

Department of Homeland Security
Federal Emergency Management Agency

National Urban Search and Rescue Response System

A Component of the National Response Framework
Emergency Support Function # 9



US&R Operations Manual

Annex E - Position Descriptions

December 2020

The content and update of this document is the responsibility of the National US&R Response System's Training Subgroup (TSG) in coordination Advisory Organization Subgroups and the IST. This document is revised on a regular basis as required or at a minimum of every three years. The TSG is delegated this responsibility under the auspices of the Advisory Organization (AO) as outlined in the System's Administration Manual.

Document Name: US&R Operations Manual Annex E - Position Descriptions

FEMA US&R Document Number: 300-01E

Revision Cycle: As required, at a minimum every 3 years

Next Revision: January 2023

Issued to FEMA US&R System: Program Directive 2020-017 on December 1, 2020

All recommendations and questions related to the content of this document should be submitted:

By email to: fema-usr@fema.dhs.gov

Or by mail to:

Federal Emergency Management Agency
Response Directorate
Operations Division
Urban Search and Rescue Branch
500 C Street SW
Washington, DC 20472

c/o Planning Functional Group Project Officer

This document supersedes previous versions and incorporates all other applicable FEMA US&R documents, policies and procedures.

Record of Revisions

Date	Description of Revision
11/19/2015	Added the Aviation Branch Director Position Description.
08/18/2017	Revisions to Title Page, Demobilization Unit Leader, Division/Group Supervisor, Doctor of Veterinary Medicine, Facilities Unit Leader, Field Observer, Ground Support, Hazardous Materials Specialist, Information Officer, IST Leader, Logistics chief, Operations Section Chief, Planning Section Chief, POA/MOB Specialist, Resource Unit Leader, Safety Officer, Senior US&R Specialist, Situation Unit Leader, Structures Specialist, Supply Unit Leader, US&R Specialist.
12/20/2017	Revision to IST Leader, Liaison Officer, US&R Specialist, and Medical Officer.
01/2/2018	Addition of the IST Medical Unit Leader Position Description.
01/15/2020	Consolidated all Position Descriptions into this document to include the Task Force Position Descriptions removed from the Training Program Administration Manual. This document also now includes the Water Rescue Specialist and US&R Boat Operator, Task Force (TF) Security and Protective Services Specialist, and the IST Security and Protective Services Specialist.
12/01/2020	Revisions to General Training Requirements, Technical Search Specialist, Water Rescue Specialist, IST Leader, the addition of IST Liaison Officer – Type 1, IST Liaison Officer – Type 2, and the removal of IST US&R Technical Specialist.

Table of Contents

CHAPTER 1: Introduction	1
CHAPTER 2: Task Force General Requirements	2
CHAPTER 3: Task Force Position Descriptions	3
US&R Boat Operator	4
Canine Search Specialist	5
Communications Specialist	6
Hazardous Materials Specialist	8
Hazardous Materials Team Manager	10
Heavy Equipment and Rigging Specialist	12
Logistics Specialist.....	14
Logistics Team Manager	16
Medical Specialist	18
Medical Team Manager	20
Planning Team Manager	22
Rescue Specialist.....	23
Rescue Squad Officer	25
Rescue Team Manager.....	26
Safety Officer	27
Search Team Manager	29
Structures Specialist.....	31
Task Force Leader	33
Task Force Security and Protective Services Specialist.....	35
Technical Information Specialist.....	37
Technical Search Specialist	38
Water Rescue Specialist.....	40
Chapter 4: IST General Requirements	41
IST Aviation Branch Director	42
IST Communications Unit Leader.....	45
IST Demobilization Unit Leader	47
IST Division/Group Supervisor	49
IST Doctor of Veterinary Medicine.....	51
IST Documentation Unit Leader.....	52
IST Facilities Unit Leader	53
IST Field Observer	55
IST Ground Support Unit Leader.....	56
IST Hazardous Materials Specialist	58
IST Public Information Officer.....	60
IST Leader.....	62
IST Liaison Officer - Type 1.....	64
IST Liaison Officer - Type 2.....	66
IST Logistics Section Chief	68
IST Medical Officer.....	70
IST Medical Unit Leader	72

Table of Contents

IST Operations Section Chief.....	74
IST Planning Section Chief.....	76
IST POA/Mobilization Center Specialist.....	78
IST Resource Unit Leader	79
IST Safety Officer.....	80
IST Security and Protective Services Specialist	82
IST Situation Unit Leader	83
IST Structures Specialist.....	85
IST Supply Unit Leader	87
Appendix A: Additional Required Technical and Rope Rescue Skills	88

CHAPTER 1: Introduction

1-A Purpose

The primary mission of the National Urban Search and Rescue (US&R) Response System (the System) is the coordination, development, and maintenance of the Federal effort to provide resources to locate, extricate, and provide immediate medical treatment to victims trapped in collapsed structures, as well as to conduct other life-saving operations.

The Task Force Program Manager of each task force is responsible for the selection, training, equipping, mobilization, and deployment of the task force to respond to those situations as outlined in the National Response Framework. Those selected to become members of the System must be cognizant of the fact that the work performed requires the member to meet all physical requirements as determined by the Sponsoring Agency, to be available to mobilize on short notice, and to be capable of functioning for long hours in a physically challenging and austere environment often under adverse and arduous conditions.

1-B Scope

The position descriptions contained in this annex are applicable to all System task force members assigned to fulfill the position on a US&R deployment. It is the intent that this annex be referenced and utilized by Task Force Representatives, Task Force Program Managers, Task Force Training Managers, the FEMA US&R Branch, and others involved with the administration, management, and coordination of a task force.

To assist the Program Manager and Task Force Training Manager, the System has developed the position descriptions and general requirements (Training and Administrative) contained in this document that apply to each member. The Program Manager and Training Manager will ensure this document and the US&R Training Program Administration Manual (TPAM) is used to maintain the operational capability of the task force members.

1-C FEMA US&R Advisory Organization

The FEMA US&R Advisory Organization has the responsibility to periodically review the relevant position descriptions and assign Advisory Organization Subgroups with the tasking to review and provide recommendations to update position descriptions within their functional area. The position descriptions in this annex also form the basis of the applicable position specific training courses developed by the System.

1-D Administrative Information

This annex contains references to required and recommended training courses that are not managed or the responsibility of the System. Every effort will be made to stay informed of changes and updates to all courses listed within the position descriptions.

CHAPTER 2: Task Force General Requirements

2-A General Administrative Requirements

The task force will do the following for each member:

1. Maintain a current memorandum of agreement with DHS/FEMA, as well as participating agency agreements, and/or affiliated personnel agreements, as applicable
2. Maintain a file for each rostered member that includes the following completed forms:
 - a. Application for Federal Employment; Optional Form 612 or a standard FEMA US&R resume
 - b. Appointment Affidavits; Standard Form 61
3. 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
4. Ensure that each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or refusal is documented
5. Document that each member has a current Physician Clearance for Deployment document as defined in Program Directive 2005-008
6. Document each member has signed a Code of Conduct as defined in Program Directive 2018-006

2-B General Training Requirements

Each member will do the following:

1. Complete critical incident stress awareness training
2. Complete ICS-100, ICS-200, ICS-700, and the ICS-800.B course or newer version
3. Complete the *FEMA National US&R Response System Orientation* course (Course Code: 9G6100) or equivalent
4. Complete initial and annual refresher training at the first responder operations level for hazardous materials in accordance with OSHA 29 CFR, 1910.120
5. 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
6. Complete initial and annual refresher respiratory protection training in accordance with OSHA 29 CFR 1910.134 (k)
7. Complete an initial blood-borne pathogen training in accordance with OSHA 29 CFR 1910.1030
8. Complete the *FEMA US&R Enhanced Operations in the Contaminated Environment - Instructor-Led Training* (Course Code: 9G5420)
9. Complete NFPA 1670 awareness level training for the following:
 - a. Confined Space Search and Rescue
 - b. Water Rescue
 - c. Structural Collapse Search and Rescue

CHAPTER 3: Task Force Position Descriptions

3-A Functional Description

The functional description describes the overall responsibilities of a US&R member when deployed and serving in that position. The functional description will summarize how the position fits within the organizational structure of the task force, whom the position reports to, and identify any subordinates.

3-B Description of Duties

The description of duties is a bulleted list of ongoing duties the position is required to accomplish during a deployment. Training curriculum, handbooks, position task books, workshops, drills, and exercises are designed to ensure that members can successfully perform the duties described in their position description during a deployment.

3-C Position Requirements and Criteria

The position requirements and criteria describe the intent of the requirements listed in the position description and lists the selection criteria that should be considered for personnel to fill the position for a US&R deployment.

3-D Required Training

The required training provides a list of all mandatory training and administrative requirements a member must complete before they are considered fully deployable in their assigned position. US&R members are not to deploy until they have documentation on file with their task force demonstrating they have met all the required training of their assigned position description. Some of the position specific course names have changed slightly over the years and the importance is that a member has documented proof of having completed a Sponsored, Sanctioned, or Equivalent course that used the official curriculum at the time the course was delivered. When appropriate and listed in the course prerequisites, the Computer-Based Training must be completed prior to attending the associated Instructor-Led Training and both certificates must be kept on file in the member's training record.

3-E Recommended Training

The recommended training provides a list of optional training that will enhance a member's ability to serve in their assigned position. The recommended training has been identified as providing additional knowledge, skills and abilities that complement the position specific Instructor-Led Training course. Not all position descriptions have recommended training.

3-F Required Experience

The required experience describes what operational knowledge a member will need to possess prior to serving in their assigned position. The required experience will be gained from previous US&R deployments or having operational knowledge gained while working in specialized areas for their sponsoring agency or as part of a different emergency response organization. Required experience is not gained by attending training courses, it is obtained by performing the functions under real or realistic conditions such as a full-scale US&R exercise. Not all position descriptions have required experience.

US&R Boat Operator Task Force Position Description

A. 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 Water Squad Officer.

B. Description of Duties

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

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

C. 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.

D. Required Training

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

1. Complete all Administrative and General Training requirements
2. Complete a *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Meet all requirements of a US&R Water Rescue Specialist
4. Obtain a safe boating certificate by the National Safe Boating Council website or equivalent
5. Meet the requirements 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.

Canine Search Specialist

Task Force Position Description

A. Functional Description

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

B. Description of Duties

The Canine Search Specialist is responsible for the following:

1. Searching disaster environments and locations indicated in the mission assignment using appropriate canine search equipment and techniques
2. Documenting results of the canine search, including locations of alerts and routing them appropriately
3. Understanding and accurately interpreting canine behavior, including knowledge of the capabilities and limitations of search canines
4. Care and welfare of his/her canine including assisting the medical team with the canine's medical care
5. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Canine Search Specialists in the National US&R Response System. 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.

D. Required Training

The Canine Search Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Have current certification as a National US&R Canine Search Specialist Team member
3. Complete the *FEMA US&R Canine Search Specialist – Instructor-Led Training* (Course Code: 9P1331)
4. Complete the *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
5. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

E. Recommended Training

The Canine Search Specialist should complete the following:

1. The *FEMA US&R Technical Search Specialist - Instructor-Led Training* (Course Code: 9P1231)
2. The *FEMA US&R GPS Operations Level Course* (Course Code: 9G6210)
3. A canine emergency field care course

Communications Specialist Task Force Position Description

A. Functional Description

The Communications Specialist (CS) is responsible for managing and maintaining all communications and communications systems for their task force. The Communications Specialist reports directly to the Logistics Team Manager.

B. Description of Duties

The Communications Specialist is responsible for the following:

1. Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
2. Assessing overall communications needs, obtaining frequencies, and developing the task force incident communications plan
3. The installation, operation, and maintenance of the task force communications systems including radio, satellite, telephone, internet, GPS and networks during incidents
4. Coordinating communications with other entities, task forces and the Incident Support Team (IST) Communications Unit Leader
5. Adhering to all safety procedures
6. Accountability, preventive maintenance, and minor repairs of communications equipment
7. Maintaining appropriate records and reports
8. Maintaining the communications cache in an operational state at all times
9. Developing requests for replacement or repair for consumable, inoperative, lost, damaged, or destroyed items
10. Developing a task force communications plan (ICS 205) as part of the tactical action plan
11. Operating as an IST communications center dispatcher

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Communications Specialists in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the communications needs of the task force in the disaster environment.

D. Required Training

The Communications Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Complete the *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Complete the *FEMA US&R Communications Specialist - Instructor-Led Training* (Course Code: 9P4531)

Communications Specialist Task Force Position Description (continued)

E. Recommended Training

The Communications Specialist should complete the following:

1. *FEMA US&R Communications Specialist - Networking Workshop* (Course Code: 9P4540)
2. *Incident Communications Technician (COMT)* course (Course Code: NWCG S-258)
3. *Communications Unit Leader* course (Course Code: NWCG S-358) and/or *NIMS ICS All-Hazards Position Specific Communications Unit Leader* course (Course Code: E/L-969), which is currently required for IST Communications Unit Leader position
4. *Advanced Communications Specialist Qualification* course (Course Code: ACOM US&R), which is a MERS qualification process
5. The 2005 or later version of the *FEMA US&R Response System Communications Specialist Course* including the Non-Disclosure of Sensitive Information Training

Hazardous Materials Specialist Task Force Position Description

A. Functional Description

The Hazardous Materials Specialist (HMS) is responsible for performing the various hazardous materials functions for the task force during incident operations. The Hazardous Materials Specialist reports directly to the Hazardous Materials Team Manager.

B. Description of Duties

The Hazardous Materials Specialist is responsible for the following:

1. Providing an initial and ongoing survey (detection, monitoring and sampling) for, and identification of, the presence of hazardous materials at search and rescue sites
2. Proficiency with the set up and use of the decontamination system in the US&R cache
3. Directing decontamination procedures for any task force member victim, canine, or equipment
4. Performing minor mitigation operations within the scope of the *US&R Operations Manual Annex B: US&R Operations in a Contaminated Environment Concept of Operations (ConOps)*
5. Assisting team managers in providing information to personnel regarding chemical data and Personal Protective Equipment (PPE) compatibility and capability for tactical operations
6. Documenting all related information regarding the incident
7. Adhering to all safety procedures
8. Properly utilizing the detection monitors and devices in the US&R cache
9. Demonstrating proficiency in donning and doffing all personal protective equipment in the US&R cache
10. Demonstrating proficiency in building triage and US&R marking systems
11. Working with Logistics Team personnel to establish and maintain a regular maintenance schedule for HazMat cache items as required, including calibration, battery charging, function tests and field repair
12. Performing regular assessments of the Base Camp
13. Performing regular assessments of the base of operations for hazardous conditions, such as carbon monoxide from generators, or any other contaminants
14. Establishing and maintaining a liaison with HazMat personnel from the Incident Support Team (IST) and other task forces
15. Performing additional tasks or duties as assigned during a mission

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Hazardous Materials Specialists in the National US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent hazardous materials assessments and advice to task force personnel in the urban disaster environment.

Hazardous Materials Specialist Task Force Position Description (continued)

D. Required Training

The Hazardous Materials Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. 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
3. Meet and maintain the AHJ competencies in accordance with National Fire Protection Association (NFPA) Standard 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents to the level of Hazardous Materials Technician
4. Complete the *FEMA US&R Hazardous Materials Specialist - Instructor-Led Training* (Course Code: 9P5531)
5. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

E. Recommended Training

The Hazardous Materials Specialist should complete the following:

1. *Response to Radiological/Nuclear WMD Incident Course* (Course Code: PER-354) offered by the U.S. Department of Energy Nevada National Security Site, Center for Radiological/Nuclear Training (CTOS)

NOTE: An older version of this course was titled: *Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician for Hazardous Materials Technician* course (Course Code: PER-241)

2. *Hazardous Materials Technologies: Sampling, Monitoring, and Detection* course (Course Code: HT PER-261) offered by the Center for Domestic Preparedness (CDP)

NOTE: An older version of this course was titled: *WMD Hazardous Materials Technician Training (HT) Course* (Course Code: PER-261)

3. Conduct training with the task force water purification system in the US&R Equipment cache
4. Familiarize themselves with the *US&R Operations Manual Annex B: US&R Operations in Contaminated Environment Concept of Operations (ConOps)*

Hazardous Materials Team Manager Task Force Position Description

A. Functional Description

The Hazardous Materials (HazMat) Team Manager (HTM) is responsible for managing the Hazmat functions of the task force and supervising the Hazardous Materials Specialists of the task force. The Hazardous Materials Team Manager reports directly to the Task Force Leader.

B. Description of Duties

The Hazardous Materials Team Manager is responsible for the following:

1. Developing and implementing the HazMat component of the task force tactical plan
2. Coordinating, managing, and supervising all HazMat activities
3. Providing input in the development of the safety plan in cooperation with Medical Team Manager and Safety Officers while adhering to all safety procedures
4. Determining HazMat organizational and logistical needs
5. Receiving briefings and situation reports and ensuring that all HazMat personnel are kept informed of mission objectives and status changes
6. Providing situation updates and maintaining records and reports
7. Preparing deployment performance evaluations for assigned personnel
8. Providing accountability, maintenance, and minor repairs for all issued equipment
9. Possessing knowledge of the practical application of available (detection, PPE, and decontamination) technology used to support *US&R Operations Manual Annex B: US&R Operations in a Contaminated Environment Concept of Operations (ConOps)*

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Hazardous Material Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the HazMat component in the urban disaster environment.

D. Required Training

The Hazardous Materials Team Manager shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Meet all the requirements for the Hazardous Materials Specialist Position Description

Hazardous Materials Manager Task Force Position Description (continued)

E. Recommended Training

The Hazardous Materials Team Manager should complete the following:

1. *Response to Radiological/Nuclear WMD Incident Course* (Course Code: PER-354) offered by the U.S. Department of Energy Nevada National Security Site, Center for Radiological/Nuclear Training (CTOS)

NOTE: An older version of this course was titled: *Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician for Hazardous Materials Technician Course* (Course Code: PER-241)

2. *Hazardous Materials Technologies: Sampling, Monitoring, and Detection* course (Course Code: HT PER-261) offered by the Center for Domestic Preparedness (CDP)

NOTE: An older version of this course was titled: *WMD Hazardous Materials Technician Training (HT) Course* (Course Code: PER-261)

3. Conduct training with the task force water purification system in the US&R Equipment cache
4. Familiarize themselves with *US&R Operations Manual Annex B: US&R Operations in Contaminated Environment Concept of Operations (ConOps)*
5. *NIMS Resource Management* course (Course Code: IS-703)

Heavy Equipment and Rigging Specialist Task Force Position Description

A. Functional Description

The Heavy Equipment and Rigging Specialist (HERS) is responsible for performing various assessments and construction-related liaison for the task force during incident operations. The Heavy Equipment and Rigging Specialist reports directly to the Rescue Team Manager.

B. Description of Duties

The Heavy Equipment and Rigging Specialist is responsible for the following:

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

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Heavy Equipment and Rigging 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 urban disaster environment.

D. Required Training

The Heavy Equipment and Rigging Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Complete the *FEMA US&R Heavy Equipment and Rigging Specialist - Instructor-Led Training* (Course Code: 9P2731)

Heavy Equipment Rigging Specialist Task Force Position Description (continued)

E. Recommended Training

The Heavy Equipment Rigging Specialist should complete the following:

1. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex
2. *FEMA US&R Structural Collapse Specialist - Instructor-Led Training* (Course Code: 9P2631)

F. Required Experience

The Heavy Equipment and Rigging Specialist shall be experienced in heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or other applicable field, or possess a minimum of three years of experience as a Rescue Specialist on a task force.

Logistics Specialist

Task Force Position Description

A. Functional Description

The Logistics Specialist (LS) is responsible for ensuring the preparation and maintenance of the task force equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager.

B. Description of Duties

The Logistics Specialist is responsible for the following:

1. Coordinating the packaging, transport, distribution and maintenance of the task force equipment cache prior, during and subsequent to mission assignments
2. Coordinating with military and/or civilian officials for transportation needs
3. Procuring equipment as directed by the Logistics Team Manager
4. Ensuring accountability and security of the task force equipment cache
5. Maintaining accurate and timely records and reports
6. Adhering to all safety procedures
7. Maintaining and repairing the task force equipment cache
8. Assisting with over-all management of task force facilities and fleet
9. Coordinating and directing support specialists
10. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the task force in the urban disaster environment.

D. Required Training

The Logistics Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Complete the *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Complete the *FEMA US&R Logistics Team Training - Instructor-Led Training* (Course Code: 9P4131)
4. Complete a forklift training course as established by OSHA 29 CFR 1910.178
5. Complete a *DOT Hazardous Materials Handler/Packer/Labeler* course as established by 49 CFR, Part 172.704

Logistics Specialist Task Force Position Description (continued)

E. Recommended Training

The Logistics Specialist should complete the following:

1. *Ordering Manager* course (Course Code: NWCG J-252)
2. *Receiving and Distribution Manager* course (Course Code: NWCG J-253)
3. *Base Camp Manager* course (Course Code: NWCG J-254)
4. *Equipment Manager* course (Course Code: NWCG J-255)
5. *Security Manager* course (Course Code: NWCG J-259)
6. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground in accordance with the following documents:
 - 6-1. International Air Transport Association (IATA)
 - 6-2. Title 49 Code of Federal Regulations (CFR)
 - 6-3. Air Force Manual (AFMAN) 24-204

Logistics Team Manager

Task Force Position Description

A. Functional Description

The Logistics Team Manager (LTM) is responsible for the logistics function of the Urban Search and Rescue Task Force and supervising the Task Force Logistics Specialist, Communications Specialist, Support Specialist, and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.

B. Description of Duties

The Logistics Team Manager is responsible for the following:

1. All duties and responsibilities of the Logistics Specialist
2. Completion of all task force transportation documents (cargo manifests, shipping declarations, bills of lading, etc.)
3. Coordinating, managing, and supervising all logistical activities
4. Maintaining accurate and timely records and reports
5. Preparing performance evaluations for assigned personnel
6. Ensuring accountability, maintenance, and repairs for all task force equipment
7. Provide for operation and maintenance for all facilities and associated equipment
8. Coordinate with IST Logistics Section on task force issues
9. Management of task force transportation fleet
10. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component in the urban disaster environment.

D. Required Training

The Logistics Team Manager shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Meet all the requirements for the Logistics Specialist Position Description
3. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground in accordance with the following documents:
 - 3-1. International Air Transport Association (IATA)
 - 3-2. Title 49 Code of Federal Regulations (CFR)
 - 3-3. Air Force Manual (AFMAN) 24-204

Logistics Team Manager Task Force Position Description (continued)

E. Recommended Training

The Logistics Team Manager should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*
2. *Ordering Manager* course (Course Code: NWCG J-252)
3. *Receiving and Distribution Manager* course (Course Code: NWCG J-253)
4. *Base Camp Manager* course (Course Code: NWCG J-254)
5. *Equipment Manager* course (Course Code: NWCG J-255)
6. *Security Manager* course (Course Code: NWCG J-259)
7. *Facilities Unit Leader* course (Course Code: NWCG S-354) or the *NIMS ICS All-Hazards Position Specific Facilities Unit Leader* course (Course Code: E/L-971)
8. *Ground Support Unit Leader* course (Course Code: NWCG S-355)
9. *Supply Unit Leader* course (Course Code: NWCG S-356) or the *NIMS ICS All-Hazards Position Specific Supply Unit Leader* course (Course Code: E/L-970)
10. *Food Unit Leader* course (Course Code: NWCG S-357)

Medical Specialist

Task Force Position Description

A. Functional Description

The Medical Specialist (MS) is responsible for performing the medical function of the task force incident operation. The Medical Specialist reports directly to the Medical Team Manager.

B. Description of Duties

The Medical Specialist is responsible for the following:

1. The general health considerations of and delivery of medical care to all task force personnel, victims, and search dogs, while under the supervision of the Medical Team Manager, during disaster events
2. Implementing the medical action plans specified by the Medical Team Manager
3. Accountability, maintenance, and minor repairs for all issued equipment
4. Performing additional tasks or duties as assigned during a mission

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Medical Specialists in the National US&R Response System. The intent of these requirements is to select personnel fully capable of providing medical care required by the task force in the urban disaster environment.

D. Required Training

The Medical Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. The Medical Specialist must be actively participating in pre-hospital care. They shall either be currently certified/licensed as an EMT-Paramedic and have met all the requirements in their local jurisdiction or meet the requirements listed below:
 - 2-1. Physician Assistant
 - 2-2. Registered Nurse-Practitioner
 - 2-3. Registered Nurse who is currently certified / licensed as a Physician Assistant
 - 2-4. Registered Nurse- Practitioner or Registered Nurse – certified within an accredited organization or municipality and meets the National Registry of Emergency Medical Technician – Paramedic Standards or State certification requirements and actively practices advanced pre-hospital life support
 - 2-5. Must be certified and maintain the following, BTLS, ACLS, and PALS regimens (or equivalent)
3. Complete the *FEMA US&R Medical Team Specialist – Instructor-Led Training* (Course Code: 9P3131)
4. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

Medical Specialist
Task Force Position Description (continued)

E. Recommended Training

The Medical Specialist should complete the following:

1. A canine emergency medical course

Medical Team Manager

Task Force Position Description

A. Functional Description

The Medical Team Manager (MTM) has overall responsibility for the management and supervision of the medical function of the task force during incident operations. The Medical Team Manager reports directly to the Task Force Leader.

B. Description of Duties

The Medical Team Manager is responsible for the following:

1. Developing and implementing the medical component of the task force tactical action plan
2. Directly supervising the medical specialists
3. Assisting in the development of the safety plan in coordination with the task force Safety Officer and task force HazMat Specialist
4. Coordinating, managing, and supervising of all medical activities
5. Determining the medical organizational and logistics needs
6. Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status change
7. Responsible for providing situation reports and maintaining records and reports
8. Preparing performance evaluations for assigned personnel
9. Directing medical care delivery to task force personnel, search dogs, and victims
10. Ensuring a continuum of medical care and coordinating interaction with all appropriate outside medical entities
11. Ensuring accountability, maintenance, and minor repairs for all issued equipment
12. Performing additional tasks or duties as assigned during a mission

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Medical Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing, coordinating, and supervising the medical component in the urban disaster environment.

Medical Team Manager Task Force Position Description (continued)

D. Required Training

The Medical Team Manager shall adhere to the following:

1. Meet all Administrative and General training requirements
2. 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
3. Complete the *FEMA US&R Medical Team Specialist – Instructor-Led Training* (Course Code: 9P3131)

E. Recommended Training

The Medical Team Manager should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*
2. A canine emergency medical course
3. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

Planning Team Manager

Task Force Position Description

A. Functional Description

The task force Planning Team Manager (PTM) is responsible for planning aspects of the task force 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.

B. Description of Duties

The Planning Team Manager is responsible for the following:

1. Developing and implementing the planning components of the task force tactical action plan
2. Coordinating, managing and supervising all planning component activities
3. Determining the planning component organizational and logistics needs
4. Receiving briefings and situation reports and ensuring that all planning personnel are kept informed of status changes
5. Providing situation reports and maintaining records and reports
6. Preparing performance evaluations for assigned personnel
7. Providing accountability, maintenance, and minor repairs for all planning team equipment
8. Performing additional tasks or duties assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in the urban disaster environment.

D. Required Training

The Planning Team Manager shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Planning Team Training - Instructor-Led Training* (Course Code: 9P6131)

E. Recommended Training

The Planning Team Manager should complete the following:

1. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)

Rescue Specialist

Task Force Position Description

A. Functional Description

The Rescue Specialist (RS) is responsible for performing the rescue function of the task force incident operation. The Rescue Specialist reports directly to a Rescue Squad Officer.

B. Description of Duties

The Rescue Specialist is responsible for the following:

1. Implementing technical skills and operating equipment necessary for completing the rescue portion of the action plan
2. Performing rescue operations under the direct supervision of a Rescue Squad Officer and providing periodic progress reports as needed
3. Operating and conducting routine field maintenance of rescue tools and equipment
4. Ensuring accountability and maintenance for all issued equipment
5. Performing additional tasks or duties assigned
6. Evaluating and modifying rescue tactics as needed

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Rescue Specialists in the National US&R Response System. The intent of these requirements is to select personnel fully capable of providing the rescue tactics and techniques required in a disaster environment.

D. Required Training

The Rescue Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Meet the requirements of NFPA 1006 Technical Rescuer at the Technician or Level 2 (Excluding Chapter 1 Administration: Section 1.3.3)
 - 2-1. Job Performance Requirements
 - 2-2. Rope Rescue (Technician or Level 2)
 - 2-3. Confined Space Rescue (Technician or Level 2)
 - 2-4. Trench Rescue (Technician or Level 2)
 - 2-5. Vehicle and Machinery Rescue (Technician or Level 2)
3. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631) or a FEMA US&R approved equivalent course
4. Complete a *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
5. Maintain certification in basic first aid. Task force members currently licensed or certified as EMT (all levels) or licensed board-certified emergency physicians inherently meet this requirement

Rescue Specialist Task Force Position Description (continued)

E. Recommended Training

The Rescue Specialist should complete training that meets the requirements of NFPA 1006 Surface Water Rescue (Technician or Level 2)

Rescue Squad Officer

Task Force Position Description

A. Functional Description

The Rescue Squad Officer (RSO) is responsible for supervising one or more Task Force Rescue Squad(s). The Rescue Squad Officer reports directly to the Rescue Team Manager.

B. Description of Duties

The Rescue Squad Officer is responsible for the following:

1. Directly supervising Rescue Squad(s) and other assigned personnel
2. Implementing the rescue component of the task force tactical action plan
3. Determining organizational and logistical needs for the rescue squad(s) and work site
4. Providing periodic progress reports to the Rescue Team Manager
5. Maintaining records and reports
6. Preparing performance evaluations for assigned personnel
7. Ensuring accountability and maintenance for all issued equipment
8. Performing additional tasks or duties as assigned
9. Evaluating and modifying rescue tactics as needed

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Rescue Squad Officers in the National US&R Response System. The intent of these requirements is to select functional officers capable of effectively managing and supervising the Rescue Squad(s) and assigned personnel in the urban disaster environment.

D. Required Training

The Rescue Squad Officer shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Meet all requirements for the Rescue Specialist Position Description

E. Recommended Training

The Rescue Squad Officer should complete the following:

1. *FEMA US&R GPS Operations Level Course (Course Code: 9G6210)*
2. *ICS-300: Intermediate ICS for Expanding Incidents*
3. Meet the requirements of NFPA 1006 Surface Water Rescue (Technician or Level 2)

F. Required Experience

1. Have experience in structural collapse operations to include participation in field exercise(s) and/or a deployment as a Rescue Specialist

Rescue Team Manager

Task Force Position Description

A. Functional Description

The Rescue Team Manager (RTM) is responsible for managing and coordinating all operational functions of the task force. The Rescue Team Manager reports directly to the Task Force Leader.

B. Description of Duties

The Rescue Team Manager is responsible for the following:

1. Assisting in the development and implementation of the task force tactical action plan
2. Coordinating, managing, and supervising all functional groups involved in rescue activities
3. Determining rescue organizational and logistical needs
4. Receiving briefings and situation reports and ensuring that all rescue personnel are kept informed of mission objectives and status changes
5. Providing situation updates and maintaining records and reports
6. Preparing performance evaluations for assigned personnel
7. Performing additional tasks or duties as assigned
8. Ensuring accountability and maintenance for all issued equipment
9. Ensuring accountability of all assigned personnel
10. Providing a mission-specific rapid intervention plan that includes personnel and equipment needs

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Rescue Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising rescue operations in the urban disaster environment.

D. Required Training

The Rescue Team Manager shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Meet all the requirements for the Rescue Squad Officer Position Description
3. *Complete ICS-300: Intermediate ICS for Expanding Incidents*

E. Recommended Training

The Rescue Team Manager should complete the following:

1. *ICS-400: Advanced ICS for Expanding Incidents*
2. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)
3. *FEMA US&R GPS Operations Level Course* (Course Code: 9G6210)
4. Meet the requirements of NFPA 1006 Surface Water Rescue (Technician or Level 2)

Safety Officer

Task Force Position Description

A. Functional Description

The Task Force Safety Officer (SO) is responsible for monitoring and assessing the safety aspects of the task force during training, exercises and incident operations. The Safety Officer reports directly to the Task Force Leader.

B. Description of Duties

The Safety Officer is responsible for the following:

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

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become task force safety officers in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the safety function in the urban disaster environment.

D. Required Training

The Safety Officer shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete a *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Complete *ICS-300: Intermediate ICS for Expanding Incidents*

Safety Officer Task Force Position Description (continued)

D. Required Training (continued)

4. Complete the *FEMA US&R Task Force Safety Officer – Instructor-Led Training* (Course Code: 9P7231)
5. Meet the requirements of NFPA 1006 Technical Rescuer at the Technician or Level 2 (Excluding Chapter 1 Administration: Section 1.3.3)
 - 5-1 Job Performance Requirements
 - 5-2 Rope Rescue (Technician or Level 2)
 - 5-3 Confined Space Rescue (Technician or Level 2)
 - 5-4 Trench Rescue (Technician or Level 2)
 - 5-5 Vehicle and Machinery Rescue (Technician or Level 2)
6. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631) or a FEMA US&R approved equivalent course
7. Maintain certification in basic first aid. Task force members currently licensed or certified as EMT (all levels) or licensed board-certified emergency physicians inherently meet this requirement

E. Recommended Training

The Safety Officer should complete the following:

1. Meet the requirements of NFPA 1006 Surface Water Rescue (Technician or Level 2)

Search Team Manager

Task Force Position Description

A. Functional Description

The Search Team Manager (STM) is responsible for managing the search function of the task force and supervising the Canine Search Specialists and Technical Search Specialists. The Search Team Manager reports directly to the Task Force Leader.

B. Description of Duties

The Search Team Manager is responsible for the following:

1. Developing and implementing the search component of the task force tactical action plan
2. Coordinating, managing, and supervising all search and reconnaissance activities
3. Participating in the oversight, 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)
4. Participating in the Canine Search Specialist evaluation process at the task force level
5. Providing research and development input at the task force level for the implementation and evaluation of new technologies, equipment, tactics and skills as they pertain to the search component
6. Land navigation and site mapping
7. Determining search and reconnaissance operational, organizational and logistical needs
8. Ensuring that all assigned personnel are kept informed of mission objectives and status changes to include briefings and debriefings
9. Preparing performance evaluations for assigned personnel
10. Providing situation updates, documenting and maintaining records and reports
11. Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment
12. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Search Team Managers in the National US&R Response System. The intent of these requirements is to select functional managers, capable of effectively managing and supervising the search component, in the urban disaster environment.

D. Required Training

The Search Team Manager shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Technical Search Specialist – Instructor-Led Training* (Course Code: 9P1231)

Search Team Manager Task Force Position Description (continued)

D. Required Training (continued)

3. Complete the *FEMA US&R Canine Search Specialist – Instructor-Led Training* (Course Code: 9P1331)

E. Recommended Training

The Search Team Manager should complete the following:

1. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)
2. *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631)
3. *FEMA US&R Task Force Leader – Instructor-Led Training* (Course Code: 9P7131)
4. *FEMA US&R Planning Team Training – Instructor-Led Training* (Course Code: 9P6131)
5. *FEMA US&R GPS/Land Navigation Technician Level Course* (Course Code: 9G6200)
6. Technical rescue technician-level skill sets Appendix A of this Annex
7. *ICS-300: Intermediate ICS for Expanding Incidents*
8. Meet the requirements of NFPA 1006 Technical Rescuer at the Technician or Level 2 (Excluding Chapter 1 Administration: Section 1.3.3)
 - 8-1 Job Performance Requirements
 - 8-2 Rope Rescue (Technician or Level 2)
 - 8-3 Confined Space Rescue (Technician or Level 2)
 - 8-4 Trench Rescue (Technician or Level 2)
 - 8-5 Vehicle and Machinery Rescue (Technician or Level 2)
 - 8-6 Surface Water Rescue (Technician or Level 2)
9. A canine emergency medical course

F. Required Experience

1. Have experience in technical or canine search operations to include but not limited to participation in field exercise(s) and SAR deployments or equivalent qualification as determined by the Sponsoring Agency. NOTE: This requirement does not apply to those members rostered as Search Team Managers prior to July 1, 2008.

Structures Specialist

Task Force Position Description

A. Functional Description

The Structures Specialist (StS) is responsible for performing the various structural assessments for the task force during incident operations. The Structures Specialist reports directly to the Planning Team Manager.

B. Description of Duties

The Structures Specialist is responsible for the following:

1. Assessing the structural condition within the area of task force operations, which includes identifying structure types and specific damage and structural hazards
2. Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to task force personnel
3. Provide input to task force tactical action plans as appropriate
4. Cooperating with and assisting other search and rescue resources
5. Providing accountability, maintenance, and minor repairs for all issued equipment
6. Performing additional tasks or duties as assigned during a mission
7. Monitoring assigned structure for condition changes while rescue and recovery operations are proceeding
8. Assuming an active role in implementing approved structural hazard mitigation as a designer, inspector, and possibly a supervisor
9. Coordinating and communicating the structural related hazard mitigation with US&R IST Structural Unit Leader
10. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Structures 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 urban disaster environment.

D. Required Training

The Structures Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Complete the *U.S. Army Corps of Engineers (USACE) Structures Specialist 1 Training* course (Course Code: StS-1)
4. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

Structures Specialist Task Force Position Description (continued)

E. Recommended Training

The Structures Specialist should complete the following:

1. *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631)
2. *FEMA US&R Planning Team Training – Instructor-Led Training* (Course Code: 9P6131)
3. Attend the *U.S. Army Corps of Engineers (USACE) Structures Specialist 2 Training* course (StS-2) every five years
4. Attend the *U.S. Army Corps of Engineers (USACE) StS Regional Training* every two years
5. *FEMA US&R GPS Operations Level Course* (Course Code: 9G6210)

F. Required Experience

The Structures Specialist shall meet the following requirements:

1. Be currently licensed as a Professional Engineer (PE) specializing in structures or equivalent as sanctioned by the FEMA US&R Structures Subgroup. The criteria for qualifying as equivalent to PE are as follows:
 - 1-1 Bachelor of Science degree in civil engineering (or similar curriculum) from a college or university that is recognized by a state licensing board
 - 1-2 Five years of experience in any phase of structural engineering, including the teaching of subjects pertaining to structures, structural safety, and structural collapse
 - 1-3 A letter from the individual's FEMA US&R Task Force expressing the support of task force leadership and the task force structures specialists addressed to the FEMA US&R Structures Subgroup chair for consideration
 - 1-4 Individuals who are licensed architects by any state may be considered as having equivalent certification, based on the requirements listed above
2. 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

Task Force Leader

Task Force Position Description

A. 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 task force management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports directly to the DHS/FEMA NRCC during the mobilization and demobilization phases of the mission and the Incident Support Team (IST) at a mission location.

B. Description of Duties

The Task Force Leader is responsible for the following:

1. Developing and implementing the task force tactical action plan
2. Addressing the coordination, management, and supervision of all task force activities
3. Supervising the following positions:
 - 3-1 Search Team Manager
 - 3-2 Rescue Team Manager
 - 3-3 Medical Team Manager
 - 3-4 Logistics Team Manager
 - 3-5 Planning Team Manager
 - 3-6 Hazardous Materials Team Manager
 - 3-7 Safety Officer
4. Ensuring the development of all task force organizational and logistical needs
5. Interacting with the IST Leader and/or his/her designee for coordination of all task force activities and support requirements
6. Receiving briefings and ensuring that all task force personnel are kept informed of mission objectives and status changes
7. Providing regular situation reports to the IST
8. Providing regular reports to the Sponsoring Agency Chief
9. Ensuring the completion of all the required reports and maintenance of records
10. Ensuring that incident stress management activities are planned and conducted
11. Ensuring resource acquisitions are properly processed
12. Preparing performance evaluations for assigned personnel
13. Manage all demobilization and return to readiness issues
14. Performing additional tasks or duties as assigned

Task Force Leader

Task Force Position Description (continued)

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Leaders in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising all aspect of the task force in the urban disaster environment.

D. Required Training

The Task Force Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-400: Advanced ICS for Expanding Incidents*
3. Complete the *FEMA US&R Task Force Leader Instructor-Led Training* (Course Code: 9P7131)

E. Recommended Training

The Task Force Leader should complete the following:

1. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)

Task Force Security and Protective Services Specialist

Task Force Position Description

A. Functional Description

The Task Force (TF) Security and Protective Services Specialist (SPSS) 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.

B. Description of Duties

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

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

C. 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.

D. Required Training

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

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

Task Force Security and Protection Services Specialist Task Force Position Description (continued)

E. Recommended Training

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

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

Technical Information Specialist Task Force Position Description

A. Functional Description

The Technical Information Specialist (TIS) is responsible for documenting, tracking, and retrieving all pertinent information for the task force during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

B. Description of Duties

The Technical Information Specialist is responsible for the following:

1. Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function
2. Creating, displaying, providing and compiling documentation for all pertinent task force and incident information via written, audio, and visual media
3. Providing accountability, maintenance, and minor repairs for all planning team equipment
4. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Technical Information Specialists in the National US&R Response System. The intent of these requirements is to select personnel who are fully capable of providing competent information management for the task force in the urban disaster environment.

D. Required Training

The Technical Information Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Planning Team Training Instructor-Led Training* (Course Code: 9P6131)

E. Recommended Training

The Technical Information Specialist should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*

Technical Search Specialist Task Force Position Description

A. Functional Description

The Technical Search Specialist (TSS) is responsible for performing the technical search function of the task force incident operation. The Technical Search Specialist reports directly to the Search Team Manager.

B. Description of Duties

The Technical Search Specialist is responsible for the following:

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

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Technical Search Specialists in the National US&R Response System. The intent of these requirements is to select competent personnel, fully capable of providing state-of-the-art search techniques and tactics required, in the urban disaster environment.

D. Required Training

The Technical Search Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Technical Search Specialist Instructor-Led Training* (Course Code: 9P1231)
3. Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix A of this Annex

E. Recommended Training

The Technical Search Specialist should complete the following:

1. Complete the *FEMA US&R Canine Search Specialist – Instructor-Led Training* (Course Code: 9P1331)
2. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)
3. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631) or a FEMA US&R approved equivalent course

Technical Search Specialist Task Force Position Description (continued)

E. Recommended Training (continued)

4. Meet the requirements of NFPA 1006 Technical Rescuer at the Technician or Level 2 (Excluding Chapter 1 Administration: Section 1.3.3)
 - 4-1 Job Performance Requirements
 - 4-2 Rope Rescue (Technician or Level 2)
 - 4-3 Confined Space Rescue (Technician or Level 2)
 - 4-4 Trench Rescue (Technician or Level 2)
 - 4-5 Vehicle and Machinery Rescue (Technician or Level 2)
 - 4-6 Surface Water Rescue (Technician or Level 2)
5. A canine emergency field care course

Water Rescue Specialist

Task Force Position Description

A. Functional Description

The Water Rescue Specialist is responsible for performing water operations of the task force incident operation. The Water Rescue Specialist reports directly to a Rescue Squad Officer.

B. Description of Duties

The Water Rescue Specialist is responsible for the following:

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

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Water Rescue Specialists in the DHS/FEMA National US&R Response System. The intent of these requirements is to select personnel who are fully capable of providing the water operational tactics and techniques required in a disaster environment.

D. Required Training

The Water Rescue Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. The *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Meet the requirements of NFPA 1006 Technical Rescuer at the Technician or Level 2
 - 3-1 Job Performance Requirements
 - 3-2 Rope Rescue (Technician or Level 2)
 - 3-3 Surface Water Rescue (Technician or Level 2)
 - 3-4 Swiftwater Rescue (Technician or Level 2)
4. Complete a minimum swim requirement. Example of a recommended swim requirement: Swim of 500 yards without stopping using a forward stroke and without using swim aids such as dive mask, swim goggles, fins, snorkel, or flotation device. Stopping or standing up in the shallow end of the pool at any point during the exercise will constitute a failure. To be completed within 19 minutes. (NFPA 1670, Annex A, 1670-51 Stamina Exercise #1)

Chapter 4: IST General Requirements

4-A IST General Requirements

Each Incident Support Team (IST) member must be able to do the following:

1. Meet the physical requirements of the Sponsoring Agency with or without accommodations
2. 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.

4-B 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 task force.

4-C IST General Training Requirements

Each IST member will do the following:

1. 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.
2. All IST members must complete the *FEMA US&R Incident Support Team – Computer-Based Training* (Course Code: 9P9130)
3. 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

4-D IST Recommended Training

Each IST member should do the following:

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

IST Aviation Branch Director Position Description

A. 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.

B. Description of Duties

The IST Aviation Branch Director is responsible for the following:

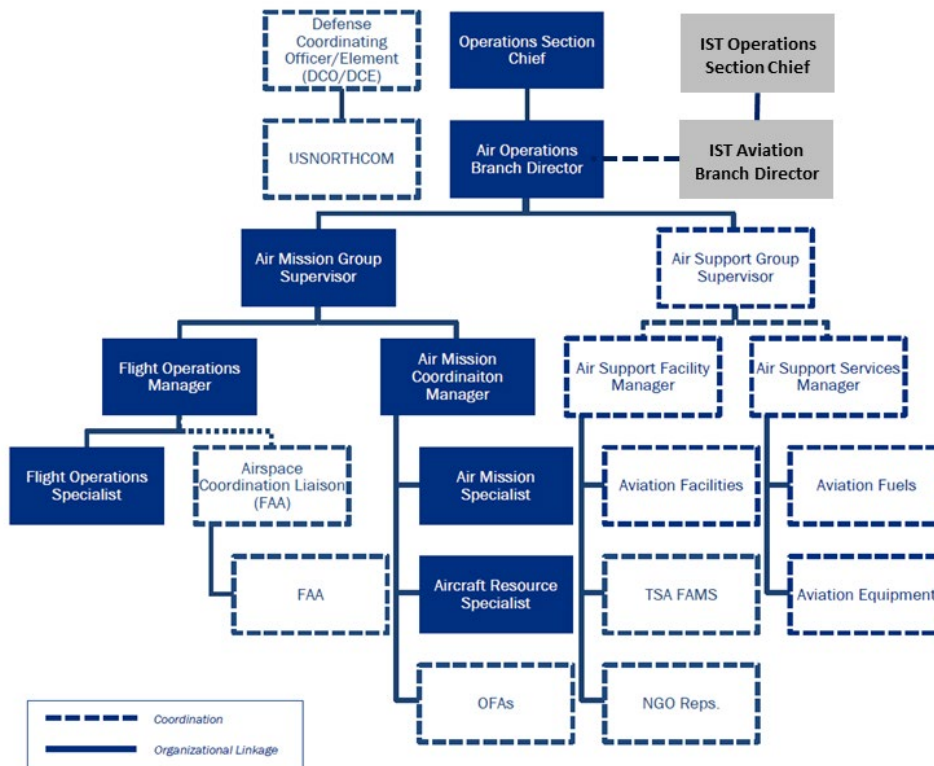
1. Check-in and obtain a briefing from the IST Operations Section Chief and the SEOC Flight Operations Unit Leader
2. Review the Incident Action Plan (IAP) and IST Action Plan. Review the Air Operations Summary if one is prepared
3. Perform operational planning for the IST air operations. Consider flight/duty limitations and ensure they are not exceeded
4. Keep the SEOC Flight Operations updated on air support activities
5. Identify aviation resources available or assigned to the IST, including pilot and aircraft capabilities
6. Request special air support items from the Logistics Section
7. Coordinate with IST Operations and SEOC Flight Operations Unit Leader to identify helibase and helispot locations, taking into consideration:
 - 7-1 Safety – Is the facility safe for operation? Are approach and departure routes clear of obstructions?
 - 7-2 Temporary Flight Restrictions (TFR) – Are TFR's in place?
 - 7-3 Flight routes – Will helicopters fly over residential areas? Will the locations allow expansion and 24-hour operations?
 - 7-4 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?
8. Inspect and visit areas of operation to ensure compliance with agency rules, regulations and procedures identified in the Interagency Helicopter Operations Guide (IHOG)
9. Determine personnel needs at the helibase and/or helispots

IST Aviation Branch Director Position Description (continued)

B. Description of Duties (continued)

10. Monitor and ensure compliance with each agency's operational requirements
11. Coordinate requests for air logistics
12. Coordinate with the Logistics Section on the proper aerial transport of hazardous materials
13. Coordinate with other air bases supporting the incident
14. 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)
15. Ensure the establishment and activation of air traffic control procedures between helibases and helispots with the SEOC Flight Operations Unit
16. 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
17. Supervise the implementation of dust abatement and removal of foreign objects (FOD) at helibase and helispots
18. Ensure fire control and crash/rescue services are available at helibases and helispots
19. Maintain a Unit Log

Example of a State EOC Organization of Air Operations



IST Aviation Branch Director Position Description (continued)

C. 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.

D. Required Training

The IST Aviation Branch Director shall adhere to the following:

1. Meet all Administrative and General training requirements
2. 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)
3. Complete *FEMA US&R GPS Operations Level Course* (Course Code: 9G6210)
4. Complete the *USAR Air Operations Online* course located at the FEMA US&R System Learning Management System (www.esf9training.org)

E. Required Experience

The IST Aviation Branch Director shall have the required experience:

1. Satisfactory performance as a Helibase Manager, or
2. Successful position performance in a related air support coordination role such as military experience

F. Recommended Training

The IST Aviation Branch Director should complete the following:

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

IST Communications Unit Leader Position Description

A. Functional Description

The Incident Support Team (IST) Communications Unit Leader (COML) 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.

B. Description of Duties

The IST Communications Unit Leader is responsible for the following:

1. Keeping the Incident Support Team informed of the capabilities and/or limitations of incident communications
2. Assessing overall communications needs, obtaining frequencies, and developing the Incident Communications Plan
3. Monitoring the needs for and requesting additional communications resources to support operations as necessary
4. Installing, operating, and maintaining the Incident Support Team's communications systems
5. Coordinating communications interoperability between the Incident Support Team and task forces and other participating communication systems
6. 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
7. Performing additional tasks or duties as assigned
8. Maintaining the communications cache in an operational state at all times
9. Facilitating replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
10. Recommending requests, as single resources, as needed
11. Instructing task force members regarding equipment operations, limitations, capabilities, radio operation protocol, and safety

C. Required Training

The IST Communications Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Communications Specialist - Instructor-Led Training* (Course Code: 9P4531)
3. Complete the *NIMS ICS All-Hazards Position Specific Communications Unit Leader* course (Course Code: E/L-969)
4. Complete the *Communication Unit Leader* course (Course Code: NWCG S-358)

IST Communications Unit Leader Position Description (continued)

D. Required Experience

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

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

E. Recommended Training

The IST Communications Unit Leader should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*

IST Demobilization Unit Leader Position Description

A. Functional Description

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

B. Description of Duties

The IST Demobilization Unit Leader is responsible for the following:

1. 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
2. Ensuring that the demobilization plans include the following:
 - 2-1 Release priorities
 - 2-2 Release procedures
 - 2-3 Specific instructions
 - 2-4 Specific section responsibilities
 - 2-5 Maps as necessary
 - 2-6 Communication plan as necessary
3. Working with IST logistics and determine the needs to support the demobilization plan
4. Reviewing the draft of the demobilization plan with the IST Planning and Logistics Section Chiefs
5. Distributing approved demobilization plan to all ESF #9 resources
6. Briefing and ensuring that all sections, units, and assigned resources understand their specific demobilization responsibilities
7. Preparing appropriate documentation for all demobilizing resources
8. Overseeing the execution of the demobilization plan
9. Recommending modification of the approved demobilization plan as required
10. Developing check-out function for all ESF #9 resources assigned to the IST
11. Briefing the IST Planning Section Chief on the demobilization progress each operational period
12. Remaining on scene until all resources have initiated return travel

C. Required Training

The IST Demobilization Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Planning Team Training - Instructor-Led Training* (Course Code: 9P6131)
3. 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)

IST Demobilization Unit Leader Position Description (continued)

D. Recommended Training

The IST Demobilization Unit Leader should complete the following:

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

IST Division/Group Supervisor Position Description

A. Functional Description

The Incident Support Team (IST) Division/Group Supervisor (DIVS) 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.

B. Description of Duties

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

1. Providing the IST operational plan to subordinates as needed
2. Reviewing division/group assigned tasks and incident activities with subordinates
3. Supervising division/group resources to ensure that tactical operations meet the strategic goals and objectives and make changes as appropriate
4. Providing technical assistance to ensure completion of assigned tactical objectives
5. 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
6. Submitting situation and resource status information to the Branch Director or IST OSC as directed
7. Assisting Safety Officers with the identification and mitigation of safety hazards
8. Reporting accomplishments and needs for the next operational period
9. Participating in briefing assigned resources regarding changes in assignments and tactical operations in the planning stage
10. Coordinating activities with adjacent divisions/groups
11. Participating in the development of plans for the next operational period as requested
12. Ensuring that assigned resources get to and from assignments in a timely and orderly manner
13. Resolving logistics problems within the division/group

C. Required Training

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

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. 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)
4. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631)

IST Division/Group Supervisor Position Description (continued)

D. Required Experience

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

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

IST Doctor of Veterinary Medicine Position Description

A. Functional Description

The Incident Support Team (IST) Doctor of Veterinary Medicine (VET) 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.

B. Description of Duties

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

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

C. Required Training

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

1. Meet all Administrative and General training requirements

D. Required Experience

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

1. Be a licensed veterinarian
2. Experience with canine emergency medical care

E. Recommended Training

The IST Doctor of Veterinary Medicine should complete the following:

1. *Type 3 All-Hazards Incident Management Team (IMT) course (Course Code: USFA O-305)*
2. *ICS-300: Intermediate ICS for Expanding Incidents*
3. Animal rescue training

IST Documentation Unit Leader Position Description

A. Functional Description

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

B. Description of Duties

The IST Documentation Unit Leader is responsible for the following:

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

C. Required Training

The IST Documentation Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Planning Team Training Instructor-Led Training* (Course Code: 9P6131)
3. 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)
4. Complete the *NWCG Documentation Unit Leader Position Task Book (PTB)*

D. Recommended Training

The IST Documentation Unit Leader should complete the following:

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

IST Facilities Unit Leader Position Description

A. Functional Description

The Incident Support Team (IST) Facilities Unit Leader (FACL) 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.

B. Description of Duties

The IST Facilities Unit Leader is responsible for the following:

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

C. Required Training

The IST Facilities Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete the *FEMA US&R Logistics Team Training Instructor-Led Training* (Course Code: 9P6131)
3. 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)

IST Facilities Unit Leader Position Description (continued)

D. Required Experience

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

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

E. Recommended Training

The IST Facilities Unit Leader should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*

IST Field Observer Position Description

A. Functional Description

The Incident Support Team (IST) Field Observer (FOB) reports to the IST Situation Unit Leader and is assigned to the field to work with Operations Branch Director or Division Supervisor to collect status information from personal observations and to expedite the exchange of information between the Operations Section and Planning Section.

B. Description of Duties

The IST Field Observer is responsible for the following:

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

C. Required Training

The IST Field Observer shall adhere to the following:

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

D. Required Experience

The IST Field Observer shall have the following minimum experience:

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

IST Ground Support Unit Leader Position Description

A. Functional Description

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

B. Description of Duties

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

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

C. Required Training

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

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

D. Required Experience

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

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

IST Ground Support Unit Leader Position Description (continued)

E. Recommended Training

The IST Ground Support Unit Leader should complete the following:

1. *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)
2. *ICS-300: Intermediate ICS for Expanding Incidents*

IST Hazardous Materials Specialist Position Description

A. Functional Description

The Incident Support Team (IST) Hazardous Materials (HazMat) Specialist (HMS) 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 Chemical, Biological, Radiological, Nuclear, and Explosive (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.

B. Description of Duties

The IST Hazardous Materials Specialist is responsible for the following:

1. Coordinating and supporting the activities of the task force(s) for incidents involving CBRNE and/or a release of hazardous materials
2. Coordinating with IST safety, structures, and medical to ensure the safety and well-being of all assigned resources
3. 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
4. Establishing liaison with associated Federal, state and local agencies, which may support US&R operations
5. 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
6. Ensuring the proper selection and use of personal protective equipment (PPE) through coordination with task force(s), IST Safety, IST Medical and IST Operations
7. Ensuring that controlled work zones are established and maintained in a consistent manner to restrict entry and minimize contamination
8. 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
9. 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
10. Collecting information regarding the exact nature of an event, threat assessments, scene security, vulnerability, etc.
11. 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
12. Maintains an understanding of current US&R Hazmat Operations and all materials and manuals that support those safe US&R operations

IST Hazardous Materials Specialist Position Description (continued)

C. Required Training

The IST Hazardous Materials Specialist shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Hazardous Materials Specialist – Instructor-Led Training* (Course Code: 9P5531)
4. 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
5. 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
6. 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.

D. Required Experience

The IST Hazardous Materials Specialist shall have the following minimum experience:

1. Five years of experience as a member of a task force hazardous material team, and
2. Three deployments (to include actual task force deployments and deployment exercises) as a Hazardous Materials Team Manager

E. Recommended Training

The IST Hazardous Materials Specialist should complete the following:

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

IST Public Information Officer Position Description

A. Functional Description

The Incident Support Team (IST) Public Information Officer (PIO) reports directly to the IST 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 PIO 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.

B. Description of Duties

The IST Public Information Officer is responsible for the following:

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

IST Public Information Officer Position Description (continued)

C. Required Training

The IST Public Information Officer shall adhere to the following:

1. Meet all Administrative and General training requirements
2. 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
3. *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)
4. 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
5. *FEMA Advanced Public Information Officer* course (Course Code: E/L-0388)

D. Required Experience

The IST Public Information Officer shall have the following minimum experience:

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

E. Recommended Training

The IST Public Information Officer should complete the following:

1. *ICS-400: Advanced ICS for Expanding Incidents*

IST Leader

Position Description

A. Functional Description

The Incident Support Team (IST) Leader (ISTL) 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.

B. Description of Duties

The IST Leader is responsible for the following:

1. Providing the overall management of National US&R task forces and incident support team activities at the Joint Field Office (JFO) and field locations
2. Assessing the situation and/or obtaining a briefing from Federal, state and local officials
3. Determining the incident objectives and strategy
4. Establishing immediate priorities
5. Ensuring that the planning cycle is established in conjunction with Federal, state, and local cycles
6. 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
7. Briefing Federal, state, and local officials on task force and IST capabilities and limitations
8. Ensuring that Federal, state, and local officials are kept informed of the status of ESF #9 resources and incident activities
9. Ensuring that the release of information is authorized by Federal, state, and local officials
10. Ensuring that incident status summary for ESF #9 resources is completed and forwarded to the appropriate authorities within the specified timelines
11. 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
12. Documenting operational requirements with Federal, state, and local officials
13. Ensuring that all IST functions are carried out in a professional manner, according to IST and FEMA Incident Management Assistance Team (IMAT) guidelines
14. Approving the IST tactical, operational, or incident action plan
15. Recommending mobilization and demobilization activities of US&R resources to the Federal, state, and local officials and ESF #9 Group Supervisor
16. Ensuring that all safety practices and procedures are followed
17. Ensuring that all required forms are completed

IST Leader Position Description (continued)

B. Description of Duties (continued)

18. Ensuring that Federal financial procedures and practices are followed
19. Reviewing all resource requests with the ESF #9 Group Supervisor for approval

C. Required Training

The Incident Support Team Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*
4. Complete *FEMA US&R Task Force Leader – Instructor-Led Training* (Course Code: 9P7131)
5. 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
6. 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

D. Required Experience

The IST Leader shall have the following minimum experience:

1. Five years of demonstrated experience in the FEMA US&R System serving in significant positions (e.g. program manager, TFR, deployed TFL, etc.), and
2. 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
3. Three IST deployments (to include actual IST deployments and deployment exercises) in a command and general staff position, or
4. Three deployments in a Command and General Staff position on a Type III Incident Management Team (IMT) or greater

E. Recommended Training

The Incident Support Team Leader should complete the following:

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

IST Liaison Officer - Type 1

Position Description

A. Functional Description

The Incident Support Team (IST) Liaison Officer – Type 1 (LOFR1) serves as the representative responsible to communicate and coordinate activities between the FEMA US&R IST and other disaster response entities. The entities might include an Incident Management Assistance Team (IMAT), the Regional Response Coordination Centers (RRCCs), State Emergency Management Agencies, etc. The IST Liaison Officer – Type 1 also monitors incident operations to identify current or potential inter-organizational problems that could affect the ESF #9 resources. Only one Liaison Officer will be assigned to an IST. The Liaison Officer may have Assistant Liaison Officers as deemed necessary.

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.

B. Description of Duties

The IST Liaison Officer – Type 1 is responsible for the following:

1. Establishing contact with the IST Leader for informal information exchange and updates
2. Reporting to assigned worksite and making preliminary introductions
3. Identifying representatives from the Federal Search and Rescue Coordination Group (FSARCG) and identifying opportunities to integrated operations and logistics activities
4. Identifying other US&R liaison personnel or Agency Representatives necessary for ESF #9 coordination
5. Identifying other related ESFs that may require coordination for ESF #9 operations in the field
6. Maintaining a list of assisting and cooperating agencies and their representatives
7. Participating in all required meetings
8. Ensuring strategic ESF #9 SAR issues are identified and factored into the IMAT Action Plan. Ensure the IMAT Action Plan is distributed to the IST Plans Section.
9. Identifying any strategic communications issues between the IST and other entities such as the IMAT, SEOC or IMT
10. Communicate any public relations media issues to the Public Information Officer
11. Participate in teleconferences as requested
12. Assign Assistant Liaison Officer(s) as appropriate

IST Liaison Officer - Type 1 Position Description (continued)

C. Required Training

The IST Liaison Officer – Type 1 shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*
4. *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)*
5. Complete NIMS Intrastate Mutual Aid (Course Code: IS-706)
6. 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

D. Required Experience

The IST Liaison Officer – Type 1 shall have the following minimum experience:

1. Successful performance as an IST Liaison Officer Type 2
2. Three IST deployments (to include actual IST deployments and deployment exercises) in a Command and General Staff position, or
3. Three deployments in a Command and General Staff position on a Type III incident or greater

E. Recommended Training

The IST Liaison Officer – Type 1 should complete the following:

1. Complete *EOC Management and Operations* (Course Code: G-775) or complete the *Basic Emergency Operations Center Functions* (Course Code: IS-2200)

IST Liaison Officer - Type 2 Position Description

A. Functional Description

The Incident Support Team (IST) Liaison Officer - Type 2 (LOFR2) is responsible to communicate and coordinate activities between the FEMA US&R IST and other disaster response organizations and private sector organizations. The LOFR2 provides technical assistance to local Incident Management Teams (IMTs), and other local officials in making decision regarding the appropriate use of ESF #9 resources required or assigned to the incident. In most circumstances, the IST Liaison Officer - Type 2 serves as an Assistant Liaison Officer and reports to the IST Liaison Officer – Type 1.

B. Description of Duties

The IST Liaison Officer – Type 2 is responsible for the following:

1. Establish contact with the IST Liaison Officer – Type 1 or the IST Leader for information exchange and updates
2. Report to assigned worksite and make preliminary introductions
3. Contact outside agencies and receive briefs regarding their status, operational considerations, assignments, and support requirements and coordinate as required
4. Provide technical support and assistance to local officials regarding ESF #9 resources, requirements, and capabilities, primarily at an Incident Command Post (ICP), local Emergency Operations Center (EOC), or other appropriate response facility
5. Ensure that resource, support, and other requests from local officials are effectively communicated through the IST Liaison – Type 1 and coordinated for resolution
6. Monitor incident operations to identify current or potential inter-organizational problems
7. Participate in planning meetings as required, provide current resource status, including limitations and capability of other SAR resources

C. Required Training

The IST Liaison Officer – Type 2 shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*

D. Required Experience

The IST Liaison Officer – Type 2 shall have the following minimum experience:

1. 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.

IST Liaison Officer - Type 2 Position Description (continued)

E. Recommended Training

The IST Liaison Officer – Type 2 should complete the following:

1. *Command and General Staff* course (Course Code: NWCG S-420).
2. *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)*
3. NIMS Intrastate Mutual Aid (Course Code: IS-706)
4. *EOC Management and Operations* (Course Code: G-775) or complete the *Basic Emergency Operations Center Functions* (Course Code: IS-2200)

IST Logistics Section Chief Position Description

A. Functional Description

The Incident Support Team (IST) Logistics Section Chief (LSC) 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.

B. Description of Duties

The IST Logistics Section Chief is responsible for the following:

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

IST Logistics Section Chief Position Description (continued)

C. Required Training

The IST Logistics Section Chief shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*
4. Complete *FEMA US&R Logistics Team Training – Instructor-Led Training* (Course Code: 9P4131)
5. *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)
6. 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

D. Required Experience

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

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

E. Recommended Training

The IST Logistics Section Chief should complete the following:

1. *Ground Support Unit Leader* course (Course Code: NWCG S-355)
2. *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)
3. *NIMS ICS All-Hazards Position Specific Supply Unit Leader* course (Course Code: E/L-970)

IST Medical Officer Position Description

A. Functional Description

The Incident Support Team (IST) Medical Officer (MOFR) reports to the IST 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 Specialist.

B. Description of Duties

The IST Medical Officer is responsible for the following:

1. Managing and supervising the medical function of the IST during incident operations
2. Overseeing the health and medical function of deployed ESF #9 resources
3. Coordinating/liasing with Federal, state, and local health and medical officials
4. Coordinating/liasing with Federal, state, and local officials responsible for the recovery of human remains
5. Participating in the planning process for development and implementation of the medical component of the IST operational action plan by submitting appropriate documentation
6. Evaluating local medical and veterinary resources for their appropriateness and capability to provide advanced treatment to acutely ill or injured ESF #9 resources
7. In conjunction with Federal, state, and local medical officials, establish hand-off procedures for victims encountered by ESF #9 resources
8. Serving as a resource for task force Medical Team Managers through the development, updating, and distribution of required documents
9. Serving as a resource to Federal, state, and local officials on relevant health and medical issues
10. 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
11. Establishing resources for the re-supply of pharmaceuticals and medical supplies and equipment, in coordination with the IST Logistics Section Chief
12. Assisting with the development of health and safety policies and procedures in coordination with the IST Safety Officer, IST Hazmat Specialist, or other specialist as required
13. Attending and participating in all IST meetings and briefings as required
14. Recommending the need to order additional medical resources to include IST Doctor of Veterinary Medicine and IST Medical Unit Leaders as appropriate
15. Coordinating the activities of the IST Doctor of Veterinary Medicine and IST Medical Unit Leader when activated
16. Providing situation reports and maintaining records and reports
17. Support IST Safety Officer efforts to develop and submit exposure reports

IST Medical Officer Position Description (continued)

C. Required Training

The IST Medical Officer shall adhere to the following:

1. Meet all Administrative and General training requirements
2. 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
3. Complete the *FEMA US&R Medical Team Specialist – Instructor-Led Training* (Course Code: 9P3131)
4. 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

D. Required Experience

The IST Medical Officer shall have the following minimum experience:

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

IST Medical Unit Leader Position Description

A. Functional Description

The Incident Support Team (IST) Medical Unit Leader (MEDL) 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.

B. Description of Duties

The IST Medical Unit Leader is responsible for the following:

1. Managing and supervising the medical function of the IST during incident operations
2. Assist in development of the Incident Medical Plan (for incident personnel)
3. Develop procedures for handling any major medical emergency involving incident personnel
4. 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)
5. May be assigned as a Forward Medical Observer
6. Functions as a Medical Liaison for the US&R system with other Federal, State and local medical systems and responders
7. Gathers medical information concerning the response and provides medical intelligence for inclusion into all types of action plans and after-action reviews
8. 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
9. May be assigned by the IST Medical Officer to assist the IST Logistics Section, the IST Operations Section, or the IST Doctor of Veterinary Medicine
10. Assist in processing all paperwork related to injuries or deaths of incident assigned personnel; and coordinate personnel and mortuary affairs for incident personnel fatalities
11. 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

C. Required Training

The IST Medical Unit Leader shall adhere to the following:

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

IST Medical Unit Leader Position Description (continued)

D. Required Experience

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

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

IST Operations Section Chief Position Description

A. Functional Description

The Incident Support Team (IST) Operations Section Chief (OSC) 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.

B. Description of Duties

The IST Operations Section Chief is responsible for the following:

1. Coordinating IST ESF #9 operations with Federal, state, and local resources
2. Interacting and coordinating with the IST Leader on achievements, issues, problems, significant changes, special activities, and significant events
3. Participating in the planning process and completing documents required for the operations action plan
4. Converting operational incident objectives into tactical work assignments for ISTs and other resources by submitting documentation in a timely manner
5. Implementing the operational portion of the IST operational action plan
6. 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
7. Identifying kind and number of resources required to support selected strategies by utilizing an ICS-215 for each operational period
8. Assembling and disassembling specialized resources to support ESF #9 operations
9. Subdividing work areas into manageable units by recommending the use of branches, divisions, and/or groups
10. Allocating resources based on strategy requirements
11. Briefing and assigning IST operations section personnel each operational period
12. Supervising the IST operations section and assigning personnel and resources
13. Monitoring and requesting additional resources to support operations as necessary
14. Evaluating and monitoring current situation for use in next operational period planning
15. Keeping current information regarding IST operations section accomplishments and the next operational period needs from IST Branch Directors and IST Division/Group Supervisors
16. Coordinating record keeping of pertinent information within assigned impact areas, including victim locations, hazardous materials and safety issues, etc.
17. Developing a recommended list of operation section resources to be demobilized and provides recommendations for the release when appropriate

IST Operations Section Chief Position Description (continued)

B. Description of Duties (continued)

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

C. Required Training

The IST Operations Section Chief shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*
4. Complete course work that meets the requirements for NFPA 1006 Structural Collapse (Technician or Level 2)
5. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631)
6. 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)
7. 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

D. Required Experience

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

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

E. Recommended Training

The IST Operations Section Chief should complete the following:

1. *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

A. Functional Description

The Incident Support Team (IST) Planning Section Chief (PSC) is a member of the IST general staff and reports to the IST Leader. The IST Planning Section Chief 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.

B. Description of Duties

The IST Planning Section Chief is responsible for the following:

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

IST Planning Section Chief Position Description (continued)

C. Required Training

The IST Planning Section Chief shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete *ICS-400: Advanced ICS for Expanding Incidents*
4. Complete the *FEMA US&R Planning Team Training Instructor-Led Training* (Course Code: 9P6131)
5. 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)
6. 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

D. Required Experience

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

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

E. Recommended Training

The IST Planning Section Chief should complete the following:

1. *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)
2. *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)
3. *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)
4. *Status/Check-in Recorder* course (Course Code: NWCG S-248)

IST POA/Mobilization Center Specialist Position Description

A. Functional Description

The Incident Support Team (IST) Point of Arrival (POA) / Mobilization Center Specialist (POAM) 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.

B. Description of Duties

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

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

C. Required Training

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

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

D. Required Experience

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

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

E. Recommended Training

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

1. *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)
2. *Ground Support Unit Leader* course (Course Code: NWCG S-355)

IST Resource Unit Leader Position Description

A. Functional Description

The Incident Support Team (IST) Resource Unit Leader (RESL) reports to the IST Planning Section Chief and is responsible for maintaining the status of all resources assigned to the IST.

B. Description of Duties

The IST Resource Unit Leader is responsible for the following:

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

C. Required Training

The IST Resource Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Planning Team Training - Instructor-Led Training* (Course Code: 9P6131)
4. 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)

D. Recommended Training

The IST Resource Unit Leader should complete the following:

1. *Status/Check-in Recorder* course (Course Code: NWCG S-248)
2. *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)

IST Safety Officer Position Description

A. Functional Description

The Incident Support Team (IST) Safety Officer (SOFR) 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 IST during incident operations.

B. Description of Duties

The IST Safety Officer is responsible for the following:

1. Overseeing the health and safety of all IST personnel during day to day operations upon deployment
2. Coordinating with IST members relative to the health, welfare, and safe operations of their assigned personnel
3. Preventing injuries and illness of IST members and assigned ESF #9 members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures
4. Attending planning meetings, conducting site safety analysis, completing required ICS documents for OAP, developing safety messages, and conducting safety briefings
5. 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
6. Establishing and enforcing the use of a personnel accountability system to be used during deployments
7. Implementing immediate intervention of activities to prevent injuries and the loss of life
8. Conducting incident/accident investigations with appropriate incident support team personnel under the direction of the IST Leader
9. Preparing post-incident injury/exposure reports and submitting them to the IST Leader
10. Monitoring the Task Force preparation and maintenance of entry permits, records, and reports
11. Adhering to all safety policies and procedures

C. Required Training

The IST Safety Officer shall adhere to the following:

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

IST Safety Officer Position Description

C. Required Training (continued)

5. Complete the *FEMA US&R Structural Collapse Specialist – Instructor-Led Training* (Course Code: 9P2631)
6. Complete course work that meets the requirements for NFA 1006 Structural Collapse (Technician or Level 2)
7. 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)
8. 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

D. Required Experience

The IST Safety Officer shall have the following minimum experience:

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

E. Recommended Training

The IST Safety Officer should complete the following:

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

IST Security and Protective Services Specialist Position Description

A. Functional Description

The Incident Support Team (IST) Security and Protective Services Specialist (SPSS) 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.

B. Description of Duties

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

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

C. 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.

D. Required Training

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

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

E. Recommended Training

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

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

IST Situation Unit Leader Position Description

A. Functional Description

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

B. Description of Duties

The IST Situation Unit Leader is responsible for the following:

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

C. Required Training

The IST Situation Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Planning Team Training – Instructor-Based Training* (Course Code: 9P6131)
4. 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)

IST Situation Unit Leader Position Description (continued)

D. Required Experience

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

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

E. Recommended Training

The IST Situation Unit Leader should complete the following:

1. *Status/Check-in Recorder* course (Course Code: NWCG S-248)
2. *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)
3. *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 Structures Specialist Position Description

A. Functional Description

The Incident Support Team (IST) Structures Specialist (StS) reports directly to the IST Planning Section Chief and is responsible for ensuring various structural assessments for the IST during incident operations.

B. Description of Duties

The IST Structures Specialist is responsible for the following:

1. Assessing and documenting the structural conditions within the area of IST operations, which includes identifying structure types, specific damage, and structural hazards
2. 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
3. Assisting in the development of IST action plans
4. Working closely with IST Safety Officer to identify, evaluate, and document hazardous conditions and adhere to all safety procedures
5. Cooperating with and assisting other search and rescue resources including other governmental agencies
6. Providing accountability, maintenance, and minor repairs for all issued equipment
7. Performing additional tasks or duties as assigned during a mission
8. Coordinating, developing, and maintaining monitoring plans for assigned structures while rescue and recovery operations are proceeding
9. Assuming an active role in implementing approved structural hazard mitigation as a coordinator, designer, inspector, and possibly a supervisor
10. Coordinating with participating Task Force Structures Specialists
11. Supervising other IST Structural Specialist staff as required
12. Making recommendations regarding staffing requirements

C. Required Training

The IST Structures Specialist shall adhere to the following:

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

IST Structures Specialist Position Description (continued)

D. Required Experience

The IST Structures Specialist shall have the following minimum experience:

1. 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

E. Recommended Training

The IST Structures Specialist should complete the following:

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

IST Supply Unit Leader Position Description

A. Functional Description

The Incident Support Team (IST) Supply Unit Leader (SPUL) 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.

B. Description of Duties

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

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

C. Required Training

The IST Supply Unit Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Logistics Team Training - Instructor-Led Training* (Course Code: 9P4131)
4. 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)

D. Required Experience

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

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

E. Recommended Training

The IST Supply Unit Leader should complete the following:

1. *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)

Appendix A: Additional Required Technical and Rope Rescue Skills

A. Technical Rescue Skill Sets

Minimum skill set recommendations for task force personnel who enter the hazard zone (i.e., forward deployment):

1. General Requirements of NFPA 1670
2. Rope Rescue Awareness per NFPA 1670
3. Trench Rescue Awareness per NFPA 1670
4. Duties of the Entrant per 29 CFR 1910.146

B. Additional Required Rope Rescue Skills

1. Safety considerations during rope rescue operations
2. Characteristics of life safety rope and webbing
3. Application of rope rescue hardware specific to a lowering operation
4. Application of rope rescue hardware and software specific to a belay line
5. Assemble and apply a Class III harness
6. Assemble and apply a “hasty harness”
7. Tie a simple figure eight knot
8. Tie a figure eight follow-through knot
9. Tie an overhand follow-through with webbing
10. Attach a prusik loop to a rope
11. Be familiar with anchor systems
12. Be familiar with raising and lowering systems
13. Demonstrate proficiency when attaching oneself to and participating in a raising or lowering system
14. Demonstrate proficiency when descending and ascending a fixed line, low angle