and acknowledge receipt of this Code of Conduct.

8.2.4 Relief from Duty

Any team member who acts in a manner that discredits the KY-TF1 may be relieved of duty at the discretion of the TF Incident Commander.

8.2.5 All Customs and Laws Shall Be Obeyed

Each team member will abide by the customs and laws of the United States and its host country, as appropriate.

8.2.6 Duties of Team Members Generally

- It is the responsibility of each team member to encourage each other to ask questions and to express concerns regarding compliance of any team member's conduct, which includes the concern for the safety of others.
- Each team member will adhere to the Accountability System.
- KY-TF1 members in the performance of the Mission Statement require the highest possible standards for business conduct.

8.2.7 Free Time Socializing

It is within the discretion of the TF Incident Commander to make on-site decisions to allow free time for members who are deployed to a disaster site. This discretion includes socializing with other teams or with residents of the affected state.

8.2.8 Other Guidance Shall Be Provided

KY-TF1 managers and supervisors will provide each team member with guidance that will enable the team member to act appropriately while on deployment.

8.3 Media Relations

8.3.1 General Guidelines

All KY-TF1 task force personnel should use the following media interaction guidelines while on mission assignment:

- Any media inquiry made to a task force member should be directed up the task force chain-of-command to the Task Force Leader, or Program Manager, as appropriate.
- Task Force Leaders (TFLs), Program Manager and team managers should coordinate media interaction within the constraints of the local jurisdiction's Incident Command Post (ICP) requirements for public information dissemination. The local ICP should have a Public Information Officer (PIO) assigned who will coordinate these issues at the incident.
- The TFL, PM or a designee, should coordinate information exchange and release between the task force and the local PIO assigned to the ICP. This would include coordination of media activities and access during search and rescue operations
- The task force should include information regarding media contacts in their situation status reports to the local Incident Commander
- Task force personnel shall not release visual or audio materials including email, text or any other electronic use of social media of their operations to the media without permission from the local Incident Commander

8.3.2 Handling Special Situations

- At times it may not be feasible to defer media inquiries up the chain-of-command to the local jurisdiction.
- It is in everyone's best interest to provide accurate information (within the confines of one's job knowledge and responsibility) to the media in a timely manner.
- Also, the local jurisdiction's ICP and/or PIO may request various task force personnel to assist in media inquiries and interviews during the course of operations.

- All task force personnel should use the listed guidelines and every attempt should be made to notify the on-site TF Incident Commander in advance.
- Questions beyond the local team's area of responsibility will be referred to the local Incident Commander or a designee.

8.4 Disciplinary Process

8.4.1 Verbal Reprimand

A verbal reprimand is an appropriate remedy for a minor infraction of rules or regulations and may be used as a tool to cause the Member to conform to the conduct required. A verbal reprimand may be initiated at any level of team management and does not constitute the imposition of discipline.

8.4.2 Written Reprimand

A written reprimand may be issued when a member's infraction of rules or procedures is serious enough to require documentation regarding the incident to be placed in the Member's official personnel file. Written reprimands shall be expunged from the Member's personnel file after 12 months, if no other infraction or disciplinary action occurs. The Component Manager or Task Force Leader may impose a written reprimand. A written reprimand is the first level of official disciplinary action.

8.4.3 Dismissal

When a member's conduct exceeds that of a written or verbal reprimand. The KY-TF1 employees are Temporary and can be terminated at any time for any violation of this manual and without reason.

Chapter 9

Accidents and Injuries

9.1 Scope

The purpose of this procedure is to outline the responsibilities of supervisors and Members in dealing with an accident or injury to a Task Force Member during training or deployment.

9.2 Accident Prevention & Safety

9.2.1 General Duties and Responsibilities

It is the responsibility and duty of all KY-TF1 Members and supervisors to follow safe work practices and prevent accidents to themselves and to others.

9.2.2 Review All Relevant Safety Procedures

All Members shall review relevant safety procedures prior to performing a task or operating specific tools or machinery.

9.2.3 Supervisors Shall Ensure the Use of PPE

Supervisors shall ensure that suitable personal protective clothing (PPE) is available and is being properly used at all times.

9.3 Member Coverage for Workers Compensation

9.3.1 Supervisors Shall Ensure the Use of PPE

All volunteer Members of KY-TF1 and all temporary employees will be covered for accidental death and injury whenever properly engaged in authorized KY-TF1 activities. Authorized activities shall include meetings, training sessions, emergency drills, and other similar activities expected of an Urban Search and Rescue Task Force member.

9.3.2 Selection of Workers Compensation

- Affiliated Members- An individual will need to select the state worker's compensation at the time of signing the MOU.
- Participating Agency / Organization - a public or private sector shall select which worker's compensation they chose when signing the MOU. This will be their current agency policy or the state coverage plan.

9.4 Procedures Following Injury to a Member

The following procedure shall apply for handling any accident or injury to a Member of KY-TF1:

9.4.1 On-Site Responsibilities

- Whenever a Member is injured, the supervisor shall immediately perform an assessment of the injured Member's primary medical needs

- If an injury occurs that requires medical assistance, the appropriate emergency medical services shall be obtained by on-site Medical Group personnel. The Medical Group personnel or on-scene Supervisor shall request an ambulance and other appropriate assistance
- If the injury requires hospitalization, the supervisor shall assign a Task Force Member or officer to accompany the injured Member to the hospital.
- Participating Agency / Organization's or state worker's compensation shall be given to the Member and facility for proper documentation.
- At no time should the injured Member submit their personal insurance for coverage.
- If the injury is minor, the Member shall be treated, and reports filed at the end of the workday. In all cases, injury reports shall be completed, no matter how minor the injury

9.4.2 After-Incident Responsibilities

- If the injury involved a suspected malfunction or misuse of KY-TF1 equipment, the Logistics Manager shall impound the equipment until it can be examined for problems or defects and the matter is resolved
- The Administrative Program Manager, the TFL, Participating Agency / Organization and the appropriate Component Manager shall all be notified of any injuries except for a minor injury, i.e., minor cuts, scrapes, and bruises as soon as possible.
- The injured Member shall, in all cases, complete an Injury form and file it with the Administrative Program Manager within 24 hours.
- The supervisor at the scene shall complete a Workers Compensation First Report of Injury Form. The completed form shall include the following information:
 - Date & time of injury
 - Name of injured Member
 - Nature and extent of injury
 - Medical procedures immediately rendered
 - A description of the activity during which the injury occurred
 - Was safety equipment being used prior to the accident or injury
 - A brief statement stating if the accident was preventable or if a new procedure or technique is required to prevent future injuries of this type.
 - A copy of all injury reports shall be forwarded to the Director of the Kentucky US&R Program and the Kentucky Division of Emergency Management for review and analysis.
 - The Administrative Program Manager shall maintain all injury reports. Records shall be available for review during normal business hours.

Chapter 10

Transfer & Assignments

10.1 Purpose

The purpose of this procedure is to establish methods and guidelines for the orderly transfer and reassignment of Team Members to positions within KY-TF1.

10.2 Initial Team Member Assignment

The initial assignment of new Team Members shall be in accordance with Chapter 1 of this manual and shall be based on the recommendation of the Management Group for Member placement within a component position.

10.3 Transfers

10.3.1 Reasons for Transfer

Transfers may occur within the organization for a number of reasons such as:

- Filling an existing vacancy
- Filling temporary vacancies
- Member separations or terminations
- Immediate need for certain skills that the Member has

10.3.2 Initiating a Transfer

A team Member or team manager may initiate a transfer. Whenever someone other than the team Member initiates a transfer, the team Member shall be notified prior to the transfer action taking effect. The team Member being transferred must possess the minimum skills necessary for the new position

10.4 Posting Transfers

All available vacant positions shall be posted within the KY-TF1 HQ building on a bulletin board outside the office of the TFL and on the KY-TF1 web site whenever the web site is available

- Posted positions shall list the skill set and service requirements for the position
- Officer positions shall be filled by the next lower rank within the Table of Organization whenever possible

10.5 Transfer Requests

- All transfer requests shall be made in writing to the appropriate component manager who will forward the request to the TFL
- The sending or receiving component manager shall approve or disapprove the transfer request
- Disapproved transfer requests shall be forwarded through the TFL to the management group for a final decision

10.6 Temporary Transfers

TFLs and component managers may make temporary changes in assignments whenever on a deployment, based on the operational needs of the team

- Occasionally, it may be necessary to temporarily transfer a Member to a vital position based upon the Member's skills, knowledge or experience
- The Member being transferred shall be notified prior to the reassignment and then only after discussions with affected component managers occur
- Temporary assignments may remain in effect for up to 90 days at which time the assignment shall be re-evaluated

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Chapter 11

Support Specialist

11.1 Purpose

The purpose of this section is to establish a mechanism by which KY-TF1 may accept Support Specialist Members who are not deployable.

- These Members shall assist the Task Force in non-emergency operations as determined by the Task Force Management Group.
- Under no circumstance shall a Support Specialist be used as a Rescue Worker.

11.2 Membership Requirements

To become a Support Specialist, a candidate shall:

- Be a Kentucky resident in good health
- Be a citizen in good standing
- Possess a skill, ability, or knowledge desirable to assist KY-TF1 to accomplish its mission as an Urban Search & Rescue Team.

11.3 Membership Applications

Persons interested in becoming a Support Specialist for KY-TF1 shall:

- Complete a Membership Application
- Submit a Resume detailing their skills, abilities and knowledge
- Pass the requirements of a background investigation

11.4 Membership Approvals

All Support Specialist Applicants meeting the above requirements shall have their names submitted for final approval to the Program Manager.

11.5 Membership Limitations

- Support Specialist Members shall not be deployed to any emergency disaster site or any hazardous location
- Support Specialist Members shall be subject to same disciplinary requirements as any other Member of KY-TF1
- Support Specialist Members shall be issued Support Specialist Member ID cards to allow access to KY-TF1 HQ
- Support Specialist Members shall be permitted to wear clothing that displays the KY-TF1 logo as provided by KY-TF1 for their use.

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Chapter 12

In-state Mobilization Plan

12.1 Overview

The mobilization and use of KY-TF1 resources provides a significant capability for disaster response and damage mitigation. KY-TF1 shall follow this mobilization plan for all incidents occurring within the State of Kentucky.

12.1.1 Mobilization Plan Objectives

This plan is designed to meet the following objectives:

- To use a streamlined notification process to allow fast access to KY-TF1's technical resources through the existing Emergency Management System.
- To enable the immediate response of an Incident Advance Team to coordinate and conduct a needs assessment and to determine a measured, but adequate response.
- To deploy resources in an efficient regionalized fashion that will allow preliminary assistance to arrive within two hours.
- To organize resources in a fashion that will provide specific technical assistance for Search and Rescue operations that do not require deployment of the entire Urban Search & Rescue Team

12.2 Activation Procedures

12.2.1 General Procedures

- The Division of Emergency Management maintains the sole authority for notification and activation of the Kentucky Task Force One (KY-TF1).
- Requests for assistance from KY-TF1 may come from any level of government that is involved with a disaster response or need for technical assistance. KY-TF1 serves as a response element that provides advanced technical search and rescue skills, and specialized equipment to augment local, county, state, and federal rescue operations.
- The officer receiving the report shall capture the appropriate information on the activation check-sheet and contact the Kentucky USAR Program Manager(s) and Incident Advanced Team or IAT.
- The IAT shall be activated by the Division of Emergency Management and the Kentucky US&R when requested to respond to a disaster or catastrophe by a local IC or by the Director of Emergency Management

12.2.2 Activating the Incident Advance Team:

- The Task Force Leader or IAT-TFL shall contact and assemble the required Team Members.
- The KY-TF1 Incident Advance Team consists of the following Team Members, who should be contacted in the same order:
 - Administrative Program Manager
 - Task Force Leader
 - Rescue Manager
 - Structural Specialist
 - Planning Manager or Technical Information Specialist
 - Logistics Specialist
- The IAT-TFL shall contact the KY-TF1 team officer closest to the incident and dispatch that person to the scene to establish a liaison and contact point with the local Incident Commander
- The IAT-TFL shall dispatch, based upon information and data available, the first response cache of equipment and/or the full cache of equipment from KY-TF1 Headquarters located at the Bluegrass Station Avon, in Lexington Kentucky.

12.2.3 Task Force Leader

The TFL contacted by Division of Emergency Management shall:

- Contact the requesting agency at the incident scene to establish a forward communication link
- Notify listed Task Force personnel to respond to the scene as part of the IAT
- Request additional KY-TF1 component managers to respond with the IAT as necessary based on the initial situation report and the nature of the request for KY-TF1 services
- Establish a mobile command telephone number and communicate that number to all responding IAT Team Members
- Ensure that at least one additional TFL is responding to the KY-TF1 HQ to assist in the deployment of the equipment cache and dispatch of any other resources or personnel
- Respond to KY-TF1 HQ and shall notify all other KY-TF1 officers via EMOS, group e-mail page, or telephone of the incident

12.2.4 Composition of the IAT

The IAT shall be comprised of the following KY-TF1 personnel:

- Task Force Leader
- Structural Specialist
- Safety Officer
- Planning Manager
- Rescue Manager
- Search Manager

12.3 Duties of the Deployment TFL

12.3.1. Upon arrival at KY-TF HQ, the Deployment TFL Shall:

- Contact the Logistics Section Manager to ensure all logistics specialists are in route to KY-TF1 HQ to ready and move the cache, or modular cache. the Deployment TFL
- Notify the IAT-TFL via radio command channel that KY-TF1 HQ is staffed.
- Contact agencies responding and notify them of collection point for Task Force Team Members via the transportation protocol
- Begin a chronological log of all KY-TF1 HQ activities
- Contact the Logistics Section Manager to ensure all logistics specialists are in route to KY-TF1 HQ to ready and move the cache, or modular cache.
- Notify the IAT-TFL via radio command channel that KY-TF1 HQ is staffed.
- Contact agencies responding and notify them of collection point for Task Force Team Members via the transportation protocol
- Begin a chronological log of all KY-TF1 HQ activities

12.3.2 Transportation Protocol *(To be determined once KY-TF1 fleet has been established)*

12.4 Communications Duties

- All TFL's and component managers shall operate on the Command Radio Frequency (CRF) during this phase of the incident response.
- TFL cellular telephone numbers are as follows:

Position:	Name:	Cell Number:
KY-TF1 Program Manager		
KY-TF1 Operations Manager		
KY-TF1 Logistic Manager		
Task Force Leader 1		
Task Force Leader 2		
Task Force Leader 3		
Task Force Leader 4		
Task Force Leader 5		
Task Force Leader 6		

12.5 Duties of IAT Members at the Scene

14.5.1 Task Force Leader/Task Force Incident Commander the TFL shall:

- Organize the team and initiate contact with the local officials and the local Incident Commander
- Brief the local IC on the capability of KY-TF1
- Begin to establish a mission and integrate the Task Force command structure into the local IMS system
- Survey the disaster site with the local IC and Team Members and begin to develop a mission Incident Action Plan (IAP) and Logistics Support Plan

12.5.2 Administrative Program Manager

The Administrative Program Manager shall function as a liaison between local Emergency Management Personnel and the Task Force and shall assist in integration of additional state resources as required by KY-TF1 leadership.

12.5.3 Rescue Manager

The Rescue Manager shall contact the local operations officer and determine the efficiency of the current rescue efforts including the following:

- Number of victims recovered
- Status of local rescue resources on-scene
- Type and location of Identified hazards
- Number and location of possible entombed victims
- Operational protocols and communications ID's
- Other situational problems identified

12.5.4 Search Manager

The Search Manager shall work with the Rescue Manager and Structural Engineer to determine the following:

- Locations of victims already removed
- Conduct interviews of removed victims if possible
- Determine what search techniques have been employed.
- Assist local operations in hailing techniques if required
- Establish location for advance search and recon team if deployed
- Gather information related to number and locations of possible victims
- Establish search effort priorities based on entrapment and victim viability

12.5.5 Safety Officer

The Safety Officer shall perform a preliminary safety hazard assessment including:

- Basic hazard identification and analysis
- Use of the Incident Management System in place
- Identify and make contact with local safety officers
- Current accountability system being used
- Current safety protocols, evacuation signals being used, etc.

12.5.6 Structural Specialist

The Structural Specialist or rescue manager shall perform the following tasks with the rescue and search managers:

- Determine the extent and nature of structural damage & secondary collapse potentials.
- Develop an immediate needs assessment for structural shoring.
- Calculate loads that must be supported and identify methods to be employed.

- Begin a long-range stabilization strategy for the arriving Search and Rescue Team.

12.5.7 Planning Manager

The Planning Manager or Technical Information Specialist shall perform the following tasks:

- Establish a table of organization identifying local agencies
- Determine a location for the B/Ops and support facilities as required
- Begin development of an IAP with a TFL for the first operational period
- Identify contacts and resources that may be beneficial to the Task Force including fixed facilities for housing, heavy equipment on-scene, etc.
- Determine operational communications and radio frequencies in use
- Determine short and long-range considerations for KY-TF1 operation

NOTE: *(Substituted Members shall carry out the duties of the position to which they are assigned.)*

12.6 Deployment Protocol

12.6.1 IAT Activation

Upon notification of an activation, the Incident Advance Team shall be notified and proceed to the incident location to establish contact and a Forward Command Post

12.6.2 Notification of the Logistics Manager

The Logistics Program Manager shall notify the Task Force Lead Logistic Manager of the activation and shall request that all Logistic Specialists report to KY-TF1 HQ.

12.6.3 Deployment of the Task Force

Upon notification of the IAT-TFL leader, KY-TF1 shall be either fully or partially deployed based upon the available information, including the assessment of the IAT-TFL.

12.6.4 Activation Protocols

Full or modular activation protocols shall be enacted based on the situation needs at the local level.

- The deployment size shall be based on the US&R Task Force meeting FEMA Urban Search & Rescue standards.

12.6.5 Check-In Procedures

Check In procedures shall be established at the Regional Collection Point by the first arriving officer, and shall be passed on to each appropriate manager as they arrive and check in.

- Check In procedures shall follow proper procedures to ensure a completely equipped and functional 28-member US&R team. The CIO shall consider the number of IAT Team Members already deployed
- Additional Team Members above the first assigned 28 Team Members shall be held at the Regional Collection Point pending assignment by the TFL in charge
- A Logistics Technician shall be dispatched to the Regional Collection Point with the appropriate activation “GO-KITS” to enable the check-in and documentation of all Task Force Team Members as they arrive. This documentation includes currently ready and deployable member.
- Changes in operational procedures or deployment needs shall be communicated to all responding Team Members via the pager system
- The Deployment TFL at KY-TF1 HQ shall transmit those changes as requested by the IAT-TFL via the KY-TF1 radio command channel or other established communications links

12.7 Check in Procedures

12.7.1 Purpose

The purpose of the check-in procedure is to:

- Account for all KY-TF1 Team Members present
- Assign Team Members to team positions
- Review safety equipment and readiness
- Establish current Member medical condition and baseline information.

While this procedure takes time, it is important that KY-TF1 deploys complete and ready teams to all emergency deployments and accounts for all of its personnel at all times.

12.7.2 Begin Check-In Procedures upon arrival

The first arriving KY-TF1 officer shall implement the Check-In procedure by reviewing the Check-In location map and establishing the Check In Point. He or she shall become the Check-In Officer or “CIO.” This CIO shall:

- Delegate arriving personnel to each required task assignment as needed to complete the process. As appropriate component personnel arrive, the CIO shall relieve positions in the process with appropriate component personnel
- Establish communications with the Deployment TFL at KY-TF1 HQ and the IAT TFL on the incident scene via; text, radio, or cell telephone, so that all may be informed as to the current status of the Task Force.
- Be relieved at the discretion of an officer of higher rank, but only after that officer is briefed on the current status of the team and check-in process assignments.

12.7.3 Check-In Procedure:

In all cases of deployment, the following procedures shall be performed:

Parking - Each collection location shall have a designated parking area for responding Task Force personnel. The CIO shall ensure that all members park their vehicles in that assigned area. They shall place the large parking tag number on the front dashboard. They shall then shall take the smaller parking tag and place it on their key ring.

Check- In Point The CIO shall establish a Check-In” Point to start the process for arriving Team Members. The Check-In Point should be at or near the closest point of arrival from the parking area.

Check- In Process All Team Members shall be checked-in the EMOS system, and a record shall be maintained of the following:

- Member’s ID and current status (deployable /non-deployable/ support)
- Members position assignment (primary & secondary)
- Members current Table of Organization assignment for the deployment

Medical Surveillance Station Medical specialists, and in their absence, EMT, paramedics from other components shall be assigned to this station by the CIO. If, in the medical opinion of the Medical Manager, the Task Force member's current vital signs or medical condition dictate an unsafe condition for the member, the TFL shall remove the member from the deployment check-in process and not allow that member to deploy. The following information shall be recorded at this station for the use of the medical manager.

- Completion of medical questionnaire by member
- Recording of current heart rate
- Recording of current blood pressure

Safety Check-In Station The CIO shall assign Safety or Rescue Specialists to this station. An appropriate manager shall capture the following information for use:

- Completion of gear inspection form by member
- List of deficient equipment
- Request for equipment needed (batteries /light bulbs/gloves, dust masks etc.)

Gear Holding Area The CIO shall designate an area for the placement of member’s equipment (US&R Vest,72-hour, Deployment bags) the location of this area shall be near the arrival area to expedite loading and unloading.

Team Member Waiting Area the Team Member Waiting Area, which shall be in the Task Force classroom. This is to avoid noise and congestion. Once a Member is processed, they shall go to the classroom area and remain there until deployment briefing.

Team Briefing Once all Team Members are processed the appropriate KY-TF1 officer(s) shall conduct a team briefing. The briefing shall be based on currently available information from the IAT-TFL, and other resources at the incident scene.

Transportation Assignments The CIO and appropriate KY-TF1 officers shall establish a Loading Plan and seat assignments for all Team Members being deployed. The assignments shall be by component and subgroups so that Team Members may discuss roles and responsibilities while in route to the incident scene.

12.8 Duties Upon Arrival at the Scene

12.8.1 Establish a Staging Area

The IAT shall establish a Staging Area appropriate to the mission for the Task Force. The Staging Area shall be large enough and close enough to the scene to allow effective operations.

12.8.2 Establish a Base of Operations (B/Ops)

A B/Ops shall be established as outlined in the B/Ops manual section.

- Consideration shall be given to acquire secured structures first as opposed to outdoor encampments.
- The B/Ops area must be securable and large enough to meet the 300'x 150' area requirement
- Considerations must also be given to the proximity of the base camp to the work site and the availability of transportation
- In rough terrain, military mobility support may be necessary
- If the B/Ops is established remote from the work site, then forward command and logistics sites must also be established
- In site selection, consideration must be given to severe weather impact on the site, i.e., water drainage, cleanliness, trash removal, access for equipment, solar exposure, security, impact of other natural hazards such as presence of a flood zone or falling rock zone, etc.
- The B/Ops set-up is the responsibility of the Logistics Team Manager

12.8.3 Establish a Forward Command Post

A Forward Command Post (FCP) shall be established to accommodate Task Force Management at or near the rescue site.

- The FCP shall be large enough to accommodate the Command and Planning staff and their equipment
- The FCP must be adequately equipped with both radio and telephone capabilities
- Sufficient power must be provided to support computers and other equipment used during operations.

12.8.4 Forward Logistics Post

A Forward Logistics Post (FLP) should be placed in the vicinity of the FCP. The logistics post should be a secured area of a structure that permits sufficient space for the storage of Search and Rescue tools and other support equipment.

12.8.5 General Safety Considerations

General Safety considerations include, but shall not be limited to:

Avenues of Approach When hazmat, fire or explosion is known or suspected, any approach to the incident site should be made from the up-wind side to avoid exposure to the material or plume. Another concern that must be taken into consideration is access to the incident. If roads are impassable or non-existent.

US&R Site Considerations All sites chosen for personnel and equipment staging or positioning should be located upwind of the incident site to avoid contamination by radiological, chemical or biological agents. Sites should be close enough to permit reasonable access to the incident site, but far enough away so that the ignition of secondary explosives or incendiary devices is not a significant risk factor. Also consider the risks posed by the secondary collapse of any structures, including those that are adjacent to the actual collapse site.

Shelter in the placement of the B/Ops and Command Posts, consideration should be given to protection from weather and winds, natural hazards, plant and animal hazards. The placement of living quarters should be in dry well drained areas, placement of tents should be with southern exposures and entryways should face east, if possible.

Clothing Members should be reminded as to the appropriate level of PPE and clothing to be used during deployment.

Water A clean, potable water supply should be identified as early as possible.

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Chapter 13

Initial Rescue Operations Strategies & Tactics

13.1 Introduction

13.1.1 General Information

Search and Rescue operations in the urban disaster environment require the close interaction of all Task Force elements (search, rescue, medical and technical personnel) for safe and successful victim extrications.

Once one or more entrapped live victims have been located, rescue operations, including extrication, and coupled with appropriate medical treatment and victim removal operations, must be conducted in an organized, safe manner.

This chapter outlines the current tactical considerations and general strategies that should constitute a foundation for productive rescue operations.

All Task Force personnel should have a solid understanding of the general rescue procedures. Task force supervisory personnel must tailor strategy and tactics to fit the general situation and the specific problems encountered.

It is imperative that Task Force Leaders and supervisors implement coordinated search tactics and strategy, collect and collate related information, and develop an effective overall rescue plan of action.

13.1.2 Goals and Objectives

Standardized Rescue Strategy and Tactics are intended to promote:

- Effective management and coordination of rescue operations
- Better Task Force resource utilization and coordination
- Proper integration of all Task Force disciplines (i.e., medical, hazardous materials, and structures specialists, etc.) in the conduct of rescue operations
- Assistance from entities outside the Task Force
- Simultaneous, multiple-site rescue operations
- Standardized training and increased efficiency within the Task Force prior to deployment and during mission operations
- Increased safety for all Task Force Team Members involved in rescue operations
- Around-the-clock (24-hour) operations
- Organized and rapid victim extrication

13.2 Strategic Considerations

The most effective rescue strategies should blend all viable tactical capabilities into a logical plan of operation. General strategic considerations are outlined as follows:

13.2.1 Rescue Team Composition

A squad is composed of a Rescue Squad Officer and five Rescue Specialists. A type 1 Task Force Rescue Team consists of four, 6-person rescue squad. A Rescue Team Manager is assigned to provide continuous supervision for two Rescue Squads. A type one Task Force has a total of four Rescue Squads.

13.2.2 Personnel Deployments

One of the most important strategic considerations for the Task Force supervisor, the Rescue Team Manager in particular, is the proper deployment of Task Force personnel at the start of mission operations.

When the Task Force arrives at the assigned location, it may be best to commit all Task Force personnel to the initial objectives that must be addressed. This would include B/Ops set-up, search and reconnaissance activities, Equipment Cache set-up, rescue operations, etc. Depending upon the general conditions present, it may be most appropriate to attempt the Figure 13-1 deployment guideline as follows:

First 8 to 12 hours of operations/activation:	All personnel are committed to: <ul style="list-style-type: none">• Search & Rescue Operations• Structure Triage• B/Ops Set-up
Next 4 to 6 hours of operations	One Half of all TF Personnel are relieved for feeding and sleeping (Personnel assigned B/Ops set-up and organization should be relieved first).
Subsequent 12 hours of operational periods:	Half of the TF works, while the other half rests, eats and sleeps. Fig 13-1

Fig. 13-1 Deployment Guidelines

As the Task Force moves into alternating 12-hour operational periods, there should be an overlap of the shifts to allow for briefings and information exchange to promote the continuity of operations.

As operations near the end of the initial 8 to 12-hour time frame, it may be necessary to scale back to handling only one or two simultaneous operations. This reduction in Rescue Operations is a trade-off for allowing sleep rotation for each half of the Task Force.

Deviations from these suggested guidelines might be required, depending upon conditions. There is the possibility that the ongoing Size-Up and planning information could indicate a specific number of viable rescue opportunities that could be accomplished. In that case, it may be most appropriate to deploy all Task Force

personnel for a full-scale "Blitz" of the planned 24 to 30-hour duration. This would necessitate a full stand-down of the Task Force at the conclusion of this "Blitz."

13.2.3 Task Force Equipment Cache Management

The overall effectiveness of the Task Force depends in part on the prompt availability of the tools, equipment, and supplies in the Task Force Cache. The organization and management of the Equipment Cache is important. The Equipment Cache requires immediate attention once the location of the B/Ops has been identified.

The Equipment Cache should be segregated and organized. Equipment Cache set-up must be addressed before significant rescue operations can be supported. Rescue personnel must be effectively trained in, and adhere to, all procedures related to equipment issue, tracking, and retrieval. The limited number of specialized tools may require them to be shared between one or more rescue sites during simultaneous operations. It is incumbent upon the Task Force Logistics Specialists, in conjunction with the Rescue Team Managers and Squad Officers, to coordinate the sharing and movement of these tools between the rescue sites.

13.2.4 Assistance with Search Activities

It may be necessary to assign additional Task Force personnel to search operations to identify, assess, and prioritize rescue opportunities.

13.2.5 Rescue Site Management and Coordination

- Each rescue work site must have one person in charge to maintain unity of command.
- The Rescue Squad Officer of each rescue squad is responsible for all activities of the assigned rescue site including safety when a single squad operates alone.
- At large or complex rescue operations that require the commitment of two or more rescue squads to a single operation, the Rescue Team Manager may assume command or assign one of the Rescue Squad Officers to oversee the site. A Safety Officer should be identified at each rescue site.

13.2.6 Rescue Site Communications

Communication is fundamental to effective operation of the Task Force. The Task Force should be provided with radio channels for command and control, logistics, and tactical operations as needed.

13.2.7 Non-Task Force Resource Requests/Liaison

In certain situations, it may be necessary to request assistance from personnel or organizations outside the Task Force. This could include assistance from military personnel, utility contractors, heavy equipment operators, etc. The Rescue Team Managers should relay these requests to the TFL.

13.2.8 Rescue Site Engagement/Disengagement

A standardized method of engaging and disengaging a rescue site should be followed.

13.3 Tactical Considerations

13.3.1 Rescue Integration in Search Activities

Task Force Rescue Personnel may be required to assist the Canine and Technical Search Personnel with Search and Reconnaissance activities. This may include:

- Performing Safety Assessments at collapse sites
- Gaining access to voids and other difficult areas
- Deploying equipment
- Conducting Physical Search Operations
- Individual void inspections, or combined listening operations may require shoring and stabilization prior to entry
- Rescue personnel may be used to staff Search and Reconnaissance Teams.

These combined operations would be coordinated between the Search Team and Rescue Team Managers, the Rescue Squad Officers, or other appropriate Task Force personnel.

13.3.2 Rescue Site Management and Coordination

Size-up and site control activities should be completed before rescue operations begin.

Once the size-up is completed and the plan of action developed, a short team briefing should be conducted to include safety considerations, structural concerns, hazard identification, and emergency signaling and evacuation procedures.

As rescue opportunities are identified, it is important that rescue personnel adhere to a consistent, formalized site management procedures to ensure the safe, effective operation of the rescue squads. The following considerations should be addressed:

- Hazard assessment and mitigation
- This could include removing trip hazards, boards, with exposed nails, shutting off utilities, etc.
- A collapse hazard zone (hot zone) should be established and clearly defined along with operational work area.
- All bystanders should be excluded from the operational work area.

Chapter 14

Base of Operations

14.1 Base of Operations -- Task Force Unit

Assignments Section 1: Site Requirements [Immediate]

Task Force Incident Advance Team

- Field Operations Guide — Page YELLOW I-2)
- Task Force Leader [BLUE]
- Operations Chief [BLUE]
- Logistics Chief [BLUE]
- Communications Specialist [BLUE]
- Safety Officer [BLUE]

Section 2: Cache Equipment Setup/Organization [Priority 1]

- Logistics Chief [RED]
- Logistics Specialist(s) [RED]
- Rescue Squads One, Two [RED]

Section 3: Task Force Control Center [Priority 1]

- Task Force Leader(s)
- Planning Chief [BLUE]
- Communications Specialist(s) [BLUE]
- Technical Information Specialist(s) [BLUE]
- Safety Officer [BLUE]

Section 4: Medical Treatment Area [Priority 1]

- Medical Team Manager(s) [BLUE]
- Medical Specialists [BLUE]

Section 5: Personnel Shelter Requirements [Priority 1]

- RescueSquad Two [BLUE]

Section 6: Sanitation/Hygiene Issues [Priority2]

- Safety Officer [BLUE]
- Any other personnel as available [BLUE]

Section 7 Community Tent Area [Priority 3]

-Logistics Chief [BLUE]

-Tech Info Specialists [BLUE]

Section 8: Canine Exercise Area [Priority 3]

-Search Team Manager [BLUE]

-Canine Search Specialists [BLUE]

Section 9: Security/Hazards Issues [Continuous]

-Logistics Chief [BLUE]

-Safety Officer [BLUE]

-Any other personnel as available [BLUE]

Appendix A: Task Force Tent Assignments

Appendix B: Shelter Tent Arrangement

14.2 Base of Operations Setup Procedures

14.2.1 Site Requirements

- Fill out B/O Location Checklist. Photograph/sketch area. Consider the following factors:
 - Proximity of overhead hazards
 - Proximity to HAZMAT including utility hazards, damaged structures.
 - Topography - rainwater runoff/flooding.
 - Prevailing winds (dust/contamination, etc.).
 - Access to search/rescue work sites.
 - Noise considerations
 - Cultural / societal considerations

Minimum size area required for B/Ops: 110 feet X 150 feet Preferred size - 150 feet X 150 feet

- Layout/identify sections of the B/Ops with signs and Fire line tape. B/Ops entrance should be adjacent to the main access/travel route.
- Mark ground with surveyor spray paint for location/dimension of each section of the B/Ops and for the location/spacing of tents, etc.
- Identify travel/access routes.
- Identify fuel storage areas remote from B/Ops. Ensure that signs and a fire extinguisher are present.
- Generators for electrical power/lighting should be set up on the perimeter of the B/Ops as close as possible to the section being powered (reduces tripping hazards and the amount of electrical cord required).

- Post signs for all B/Ops sections and for each tent.
- Items required: (contained in the TF Advance Team kit)
 - 2-100 ft. measuring tapes
 - Command vests
 - 1 roll of Fire line tape
 - Box, marking chalk
 - Base of Operations signs
 - 1- pair binoculars
 - Digital camera
 - "point down" spray paint

14.2.2 Cache Setup and Organization

- Layout and mark Equipment Cache area with surveyor's spray paint. Cache area should be adjacent to B/Ops entrance and main travel/access route. Post sign in conspicuous location. Size of area required: approximately 50 feet X 60 feet
- Mark perimeter with Fire line tape. Establish a single entry/control point.
- Mark location/layout for cache container set up. (See diagram)
- Three sections should be denoted — rescue, technical and logistics equipment
- Erect a 20x30 ft. Shelter tent.
 - Weather-sensitive supplies and equipment
 - MRE / food provisions
 - Office/repair/maintenance
- Provide electricity and lighting.
- Identify empty cache containers to be used for counter space or seating around B/Ops. Prioritize need (i.e., TFCC, Medical tent, community area etc.)
- Ensure that tarps or plastic sheeting are available to cover cache containers not in tents during inclement weather and/or to improve security.

14.2.3 Task Force Control Center

- High ground is desirable. Identify elevated structures/high ground for deployment of communications antennas/satellite telephone.
- Layout/mark Task Force Control Center area with surveyor's spray paint. Size of area required: 40 feet X 30 feet
- Mark perimeter with Fire line tape. Post sign inconspicuous location.
- Erect Two Shelter tents for protection from the elements.
- Establish:
 - Command/control workspace
 - Communications equipment set up
 - Plans/Technical Information Specialist workspace (computer, etc.)
 - Satellite television
- Provide counter workspace/seating.
- Provide electricity and lighting.
 - One 7.5 KW generator is dedicated for the TFCC

Retrieve/set up all office supplies and forms for Task Force operation.

14.2.4 Medical Treatment Area

- Layout and mark Task Force Medical Treatment Area with spray paint. The minimum size of the area required is 25 x 50 feet.
- Mark perimeter with Fire line tape. Post sign in conspicuous location.
- Erect a Shelter tent if available for use as a treatment area protected from the elements.
- Provide electricity and lighting.
- Establish:
 - Patient Treatment Area (adequate privacy)
 - Acute Care equipment set up (bed boxes)
 - Office workspace (including appropriate forms)
- Provide shelving/seating.

14.2.5 Personnel Shelter Requirements

- Layout/mark Personnel Shelter area with surveyor's spray paint. Size of area required: 80 ft. X 110 ft. for Shelter tents.
- Mark perimeter with Fire line tape. Post signs in conspicuous locations.
- Erect Shelter tents for Task Force personnel.
- Tent spacing — tents should be butted up to each other to provide for more B/Ops security (see diagram)
- Smoke and carbon monoxide detectors
- Fire extinguishers
- Winter considerations (insulation packages, kerosene heaters)
- Affix individual signs at front of each tent.
- Provide electricity and lighting. Dig rain runoff trenches as necessary.

14.2.6 Sanitation/Hygiene Issues

- Layout/mark Sanitation/Latrine area with surveyor's spray paint. Size of area required: 25 feet X 25 feet
- Mark perimeter with Fire line tape. Post sign in conspicuous location.
- Provide lighting.
- Set up "Brief Relief" stations.
- Set up a hand washing station and/or "Wet Wipes" for hygiene.
- Set up cardboard trash receptacles throughout the B/Ops.
- Set up gross Decontamination station(s) at B/Ops entry points.
- Request trash trucks and/or dumpster from local resources.
- Ensure the availability of trash bags at all sections of the B/Ops. Ensure they are collected at least twice daily and properly disposed of.
- Request Porta-Potties/Sani-Cans from local resources, if necessary.

14.2.7 Community Tent

- Layout/mark Community Tent Area with surveyor spray paint. Size of area required: 25 x 35 feet
- Post sign in conspicuous location.

- Erect a 20 x 30-foot Shelter tent for protection from the elements.
Establish:
 - Seating/eating area
 - Hand washing and clean up area
 - Task force bulletin board(s)
 - Provide electricity and lighting.
 - Provide counter workspace/seating: empty cache containers, plywood dunnage and/or loading pallets, as required.
 - Ensure that plastic trash bags are available for trash. Segregate food scraps in separate bags. Bags should be transferred to the sanitation section frequently.

14.2.8 Canine Area

- Provide supply of water.
- Establish canine waste collection/disposal procedure.
- Exercise area.
- Walking/relief area.

14.2.9 Security/Hazards Issues

- Flag/identify any hazards within/adjacent to the B/Ops. Fire line tape, etc. can be used. (Examples: tripping hazards, utilities, etc.)
- Isolate fuel storage as appropriate.
- Ensure that fire extinguishers are available at fuel storage and generator refueling locations.
- Post "No Smoking" signs, as appropriate.
- Cover all Task Force and cache tools, supplies and equipment with tarps or plastic sheeting as appropriate.
- Request/appropriate additional generators/lighting from Federal and/or local resources for improved security and safety of the B/Ops.
- Develop a contingency plan for emergency evacuation (including Assembly Point) for the B/Ops. Post at the Task Force and provide overview in Task Force briefing.
- Identify availability of local law enforcement or state police personnel/assistance.
- Smoke detectors, CO monitors and fire extinguishers in all tents.
- Plans Section to produce B/Ops layout drawing and identify hazard areas.

Appendix A: Task Force Tent Assignments

Haz Mat Specialist

Tent A — RED [6 personnel] TFL,

Ops Chief Safety Officer, Plans Chief Tech Info

Structure Specialists

Tent B — BLUE [6 personnel] TFL

Ops Chief Safety Officer Plans Chief Tech Info

Structure Specialists

Tent C — RED [7 personnel] Squad One

Haz Mat Specialist

Law Enforcement Specialist

Tent D — RED [7 personnel]

Squad Two

[6 personnel] Haz Mat Specialist

Law Enforcement Specialist

Law Enforcement Specialist

Tent E — BLUE [7 personnel] Squad One

Mechanic

Law Enforcement Specialist

Tent F — BLUE [7 personnel]

Squad Two Mechanic

Law Enforcement Specialist

Tent G — RED/BLUE [4 personnel] Canine Specialists Canines

Tent H — RED/BLUE [6 personnel] Search Managers

Tech Search Specialists Heavy Rigging

NOTE:

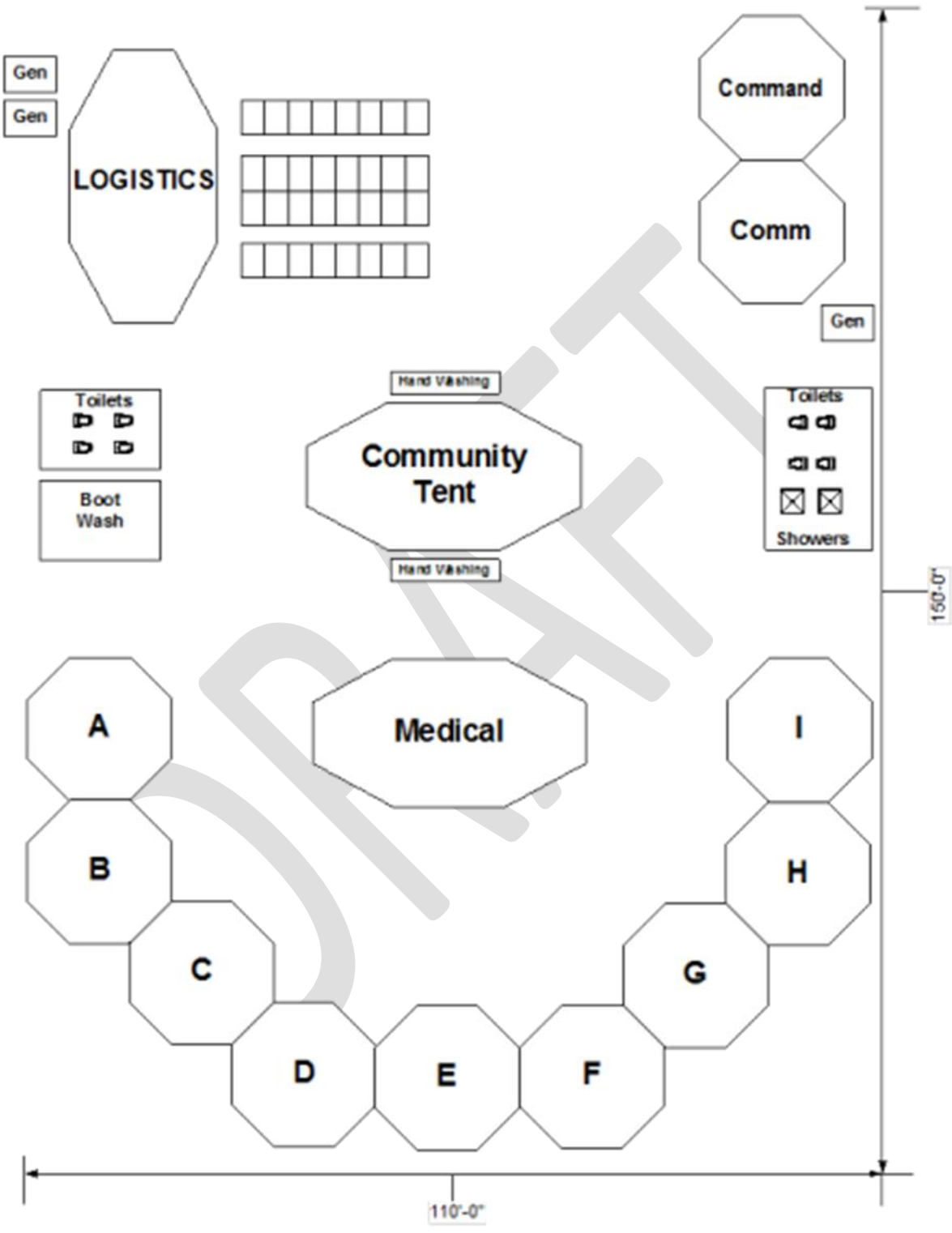
- The Medical Team sleeps in the Medical Treatment Tent.
- Logistics Specialists sleep in the Logistics Tent.

[8 personnel]

- Communications Specialists sleep in the Comm Tent.

[2 personnel]

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Chapter 15

Search Operations Rules of Engagement & Search Data Management

15.1 Purpose

This section's purpose shall identify search type operations definitions, data collection procedures and search engagement procedures for KY-US&R and its subordinate organizations.

15.2 Definitions

15.2.1. Search Type Definitions: This shall match and remain consistent with the FEMA US&R programs. Additional search types may be defined and added to the KY- US&R Search Data Documentation Requirements Document *(Document Number)*

15.2.2. Search Operations Rules of Engagement: Operational Guidelines personnel must follow while conducting operations. This includes what type of search shall be conducted, how the search shall be documented, and under what conditions should structures be entered, or accesses forced.

15.2.3. Search Data Documentation Requirements: Description of how Waypoints, Tracklogs, Operational Areas, Segments, and the Data Dictionary shall be utilized for managing KY US&R Search operations.

15.2.4. SARCOP: Search and Rescue Common Operating Platform

15.3 Search Operations Rules of Engagement

15.3.1. Search Rules of Engagement must be identified before Ky-TF1 or subsidiary organizations conduct search operations.

15.3.2. These Rules of Engagement must include search segments, search type, search objectives, and specific instructions on entering or forcing access to affected structures.

15.3.3. Rules of engagement must be approved by the local authority of jurisdiction or delineation of authority to an Incident Support or Management Team.

15.3.4. Search ROE form *(FORM Number)* must be completed as part of tactical assignment worksheets.

15.4 Search Data Documentation Requirements

15.4.1. Shall Comply with the current FEMA USR GM regarding search data collection and documentation. (This is currently USR GM 2021-001, USR GM 2022-021 , USR GM 2023-011)

15.4.2. Ky-TF1 and subsidiary regional and local US&R assets shall utilize the FEMA SARCOP application.

15.4.3. Search data geo-referencing must follow the FEMA 092-5 and be compliant Land Search and Rescue Addendum to the National Search and Rescue Manual.

- Geo-Reference System
- Land Search Responder, Aviation Interface Command: USNG
- Aviation Responders and Airspace Deconfliction: Lat / Long DD-MM.mm
- Search Data Documentation Form (*Form Number*) shall be completed and added as part of the incident action plan.

15.5 SARCOP

15.5.1. Ky-TF1 SARCOP coordinator shall be appointed by the US&R program manager.

15.5.2. SARCOP-FEMA Terms of Use

- The system shall be utilized for urban search and rescue response and pre-incident planning. These events include natural or man-made disasters that affect large geographic or populations. Missions at the direction of the Director of KY EM or Ky EM US&R System.
- This system is not intended or optimized for wide area searches for single individuals. This may be utilized if approved by KY EM US&R system if tracking decreases operational risk. On a case-by-case basis.
- Personnel shall NOT collect and store personally identifiable information (PII*) from the public using these applications.
- Logins Shall be maintained and issued by KY US&R.
- Agencies outside the KY US&R system may be given just in time training and access per the approval of the TFL or Program manager.
- KY US&R shall maintain the only state collaborative partnership for the SARCOP application.
- All Personnel shall complete the appropriate training level.
- While the data is hosted in ArcGIS Online via fema.maps.arcgis.com all incident data belongs to the Agencies Having Jurisdiction (AHJ) and will be transferred to those agencies for long-term storage. Incident archives will be stored and secured by FEMA GIS Staff, but it is up to responding Incident Support Team / Incident Management Teams to ensure the AHJ knows that they own the data.

15.5.3. SARCOP: KY Regional and Local US&R organizations

15.5.3.1 Must follow all above-listed directives.

- The Agency is approved for US&R operations by the KYEM US&R Program (Application Form)
- The Agency must appoint an agency/team SARCOP Coordinator
- The Agency SARCOP Coordinator has ensured all operational personnel utilizing the platform have completed operations or technician level training as outlined by the KY EM US&R Program.

15.5.4 Agencies shall NOT share logins outside of your team to provide information within this group. Just in time log ins shall be approved by the KY EM US&R program.

15.5.5 Local and Regional agencies may establish operations in the platform without preapproval from KY EM. These operations must meet the listed requirements in this document.

15.5.6. Local and Regional agencies shall follow best practices established by KY EM US&R

15.5.7. Local and Regional agencies SARCOP logins shall be provided by the KY US&R system. If additional logins past those issued shall be covered by the requesting agency.

15.6 SARCOP-Local

15.6.1 In Development

15.7 SARCOP Training

15.7.1 Qualifications

15.7.2 Awareness

- Appropriate for Elected officials, EOC Support staff, and Emergency Management staff outside the US&R System
 - 2 Hours In-Person / Online
 - Curriculum
 - [9G6101 – Module 1](#)

15.7.3 Operations

- Operational Members Assigned to complete comprehensive area searches post-disaster operations, for example, Technical Search Specialists, US&R Rescue Specialists, USAR Rescue Squad Leaders
 - 8 Hours In-Person
 - Curriculum
 - [9G6101 - Module 1](#)
 - [9G6102 - Module 2](#)
 - [9G6103 - Module 3](#)
 - [TEEX Wide Area Search PER-213](#) (Post 1/1/2024) is acceptable equivalence for all listed modules

15.7.4 Technician

- IMT / IST GIS support Personnel, Technical Information Specialist, Planning Team Manager, Search Team Manager, Rescue Team Manager, Task Force Leader, Task Force Safety Officer
 - 16 Hours In-Person
 - Curriculum
 - [9G6101 - Module 1](#)
 - [9G6102 - Module 2](#)
 - [9G6103 - Module 3](#)
 - [9G6104 - Module 4](#)

15.7.5 Just in Time:

- Members of local CERT, Agencies outside the KY US&R System, and Volunteers. That may assist in wide-area searches or low-hazard searches as defined by the KY US&R System.

15.7.6 SARCOP Training Platform

- Utilizing the approved FEMA / NAPSG curriculum, training will be conducted in the SARCOP SANDBOX environment.
- 5.5.1.5.2. Training events shall utilize the field exercise form to ensure NAPSG and FEMA US&R Geospatial is aware and can support the SARCOP Training Environment.

15.7.7 Instructors:

- Completed Technician Level Qualification
- Approval of Kentucky Emergency Management Urban Search and Rescue System or National Alliance for Public Safety GIS (NAPSG) Foundation or FEMA US&R System course.
- Completion of an approved KYEM Instructor Course
- Completed 1 Monitored Class
- Instruct 1 Course every 2 year



KY-TF1 Urban Search & Rescue Task Force

Fact Sheet

Kentucky Task Force One is



A Task Force organized as a tactical unit of 70-persons that conducts Search & Rescue (SAR) operations

- A multidisciplinary organization, consisting of the following elements:
 - Search
 - Rescue
 - Medical
 - Planning
 - Logistics
- Designed to be totally self-sufficient for the first 72 hours of operation
- Incorporates a full equipment cache to support Task Force operations

Capabilities & Limitations

KY-TF1 is capable of round-the-clock search and rescue operations

- Search operations incorporate the following methods:
 - Physical Searches
 - Canine Searches
 - Electronic Searches
 - Waterborne Searches
- Rescue operations are conducted in various types:
 - Physical search and rescue operations within damaged or collapsed structures
 - Working in hazardous material environments while conducting surveys/evaluation of affected areas
 - Stabilize damaged structures, including shoring and cribbing operations
 - Provide specialized technical rescue capabilities for confined-space rescue, trench rescue, high-angle rescue, and hurricane, flood or swift-water rescue
- Sophisticated medical treatment capabilities are limited to:
 - Injured Task Force members and support personnel
 - Victims encountered during search and rescue operations
- Technical support capabilities for Task Force operations include the following:
 - Structural integrity assessments
 - Hazardous materials assessments
 - Liaison with heavy equipment/crane operators
- KY-TF1 has radio equipment used only for internal communications needs
 - Able to talk on VHF, UHF, 800mhz
- Provide reconnaissance duties
 - Assess damage, needs, and provide feedback to local, state and federal officials



Task Force General Administrative Requirements

General Administrative Requirements

The task force will do the following for each member:

- Maintain a current memorandum of agreement with DHS/FEMA, as well as participating agency agreements, and/or affiliated personnel agreements, as applicable
- Maintain a file for each rostered member that includes the following completed forms:
 - Application for State Employment; or a standard FEMA US&R resume
 - Appointment Affidavits; Standard Form 61
- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program Directive 2005-008
- Ensure that each member has maintains current inoculations, as defined in Program Directive 2005- 008, unless medically contraindicated or refusal is documented
- Document that each member has a current Physician Clearance for Deployment document as defined in Program Directive 2005-008
- Document each member has signed a Code of Conduct as defined in Program Directive 2018-006

General Training Requirements

Each member will do the following:

- Complete critical incident stress awareness training
- Complete ICS-100, ICS-200, ICS-700, and ICS-800.B courses
- Complete the FEMA National US&R Response System Orientation course (Course Code: 9G6100)
- Complete initial training at the first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120)
- Complete annual refresher training as required for first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120)
- Maintain certification in cardiopulmonary resuscitation. Task force members currently licensed or certified as EMT (all levels) or licensed board-certified emergency physicians inherently meet this requirement
- Complete respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete refresher training as required for respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete an initial blood-borne pathogen training in accordance with OSHA 29 CFR 1910.1030

- Complete the FEMA US&R Enhanced Operations in the Contaminated Environment - Instructor-Led Training (Course Code: 9G5420)
- Complete NFPA 1670 awareness level training for the following:
 - Confined Space Search and Rescue
 - Water Rescue
 - Structural Collapse Search and Rescue

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US&R BOAT OPERATOR POSITION DESCRIPTION

Functional Description

The US&R Boat Operator is responsible for performing the water rescue operations of the Task Force. The US&R Boat Operator reports directly to a Rescue Squad Officer.

Description of Duties

The US&R Boat Operator is responsible for the following:

- The safe operation of all marine vessels in possession of the US&R Task Force
- Routine field maintenance of watercraft and equipment
- Implementing technical skills and operating equipment necessary for completing the water rescue portion of the action plan in a safe manner
- Performing supervised water operations and providing periodic progress reports as needed
- Ensuring accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying water operational tactics as needed

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become a US&R Boat Operator in the National Urban Search and Rescue (US&R) Response System. The intent of these requirements is to select personnel fully capable of providing the water operational tactics and techniques required in a disaster environment.

Required Training

The US&R Boat Operator shall adhere to the following:

- Complete all Administrative and General Training requirements
- Complete a FEMA US&R GPS Awareness Level Course (Course Code: 9G6200)
- Meet all requirements of a US&R Water Rescue Specialist
- Obtain a safe boating certificate by the National Safe Boating Council website or equivalent
- Boat operator requirements as outlined in the US&R Boat Operator Position Task Book.
- All objectives are to be completed while operating in each type of vessel in possession of the US&R Task Force.

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CANINE SEARCH SPECIALIST POSITION DESCRIPTION

Functional Description:

The Canine Search Specialist is primarily responsible for supporting the Search function with the canine resource. They are responsible for the care and welfare of the canine during mission deployment. The Canine Search Specialist reports to the Search Team Manager.

Description of Duties:

The Canine Search Specialist is responsible for:

- Searching disaster environments and locations indicated in the mission assignment, using appropriate canine search equipment and techniques;
- Documenting results of the canine search, including locations of alerts, and routing them appropriately;
- Understanding and accurately interpreting the canine's behavior, including knowledge of the capabilities and limitations of search canines;
- Care and welfare of the canine, including assisting the Medical Team in the canine's medical care; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Canine Search Specialist in support of the US&R Resource's activities. The intent of these requirements is to provide canine teams capable of using the search techniques and tactics required to support the Search function with the canine resource in various disaster environments.

Required Training:

The Canine Search Specialist shall:

- Complete all of the required General Training requirements;
- Have a current certification as a FEMA National US&R Response System Canine Search Specialist Team member, SUSAR Type I Canine Certification Standard, or equivalent certification;
- Complete the FEMA National US&R Response System Canine Search Specialist course, or equivalent; and
- Complete all of the required Technical Rescue Skill Sets.

Recommended Training:

The Canine Search Specialist should:

- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent;
- Complete a canine emergency field care course; and
- Complete a Wide Area Search course.

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COMMUNICATIONS SPECIALIST

POSITION DESCRIPTION

Functional Description:

The Communications Specialist is responsible for managing and maintaining all communications and communications systems for the US&R Resource. The Communications Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Communications Specialist is responsible for:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications;
- Assessing overall communications needs, obtaining frequencies, and developing the US&R Resource Incident Communications Plan;
- Installation, operation, and maintenance of the US&R Resource communications systems, including radio, satellite, telephone, internet, GPSs, and networks during incidents;
- Coordinating communications with other entities;
- Adhering to all safety procedures;
- Accountability, preventive maintenance and making minor repairs of communications equipment;
- Maintaining appropriate records and reports;
- Maintaining the communications cache in an operational state at all times;
- Developing requests for replacement or repair of consumable, inoperative, lost, damaged, or destroyed communications items;
- Developing a US&R Resource Communications Plan (ICS 205) as part of the Task Force Tactical Action Plan; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will to be eligible to deploy as a Communications Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel capable of managing the communications needs of the US&R Resource in various disaster environments.

Required Training:

The Communication Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Communications Specialist course, or equivalent;

- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program; and
- Complete the FEMA ICS-400 course in accordance with the NIMS Training Program.

Recommended Training:

The Communications Specialist should:

- Complete the DHS/OEC All Hazards Communications Unit Leader course;
- Complete the DHS/OEC All Hazards Communications Technician course; and
- Complete the Advanced Communications Specialist Qualification (ACOM US&R).

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HAZARDOUS MATERIALS SPECIALIST POSITION DESCRIPTION

Functional Description:

The Hazardous Materials (HazMat) Specialist is responsible for performing the various hazardous materials functions for the US&R Resource during incident operations. The HazMat Specialist reports directly to the HazMat Team Manager.

The HazMat Specialist is responsible for:

- Providing an initial and ongoing survey (detection, monitoring, and sampling) for, and identification of, the presence of hazardous materials at search and rescue sites;
- Proficiency with the set up and use of the decontamination system and equipment;
- Directing decontamination procedures for any US&R Resource member, victim, canine, or equipment;
- Performing minor mitigation operations;
- Utilizing their technical expertise to advise Team Managers regarding all hazardous material issues in order to plan for tactical operations;
- Documenting all related information regarding the incident;
- Adhering to all safety procedures;
- Properly utilizing the detection monitors and devices in the US&R Resource's cache;
- Proficiency in donning and doffing all personnel protective equipment in the US&R Resource's cache;
- Proficiency in building triage and US&R marking systems;
- Working with Logistics Team personnel to establish and maintain a regular maintenance schedule for hazmat cache items requiring some, including calibration, battery charging, function tests, and field repair;
- Performing regular assessments of the base of operations for hazardous conditions, such as carbon monoxide from generators or any other contaminants;
- Establishing and maintaining liaison with hazmat personnel from other task forces; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a HazMat Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing competent hazardous materials assessments and advice to US&R Resource personnel in various disaster environments.

Required Training:

The Hazardous Material Specialist shall:

- Complete all of the required General Training requirements;
- Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response; and

- Complete annual refresher training as required for Hazardous Materials Technician as per OSHA 29 CFR,1910.120.
-OR-
- Meet and maintain the AHJ competencies in accordance with NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician; and
- Complete annual refresher training as required for Hazardous Materials Technician (NFPA 472).
- Complete a WMD - Considerations for Hazardous Materials Specialist course, FEMA US&R Hazardous Materials Specialist course, or equivalency; and
- Complete all of the required Technical Rescue Skill Sets.

Recommended Training:

The Hazardous Materials Specialist should:

- Complete the Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician course (PER-241, U.S. Department of Energy National Nuclear Security Administration, Nevada Test Site);
- Complete the WMD Hazardous Materials Technician Training (HT) course (PER-261, FEMA Center for Domestic Preparedness, Anniston, Alabama);
- Complete Task Force Water Purification System training; and
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program.



HAZARDOUS MATERIALS TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Hazardous Materials (HazMat) Team Manager is responsible for managing the Hazmat functions of the US&R Resource and supervising the HazMat Specialists of the US&R Resource. The HazMat Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Hazardous Materials Team Manager is responsible for:

- Developing and implementing the hazmat component of the Task Force Tactical Action Plan;
- Coordinating, managing, and supervising all hazmat activities;
- Providing input into the development of the site safety plan in cooperation with Medical Team Manager and Safety Officers;
- Determining hazmat organizational and logistical needs;
- Receiving briefings and situation reports and ensuring that all hazmat personnel are kept informed of mission objectives and status changes;
- Providing situation updates and maintaining records and reports;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Possessing knowledge of the practical application of available (detection, PPE, and decontamination) technology used to support US&R missions and objectives; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a HazMat Managers in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the hazmat component in various disaster environments.

Required Training:

The HazMat Team Manager shall:

- Complete all of the required General Training requirements;
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program;
- Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response; or
- Complete annual refresher training as required for Hazardous Materials Technician as per OSHA 29 CFR,1910.120;
 - Meet and maintain the AHJ competencies in accordance with NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician; and

-OR-

- Complete annual refresher training as required for Hazardous Materials Technician as per NFPA 472. Complete a WMD - Considerations for Hazardous Materials Specialist course, FEMA US&R Hazardous Materials Specialist course, or equivalent; and
- Complete all of the required Technical Rescue Skill Sets.

Recommended Training:

The HazMat Team Manager should:

- Complete the Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician course (PER-241, U.S. Department of Energy National Nuclear Security Administration, Nevada Test Site);
- Complete the WMD Hazardous Materials Technician Training (HT) course (PER- 261, FEMA Center for Domestic Preparedness, Anniston, Alabama);
- Complete the FEMA National US&R Response System GPS Operations Level course, or equivalent;
- Complete the FEMA IS-703 Resource Management course in accordance with the NIMS Training Program; and
- Complete the FEMA ICS 400 course in accordance with the NIMS Training Program.



HEAVY EQUIPMENT & RIGGING SPECIALIST

POSITION DESCRIPTION

Functional Description:

The Heavy Equipment and Rigging Specialist is responsible for performing various assessments and construction-related liaisons for the US&R Resource during incident operations. The Heavy Equipment and Rigging Specialist reports directly to the Rescue Team Manager.

Description of Duties:

The Heavy Equipment and Rigging Specialist is responsible for:

- Ensuring the safety of US&R Resource members by assessing hazards at disaster sites pertaining to the positioning and operations of cranes and other heavy equipment;
- Assessing the need for and capabilities of various types of construction-related equipment to assist US&R Resource personnel in US&R activities;
- Preparing sites for and assisting with positioning and setup of cranes and other heavy equipment;
- Identifying various rigging techniques to assist in the rescue of victims or stabilization of collapsed buildings, including the development of rigging plans and procedures;
- Interacting with and coordinating efforts between the US&R Resource personnel and heavy equipment operators, contractors, and organized labor;
- Adhering to all safety procedures;
- Providing documentation to assist the US&R Resource in procuring cranes and other heavy equipment, as well as maintaining daily logs;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Heavy Equipment & Rigging Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing competent assessments and advice to US&R Resource personnel in various disaster environments.

Required Training:

The Heavy Equipment and Rigging Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Heavy Equipment and Rigging Specialist course, or equivalent; and
- Have experience in the heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or another applicable field.
- -OR-

- Have a minimum of three years' experience as a Rescue Specialist on a Task Force.

Recommended Training:

The Heavy Equipment Rigging Specialist should:

- Complete all of the required Technical Rescue Skill Sets; and
- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent.

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LOGISTICS SPECIALIST POSITION DESCRIPTION

Functional Description:

The Logistics Specialist is responsible for ensuring the preparation and maintenance of the US&R Resource equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, distribution, and maintenance of the US&R Resource equipment cache prior to, during, and subsequent to mission assignments;
- Coordinating with military and/or civilian officials for transportation needs;
- Procuring equipment as directed by the Logistics Team Manager;
- Ensuring accountability and security of the US&R Resource equipment cache;
- Maintaining accurate and timely records and reports;
- Adhering to all safety procedures;
- Maintaining and repairing the US&R Resource equipment cache;
- Assisting with over-all management of US&R Resource facilities and fleet;
- Coordinating and directing the Support Specialists (when staffed); and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Logistics Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel capable of managing the logistics needs of the US&R Resource in various disaster environments.

Required Training:

The Logistics Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Logistics Specialist course, or equivalent;
- Complete the OSHA 29 CFR 1910.178 (forklift training) course;
 - Complete refresher training as required as per OSHA 29 CFR, 1910.178; and
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704.

Recommended Training:

The Logistics Specialist should:

- Complete Ordering Manager course (J-252);
- Complete Receiving and Distribution Manager course (J-253);

- Complete Base Camp Manager course (J-254);
- Complete Equipment Manager course (J-255);
- Complete Security Manager course (J-259); and
- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground:
 - IATA
 - Title 49 CFR
 - AFMAN 24-204

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LOGISTICS TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Logistics Team Manager is responsible for the logistics function of the US&R Resource and supervising the Resource Logistics Specialist, Communications Specialist, Support Specialist, and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Logistics Team Manager is responsible for:

- All duties and responsibilities of the Logistics Specialist;
- Completion of all US&R Resource transportation documents (cargo manifests, shipping declarations, bills of lading, etc.);
- Coordinating, managing, and supervising all logistical activities;
- Maintaining accurate and timely records and reports;
- Preparing performance evaluations for assigned personnel;
- Ensuring accountability, maintenance, and repairs for all US&R Resource equipment;
- Provide for operation and maintenance for all facilities and associated equipment;
- Coordinating with the US&R IMT/IST Logistics Section on US&R Resource issues;
- Management of the US&R Resource transportation fleet; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Logistics Team Manager in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component in various disaster environments.

Required Training:

The Logistics Team Manager shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Logistics Specialist course, or equivalent;
- Complete the OSHA 29 CFR 1910.178 (forklift training) course;
 - Complete refresher training as required for OSHA 29 CFR, 1910.178;
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704;
- Complete and maintain certification, as appropriate or required by the AHJ, as a Certifying Official for Transportation Requirements and Regulations – Air and Ground:
 - IATA;
 - Title 49 CFR; and
 - AFMAN 24 – 204; and

- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program.

Recommended Training:

The Logistics Team Manager should:

- Complete the NWCG Ordering Manager course (J-252), or equivalent;
- Complete the NWCG Receiving and Distribution Manager course (J-253), or equivalent;
- Complete the NWCG Base Camp Manager course (J-254), or equivalent;
- Complete the NWCG Equipment Manager course (J-255), or equivalent;
- Complete the NWCG Security Manager course (J-259), or equivalent;
- Complete the NWCG Facility Unit Leader course (S-354), or equivalent;
- Complete the NWCG Ground Support Unit Leader course (S-355), or equivalent;
- Complete the NWCG Supply Unit Leader course (S-356), or equivalent;
- Complete the NWCG Food Unit Leader course (S-357), or equivalent;
- Complete the NWCG Logistics Section Chief course, or equivalent;
- Complete a Federal Property Custodial Officer course; and
- Complete the FEMA ICS-400 course in accordance with the NIMS Training Program.

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MEDICAL SPECIALIST POSITION DESCRIPTION

Functional Description:

The Medical Specialist is responsible for performing the medical function of the US&R Resource incident operation. The Medical Specialist reports directly to the Medical Team Manager.

Description of Duties:

The Medical Specialist is responsible for:

- General health considerations of and delivery of medical care to all US&R Resource personnel, victims, and search dogs, while under the supervision of the Medical Team Manager, during disaster events;
- Implementing the medical action plans specified by the Medical Team Manager;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Medical Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing medical care required by the US&R Resource in various disaster environments.

Required Training:

The Medical Specialist shall:

- Complete all of the required General Training requirements;
- Be currently certified/licensed as an EMT-Paramedic and have met all the requirements in their local jurisdiction. Must be actively participating in pre-hospital care;
-OR-
Actively practicing advanced pre-hospital life support and currently dual certified/licensed as a State/National EMT-Paramedic and a:
 - Physician Assistant - must be certified and maintain the following: BTLS, ACLS, and PALS regimens (or equivalent); or
 - Registered Nurse-Practitioner - must be certified and maintain the following: BTLS, ACLS, and PALS regimens (or equivalent); or
 - Registered Nurse - must be certified and maintain the following: BTLS, ACLS, and PALS regimens (or equivalent).
- Complete the FEMA National US&R Response System Medical Team Training course, or equivalent;
- Complete the FEMA National US&R Response System WMD Considerations for the Medical Team course, or equivalent; and
- Complete all of the required Technical Rescue Skill Sets.

Recommended Training:

- Complete a canine emergency field care course.

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MEDICAL TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Medical Team Manager has overall responsibility for the management and supervision of the medical function of the US&R Resource during incident operations. The Medical Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Medical Team Manager is responsible for:

- Developing and implementing the medical component of the Task Force Tactical Action Plan;
- Directly supervising the Medical Specialists;
- Assisting in the development of the Safety Plan in coordination with the US&R Resource Safety Officer and the US&R Resource Hazardous Materials Manager;
- Coordinating, managing, and supervising all medical activities;
- Determining the medical organizational and logistics needs;
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Directing medical care delivery to US&R Resource personnel, search dogs, and victims;
- Ensuring a continuum of medical care and coordinating interaction with all appropriate outside medical entities;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Medical Team Manager in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing, coordinating, and supervising the medical component in various disaster environments.

Required Training:

The Medical Team Manager shall:

- Complete all of the required General Training requirements;
- Must be a licensed physician who is emergency medicine residency-trained and/or Board-certified in Emergency Medicine and actively practicing clinical emergency medicine and having experience with pre-hospital medical care;
- OR –
- Must be a currently licensed Physician with current ACLS, ATLS, and PALS certification (or equivalent) whose medical activities include clinical medicine and/or pre-hospital care;

- Complete the FEMA National US&R Response System Medical Team Training course, or equivalent; and
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program.

Recommended Training:

- Complete the FEMA National US&R Response System WMD Considerations for the Medical Team course;
- Completed a canine emergency field care course;
- Complete all of the required Technical Rescue Skill Sets; and
- Complete the FEMA ICS 400 course in accordance with the NIMS Training Program.

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PLANNING TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Planning Team Manager is responsible for planning aspects of the US&R Resource during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan;
- Coordinating, managing, and supervising all planning component activities;
- Determining the planning component organizational and logistics needs;
- Receiving briefings and situation reports and ensuring that all planning personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations for assigned personnel;
- Ensuring accountability, maintenance, and minor repairs for all Planning Team equipment; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Planning Team Manager in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in various disaster environments.

Required Training:

The Planning Team Manager shall:

- Complete all of the required General Training requirements;
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program;
- Complete the FEMA ICS-400 course in accordance with the NIMS Training Program; and
- Complete the FEMA National US&R Response System Planning Team Training course, or equivalent.

Recommended Training:

- Complete the FEMA National US&R Task Force Leaders Training course, or equivalent;
- Complete the NWCG Planning Section Chief course, or equivalent;

- Complete the NWCG Situation Unit Leader course, or equivalent;
- Complete the NWCG Resource Unit Leader course, or equivalent;
- Complete the NWCG Documentation Unit Leader course, or equivalent;
- Complete the NWCG Demobilization Unit Leader course, or equivalent; and
- Complete a Wide Area Search course.

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RESCUE SPECIALIST POSITION DESCRIPTION

Functional Description:

The Rescue Specialist is responsible for performing the rescue function of the US&R Resource incident operation. The Rescue Specialist reports directly to the Rescue Squad Officer.

Description of Duties:

The Rescue Specialist is responsible for:

- Implementing technical skills and operating equipment necessary for completing the rescue portion of the action plan;
- Performing rescue operations under the direct supervision of a Rescue Squad Officer and providing periodic progress reports as needed;
- The operation and routine field maintenance of rescue tools and equipment;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Evaluating and modifying rescue tactics as needed; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Rescue Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing the rescue tactics and techniques required in various disaster environments.

Required Training:

The Rescue Specialist shall:

- Complete all of the required General Training requirements;
- Meet requirements of the latest edition of the NFPA 1006 Rescue Technician:
 - Rope Rescue Technician;
 - Confined Space Rescue Technician;
 - Trench Rescue Technician;
 - Vehicle and Machinery Technician; and
 - Complete refresher training as required by the AHJ in accordance with Rescue Technician (NFPA 1006);
- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent; and
- Have a current Certification in Basic First Aid for First Responder, or equivalent.

Recommended Training:

The Rescue Specialist should:

- Complete Chapter 11: Surface Water Rescue.

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RESCUE SQUAD OFFICER POSITION DESCRIPTION

Functional Description:

The Rescue Squad Officer is responsible for supervising one or more US&R Resource Rescue Squad(s). The Rescue Squad Officer reports directly to the Rescue Team Manager.

Description of Duties:

The Rescue Squad Officer is responsible for;

- Directly supervising Rescue Squad(s) and other assigned personnel;
- Implementing the rescue component of the Task Force Tactical Action Plan;
- Determining organizational and logistical needs for the Rescue Squad(s) and work site;
- Providing periodic progress reports to the Rescue Team Manager;
- Maintaining records and reports;
- Preparing performance evaluations for assigned personnel;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Evaluating and modifying rescue tactics as needed; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Rescue Squad Officer in support of the US&R Resource's activities. The intent of these requirements is to select functional officers capable of effectively managing and supervising the Rescue Squad(s) and assigned personnel in various disaster environments.

Required Training:

The Rescue Squad Officer shall:

- Complete all of the required General Training requirements;
- Meet requirements of the latest edition of the NFPA 1006 (2008) Rescue Technician:
 - Rope Rescue Technician;
 - Confined Space Rescue Technician;
 - Trench Rescue Technician;
 - Vehicle and Machinery Technician; and
 - Complete refresher training as required by the AHJ in accordance with Rescue Technician (NFPA 1006).
- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent;
- Have a current Certification in Basic First Aid for First Responder, or equivalent; and
- Have experience in structural collapse operations, to include participation in field exercise(s) and/or a deployment as a Rescue Specialist.

Recommended Training:

The Rescue Squad Officer should:

- Complete the US&R GPS Operations Level course, or equivalent;
- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent;

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RESCUE TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Rescue Team Manager is responsible for managing and coordinating all operational functions of the US&R Resource. The Rescue Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Rescue Team Manager is responsible for:

- Assisting in the development and implementation of the Task Force Tactical Action Plan;
- Coordinating, managing, and supervising all functional groups involved in rescue activities;
- Determining rescue organizational and logistical needs;
- Receiving briefings and situation reports and ensuring that all rescue personnel are kept informed of mission objectives and status changes;
- Providing situation updates and maintaining records and reports;
- Preparing performance evaluations for assigned personnel;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Ensuring accountability of all assigned personnel;
- Providing a mission-specific Rapid Intervention Plan including personnel and equipment needs; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Rescue Team Manager in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising rescue operations in various disaster environments.

Required Training:

The Rescue Team Manager shall:

- Complete all of the required General Training requirements;
- Meet requirements of the latest edition of the NFPA 1006 Rescue Technician:
 - Rope Rescue Technician;
 - Confined Space Rescue Technician;
 - Trench Rescue Technician;
 - Vehicle and Machinery Technician; and
 - Complete refresher training as required by the AHJ in accordance with Rescue Technician (NFPA 1006).

- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent;
- Have a current Certification in Basic First Aid for First Responder, or equivalent;
- Have experience in structural collapse operations to include participation in field exercise(s) and/or a deployment as a Rescue Specialist; and
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program.

Recommended Training:

The Rescue Team Manager should:

- Complete the FEMA ICS-400 course in accordance with the NIMS Training Program;
- Complete the US&R GPS Operations Level course, or equivalent;
- Complete the FEMA National US&R Response System Heavy Equipment Rigging Specialist (HERS) course, or equivalent;
- Complete the FEMA National US&R Response System Task Force Leaders course, or equivalent;
- Complete the FEMA National US&R Response System Plans Team Manager course, or equivalent;
- Complete the FEMA/USACE Structure Specialist Training course, or equivalent;
- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent; and

Complete Chapter 11: Surface Water Rescue



SAFETY OFFICER POSITION DESCRIPTION

Functional Description:

The Safety Officer is responsible for monitoring and assessing the safety aspects of the US&R Resource during training, exercises, and incident operations. The Safety Officer reports directly to the Task Force Leader.

Description of Duties:

The Safety Officer is responsible for:

- Overseeing all health and safety of all US&R Resource personnel during day to day operations, training, and exercises, as well as on deployment;
- Coordinating with Resource Team Managers relative to the health, welfare, and safe operations of their assigned personnel;
- Preventing injuries and illness of US&R Resource members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures;
- Conducting site safety analysis, completing required ICS documents for IAP/OAP/TAP, developing safety messages, and conducting safety briefings;
- Working with US&R Resource Team Managers to establish acceptable entry conditions and appropriate personal protective equipment to be worn by personnel entering the hazard zone;
- Establishing and enforcing the use of a personnel accountability system to be used during training, exercises, and actual disaster deployments;
- Immediate intervention of activities to prevent the loss of life and prevention of injuries;
- Conducting incident/accident investigations with appropriate US&R Resource personnel under the direction of the Task Force Leader.
- Prepare post incident injury reports and submit them to the Task Force Leader;
- Preparing and maintaining entry permits, records, and reports; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Safety Officer in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the safety function in various disaster environments.

Required Training:

The Safety Officer shall:

- Complete all of the required General Training requirements;
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Program;

- Complete the FEMA ICS-400 course in accordance with the NIMS Training Program;
- Complete the FEMA National US&R Response System US&R Safety Officer course, or equivalent;
- Meet requirements of the latest edition of the NFPA 1006 Rescue Technician:
 - Rope Rescue Technician;
 - Confined Space Rescue Technician;
 - Trench Rescue Technician;
 - Vehicle and Machinery Technician;
 - Surface Water Rescue Technician; and
- Complete refresher training as required by the AHJ in accordance with Rescue Technician (NFPA 1006).
- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent;
- Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response; and
- Complete annual refresher training as required for Hazardous Materials Technician (OSHA 29 CFR,1910.120);
- OR –
- Meet and maintain the AHJ competencies in accordance with NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician; and
- Complete annual refresher training as required for Hazardous Materials Technician (NFPA 472);
- Complete a WMD - Considerations for Hazardous Materials Specialist course, FEMA US&R Hazardous Materials Specialist course, or equivalent; and
- Have a current Certification in Basic First Aid for First Responder, or equivalent.

Recommended Training:

- Complete Chapter 11: Surface Water Rescue.



SEARCH TEAM MANAGER POSITION DESCRIPTION

Functional Description:

The Search Team Manager is responsible for managing the search function of the US&R Resource and supervising the Canine Search Specialists and Technical Search Specialists. The Search Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Search Team Manager is responsible for:

- Developing and implementing the search component of the Task Force Tactical Action Plan;
- Coordinating, managing, and supervising all search and reconnaissance activities;
- Participating in the oversight, and administrative and operational control of the development, implementation, and operational aspects of search component training (Canine Search Specialists, Technical Search Specialists, and Search Team Managers);
- Participating in the Canine Search Specialist evaluation process at the US&R Resource level;
- Providing research and development input at the US&R Resource level for the implementation and evaluation of new technologies, equipment, tactics, and skills as they pertain to the search component;
- Land navigation and site mapping;
- Determining search and reconnaissance operational, organizational and logistical needs;
- Ensuring that all assigned personnel are kept informed of mission objectives and status changes to include briefings and debriefings;
- Preparing performance evaluations for assigned personnel;
- Providing situation updates, and documenting and maintaining records and reports;
- Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment; and
- Performing additional tasks or duties as assigned,

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Search Team Manager in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the search component, in various disaster environments.

Required Training:

The Search Team Manager shall:

- Complete all of the required General Training requirements;
- Complete the FEMA ICS 300 course in accordance with the NIMS Training Program;
- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent;
- Complete the FEMA National US&R Response System Canine Search Specialist course, or equivalent;
- Have experience in technical or canine search operations, including but not limited to, participation in field exercise(s) and SAR deployments or equivalent qualification as determined by the SA and/or AHJ;
- Complete all of the required Technical Rescue Skill Sets; and
- Complete a Wide Area Search course.

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STRUCTURES SPECIALIST POSITION DESCRIPTION

Functional Description:

The Structures Specialist is responsible for performing the various structural assessments for the US&R Resource during incident operations. The Structures Specialist reports directly to the Planning Team Manager.

Description of Duties:

The Structures Specialist is responsible for:

- Assessing the structural condition within the area of US&R Resource operations, which includes identifying structure types and specific damage and structural hazards;
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to US&R Resource personnel;
- Providing input necessary to the development of Task Force Tactical Action Plans;
- Cooperating with and assisting other search and rescue resources;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Monitoring assigned structure for condition changes while rescue and recovery operations are proceeding;
- Assuming an active role in implementing approved structural hazard mitigation as a designer, inspector, and possibly a supervisor;
- Coordinating and communicating the structural related hazard mitigation; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Structures Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing competent assessments and advice to US&R Resource personnel in various disaster environment.

Required Training:

The Structures Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA USACE Structures Specialist Training (StS-1) course; and
- Complete all of the required Technical Rescue Skill Sets.

Additional Specific Requirements:

The Structures Specialist shall:

- Be currently licensed as a Professional Engineer (P.E.); specialization in structures, or equivalent;

- The criteria for qualifying as equivalent to a P.E. are as follows:
 - Graduation with a B.S. in Civil Engineering (or similar curriculum) from a college or university recognized by a State Licensing Board.
 - OR –
 - Individuals, who are licensed as architects by any State.
- Have a minimum of five years of experience in structure design and analysis, to include
- evaluation of existing structures, field investigation or construction observation experience, or the teaching of subjects pertaining to Structures, Structural Safety, and Structural Collapse.

Recommended Training:

The Structures Specialist should:

- Complete the FEMA National US&R Response System Structural Collapse Specialist course (except for SCT01c), or equivalent;
- Complete the FEMA National US&R Response System Planning Team Training course, or equivalent;
- Complete the FEMA/USACE Structures Specialist Training (StS-2) every 5 years; and
- Complete the USACE StS Regional Training every 2 years.



TASK FORCE LEADER POSITION DESCRIPTION

Functional Description:

The Task Force Leader (TFL) is responsible for managing all aspects of a mission including operational and administrative issues from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising the US&R Resource management. The TFL is responsible for the development and completion of all US&R Resource tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports to the Sponsoring Agency, Incident Command, or Unified Search and Rescue Command.

Description of Duties:

The TFL is responsible for:

- Developing and implementing the Task Force Tactical Action Plan;
- Addressing the coordination, management, and supervision of all US&R Resource activities;
- Supervising the following positions:
 - Search Team Manager;
 - Rescue Team Manager;
 - Medical Team Manager;
 - Logistics Team Manager
 - Planning Team Manager;
 - Hazardous Materials Team Manager; and
 - Safety Officer.
- Ensuring the development of all US&R Resource organizational and logistical needs;
- Receiving briefings and ensuring that all US&R Resource personnel are kept informed of mission objectives and status changes;
- Providing regular situation reports to the IST, IMT, or IC;
- Ensuring the completion of all the required reports and maintenance of records;
- Ensuring incident stress management activities are planned and conducted;
- Ensuring resource acquisitions are properly processed;
- Managing all demobilization and return to readiness issues; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Task Force Leader in support of the US&R Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising all aspects of the US&R Resource in various disaster environments.

The requirements and criteria that the Task Force Leader should have and maintain are as follows:

- A comprehensive knowledge of NIMS/ICS; the NRP; and the FEMA National US&R Response System, its organizational structure, operating procedures, safety practices, terminology, and communications protocols;
- A comprehensive knowledge of the Task Force functions, and urban search and rescue operations, tactics, strategy, and safety considerations;
- An understanding of other disaster response organizations;
- Knowledge of available technology used in support of US&R missions and objectives;
- An awareness of the hazards associated with various disaster environments; and
- A knowledge of supervisory and personnel management techniques.

The TFL should:

Be competent in the development and use of integrated action planning concepts and processes.

- Be competent in emergency incident management.
- Be competent at developing and maintaining interpersonal relations.
- Possess the interpersonal skills to manage the assigned personnel and lead the US&R Resource to the accomplishment of the stated mission objectives.
- Be a competent planner and organizer.
- Be capable of effectively coordinating and directing multiple functions of the US&R Resource during mission assignments.
- Be able to be flexible, improvise, share information, resolve conflicts, and solve problems.
- Be able to effectively communicate orally and in writing.
- Possess good interagency coordination skills and work well with various technical components and other organizations.
- Have the ability to lead in a stressful disaster environment with limited resources.
- Have the ability to follow directions and carry out assigned duties without supervision.

Required Training:

The TFL shall:

- Complete all of the required General Training requirements;
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Plan;
- Complete the FEMA ICS-400 course in accordance with the NIMS Training Plan; and
- Complete the FEMA National US&R Response System Task Force Leaders course, or equivalent.

Recommended Training:

The TFL should:

- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent;
- Meet all requirements of Structural Collapse Technician as per NFPA 1670;
- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent;
- Complete the FEMA National US&R Response System Planning Team Training course, or equivalent;
- Complete the NWCG Incident Commander course, or equivalent;
- Complete the NWCG Operations Section Chief course, or equivalent; and
- Complete the NWCG Planning Section Chief course, or equivalent

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TASK FORCE SECURITY AND PROTECTIVE SERVICES SPECIALIST

POSITION DESCRIPTION

Functional Description

The Task Force (TF) Security and Protective Services Specialist is a US&R task force member. Law enforcement experience is preferred but not required. This is not an additional position; the duties may be fulfilled by another rostered position. The TF Security and Protective Services Specialist reports directly to the Logistics Manager and the Task Force Leader. The TF Security and Protective Services Specialist is responsible for coordinating with ESF #13 personnel and local and state Law Enforcement Agencies for the protection of personnel and equipment of the Task Force.

Description of Duties

The Task Force Security and Protective Services Specialist is responsible for the following:

- Briefing assigned ESF #13 personnel identifying potential hazards and setting mission expectations
- Confer with the IST Security and Protective Services Specialist
- Coordinating efforts between ESF #13 personnel and local and state Law Enforcement Agencies
- Coordinating with the Safety Officer and providing input to be included in the tactical work sheet
- Ensuring the safety of task force members by assessing hazards at work sites pertaining to the operations of security and protective services
- Assessing the need for and capabilities of security and protective services resources
- Assessing the need for security and protective services for the Base Camp and/or lodging areas of the task force
- Coordinating efforts between TF personnel and security and protective service resources
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Security and Protective Services Specialists in the National US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent assessments and advice to task force personnel in the US&R mission.

Required Training

The Task Force Security and Protective Services Specialist shall adhere to the following:

- Meet all Administrative and General training requirements
- It is highly recommended that this position is filled by personnel with Law Enforcement experience

Recommended Training

The Task Force Security and Protective Services Specialist should complete the following:

- ICS-300: Intermediate ICS for Expanding Incidents
- NIMS Resource Management course (Course Code: IS-703)

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TECHNICAL INFORMATION SPECIALIST POSITION DESCRIPTION

Functional Description:

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the US&R Resource during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

Description of Duties:

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function;
- Creating, displaying, providing, and compiling documentation for all pertinent US&R Resource and incident information via written, audio, and visual mediums;
- Ensuring accountability, maintenance, and minor repairs for all Planning Team equipment; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Technical Information Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel fully capable of providing competent information management for the US&R Resource in various disaster environments.

Required Training:

The Technical Information Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Planning Team Training course, or equivalent;
- Complete the FEMA ICS-300 course in accordance with the NIMS Training Plan; and

Recommended Training:

The Technical Information Specialist should:

- Complete the NWCG Situation Unit Leader course, or equivalent; and
- Complete the NWCG Documentation Unit Leader course, or equivalent.
- Complete the FEMA ICS-400 course in accordance with the NIMS Training Plan.

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TECHNICAL SEARCH SPECIALIST POSITION DESCRIPTION

Functional Description:

The Technical Search Specialist is responsible for performing the technical search function of the US&R Resource incident operation. The Technical Search Specialist reports directly to the Search Team Manager.

Description of Duties:

The Technical Search Specialist is responsible for:

- Searching structures in US&R environments or other locations indicated in the mission assignment, utilizing appropriate technical search equipment and techniques;
- Documenting and marking locations of victims, potential victims, and hazards;
- Making assessments through the use of technical search equipment;
- Land navigation and site mapping;
- Cooperating with and assisting other search and rescue resources
- Ensuring accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Technical Search Specialist in support of the US&R Resource's activities. The intent of these requirements is to select competent personnel, fully capable of providing state-of-the-art search techniques and tactics required, in various disaster environments.

Required Training:

The Technical Search Specialist shall:

- Complete all of the required General Training requirements;
- Complete the FEMA National US&R Response System Technical Search Specialist course, or equivalent; and
- Complete all of the required Technical Rescue Skill Sets.

Recommended Training:

The Technical Search Specialist should:

- Complete the FEMA National US&R Response System Canine Search Specialist course, or equivalent;
- Meet requirements of the latest edition of the NFPA 1006 Rescue Technician:
 - Rope Rescue Technician.
 - Confined Space Rescue Technician.
 - Trench Rescue Technician.

- Vehicle and Machinery Technician.
- Surface Water Rescue Technician.
- Complete refresher training as required by the AHJ in accordance with Rescue Technician (NFPA 1006).
- Complete the FEMA National US&R Response System Structural Collapse Specialist course, or equivalent;
- Complete a Wide Area Search course; and
- Complete a canine emergency field care course.

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WATER RESCUE SPECIALIST POSITION DESCRIPTION

Functional Description:

The Water Rescue Specialist is responsible for performing water operations of the US&R Resource incident operation. The Water Rescue Specialist reports directly to a Rescue Squad Officer.

Description of Duties:

The Water Rescue Specialist is responsible for the following:

- Implementing technical skills and operating equipment necessary for completing the water rescue portion of the action plan in a safe manner;
- Performing supervised water operations and providing periodic progress reports, as needed.
- Operating and performing routine field maintenance of watercraft and equipment;
- Ensuring accountability, maintenance, and minor repairs for all issued equipment;
- Evaluating and modifying water operational tactics; as needed; and
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Water Rescue Specialist in support of the US&R Resource's activities. The intent of these requirements is to select personnel who are fully capable of providing the water operational tactics and techniques required in various disaster environments.

Required Training:

The Water Rescue Specialist shall:

- Complete all of the General Training requirements;
- Meet requirements of the latest edition of the NFPA 1006:
 - Rope Rescue Technician; and
 - Surface Water Rescue Technician.
- Have a safe boating certificate recognized by the National Safe Boating Council; and
- Complete a Water Rescue Boat operators' course, FEMA National US&R Response System Water Rescue Specialist Position Task Book, or equivalent.

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IST General Requirements

IST General Requirements

Each IST member must be able to do the following:

- Meet the physical requirements of the Sponsoring Agency with or without accommodations
- Be available on short notice to mobilize within two hours of request and be self-sufficient for at least 72 hours for a response assignment of up to 14 days in austere environments. The 14-day time frame does not include travel to and from the incident.

IST General Administrative Requirements

All IST members must meet all the FEMA US&R General Administrative Requirements listed in Chapter 2 of this annex. All IST members must also meet any additional administrative requirements specific to their individual their task force.

IST General Training Requirements

Each IST member will do the following:

- All IST members must meet all the FEMA US&R General Training Requirements listed in Chapter 2 of this annex. All IST members must also meet any additional general training requirements specific to their individual task force.
- All IST members must complete the FEMA US&R Incident Support Team – Computer-Based Training (Course Code: 9P9130).
- All IST members must complete the FEMA US&R Incident Support Team – New Member Orientation Instructor-Led Training (Course Code: 9P9140). Once a new member has been accepted onto the IST, they will need to attend this course within 12 months to remain deployable on the IST.

IST Recommended Training

Each IST member should do the following:

- All IST members should attend the FEMA US&R Incident Support Team - Continuing Education Workshop (Course Code: 9P9200) once every two years.

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IST AVIATION BRANCH DIRECTOR POSITION DESCRIPTION

Functional Description

The Incident Support Team (IST) Aviation Branch Director (ABD) is primarily responsible for preparing the air operations portion of the IST Operating Plan and supporting and managing helicopter operations for the IST. The plan will reflect any agency restrictions that impact the operational capability or utilization of assigned aviation assets. The IST ABD is also responsible for managing Helibase and Helispot operations in support of IST operations. This includes 1) performing operational planning for aviation 2) coordinating fuel and other supplies, 3) maintenance and repair of helicopters, 4) oversight of crew and cargo loading, 5) maintaining records of helicopter activity, and 6) providing enforcement of safety regulations. When a Helibase has been established at the IST's location, all helicopters will be under the control of the IST ABD (or Helibase/Helispot if established) during landing, take-off and while on the ground.

The IST Aviation Branch Director reports to the IST Operations Section Chief. The IST ABD also coordinates with State Emergency Operations Center (SEOC) Flight Operations Unit Leader. The IST ABD supervises the Helibase Manager (if established) or supervises the Helispot Manager (if established) in the absence of a Helibase Manager.

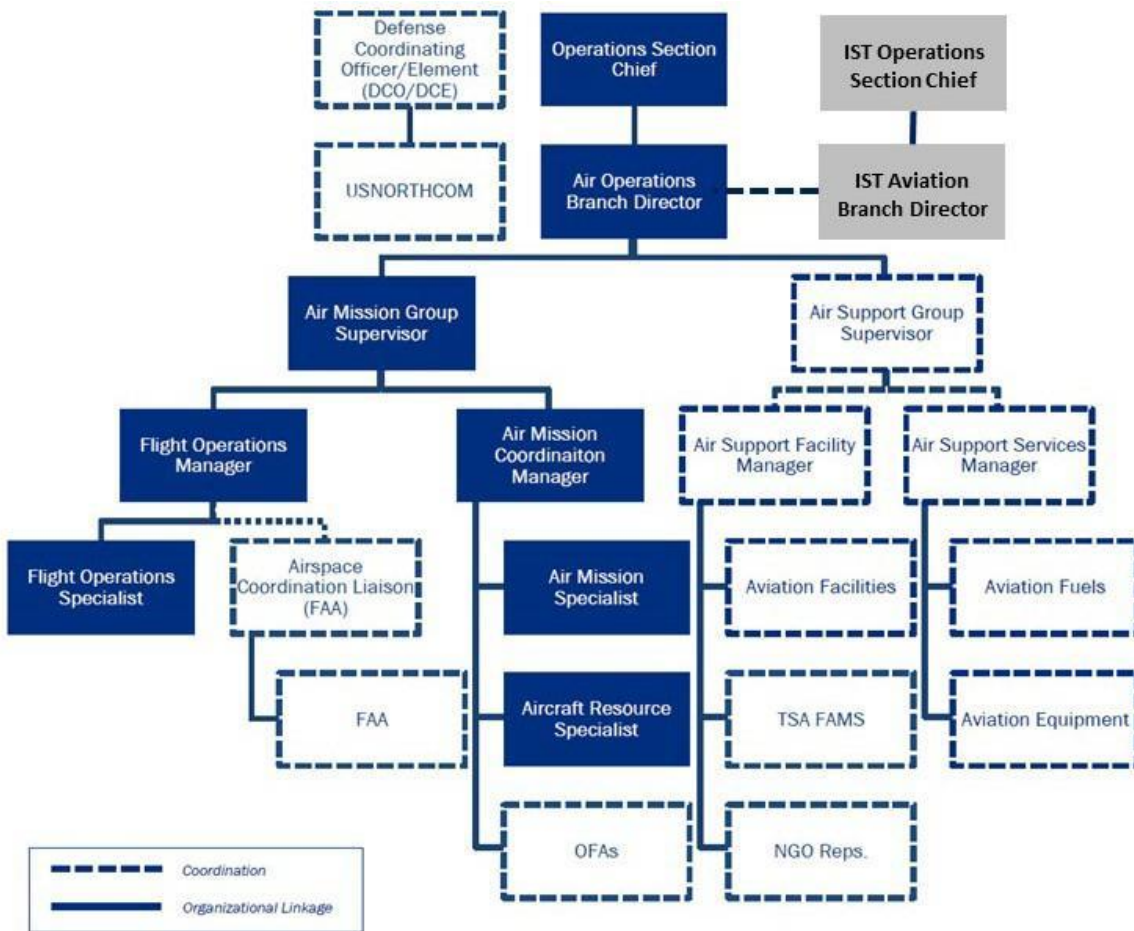
Description of Duties

The IST Aviation Branch Director is responsible for the following:

- Check-in and obtain a briefing from the IST Operations Section Chief and the SEOC Flight Operations Unit Leader
- Review the Incident Action Plan (IAP) and IST Action Plan. Review the Air Operations Summary if one is prepared
- Perform operational planning for the IST air operations. Consider flight/duty limitations and ensure they are not exceeded
- Keep the SEOC Flight Operations updated on air support activities
- Identify aviation resources available or assigned to the IST, including pilot and aircraft capabilities
- Request special air support items from the Logistics Section
- Coordinate with IST Operations and SEOC Flight Operations Unit Leader to identify helibase and helispot locations, taking into consideration:
 - Safety – Is the facility safe for operation? Are approach and departure routes clear of obstructions?
 - Temporary Flight Restrictions (TFR) – Are TFR's in place?
 - Flight routes – Will helicopters fly over residential areas? Will the locations allow expansion and 24-hour operations?
 - Support – Are they accessible for fuel, maintenance, safety and support? Are landing sites located adjacent to major roads? Is there a need for traffic control?

- Inspect and visit areas of operation to ensure compliance with agency rules, regulations and procedures identified in the Interagency Helicopter Operations Guide (IHOG)
- Determine personnel needs at the helibase and/or helispots
- Monitor and ensure compliance with each agency's operational requirements
- Coordinate requests for air logistics
- Coordinate with the Logistics Section on the proper aerial transport of hazardous materials
- Coordinate with other air bases supporting the incident
- Obtain assigned air-to-ground frequency for helibase and helispot operations from the Communications Unit Leader. Ensure they are incorporated into the IST Communications Plan and/or Incident Action Plan (IAP)
- Ensure the establishment and activation of air traffic control procedures between helibases and helispots with the SEOC Flight Operations Unit
- Ensure conformity with the standards outlined in the Interagency Helicopter Operations Guide, Chapter 10. This includes verifying load calculations are completed by each aircraft for each mission, pilot and crew briefings, passenger safety briefings, and loading procedures.
- Supervise the implementation of dust abatement and removal of foreign objects (FOD) at helibase and helispots
- Ensure fire control and crash/rescue services are available at helibases and helispots
- Maintain a Unit Log

Example of a State EOC Organization of Air Operations



Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become IST Aviation Branch Director in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the air support needs of the Incident Support Team in the disaster environment.

Required Training

The IST Aviation Branch Director shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the NIMS ICS All-Hazards Position Specific Air Support Group Supervisor course (Course Code: E/L-986) or the Air Operations Branch Director course (Course Code: NWCG S-470)
- Complete FEMA US&R GPS Operations Level Course (Course Code: 9G6210)
- Complete the USAR Air Operations Online course located at the FEMA US&R System Learning Management System (www.esf9training.org)

Required Experience

The IST Aviation Branch Director shall have the required experience:

- Satisfactory performance as a Helibase Manager, or

- Successful position performance in a related air support coordination role such as military experience

Recommended Training

The IST Aviation Branch Director should complete the following:

- Aviation Transportation of Hazardous Materials – Computer-Based Training (Course Code: A-110) offered online by www.iat.org or complete the IATA course.
- Basic Air Operations course (Course Code: NWCG S-270)
- Helicopter Management course (Course Code: NWCG S-372)

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IST COMMUNICATIONS UNIT LEADER POSITION DESCRIPTION

Functional Description

The Incident Support Team Communications Unit Leader reports to the IST Logistics Chief, and is responsible for managing, and maintaining, all communications and communications systems for the Incident Support Team (and ESF #9), and to provide support to Task Force Communications Units. Supervises the Deputy Incident Support Team Communications Unit Leader and assigned Communications Specialists acting as Incident Support Team Radio Operators.

Description of Duties

The IST Communications Unit Leader is responsible for the following:

- Keeping the Incident Support Team informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Incident Communications Plan
- Monitoring the needs for and requesting additional communications resources to support operations as necessary
- Installing, operating, and maintaining the Incident Support Team's communications systems
- Coordinating communications interoperability between the Incident Support Team and task forces and other participating communication systems
- Providing accountability, preventive maintenance, and minor repairs of communications equipment, and acting as liaison with FEMA MERS / ESF #2 Communications Specialist for re- supply items, ordering additional equipment and repairing assigned equipment
- Performing additional tasks or duties as assigned
- Maintaining the communications cache in an operational state at all times
- Facilitating replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
- Recommending requests, as single resources, as needed
- Instructing task force members regarding equipment operations, limitations, capabilities, radio operation protocol, and safety

Required Training

The IST Communications Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Communications Specialist - Instructor-Led Training (Course Code: 9P4531)

- Complete the NIMS ICS All-Hazards Position Specific Communications Unit Leader course (Course Code: E/L-969)
- Complete the Communication Unit Leader course (Course Code: NWCG S-358)

Required Experience

The IST Communications Unit Leader shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Communications Specialist.

Recommended Training

The IST Communications Unit Leader should complete the following:

- ICS-300: Intermediate ICS for Expanding Incidents

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IST DEMOBILIZATION UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Demobilization Unit Leader reports to the IST Planning Section Chief and is responsible for developing and implementing the demobilization plan for all ESF #9 resources.

Description of Duties

The IST Demobilization Unit Leader is responsible for the following:

- Developing the written demobilization plan for ESF #9 resources assigned to the IST in accordance with release priorities approved by IST Section Chiefs, IST Leader, ESF #9 Group Supervisor, and the FEMA US&R Branch.
- Ensuring that the demobilization plans include the following:
 - Release priorities
 - Release procedures
 - Specific instructions
 - Specific section responsibilities
 - Maps as necessary
 - Communication plan as necessary
- Working with IST logistics and determine the needs to support the demobilization plan
- Reviewing the draft of the demobilization plan with the IST Planning and Logistics Section Chiefs.
- Distributing approved demobilization plan to all ESF #9 resources
- Briefing and ensuring that all sections, units, and assigned resources understand their specific demobilization responsibilities
- Preparing appropriate documentation for all demobilizing resources
- Overseeing the execution of the demobilization plan
- Recommending modification of the approved demobilization plan as required
- Developing check-out function for all ESF #9 resources assigned to the IST
- Briefing the IST Planning Section Chief on the demobilization progress each operational period
- Remaining on scene until all resources have initiated return travel

Required Training

The IST Demobilization Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Planning Team Training - Instructor-Led Training (Course Code: 9P6131)
- Complete the NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L-965) or the NIMS ICS All-Hazards Position Specific Situation Unit Leader course (Course Code: E/L-964)

Recommended Training

The IST Demobilization Unit Leader should complete the following:

- ICS-300: Intermediate ICS for Expanding Incidents
- Pre-Course work for the Resources Unit Leader/Demobilization Unit Leader course (Course Code: NWCG S-349)

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IST DIVISION/GROUP SUPERVISOR POSITION DESCRIPTION

Functional Description

The IST Division/Group Supervisor reports to the IST Operations Section Chief or IST Branch Director and is responsible for implementation of assigned portions of the IST Operational Action Plan, assignment of resources within the Division/Group, and reporting operational progress and resource status.

Description of Duties

The IST Division/Group Supervisor is responsible for the following:

- Providing the IST operational plan to subordinates as needed
- Reviewing division/group assigned tasks and incident activities with subordinates
- Supervising division/group resources to ensure that tactical operations meet the strategic goals and objectives and make changes as appropriate
- Providing technical assistance to ensure completion of assigned tactical objectives
- Ensuring, through the chain of command, that the resource unit is advised of all changes in the status of resources assigned to the division/group
- Submitting situation and resource status information to the Branch Director or IST OSC as directed
- Assisting Safety Officers with the identification and mitigation of safety hazards
- Reporting accomplishments and needs for the next operational period
- Participating in briefing assigned resources regarding changes in assignments and tactical operations in the planning stage
- Coordinating activities with adjacent divisions/groups
- Participating in the development of plans for the next operational period as requested
- Ensuring that assigned resources get to and from assignments in a timely and orderly manner
- Resolving logistics problems within the division/group

Required Training

The IST Division/Group Supervisor shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete NIMS ICS All-Hazards Position Specific Division/Group Supervisor course (Course Code: E/L-960) or the Division/Group Supervisor course (Course Code: NWCG S-339)
- Complete the FEMA US&R Structural Collapse Specialist – Instructor-Led Training (Course Code: 9P2631)

Required Experience

The IST Division/Group Supervisor shall have the following minimum experience:

- Five years of the experience in the FEMA National US&R Response System, and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Rescue Team Manager or Search Team Manager, or
- Three deployments as a Division Supervisor on a Type III incident or greater

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IST DOCTOR OF VETERINARY MEDICINE POSITION DESCRIPTION

Functional Description

The IST Doctor of Veterinary Medicine (DVM) reports to the IST Medical Officer (and as required to the IST Leader) and has overall responsibility for the management and supervision of the medical care and evaluations of all task force canines. The IST DVM reports directly to the IST Medical Officer or his/her deputy.

Description of Duties

The IST Doctor of Veterinary Medicine is responsible for the following:

- Assisting with the development of all task force canine safety procedures in coordination with the other task force sections
- Assisting with task force canine care activities
- Determining the veterinary organizational and logistics needs
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Ensuring a continuum of veterinary care and coordinating interaction with all appropriate outside veterinary entities
- Performing additional tasks or duties as assigned during a mission

Required Training

The IST Doctor of Veterinary Medicine shall adhere to the following:

- Meet all Administrative and General training requirements

Required Experience

The IST Doctor of Veterinary Medicine shall have the following minimum experience:

- Be a licensed veterinarian

Experience with canine emergency medical care

Recommended Training

The IST Doctor of Veterinary Medicine should complete the following:

- Type 3 All-Hazards Incident Management Team (IMT) course (Course Code: USFA O-305)
- ICS-300: Intermediate ICS for Expanding Incidents

Animal rescue training

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IST DOCUMENTATION UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Documentation Unit Leader reports to the IST Planning Section Chief and is responsible for maintaining accurate and complete documentation of ESF #9 response operations.

Description of Duties

The IST Documentation Unit Leader is responsible for the following:

- Organizing and maintaining all ESF #9 response operations records and reports
- Establishing comprehensive files for historical purposes
- Coordinating duplication services for the IST
- Checking reports and documents for completeness and accuracy
- Posting and maintaining a list of required reports and advising sections if reports are missing

Required Training

The IST Documentation Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Planning Team Training Instructor-Led Training (Course Code: 9P6131)
- Complete NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L- 965) or the NIMS ICS All-Hazards Position Specific Situation Unit Leader course (Course Code: E/L- 964) or the Resource Unit Leader course (Course Code: NWCG S-348) or the Situation Unit Leader course (Course Code: NWCG S-346)
- Complete the NWCG Documentation Unit Leader Position Task Book (PTB)

Recommended Training

The IST Documentation Unit Leader should complete the following:

- Competencies outlined in NWCG Job Aid J-342, Documentation Unit Leader
- ICS-300: Intermediate ICS for Expanding Incidents

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IST FACILITIES UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Facilities Unit Leader reports to the IST Logistics Section Chief and is primarily responsible for the layout, activation, set up, maintenance and demobilization of IST incident facilities (e.g., task force base of operations, base camp, and staging areas) as well as security services required to support IST/ESF #9 facilities.

Description of Duties

The IST Facilities Unit Leader is responsible for the following:

- Identifying and obtaining space needed for ESF #9 logistical operations
- Supervising managers assigned to the facility unit
- Participating in logistical section/support branch planning activities
- Determining requirements for each facility established
- Preparing layouts/maps of all facilities
- Notifying unit leaders of facility layout and policies and procedures
- Ensuring that sleeping and sanitation facilities are in place
- Providing for facility maintenance services
- Providing facility security services
- Determining special requirements or restriction on facility use
- Coordinating facility use with participating agencies
- Obtaining necessary equipment and supplies to ensure all facilities and equipment are set up and properly functioning
- Coordinating with Logistics Section Chief for food, potable water, and any additional needs for ESF #9 resources
- Recommending demobilization of facility resources
- Overseeing demobilization of the facility unit and assigned resources

Required Training

The IST Facilities Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Logistics Team Training Instructor-Led Training (Course Code: 9P6131)
- Complete NIMS ICS All-Hazards Position Specific Facilities Unit Leader course (Course Code: E/L- 971) or the Facilities Unit Leader course (Course Code: NWCG S-354)

Required Experience

The IST Facilities Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Logistics Team Manager or Logistics Specialist, or
- Three deployments as a Facilities Unit Leader on a Type III incident or greater.

Recommended Training

The IST Facilities Unit Leader should complete the following:

- ICS-300: Intermediate ICS for Expanding Incidents

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IST FIELD OBSERVER POSITION DESCRIPTION

Functional Description

The IST Field Observer reports to the IST Plans Section Chief. The Field Observer works for the Situation Unit Leader and is assigned to the field to work with Operations Branch or Division leaders to collect status information from personal observations and to expedite the exchange of information between the Operations Section and Planning section.

Description of Duties

The IST Field Observer is responsible for the following:

- Performs general field observations in assigned area and reports back to the Situation Unit Leader
- Identifies areas of operation and boundaries
- Identifies future areas of potential operation
- Identifies safe travel routes
- Identifies and reports hazardous conditions and areas
- Works with Division Group Supervisors to obtain progress reports and anticipated logistical and operational needs for next operational period
- Maps facilities and areas of operations
- Transfers Operations Section data to Situation Unit
- Reviews map overlays for accuracy and updates as needed

Required Training

The IST Field Observer shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the Field Observer course (Course Code: NWCG S-244)

Required Experience

The IST Field Observer shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Planning Team Manager or Technical Information Specialist, or
- Three deployments as a Field Observer on a Type III incident or greater

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IST GROUND SUPPORT UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Ground Support Unit Leader reports to the IST Logistics Section Chief and coordinates the disaster area transportation of supplies, equipment, and personnel for ESF #9 resources.

Description of Duties

The IST Ground Support Unit Leader is responsible for the following:

- Providing transportation for ESF #9 resources
- Maintaining inventory of all modes of transportation used by ESF #9 resources
- Preparing the transportation plan for approval by the IST Logistics Section Chief
- Maintaining communications with providing agencies relative to transportation matters
- Developing and implementing a traffic plan
- Overseeing vehicle inspection
- Participating in vehicle accident investigations with the Safety Officer
- Ensuring that all ESF #9 accidents are reported and documented as needed
- Maintaining accountability for FEMA US&R IST fuel credit cards
- Ensuring that rental car agreements between POA rental agency and IST are fulfilled
- Participating in the development of the demobilization plan
- Arranging for fueling, maintenance, and repair of ESF #9 transportation resources
- Assisting FEMA logistics with the return of the IST cache and components

Required Training

The IST Ground Support Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Logistics Team Training - Instructor-Led Training (Course Code: 9P6131)
- Complete the Ground Support Unit Leader course (Course Code: NWCG S-355)

Required Experience

The IST Ground Support Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Logistics Team Manager or Logistics Specialist, or
- Three deployments as a Ground Support Leader on a Type III incident or greater.

Recommended Training

The IST Ground Support Unit Leader should complete the following:

- NIMS ICS All-Hazards Position Specific Logistics Section Chief course (Course Code: E/L-967) or Logistics Section Chief course (Course Code: NWCG S-450)
- ICS-300: Intermediate ICS for Expanding Incidents

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IST HAZARDOUS MATERIALS SPECIALIST

POSITION DESCRIPTION

Functional Description

The IST Hazardous Materials (Hazmat) Specialist reports to the Plans Section Chief or to the IST position assigned. This individual ensures that US&R field operations are conducted in accordance with nationally recognized safe practices for the management of CBRNE and/or hazardous materials scenes. The Hazmat Technical Specialist reviews information and provides hazard and risk assessment recommendations to IST and task force personnel.

Description of Duties

The IST Hazardous Materials Specialist is responsible for the following:

- Coordinating and supporting the activities of the task force(s) for incidents involving CBRNE and/or a release of hazardous materials
- Coordinating with IST safety, structures, and medical to ensure the safety and well-being of all assigned resources
- Interacting with task force Hazmat Specialists and task force command and general staff personnel to ensure a safe, appropriate, and effective operation in a CBRNE and/or Hazmat environment
- Establishing liaison with associated Federal, state and local agencies, which may support US&R operations
- Identifying in-theater capabilities to support the assigned ESF #9 resources specifically for providing water supply for decontamination and breathable air supply for SCBA refill
- Ensuring the proper selection and use of personal protective equipment (PPE) through coordination with task force(s), IST Safety, IST Medical and IST Operations
- Ensuring that controlled work zones are established and maintained in a consistent manner to restrict entry and minimize contamination
- Ensuring that a standardized decontamination system is applied consistently by all task forces during all operational periods and coordinating any decontamination support provided by outside agencies
- Coordinating with IST logistics to ensure that task forces are re-supplied with expendable items, such as appropriate PPE (same equipment, or safe alternates), detection devices (filters, sensors, tubes) to sustain ongoing rescue operations
- Collecting information regarding the exact nature of an event, threat assessments, scene security, vulnerability, etc.
- Providing "industrial hygiene" oversight for the task forces to minimize exposure to hazardous agents/products and ensuring the development of a site safety plan, in conjunction with IST Safety and IST Medical, to include a thorough site characterization, air quality analysis, appropriate use of PPE, and decontamination capability
- Maintains an understanding of current US&R Hazmat Operations and all materials and manuals that support those safe US&R operations.

Required Training

The IST Hazardous Materials Specialist shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the FEMA US&R Hazardous Materials Specialist – Instructor-Led Training (Course Code: 9P5531)
- Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- Meet and maintain the AHJ competencies in accordance with National Fire Protection Association standard 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician
- Technician/Specialist level knowledge in the specialized field of CBRNE and hazardous materials emergency response, with experience documented by employer and deemed sufficient by FEMA US&R Branch staff. Must maintain currency in this dynamic field as technology changes and resultant capabilities, tactics and practices advance.

Required Experience

- The IST Hazardous Materials Specialist shall have the following minimum experience:
- Five years of experience as a member of a task force hazardous material team, an
- Three deployments (to include actual task force deployments and deployment exercises) as a Hazardous Materials Team Manager.

Recommended Training

The IST Hazardous Materials Specialist should complete the following:

- FEMA US&R Task Force Safety Officer – Instructor-Led Training (Course Code: 9P7231)



IST INFORMATION OFFICER POSITION DESCRIPTION

Functional Description

The Information Officer (IOF) reports directly to the Incident Support Team Leader. The Information Officer is responsible for interfacing with the public, media, and other agencies with incident-related information requirements. The IOF develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption, thus ensuring the FEMA mission is accurately communicated.

Whether the command structure is single or unified, only one incident IOF should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information. This position will liaison and coordinate appropriate media activities with the designated FEMA Public Affairs representative(s), ESF #15 representative(s), and the Incident Information Officer.

Description of Duties

The IST Information Officer is responsible for the following:

- Acting as a liaison with affected communities and stakeholders as requested by IST Leader
- Developing incident media strategy guidelines in conjunction with headquarters and Regional FEMA Public Affairs Staff and ESF #15 and ensuring adherence to policy
- Developing and providing incident information as needed and required to national, state, and local media outlets
- Developing and providing media talking points and appropriate information for IST leaders
- Performing or providing appropriate ESF #9 personnel for on-camera and print media interviews as applicable
- Ensuring that activities are photographed and videotaped
- Aiding in the establishment and staffing of a joint information center
- Serving as a liaison with embedded task force, international, national, regional, and local media
- Providing escort to members of the media into control zones
- Arranging for incident site tours and briefings as requested
- Advising and supporting FEMA public affairs videographers/photographers and writers
- Participating in meetings and briefings as required
- Obtaining media information that may be useful to incident planning
- Providing current media information for briefings and visitors

Required Training

The IST Information Officer shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents. Once a member has been accepted onto the IST, the member will need to attend this course prior to becoming deployable on the IST.
- NIMS ICS All-Hazards Position Specific Public Information Officer course (Course Code: E/L-952) or the FEMA Public Information Officer – Basic course (Course Code: G-290) or the Information Officer course (Course Code: NWCG S-403)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.
- FEMA Advanced Public Information Officer course (Course Code: E/L-0388)

Required Experience

The IST Information Officer shall have the following minimum experience:

- Five years of experience as a Public Information Officer for a public safety/emergency management organization, and
- Be a member of a FEMA US&R task force or have served as an Information Officer for the Sponsoring or Participating Agency

Recommended Training

The IST Information Officer should complete the following:

- ICS-400: Advanced ICS for Expanding Incidents



IST LEADER POSITION DESCRIPTION

Functional Description

The Incident Support Team Leader reports to the ESF #9 Group Supervisor (and as required to the US&R Branch Chief) and manages the IST personnel and functions. The IST Leader also manages the IST and task force operational activities to ensure that Federal, state and local ESF #9 objectives are achieved and provides connectivity between the IST and state and local incident management operations.

Note: Candidates must meet the minimum requirements described in this section but selection to a rostered or alternate position is at the sole discretion of the US&R Branch Chief.

Description of Duties

The IST Leader is responsible for the following:

- Providing the overall management of National US&R task forces and incident support team activities at the Joint Field Office (JFO) and field locations
- Assessing the situation and/or obtaining a briefing from Federal, state and local officials
- Determining the incident objectives and strategy
- Establishing immediate priorities
- Ensuring that the planning cycle is established in conjunction with Federal, state, and local cycles
- Coordinating with the Federal, state, and local officials and the ESF #9 Group Supervisor to expedite the effective request for, assignment, and use of on-scene and incoming US&R resources
- Briefing Federal, state, and local officials on task force and IST capabilities and limitations
- Ensuring that Federal, state, and local officials are kept informed of the status of ESF #9 resources and incident activities
- Ensuring that the release of information is authorized by Federal, state, and local officials
- Ensuring that incident status summary for ESF #9 resources is completed and forwarded to the appropriate authorities within the specified timelines
- Developing and maintaining contact with assigned Federal, state, and local officials to coordinate and support ESF #9 integration into on-going local US&R operations
- Documenting operational requirements with Federal, state, and local officials
- Ensuring that all IST functions are carried out in a professional manner, according to IST and ERT guidelines
- Approving the IST tactical, operational, or incident action plan
- Recommending mobilization and demobilization activities of US&R resources to the Federal, state, and local officials and ESF #9 Group Supervisor
- Ensuring that all safety practices and procedures are followed

- Ensuring that all required forms are completed
- Ensuring that Federal financial procedures and practices are followed
- Reviewing all resource requests with the ESF #9 Group Supervisor for approval

Required Training

The Incident Support Team Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete FEMA US&R Task Force Leader – Instructor-Led Training (Course Code: 9P7131)
- Complete the NIMS ICS All-Hazards Position Specific Incident Commander course (Course Code: E/L-950) or the Incident Commander course (Course Code: NWCG S-400). Once a member has been accepted onto the IST, the member will need to complete one of these two courses to be deployable as an IST Leader.
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Leader shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R System serving in significant positions (e.g. program manager, TFR, deployed TFL, etc.), and
- Serve as an incident commander on three incidents or events (to include local, regional, state, tribal, etc.) that require a written incident action plan, and
- Three IST deployments (to include actual IST deployments and deployment exercises) in a command and general staff position, or
- Three deployments in a Command and General Staff position on a Type III Incident Management Team (IMT) or greater

Recommended Training

The Incident Support Team Leader should complete the following:

- Type 3 All-Hazards Incident Management Team (IMT) course (Course Code: USFA O-305)
- FEMA US&R Search Planning and Management – Instructor-Led Training (Course Code: 9P1431)
- Wide Area Search course (Course Code: TEEX PER-213)
- INSARAG USAID International Operations Management course
- FEMA US&R ESF #9 Group Supervisor – Instructor-Led Training (Course Code: 9P9931)



IST LIAISON OFFICER POSITION DESCRIPTION

Functional Description

The IST Liaison Officer is a Senior US&R IST representative responsible to communicate and coordinate activities between the FEMA US&R IST and other disaster response entities such as the Incident Management Assistance Team (IMAT), the Regional Response Coordination Centers (RRCCs), State Emergency Management Agencies, etc. The IST Liaison Officer assists senior officials in making decisions regarding the appropriate use of ESF #9 resources required or assigned to the incident. The IST Liaison Officer also identifies issues that could affect the use of ESF #9 resources in the field and ensures that FEMA HQ and IST leadership in the field are kept informed and their concerns and issues are considered at the hosting entity.

Note: Candidates must meet the minimum requirements described in this section but selection to a rostered or alternate position is at the sole discretion of the US&R Branch Chief.

Description of Duties

The IST Liaison Officer is responsible for the following:

- Establishing contact with the IST Leader and / or US&R Branch for informal information exchange and updates
- Reporting to assigned worksite and making preliminary introductions
- Identifying other ESF #9 co-lead agency personnel (such as those that follow) and conferring and identifying with operations and logistics section personnel regarding how ESF #9 issues will be integrated:
 - US Coast Guard (USCG) support team personnel
 - National Geospatial-Intelligence NGA Personnel
 - DOI / National Park Service Personnel
 - State agency responsible for management of tactical SAR resources
- Identifying other US&R liaison personnel necessary for ESF #9 coordination requirements such as additional US&R specialists
- Identifying other related ESFs that may require coordination for ESF #9 operations in the field
- Identifying how consolidated ESF #9 information will be collected, organized and submitted for reporting requirements
- Making contact with IST Leaders assigned to staging or to the field and receiving briefs regarding their status, operational considerations, assignments, and support requirements and coordinating as required
- Ensuring that resource, support, and other requests from the ISTs in the field are effectively communicated and coordinated for resolution
- Identifying EMAC coordination personnel and coordinating the identification of SAR resources being activated through EMAC or those functioning in the area of operations

- Identifying strategic ESF #9 SAR issues that are identified and coordinated on location, facilitating ESF #9 planning input into the action plan, communicating information and ensuring that the IMAT action plan document is distributed to the IST in the field
- Identifying any strategic communications issues that are being developed at the IMAT, communicating to the ISTs in the field, and ensuring that US&R communications requirements and support in the field are effectively addressed in the IMAT
- Identifying Logistics Section Support to ESF #9 and US&R resources in the field and supporting, reacting to and troubleshooting resource transportation, movement, and logistical support as required
- Identifying DOD and National Guard Bureau capabilities in the IMAT
- Identifying military SAR capabilities engaged or available
- Ensuring that fixed rotor wing support is assigned and available
- Identifying any strategic airspace management issues and operations being developed in the IMAT and serving as an advocate for the IST in the coordination of air support operations for US&R assets in the field
- Identifying any strategic companion animal management issues or operations being developed in the IMAT
- Identifying any strategic citizen and/or patient evacuation issues or operations being developed in the IMAT
- Identifying any public relations media issues
- Advising the NRCC ESF #9 desk and the US&R program office of any high priority, media-intensive or significant issues or requirements related to ESF #9
- Participating with the IST leaders in the field on the daily teleconference call with the US&R program office
- Assisting with ESF #9 demobilization planning and execution requirements

Required Training

The IST Liaison Officer shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Liaison Officer shall have the following minimum experience:

- Three IST deployments (to include actual IST deployments and deployment exercises) in a Command and General Staff position, or
- Three deployments in a Command and General Staff position on a Type III incident or greater

Recommended Training

The IST Liaison Officer should complete the following:

- NIMS ICS All-Hazards Position Specific Liaison Officer course (Course Code: E/L-956) or complete the NWCG Liaison Officer (LOFR) Position Task Book (PMS-311-05)
- FEMA US&R ESF #9 Group Supervisor – Instructor-Led Training (Course Code: 9P9931)

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IST LOGISTICS OFFICER POSITION DESCRIPTION

Functional Description

The IST Logistics Section Chief reports to the IST Leader and provides facilities, services, equipment, and supplies to the IST and ESF #9 resources. The Logistics Section Chief participates in the development and implementation of the IST operational plan and activates and supervises the branches and units within the logistics section.

Description of Duties

The IST Logistics Section Chief is responsible for the following:

- Supervising the IST logistics section and assigning personnel
- Notifying the IST resources unit of logistical sections that are activated, including the names and locations of assigned personnel and equipment
- Providing input to the IST Operational Action Plan (OAP) for the logistical requirements and needs for current and future operating periods
- Assembling and briefing logistical resources daily
- Ensuring that a Federal Accountability Officer is assigned to the IST
- Identifying services, support, and transportation requirements for current and expected ESF #9 operations
- Ensuring that functional logistical support plans are in place, including communications, medical, procurement, and transportation
- Participating in and providing input at each IST planning meeting
- Participating in each operational briefing and remaining prepared to brief resources on logistical issues
- Ensuring that security is provided for all ESF #9 personnel, facilities, and equipment
- Ensuring that current service and support information is provided to the IST planning section
- Estimating future service and support requirements of the IST/ESF #9 resources
- Coordinating all documents committing Federal funds with the IST finance/administration section
- Ensuring that sufficient food, potable water, and sanitation needs are provided for all ESF #9 resources
- Recommending the release of logistical resources in conformity with the demobilization plan
- Providing all aspects of property accountability and assisting with documenting lost, damaged, or destroyed property

Required Training

The IST Logistics Section Chief shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete FEMA US&R Logistics Team Training – Instructor-Led Training (Course Code: 9P4131)
- NIMS ICS All-Hazards Position Specific Logistics Section Chief course (Course Code: E/L-967) or the Logistics Section Chief course (Course Code: NWCG S-450)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Logistics Section Chief shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Logistics Team Manager, or
- Three deployments as a Logistics Section Chief on a Type III Incident Management Team (IMT) or greater.

Recommended Training

The IST Logistics Section Chief should complete the following:

- Ground Support Unit Leader course (Course Code: NWCG S-355)
- NIMS ICS All-Hazards Position Specific Facilities Unit Leader course (Course Code: E/L-971) or the Facilities Unit Leader course (Course Code: NWCG S-354)
- NIMS ICS All-Hazards Position Specific Supply Unit Leader course (Course Code: E/L-970)



IST MEDICAL OFFICER POSITION DESCRIPTION

Functional Description

The Medical Officer reports to the Logistics Section Chief (and when required to the IST Leader) and has the overall responsibility for the management and supervision of medical and health functions for the IST and deployed ESF # 9 resources. In this role, the IST Medical Officer coordinates closely with the IST Safety Officer and IST Hazardous Materials Technical Specialist.

Description of Duties

The IST Medical Officer is responsible for the following:

- Managing and supervising the medical function of the IST during incident operations
- Overseeing the health and medical function of deployed ESF #9 resources
- Coordinating/liasing with Federal, state, and local health and medical officials
- Coordinating/liasing with Federal, state, and local officials responsible for the recovery of human remains
- Participating in the planning process for development and implementation of the medical component of the IST operational action plan by submitting appropriate documentation
- Evaluating local medical and veterinary resources for their appropriateness and capability to provide advanced treatment to acutely ill or injured ESF #9 resources
- In conjunction with Federal, state, and local medical officials, establish hand-off procedures for victims encountered by ESF #9 resources
- Serving as a resource for task force medical team managers through the development, updating, and distribution of required documents
- Serving as a resource to Federal, state, and local officials on relevant health and medical issues
- Receiving and evaluating a copy of each task force's injury and illness reports every operational period, to identify patterns of illness or injury which may indicate a common threat to deployed resources
- Establishing resources for the re-supply of pharmaceuticals and medical supplies and equipment, in coordination with the Logistics Section Chief
- Assisting with the development of health and safety policies and procedures in coordination with the IST Safety Officer IST CBRNE/Hazmat Specialist or other specialist as required
- Attending and participating in all IST meetings and briefings as required
- Recommending the need to order additional medial resources to include IST veterinarian and Medical Unit Leaders as appropriate
- Coordinating the activities of the IST Veterinarian Specialist and Medical Unit Leader when activated

- Providing situation reports and maintaining records and reports
- Support IST Safety Officer efforts to develop and submit exposure reports

Required Training

The IST Medical Officer shall adhere to the following:

- Meet all Administrative and General training requirements
- Be a licensed physician who is emergency medicine residency- trained and/or Board-certified in emergency medicine and actively practicing clinical emergency medicine and having experience with pre- hospital medical care OR be a currently licensed physician with current ACLS, ATLS and PALS certification (or equivalent) whose medical activities include clinical medicine and or pre- hospital care
- Complete the FEMA US&R Medical Team Specialist – Instructor-Led Training (Course Code: 9P3130)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Medical Officer shall have the following minimum experience:

- Three US&R deployments on missions that entail actual operations (exclusive of deployment exercises).



IST MEDICAL UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Medical Unit Leader reports to the IST Medical Officer and is responsible to assist the IST Medical Officer in providing medical support and direction to US&R Task Force Personnel assigned to the area of operations.

Description of Duties

The IST Medical Unit Leader is responsible for the following:

- Managing and supervising the medical function of the IST during incident operations
- Assist in development of the Incident Medical Plan (for incident personnel)
- Develop procedures for handling any major medical emergency involving incident personnel
- Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel (as directed by the IST Medical Officer)
- May be assigned as a Forward Medical Observer
- Functions as a Medical Liaison for the Urban Search and Rescue system with other Federal, State and local Medical systems and responders
- Gathers medical information concerning the response and provides medical intelligence for inclusion into all types of action plans and after-action reviews
- Coordinates transportation of ill and or injured incident personnel and US&R canine and ensure that incident personnel patients are tracked as they move from origin, to care facilities, to final disposition
- May be assigned by the Medical Officer to assist the Logistics Section, the Operations Section, or the IST Doctor of Veterinary Medicine
- Assist in processing all paperwork related to injuries or deaths of incident assigned personnel; and coordinate personnel and mortuary affairs for incident personnel fatalities
- Assists the IST Medical Officer in preparing the Post Medical Screening guidelines for the deploying IST and Task Force Members when warranted in accordance with the current Program Directive

Required Training

The IST Medical Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Meet all requirements of a task force Medical Specialist or Medical Team Manager Position Description
- Complete Medical Unit Leader course (Course Code: NWCG S-359)

Required Experience

The IST Medical Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force medical team, an
- Three deployments (to include actual task force deployments and deployment exercises) as a member of the Medical Team (Medical Specialist or Medical Team Manager)

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IST OPERATIONS SECTION CHIEF POSITION DESCRIPTION

Functional Description

The IST Operations Section Chief reports to the IST Leader and is responsible for all operations directly applicable to the urban search and rescue mission. This individual activates and supervises organization elements in accordance with the IST operations action plan and directs its execution. The IST Operations Section Chief also directs the preparation of operational plans, requests or releases resources, monitors operational progress, and makes expedient changes to the operations plan as necessary.

Description of Duties

The IST Operations Section Chief is responsible for the following:

- Coordinating IST ESF #9 operations with Federal, state, and local resources
- Interacting and coordinating with the IST Leader on achievements, issues, problems, significant changes, special activities, and significant events
- Participating in the planning process and completing documents required for the operations action plan
- Converting operational incident objectives into tactical work assignments for ISTs and other resources by submitting documentation in a timely manner
- Implementing the operational portion of the IST operational action plan
- Coordinating and consulting with the Planning Section Chief, Safety Officer, Medical, Structural, and Hazmat Technical Specialists to model scenarios for the selection of appropriate strategies to accomplish objectives
- Identifying kind and number of resources required to support selected strategies by utilizing an ICS-215 for each operational period
- Assembling and disassembling specialized resources to support ESF #9 operations
- Subdividing work areas into manageable units by recommending the use of branches, divisions, and/or groups
- Allocating resources based on strategy requirements
- Briefing and assigning IST operations section personnel each operational period
- Supervising the IST operations section and assigning personnel and resources
- Monitoring and requesting additional resources to support operations as necessary
- Evaluating and monitoring current situation for use in next operational period planning
- Keeping current information regarding IST operations section accomplishments and the next operational period needs from IST Branch Directors and IST Division/Group Supervisors
- Coordinating record keeping of pertinent information within assigned impact areas, including victim locations, hazardous materials and safety issues, etc.
- Developing a recommended list of operation section resources to be demobilized and provides recommendations for the release when appropriate

- Assisting with development of long-range strategic, contingency, and demobilization plans
- Evaluating on-scene operations, making adjustments to organization, strategies, tactics, and resources as necessary

Required Training

The IST Operations Section Chief shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete course work that meets the requirements for NFPA 1006 Structural Collapse (Technician or Level 2)
- Complete the FEMA US&R Structural Collapse Specialist – Instructor-Led Training (Course Code: 9P2631)
- Complete NIMS ICS All-Hazards Position Specific Operations Section Chief course (Course Code: E/L-958) or the Operations Section Chief course (Course Code: NWCG S-430)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Operations Section Chief shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R System serving in significant positions (e.g. program manager, TFR, deployed TFL, etc.), and
- Three deployments (to include actual task force deployments and deployment exercises) as either a Rescue Team Manager or Search Team Manager, or
- Three deployments as an Operations Section Chief on a Type III or greater Incident Management Team (IMT)

Recommended Training

The IST Operations Section Chief should complete the following:

- NIMS ICS All-Hazards Position Specific Division/Group Supervisor course (Course Code: E/L-960) or the Division/Group Supervisor course (Course Code: NWCG S-339)



IST PLANNING SECTION CHIEF POSITION DESCRIPTION

Functional Description

The IST Planning Section Chief is a member of the IST general staff and reports to the IST Leader. The Planning Section Chief (PSC) is responsible for the collection, evaluation and dissemination of information, through the development of documents as needed to understand the current situation, predict a probable course of incident events, and prepare alternative strategies. The PSC develops IST Operations Action Plan (OAP), strategic and demobilization plans, and required reports.

Description of Duties

The IST Planning Section Chief is responsible for the following:

- Supervising the IST planning section and assigned personnel
- Assigning personnel as required
- Establishing information requirements and reporting schedules for the IST planning unit
- Establishing special information collection activities as necessary (e.g., weather data, demographic information, etc.)
- Determining the need for any specialized resources in support of the incident (e.g., GIS)
- Providing input to the IST Leader, IST Operations Section Chief when preparing the IST operations action plan
- Developing the IST Operational Action Plan (OAP), strategic, and demobilization plans
- Overseeing the collection, evaluation, and dissemination of information in US&R activities
- Assembling information on alternative strategies
- Providing periodic predictions regarding incident potential and/or duration
- Reporting any significant changes in incident status
- Compiling and displaying approved incident information
- Developing incident records and reports
- Maintaining and reporting status of assigned ESF #9 resources
- Collecting information and developing IST after-action reports
- Maintaining all appropriate situational and status displays
- Conducting IST planning meetings
- Planning, coordinating, and managing briefings
- Providing input and reviewing the IST planning section plan to develop the IST OAP
- Meeting moderate physical fitness requirement

Required Training

The IST Planning Section Chief shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents

- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete the FEMA US&R Planning Team Training Instructor-Led Training (Course Code: 9P6131)
- Complete the NIMS ICS All-Hazards Position Specific Planning Section Chief course (Course Code: E/L-962) or the Planning Section Chief course (Course Code: NWCG S-440)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Plans Section Chief shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R system, and
- Three deployments (to include actual task force deployments and deployment exercises) as a Plans Team Manager, or
- Three deployments as a Plans Section Chief on a Type III or greater Incident Management Team (IMT)

Recommended Training

The IST Planning Section Chief should complete the following:

- NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L-965) or the NIMS ICS All-Hazards Position Specific Situation Unit Leader course (Course Code: E/L-964) or the Resource Unit Leader course (Course Code: NWCG S-348) or the Situation Unit Leader course (Course Code: NWCG S-346)
- NIMS ICS All-Hazards Position Specific Logistics Section Chief course (Course Code: E/L-967) or the
- Logistics Section Chief course (Course Code: NWCG S-450)
- NIMS ICS All-Hazards Position Specific Division/Group Supervisor course (Course Code: E/L-960) or the Division/Group Supervisor course (Course Code: NWCG S-339)
- Status/Check-in Recorder course (Course Code: NWCG S-248)



IST POA/MOBILIZATION CENTER SPECIALIST POSITION DESCRIPTION

Functional Description

The IST POA/Mobilization Center Specialist reports to the IST Logistics Section Chief and assists mobilization center officials to resolve coordination and logistics issues related to ESF #9 resources and operations.

Description of Duties

The IST POA/Mobilization Center Specialist is responsible for the following:

- Providing technical support to inbound and outbound ESF #9 resources
- Coordinating transportation, billeting, feeding, and supply needs of ESF #9 resources at the POA/Mobilization center
- Maintaining current ESF #9 resources at the mobilization center
- Serving as the primary contact for participating agencies at the mobilization involving ESF #9 resources
- Briefing ESF #9 resources upon arrival and departure
- Implementing the POA/Mobilization center portion of the demobilization plan

Required Training

The IST POA/Mobilization Center Specialist shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete the FEMA US&R Logistics Team Training - Instructor-Led Training (Course Code: 9P4131)

Required Experience

The IST POA/Mobilization Center Specialist shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as a Logistics Team Manager.

Recommended Training

The IST POA/Mobilization Center Specialist should complete the following:

- NIMS ICS All-Hazards Position Specific Logistics Section Chief course (Course Code: E/L-967) or the Logistics Section Chief course (Course Code: NWCG S-450)
- Ground Support Unit Leader course (Course Code: NWCG S-355)

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IST RESOURCE UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Resource Unit Leader reports to the IST Planning Section Chief and is responsible for maintaining the status of all resources assigned to the IST.

Description of Duties

The IST Resource Unit Leader is responsible for the following:

- Establishing and maintaining check-in functions of ESF #9 resources at the incident location
- Collecting and displaying information on all ESF #9 resources assigned to the incident, including current location and status of all assigned IST members
- Preparing records and reports
- Preparing organization assignment list and organizational chart
- Preparing appropriate portions of division/group assignment lists
- Maintaining master roster of all ESF #9 resources checked in at the incident
- Maintaining and posting the current status and location of all resources

Required Training

The IST Resource Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the FEMA US&R Planning Team Training - Instructor-Led Training (Course Code: 9P6131)
- Complete the NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L-965) or the Resource Unit Leader course (Course Code: NWCG S-348)

Recommended Training

The IST Resource Unit Leader should complete the following:

- Status/Check-in Recorder course (Course Code: NWCG S-248)
- NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L-965) or the NIMS ICS All-Hazards Position Specific Situation Unit Leader course

(Course Code: E/L-964) or the Resource Unit Leader course (Course Code: NWCG S-348) or the Situation Unit Leader course (Course Code: NWCG S-346)

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IST SAFETY OFFICER POSITION DESCRIPTION

Functional Description

The IST Safety Officer reports directly to the IST Leader and is responsible for developing measures for assuring personnel safety and accessing and/or anticipating hazardous and unsafe conditions. The IST Safety Officer also monitors and assesses the safety aspects of the Incident Support Team during incident operations.

Description of Duties

The IST Safety Officer is responsible for the following:

- Overseeing the health and safety of all incident support team personnel during day to day operations upon deployment
- Coordinating with incident support team member's relative to the health, welfare, and safe operations of their assigned personnel
- Preventing injuries and illness of incident support team members and assigned ESF #9 members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures
- Attending planning meetings, conducting site safety analysis, completing required ICS documents for OAP, developing safety messages, and conducting safety briefings
- Coordinating with IST Medical Specialists, Haz-Mat Specialists, Structure Specialists, task force personnel, and other assigned Safety Officers to ensure that a comprehensive safety plan is established and monitored
- Establishing and enforcing the use of a personnel accountability system to be used during deployments
- Implementing immediate intervention of activities to prevent injuries and the loss of life
- Conducting incident/accident investigations with appropriate incident support team personnel under the direction of the Incident Support Team Leader
- Preparing post-incident injury/exposure reports and submitting them to the Incident Support Team Leader
- Monitoring the TF preparation and maintenance of entry permits, records, and reports
- Adhering to all safety policies and procedures

Required Training

The IST Safety Officer shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents
- Complete the FEMA US&R Task Force Safety Officer Instructor-Led Training (Course Code: 9P7231)

- Complete the FEMA US&R Structural Collapse Specialist – Instructor-Led Training (Course Code: 9P2631)
- Complete course work that meets the requirements for NFPA 1006 Structural Collapse (Technician or Level 2)
- Complete the NIMS ICS All-Hazards Position Specific Safety Officer course (Course Code: E/L-954) or the Safety Officer course (Course Code: NWCG S-404)
- Complete the Command and General Staff course (Course Code: NWCG S-420). Once a member has been accepted onto the IST, the member will need to attend this course within 24 months to remain deployable on the IST.

Required Experience

The IST Safety Officer shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Task Force Safety Officer.

Recommended Training

The IST Safety Officer should complete the following:

- FEMA US&R Hazardous Materials Specialist - Instructor-Led Training (Course Code: 9P5531)



IST SECURITY AND PROTECTIVE SERVICES SPECIALIST

POSITION DESCRIPTION

Functional Description

The IST Security and Protective Services Specialist is responsible for coordinating the Security and Protective Services function of the ESF #13 personnel assigned to the incident. The IST Security and Protective Services Specialist reports directly to the IST Logistics Chief and confers as needed with the IST Operations Section Chief and IST Leader. The IST Security and Protective Services Specialist is responsible for coordinating with Local and State Law Enforcement Agencies.

Description of Duties

The IST Security and Protective Services Specialist is responsible for the following:

- Providing information to the Security and Protective Services component of the IST Operational action plan.
- Gathering intelligence, identifying threats and recommending an appropriate response.
- Providing input in the development of the safety plan.
- Determining ESF #13 Security and Protective Services organizational and logistical needs.
- Attending briefings and ensuring that all Security and Protective Services personnel are kept informed of mission objectives and status changes.
- Providing situation updates and maintaining records and reports.
- Providing accountability, maintenance, and minor repairs for all issued equipment.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become an IST Security and Protective Services Specialist in the National US&R Response System. The intent of these requirements is to select a functional specialist, capable of coordinating the Security and Protective Services assets in the US&R mission. It is recommended that this position be staffed by personnel with Law Enforcement experience from within the FEMA US&R system.

Required Training

The IST Security and Protective Services Specialist shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the FEMA US&R Incident Support Team – Computer-Based Training (Course Code: 9P9130).

Recommended Training

The IST Security and Protective Services Specialist should complete the following:

- ICS-400: Advanced ICS for Expanding Incidents
- Type 3 All-Hazards Incident Management Team (IMT) course (Course Code: USFA O-305)
- NIMS ICS All-Hazards Position Specific Intelligence/Investigation Section Chief course (Course Code: E/L-991)

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IST SITUATION UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Situation Unit Leader reports to the Planning Section Chief (PSC) and is responsible for the collection, processing, organizing, and displaying of all incident information as it relates to ESF #9 resources. The Situation Unit Leader is also responsible for the preparation of future projections of the incident and any approved intelligence information.

Description of Duties

The IST Situation Unit Leader is responsible for the following:

- Collecting and analyzing information pertaining to ESF #9 incident activities
- Preparing, posting, or disseminating resource and situation status information as required including special requests
- Conducting situation briefings at meetings and briefings as required by the PSC
- Assisting the IST Planning Section Chief in preparing IST OAPs, strategic plans, and after-action reports
- Coordinating with ERT Planning Section on all ESF #9 information requests
- Maintaining access to weather information services, integrating the information into the IST OAP
- Preparing situation status reports (ICS-209)
- Developing and maintaining master map(s) of the incident
- Maintaining maps of the incident in the common area of the ICP for all responders to view
- Providing the primary point of contact with IST GIS function
- Requesting and receiving GIS products to support mission planning function

Training Requirements

The IST Situation Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the FEMA US&R Planning Team Training – Instructor-Based Training (Course Code: 9P6131)
- Complete the NIMS ICS All-Hazards Position Specific Situation Unit Leader course (Course Code: E/L-964) or the Situation Unit Leader course (Course Code: NWCG S-346)

Required Experience

The IST Situation Unit Leader shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Plans Team Manager, or
- One deployment (to include actual task force deployments and deployment exercises) as a Plans Team Manager and one deployment as a Technical Information Specialist.

Recommended Training

The IST Situation Unit Leader should complete the following:

- Status/Check-in Recorder course (Course Code: NWCG S-248)
- NIMS ICS All-Hazards Position Specific Resource Unit Leader course (Course Code: E/L-965) or the Resource Unit Leader course (Course Code: NWCG S-348)
- NIMS ICS All-Hazards Position Specific Division/Group Supervisor course (Course Code: E/L-960) or the Division/Group Supervisor course (Course Code: NWCG S-339)

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IST STRUCTURES SPECIALIST POSITION DESCRIPTION

Functional Description

The IST Structures Specialist reports directly to the IST Planning Section Chief and is responsible for ensuring various structural assessments for the IST during incident operations.

Description of Duties

The IST Structures Specialist is responsible for the following:

- Assessing and documenting the structural conditions within the area of IST operations, which includes identifying structure types, specific damage, and structural hazards
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to US&R personnel, as well as maintaining documentation and progress reports
- Assisting in the development of IST action plans
- Working closely with IST Safety Officer to identify, evaluate, and document hazardous conditions and adhere to all safety procedures
- Cooperating with and assisting other search and rescue resources including other governmental agencies
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission
- Coordinating, developing, and maintaining monitoring plans for assigned structures while rescue and recovery operations are proceeding
- Assuming an active role in implementing approved structural hazard mitigation as a coordinator, designer, inspector, and possibly a supervisor
- Coordinating with participating Task Force Structures Specialists
- Supervising other IST Structural Specialist staff as required
- Making recommendations regarding staffing requirements

Required Training

The IST Structures Specialist shall adhere to the following

- Meet all Administrative and General training requirements
- Complete the U.S. Army Corps of Engineers (USACE) Structures Specialist 1 Training course (Course Code: StS-1)
- Complete the U.S. Army Corps of Engineers (USACE) Structural Specialist 2 Training course (Course Code: StS2)
- Complete the FEMA US&R Structural Collapse Specialist – Instructor-Led Training (Course Code: 9P2631) or a FEMA US&R approved equivalent course.
- Currently be licensed as a Professional Engineer specialization in structures or equivalent as sanctioned by the FEMA US&R Structures Subgroup

Required Experience

The IST Structures Specialist shall have the following minimum experience:

- Possess a minimum of five years of experience in structure design and analysis to include evaluation of existing structures, field investigation, or construction observation experience

Recommended Training

The IST Structures Specialist should complete the following:

- ICS-300: Intermediate ICS for Expanding Incidents
- FEMA US&R Heavy Equipment and Rigging Specialist - Instructor-Led Training (Course Code: 9P2731)

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IST SUPPLY UNIT LEADER POSITION DESCRIPTION

Functional Description

The IST Supply Unit Leader reports to the IST Logistics Section Chief and is responsible for requesting personnel, equipment, and supplies; and for receiving, issuing, storing, and maintaining inventory of supplies.

Description of Duties

The IST US&R Supply Unit Leader is responsible for the following:

- Establishes on-site requisition procedures
- Determines the type and amount of supplies enroute
- Arranges for receiving ordered equipment, supplies, and personnel
- Distributes supplies, equipment, and personnel as requested
- Develops and maintains an inventory and accountability system for supplies
- Services non-expendable supplies and equipment
- Identifies times and locations of delivery of supplies and equipment
- Evaluates security needs of equipment and supplies
- Coordinates all procurement activities with the IST Finance/Administration Section
- Ensures Federal financial practices and procedures are followed
- Prepares and implements a packing and shipping plan for demobilization

Required Training

The IST Supply Unit Leader shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete the FEMA US&R Logistics Team Training - Instructor-Led Training (Course Code: 9P4131)
- Complete NIMS ICS All-Hazards Position Specific Supply Unit Leader course (Course Code: E/L-970) or the Supply Unit Leader course (Course Code: NWCG S-356)

Required Experience

The IST Supply Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, and
- Three deployments (to include actual task force deployments and deployment exercises) as a Logistics Team Manager.

Recommended Training

The IST Supply Unit Leader should complete the following:

- NIMS ICS All-Hazards Position Specific Logistics Section Chief course (Course Code: E/L-967) or the Logistics Section Chief course (Course Code: NWCG S-450)

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IST US&R TECHNICAL SPECIALIST POSITION DESCRIPTION

Functional Description

The IST US&R Technical Specialist reports to the IST Planning Section Chief or to the IST position assigned. This individual provides technical assistance to local officials regarding the capabilities of ESF #9 resources.

Description of Duties

The IST US&R Technical Specialist is responsible for the following:

- Providing technical support and assistance to local officials regarding ESF #9 resources, requirements, and capabilities, primarily at an ICP, local EOC, or other appropriate response facility
- Providing informational reports to the IST planning section as required
- Assists within the IST planning section as required
- Communicates requirements and distribution of ESF #9 resources within the affected area to IST planning section

Required Training

The IST US&R Technical Specialist shall adhere to the following:

- Meet all Administrative and General training requirements
- Complete ICS-300: Intermediate ICS for Expanding Incidents
- Complete ICS-400: Advanced ICS for Expanding Incidents

Required Experience

The IST US&R Technical Specialist shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a functional unit team manager (Plans, Rescue, Search, Logistics, Medical) and/or TFL.

Recommended Training

The IST US&R Technical Specialist should complete the following:

- Command and General Staff course (Course Code: NWCG S-420)
- NIMS ICS All-Hazards Position Specific Liaison Officer course (Course Code: E/L-956) or complete the NWCG Liaison Officer Position Task Book (PTB)
- FEMA US&R ESF #9 Group Supervisor – Instructor-Led Training (Course Code: 9P9931)