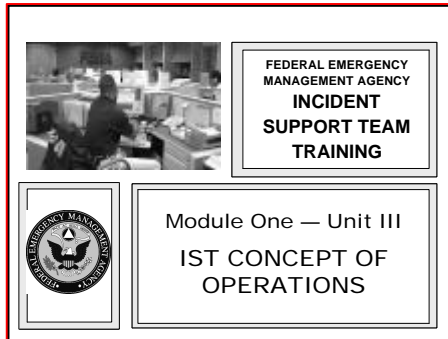


MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS



Introduction

■ Objectives

- Describe the basic functional responsibilities of the five IST sections.
- Purpose, benefit and which functional position is involved.

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Introduction

■ Objectives

- Elements of IST ops and IST relationships with other ESF-9 entities.
 - Capabilities
 - Interactions with external organizations
 - IST Operations
 - Planning
 - Resource ordering
 - Command and control
 - Demobilization
 - Return to readiness

3

MISSION STATEMENT

The mission of the US&R IST is to provide Federal, State, and local officials with technical assistance in the acquisition and utilization of ESF-9 resources through advice, incident command assistance, management and coordination of US&R task forces, and obtaining ESF-9 logistic support.

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A. MISSION STATEMENT

The mission of the US&R IST is to provide Federal, State, and local officials with technical assistance in the acquisition and utilization of Emergency Support Function (ESF)-9 resources through advice, incident command assistance, management and coordination of US&R task forces, and obtaining ESF-9 logistic support.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

B. IST CAPABILITIES

IST CAPABILITIES

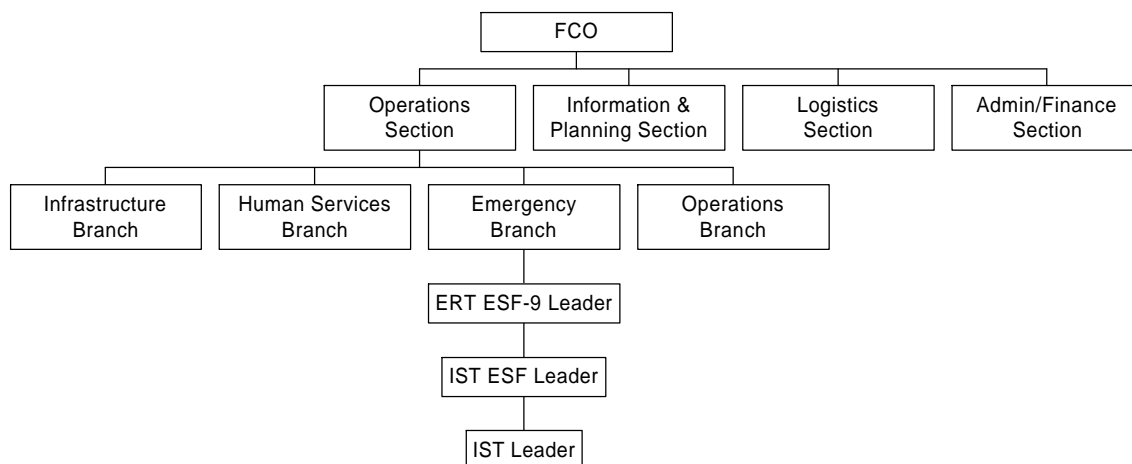
- US&R needs assessment
- Technical assistance
- Management assistance
- Coordination of multiple TFs
- Logistical support

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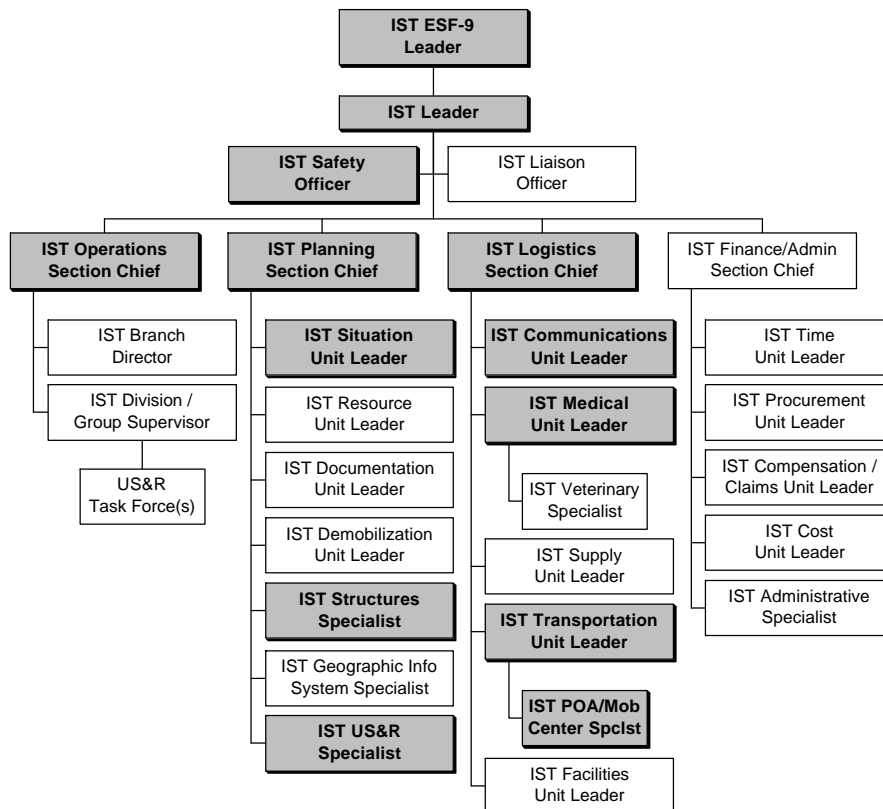
- The following actions are addressed by the IST during mission response:
 - Conduct a comprehensive US&R needs assessment.
 - Provide technical US&R assistance, support, and advice to Federal, State, and local officials.
 - Provide US&R management and coordination assistance and expertise to the Emergency Support Team (EST) ESF-9 Leader, the Emergency Response Team (ERT) ESF-9 Leader, and the Federal Coordinating Officer at the Disaster Field Office (DFO).
 - Under the direction of the ERT ESF-9 Leader, provide coordination of the operations of multiple task forces in the field.
 - Coordinate logistical support of deployed task forces beyond their initial 72-hour period of self-sufficiency with the Regional Operations Center (ROC), ERT, and EST Logistics Sections, ensuring compliance with FEMA property management procedures.
- Coordinate with the appropriate positions in the ERT ESF-9 Coordination Cell.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST



IST Organization Structure



[Shading denotes IST-A response]

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

Responsibilities of the IST

■ IST Command

- ERT Emergency Service Branch responsible for:
 - Approving all ESF-9 activities
 - Accountable property requisitions
 - Coordination with senior officials

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Responsibilities of the IST

- ERT ESF-9 Leader reports to ERT Emergency Services Branch Chief
- ESF-9 Leader ensures objectives accomplished
- ERT ESF-9 Group functions accomplished by the IST

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Responsibilities of the IST

- More than one IST activated:
 - Each ESF-9 Leader and IST will manage resources assigned to them.
 - EST will coordinate issues not resolved in the field

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C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

1. IST Command

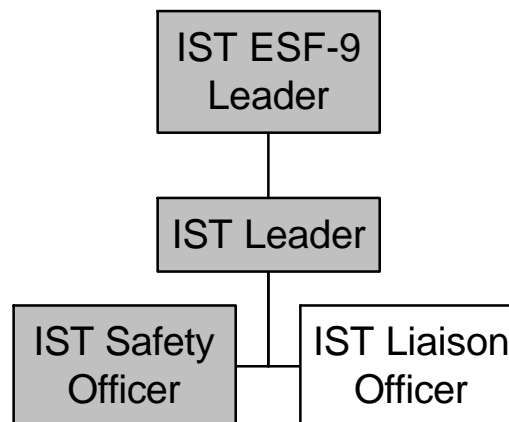
The IST ESF-9 Leader is responsible for approving all ESF-9 mobilization and demobilization activities, requisitions for support of ESF-9 activities, and coordination with senior Federal, State, and local officials.

- The IST ESF-9 Leader ensures that ERT strategic objectives are accomplished and identifies procurement limitations. The IST Leader reports to the IST ESF-9 Leader and manages the IST.
- The IST supports the local Incident Commander's operations.
 - An Memorandum of Understanding (MOU) will be developed between the IST and the local jurisdiction that will describe the scope of the ESF-9 mission.
 - Any decisions involving financial commitments to the Federal Government requires IST ESF-9 Leader approval.
- When more than one IST is activated, each IST ESF-9 Leader and IST will manage and coordinate the ESF-9 resources assigned to them. The EST will arbitrate any management and coordination issues that cannot be resolved in the field.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

2. IST Command Staff



Responsibilities of the IST

- IST Command Staff responsible for providing input to IST Commander.
- Command Staff assists in development of the AP.

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The IST Command Staff is responsible for providing assistance and recommendations to the IST Leader. The IST Command Staff participates in the development and approval of the IST Action Plan (AP).

- The IST Safety and IST Liaison Officers report to the IST Leader.
 - The IST Safety Officer develops and recommends measures for assuring personnel safety, anticipates and assesses hazardous or unsafe situations, and coordinates with other Safety Officers.
 - The IST Liaison Officer is the primary point of contact for personnel assigned to the incident by an assisting or cooperating agency that has no direct tactical assignment.
 - Examples of an assisting or cooperating agency are the American Red Cross, Salvation Army, utility company, etc.

Responsibilities of the IST

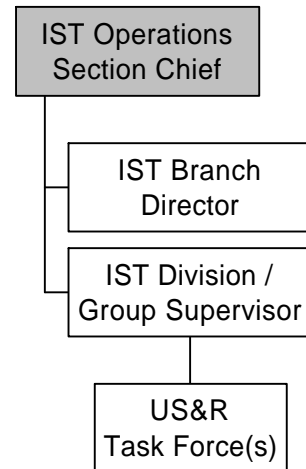
- IST Command Staff
 - IST Safety Officer
 - Assures personnel safety
 - IST Liaison Officer
 - Interacts with assisting / cooperating agencies

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

3. IST Operations Section



Responsibilities of the IST

- **IST Operations Section:**
 - US&R mission objectives
- **IST Operations Chief reports to the IST Commander.**

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Responsibilities of the IST

- **IST Ops Section Chief:**
 - Supervises Ops Section
 - Requests/assigns ESF-9 resources
 - Input to the AP

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Responsibilities of the IST

- **IST Operations Branch:**
 - Implementation of assigned portion of the AP
 - IST Branch Director(s) report to Ops Section Chief
 - Branch Directors participate in planning/briefing meetings

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The IST Operations Section is responsible for management and coordination of operations directly related toward accomplishing US&R mission strategic goals and objectives. The IST Operations Section Chief, who reports to the IST Leader, manages the IST Operations Section.

- The IST Operations Section Chief assigns and supervises organization elements within the IST Operations Section in accordance with the IST AP. The IST Operations Section Chief also requests, reassigns, or releases ESF-9 resources with the concurrence of IST Leader and IST ESF-9 Leader, recommends expedient changes to the IST AP as necessary, and leads the preparation of the operational section of the AP.
- When activated, the IST Operations Branch is responsible for the implementation of that portion of the IST AP assigned to the Branch.
 - The IST Branch Director reports to the IST Operations Section Chief.
 - IST Branch Directors participate in planning and briefing meetings, as directed.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

3. IST Operations Section (continued)

Responsibilities of the IST

- **IST Division/Group Supervisors:**
 - Implementation of assigned portion of the AP
- **Division**
 - Defined geographic area
- **Group**
 - Assembled functional resources

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Responsibilities of the IST

- **US&R Task Forces:**
 - Responsible for assigned goals and objectives
 - TFL responsible for task force elements and functions
 - TFL reports to assigned Ops officer

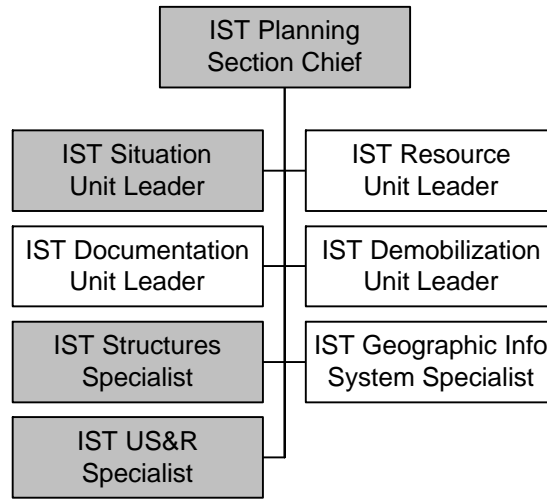
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- IST Division/Group Supervisors are responsible for the implementation of assigned portions of the IST AP. IST Division/Group Supervisors report to the IST Operations Section Chief or IST Branch Director when activated.
 - A Division is a defined geographical area such as the floor of a building, multiple buildings, or section of a city.
 - A Group is composed of resources assembled to accomplish a specific function not necessarily within a single geographical area.
 - IST Division/Group Supervisors participate in planning and briefing meetings, as directed.
- Each US&R task force is responsible for meeting assigned tactical goals and objectives, which contribute toward accomplishing IST AP strategic goals and objectives.
 - The Task Force Leader is responsible for the management, coordination, and supervision of task force elements and functions.
 - The Task Force Leader usually reports to the IST Operations Section Chief, but may report to an IST Branch Director or an IST Division/Group Supervisor when these positions are implemented in the incident organization.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

4. IST Planning Section



The IST Planning Section compiles and distributes the IST AP. The IST Planning Section is responsible for collection, evaluation, and dissemination of information about incident developments, the status of assigned/requested ESF-9 resources, and incident demobilization.

- Information is needed to understand the current situation, predict incident events and probable results of action, prepare alternative ESF-9 strategies, and provide for orderly, cost effective demobilization of assigned ESF-9 resources. The IST Planning Section Chief, who reports to the IST Leader, manages the IST Planning Section.
- Some incidents may require the use of technical specialists who have specialized knowledge and expertise. Initially, technical specialists are assigned to the IST Planning Section, but can be reassigned where their services are required.

Responsibilities of the IST

- IST Planning Section
 - Compiles/distributes AP
 - Incident developments/status
 - Predictions
 - Demobilization
- IST Planning Section Chief reports to IST Commander

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

Responsibilities of the IST

■ Technical Specialists

- Specialized knowledge/expertise
- IST US&R Specialists
 - ROC
 - State EOC
 - Local EOC

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Responsibilities of the IST

■ Planning — Other Types

- Transition Plan
- Demobilization Plan
- Contingency Plan

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Responsibilities of the IST

■ Information Flow

- Ops briefing at start of each operational period and covers
 - Objectives
 - Current information
 - Tactical assignments
 - Safety / Medical issues
 - Logistics issues

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Responsibilities of the IST

■ Situation Reporting

- IST Situation Unit tracks
 - Latest information
 - Accomplishments
 - Recommendations
 - Priorities for next Ops Period
- TFLs provide input through their assigned IST Div/Group Supervisor

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C. FUNCTIONAL RESPONSIBILITIES OF THE IST

4. IST Planning Section (continued)

- IST US&R Specialists provide information about the National US&R Response System and IST and US&R task force capabilities and uses to the ROC, State, and local EOC officials.
 - They may also provide incident command assistance to local EOC officials in the use of local resources during US&R activities.
 - IST US&R Specialists report to the IST Planning Section Chief.
 - If IST US&R Specialists are reassigned to provide management and coordination of task forces, they will be assigned to the IST Operations Section as an IST Branch Director or Division/Group Supervisor and report to their appropriate IST Operations Section supervisor.
- Planning may also develop other types of plans:
 - Transition plan
 - Demobilization plan
 - Contingency plan

Information Flow

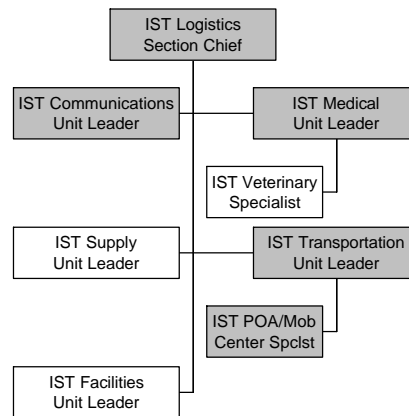
An Operations Briefing will be held prior to the start of each operational period. The briefing covers objectives, current information, tactical assignments, personnel, safety, medical, and other logistics issues.

- During each operational period, the IST Situation Unit in the IST Planning Section contacts the IST Operations Section Chief to gather the latest information on the accomplishments, recommendations, and priorities for the next operational period.
- Task Force Leaders are expected to report their accomplishments and recommendations for the next operational period in their assigned work area to the assigned IST Division/Group Supervisor.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

5. IST Logistics Section



The IST Logistics Section is responsible for providing ESF-9 resources with facilities, services, and materiel in support of the incident. The IST Logistics Section Chief, who reports to the IST Leader, manages the IST Logistics Section.

Responsibilities of the IST

■ IST Logistics Section

- Provides ESF-9 resources with:
 - Facilities
 - Services
 - Materiel
- IST Log Section Chief reports to IST Commander

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Responsibilities of the IST

■ IST Logistics

- 72-hour self-sufficiency
- Anticipates potential logistics support
 - Medical
 - Food
 - Transportation
 - Facilities

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Responsibilities of the IST

■ IST will locate to provide best support

■ Initial stages

- IST responds to TF needs

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- An objective of the National US&R Response System is self-sufficiency for 72 hours without creating any negative effect on State or local governments requesting Federal assistance.

- The IST Logistics Section anticipates potential logistical support needs for all ESF-9 resources which include resupply, medical, food, transportation, facilities, technical equipment, radio frequencies, etc.
- The IST Logistics Section Chief, in close consultation with the IST Finance/Administration Section Chief and the ESF-9 Leader, is responsible for ensuring that Federal procurement principles and practices are followed.

- The IST will locate where it can provide support to all assigned ESF-9 resources. During the initial stages of the disaster, the IST should prepare to respond to task force needs.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section (continued)

Some examples of the available support within the DFO are:

- Medical Items:
 - ESF-8 (Public Health Service, Veterans Administration)
 - Supplies & Equipment: General Services Administration (GSA)
 - U.S. Department of Agriculture (USDA) Forest Service
 - Department of Defense (DOD)
- Communications:
 - GSA
 - USDA Forest Service
- Transportation:
 - Department of Transportation (DOT)
 - DOD
 - FEMA

Resource Ordering

- The US&R task forces may request logistical support, resupply, and transportation.
 - These items are requested from the IST, which forward the requests through the ERT ESF-9 Leader to the appropriate agencies and ESFs within the DFO.
 - Once task forces are assigned to an incident, all task force procurement must be processed through the IST. Emergency procurement authorized in the Task Force Activation Order are exempt from this requirement.

Responsibilities of the IST

- Support within DFO
 - Medical
 - ESF-8 / GSA
 - Forest Service / DOD
 - Communications
 - GSA / Forest Service
 - Transportation
 - DOT / DOD
 - FEMA

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Responsibilities of the IST

- Resource Ordering
 - TF Requests
 - Logistical support
 - Resupply
 - Transportation
 - IST forwards to ESFs at DFO
 - Emergency procurements exempt

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section

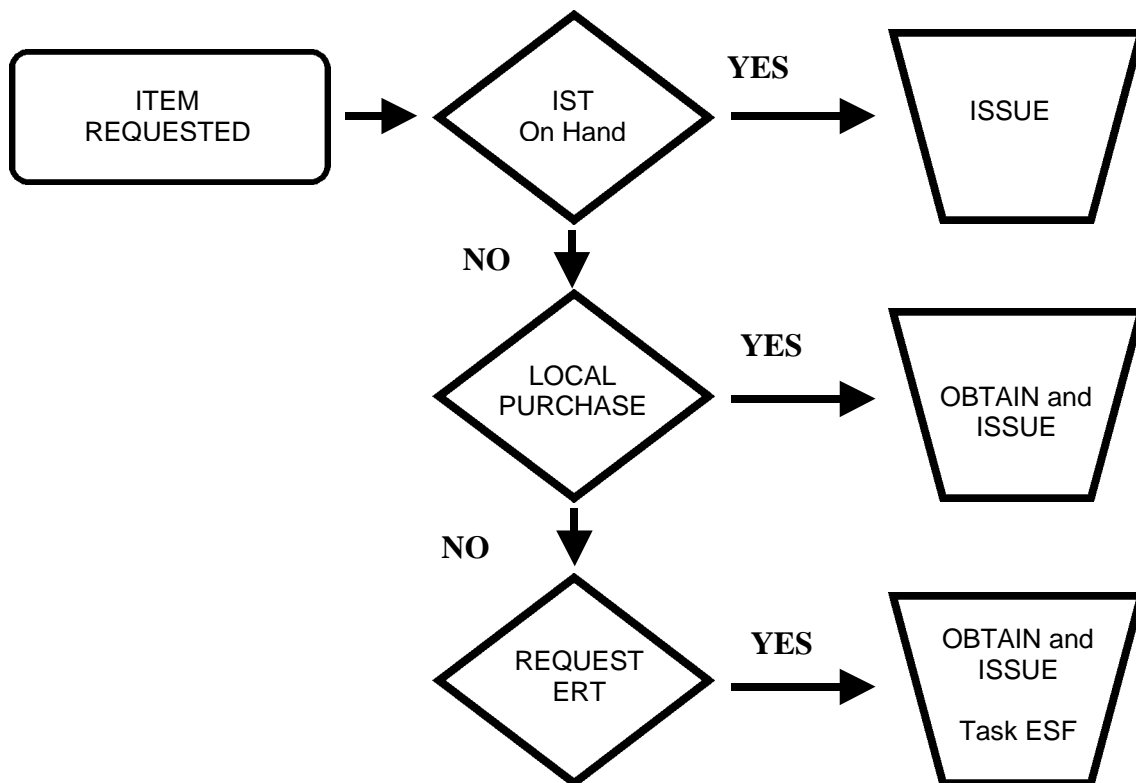
Resource Ordering (continued)

Responsibilities of the IST

- Resource Ordering
 - Depends on size / complexity
 - Basic procedures utilized
- IST Log supports ESF-9
- IST Log Unit Leaders report to the IST Log Section Chief

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- The process for ordering supplies, equipment, and personnel may vary depending on the size and complexity of a particular disaster; however, basic ordering principles and procedures should be followed regardless of the situation.
- The IST Logistics Section provides ESF-9 resources with support and services. All IST Logistics Section Unit Leaders report to the IST Logistics Section Chief.



MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section

Resource Ordering (continued)

Responsibilities of the IST

- **Resource Ordering**
 - Requests documented
 - FEMA Form 60-1
 - Identified information
 - Item description
 - Vendor(s)
 - Delivery location
 - POC / date-time needed

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Responsibilities of the IST

- **Resource Ordering**
 - LSC reviews
 - IST Leader / ESF-9 Leader approve
 - Urgent Need items
 - Non-Urgent Need items

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- Request for supplies and services by/for members of the IST shall be documented on FEMA Form 60-1, Request for Supplies and/or Services or an ICS-213, General Message Form, and forwarded to the Logistics Section Chief.
 - The request should include all available information pertaining to the item(s) requested.
 - Item description (nomenclature, part/stock number, unit of issue, cost, performance criteria):
 - potential vendor(s)
 - delivery location
 - point of contact (name/numbers)
 - date/time needed
- The Logistics Section Chief will review the request and obtain approval from the IST Leader and the IST ESF-9 Leader. Once approval to purchase/obtain is granted, the Logistics Section Chief determines the best source of supply.
- Urgent Need — If the need is urgent the items may be purchased locally using the purchasing authority of the IST ESF-9 Leader.
- Non-Urgent Need — If the request is non-urgent, the items will be obtained from the best source available. This may be from the DFO, a Mobile Emergency Response Support (MERS) Detachment, a Territory Logistics Center (TLC) or other Federal agency. These tasking will be made through the ERT.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section (continued)

IST Communication Unit

IST communication equipment distribution, maintenance, inventory, and planning is provided by the IST Communication Unit. The IST Communication Unit also provides planning and communications logistical support to US&R task forces, as needed.

- Requests by Task Force Leaders (TFL) or IST members for additional radios and related equipment are reviewed by the IST Logistics Section Chief, approved by the IST Leader, and processed by the IST Communications Unit Leader.
 - Depending on the status of the disaster, equipment may be obtained by redistribution of on-site equipment or ordered through the DFO.
 - Communication needs are planned for in advance by the IST Communications Unit Leader by participating in the action and strategic planning process. Communication planning requires the IST Communications Unit Leader to work closely with counterparts in the ROC, State EOC, and the DFO.
- When appropriate, the need for communication equipment, maintenance, and repair is anticipated by having extra equipment to provide rotation and by having service technicians available to make prompt repairs.
 - Equipment inventory includes a tracking process to assure prompt return of all communications and related equipment and to provide accountability in case equipment is not returned.

Responsibilities of the IST

- IST Communications Unit
 - Communications equipment
 - Distribution
 - Maintenance
 - Inventory
 - Planning

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Responsibilities of the IST

- IST Communications Unit
 - Communications requests from TFL or IST members
 - Log Chief reviews
 - IST Leader approves
 - CommUnit Leader processes

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Responsibilities of the IST

- IST Communications Unit
 - Anticipate need for extra equipment
 - Maintenance
 - Repair
 - Rotation
 - Equipment inventory tracking

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section (continued)

IST Medical Unit

The IST Medical Unit Leader provides medical care to the IST; functions as medical liaison between US&R resources, the ERT, and local health care resources; and produces all necessary IST medical reports. The IST Medical Unit Leader provides direction to the IST Veterinary Specialist.

- The IST Medical Unit Leader anticipates the need for medical supplies and services based on the IST AP, assists the IST Supply Unit Leader to assure appropriate medical supplies are ordered, and provides medical services and illness or injury documentation for ESF-9 personnel.
- The IST Medical Unit Leader, with the IST Safety Officer, is responsible for developing the medical component for the IST AP.
- This role involves performing health risk assessment of the disaster site and mitigating risks to ESF-9 personnel.

Responsibilities of the IST

■ IST Medical Unit

- Provides medical care for IST
- Functions as liaison between:
 - US&R resources
 - ERT
 - Local health system
- IST Veterinary Specialist

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Responsibilities of the IST

■ IST Medical Unit

- IST Medical Unit Leader:
 - Anticipates medical supplies and services required
 - Develops AP medical section with IST Safety Officer
 - Health risk assessment

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section (continued)

IST Transportation Unit

The ESF-9 transportation resources are provided by the IST Transportation Unit. The Federal government provides transportation for ESF-9 resources in order to minimize the demands on the affected State and localities.

- If local agencies volunteer local transportation, it may be used as long as IST AP objectives are met.
- The IST Transportation Unit Leader, through contact with the IST Logistics Section Chief, IST POA/Mob Center Specialists and IST US&R Specialists, assures transportation is available when and where needed.
 - The IST Transportation Unit Leader should work closely with the IST Resources Unit Leader to assure status is maintained on transportation resources assigned to all ESF-9 activities.

Mobilization Center

IST POA/Mob Center Specialists are assigned to the mobilization center and other areas to support task force movement into the affected area. IST POA/Mob Center Specialists report to the IST Transportation Unit Leader. The IST POA/Mob Center Specialist assumes responsibility for coordinating task force needs with facility managers and coordinates with the Task Force Leader, IST Transportation Unit Leader, IST Facilities Unit Leader, and the IST Logistics Section Chief.

Responsibilities of the IST

- IST Transportation Unit
 - Provides ESF-9 transportation resources
 - Minimizes State/local demand
 - IST Trans Unit Leader works closely with:
 - IST Log Section Chief
 - IST POA/Mob Center Specialists
 - IST US&R Specialists

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Responsibilities of the IST

- Mobilization Center
 - IST POA/Mob Center Specialist(s) assigned
 - They report to the IST Transportation Unit Leader
 - Coordinate TF needs with Mob Center facility managers

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

5. IST Logistics Section

Mobilization Center (continued)

- An IST POA/Mob Center Specialist should be represented at every Federal facility processing incoming or demobilized task forces. The Specialist provides briefings and situation assessment information to the task forces; expedites task force assignments to field operations; exchanges and provides DFO, ESF-9, and other relevant point of contact phone and radio frequency information.

IST Facilities Unit

The IST Facilities Unit provides for workspace, maintenance, use coordination, and set up of equipment and supplies in support of IST operations. During the initial stages of a disaster, IST members may be using facilities already established and operating, such as the ROC, State, and local EOCs.

- The IST Leader should give direction to the IST Logistics Section, as needed, to plan for and obtain necessary space for task force and IST operations. The IST Facilities Unit Leader, working with the IST Logistics Section Chief, assures that the provided space and facilities meet ESF-9 needs and are equipped, stocked, and maintained.

Responsibilities of the IST

■ Mobilization Center

- IST POA/Mob Center Specialists should be assigned to every Federal facility processing TFs
 - TF briefings
 - Expedite TF assignments
 - POC phone contacts
 - Radio frequency assignments

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Responsibilities of the IST

■ IST Facilities Unit

- Support IST operations
 - Workspace
 - Maintenance
 - Use coordination
 - Equipment set up
- IST may initially use State or local facilities

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Responsibilities of the IST

■ IST Facilities Unit

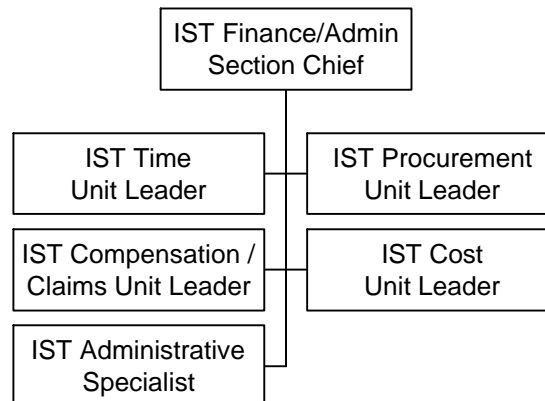
- IST Facilities Unit Leader works with IST Log Section Chief
- Plan for, obtain necessary space
- Equip and supply
- Anticipate future needs

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST (continued)

6. IST Finance And Administration Section



The IST Finance/Administration Section is responsible for all ESF-9 resource, financial, administrative, and cost analysis aspects of the incident. The IST Finance/Administration Section is also responsible for IST personnel timekeeping, claims, contractual obligations, and other administrative functions.

- The IST Finance/Administration Section Chief, who reports to the IST Leader, manages the IST Finance/Administration Section.
 - The IST Leader, in consultation with the IST ESF-9 Leader, will request and approve the Section's tracking of ESF-9 financial expenditures.

IST Time Unit

The IST Time Unit Leader is responsible for recording and tracking ESF-9 personnel time during the incident. This information is shared with the IST Resources Unit Leader in the IST Planning Section for tracking the status of all ESF-9 resources. The Time Unit Leader will obtain task force time records prior to demobilization.

Responsibilities of the IST

■ IST Finance/Admin Section

- Responsible for ESF-9:
 - Financial
 - Administrative
 - Cost analysis issues
 - Personnel timekeeping
 - Claims
 - Contracts

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Responsibilities of the IST

■ IST Time Unit

- Recording / tracking personnel
- Info shared with IST Resource Unit Leader
- Obtains TF time records prior to demobilization

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

C. FUNCTIONAL RESPONSIBILITIES OF THE IST

6. IST Finance And Administration Section (continued)

IST Procurement Unit

The IST Procurement Unit will be the primary point of contact for all ESF-7 transactions. Procurement actions not handled by the IST Logistics Section will be processed by the IST Procurement Unit Leader after consultation with the IST Finance and Administration Section Chief. The IST Finance and Administration Section Chief will review and sign all commitment documents for goods and services prior to review by the IST Leader and approval of the IST ESF-9 Leader.

IST Compensation/Claims Unit

The IST Compensation/Claims Unit Leader is responsible for processing all ESF-9 compensation for injury and other claims received as a result of US&R activities and activation. All claims received are tracked from receipt until handed to the ERT Administrative and Finance Section. The IST Finance and Administration Section Chief keeps the ERT leadership informed of the status of all claims.

IST Cost Unit

The IST Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for ESF-9 resources at the incident.

Responsibilities of the IST

- **IST Procurement Unit**
 - Primary contact for all ESF-7 transactions
 - Procurements not handled by IST Logistics will be processed by the IST Procurement Unit Leader

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Responsibilities of the IST

- **IST Compensation/Claims Unit**
 - Processes compensation for injuries or other claims
 - All claims tracked
 - Forwarded to ERT Admin/Finance Section

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Responsibilities of the IST

- **IST Cost Unit**
 - Responsible for:
 - Collecting all cost data
 - Cost effectiveness analyses
 - Providing cost estimates
 - Cost-saving recommendations

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

D. DEMOBILIZATION

Once the local jurisdiction(s) determines that the task forces are no longer needed, the IST Leader coordinates with the IST ESF-9 Leader to implement the IST demobilization plan.

Demobilization Planning

In conjunction with ERT ESF-5 demobilization requirements, the IST Demobilization Unit Leader will develop a demobilization plan and will discuss this plan and receive plan approval from the IST Leader and IST ESF-9 Leader. As the IST US&R Specialists at the State and local EOCs provide information that US&R operations are winding down, the IST reviews the demobilization plan and provides the IST/EST with this information for EST ESF-9 planning and demobilization.

- The ERT ESF-9 Leader will coordinate with the affected State to determine any further needs for ESF-9 resources.
- If there is no further need, the ERT will approve the demobilization plan and assist in its implementation.
- The Task Force Leaders will follow the Demobilization Plan prepared by the IST. The ERT ESF-9 Leader, in conjunction with FEMA Headquarters and EST ESF-9, will issue written demobilization orders to the task forces' sponsoring State and local jurisdictions. If a task force is demobilized, the ERT ESF-9 Leader will assign one of the support agencies to order ground or air transportation to return the task force to the Mobilization Center or home location.

Demobilization

- **Demobilization Planning**
 - Plan developed by IST Demob Unit Leader with ESF-5
 - Plan approved by IST Leader and ESF-9 Leader

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Demobilization

- **ESF-9 Leader coordinates with affected State**
- **No further needs**
 - ERT approves Demob Plan
 - Assists in implementation

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Demobilization

- **Demobilization Planning**
 - TFLs follow IST demob plan
 - Written demob order issued to TF's sponsoring organization
 - TF transportation requirements addressed

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

D. DEMOBILIZATION

Demobilization Planning (continued)

Demobilization

- IST US&R Specialists deactivated by IST Leader
- IST POA/Mob Center Specialists remain until all TFs demobed
- IST POA/Mob Center Specialists may be reassigned after TFs leave

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Demobilization

■ Demobilization Planning

- IST component will not be completely demobilized until all ESF-9 resources have returned home.
 - IST Leader approves Section Chiefs' demob recommendations
 - Written demob plan required
- ESF-9 will then be officially deactivated by ESF-9 Leader.

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- IST US&R Specialists will be deactivated by the IST Leader in consultation with the appropriate IST Section Chief or the official at the location where the Specialists are working.
 - The IST POA/Mob Center Specialists at the mobilization center, POA, or staging area will not depart their assigned facilities until the US&R task forces have left those facilities.
 - IST POA/Mob Center Specialists may be reassigned after the task forces leave the facility. For example, once the task forces go to the Point of Departure (POD), the IST Leader may order the IST POA/Mob Center Specialists to travel with the task forces to provide support at the new site.
- The IST component will not completely demobilize until all ESF-9 resources, both task forces and technical specialists, have returned to their home jurisdiction.
 - The IST Leader must approve any recommendation by the IST Section Chiefs to demobilize IST personnel.
 - This will be accomplished through approval of a written Demobilization Plan, which is coordinated through the ERT ESF-9 Leader through the affected State.
 - Once all IST personnel have been demobilized, ESF-9 will officially be deactivated by the ERT ESF-9 Leader.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

Demobilization

■ Demobilization Planning

- Stand-down phase
 - Performance evaluation
 - After-action critique
 - Return to readiness

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Demobilization

■ Demobilization Planning

- IST members coordinate with FEMA for return home.
- Rental car returns are the responsibility of the lessee.

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Demobilization

■ Return to Readiness

- IST Leader responsible for inventory / return of all IST Admin Kits and equipment.
- Lost / missing items must be noted in writing on Form SF 61-10.

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Demobilization

■ Return to Readiness

- Admin kits shipped to original home prior to IST departure.
- Shortages identified in writing.
- ERT/IST will ensure all ESF-9 property is accounted for.
- Disposable items recorded / discarded appropriately

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D. DEMOBILIZATION

Demobilization Planning (continued)

- The stand-down phase involves the process of evaluating individual performance, after-action critique while still on-scene, and returning all ESF-9 resources to a state of readiness for future activations.
- Individual performance evaluations and after-action reports are an essential part of the program and should be built into the ESF-9 Demobilization Plan.
- IST members should coordinate with FEMA to facilitate their return home. Rental car returns are the responsibility of the individual lessee.
- IST members should report their arrival home to the EST ESF-9.

Return To Readiness

The IST Leader is responsible for the inventory and return of all IST Administrative Support Kits and the resupply of expendable items where possible. Lost or missing items should be noted, in writing, with an explanation of the circumstances surrounding their loss using FEMA Form SF 61-10.

- Kits should be shipped to their assigned pre-disaster destination prior to the IST's departure.
 - Shortages not replaced at the disaster should be identified in writing and written records included in the kits.
- The ERT and the IST will ensure that all ESF-9 property is accounted for and disposition reports are completed.

MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

D. DEMOBILIZATION

Return To Readiness (continued)

- Disposable supplies will be recorded during the exit inventory and will be placed in appropriate waste containers. Any hazards will be identified and reported to local officials. In general, site clean up should leave the site in at least as good condition as it was found.
- Individual Performance Evaluation — Individual performance of all IST members will be evaluated and documented upon completion of the mission and prior to demobilization. The purpose of the evaluations are to ensure high quality performance and remediate performance deficiencies. The IST Leader will review and countersign all ratings where the overall rating is outstanding or unsatisfactory. Each member is provided with a copy of their evaluation at the end of their assignment.
- After Action Process — The After Action process consists of two phases. The first phase begins prior to the release of the IST personnel. If required, the second phase is a more detailed debriefing that occurs after the IST personnel have returned home.
 - Phase One - After Action Debriefing — A debriefing will be conducted to provide IST members an opportunity to express their concerns and identify action items. This will introduce issues that need to be discussed while the focus is still on the mission. Issues that surface will be documented for the Phase Two meeting or the IST After Action Report.

Demobilization

- **Performance Evaluations**
 - Upon mission completion
 - Ensure quality performance
 - Remediate deficiencies
 - IST Leader reviews / signs
 - Member provided with copy

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Demobilization

- **After-Action Process**
 - Two phases
 - Phase One begins prior to release
 - If required, Phase Two is more detailed
 - Occurs after return home

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Demobilization

- **Phase One**
 - Provides IST members opportunity to express:
 - Concerns
 - Identify action items
 - Allows discussion
 - Issues documented

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MODULE 1: UNIT III — IST CONCEPT OF OPERATIONS

D. DEMOBILIZATION

Return To Readiness (continued)

Demobilization

■ Phase Two

- After-Action meeting
- Scheduled as soon as possible
- Uses Phase One input
- Output used to prepare IST After-Action Report

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Demobilization

■ After Action Report

- IST Leader responsible
- Includes:
 - Activities
 - Lessons learned
 - Problems
 - Recommendations
- Due within 30 days

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- Phase Two - After Action Meeting — If necessary, this meeting should be scheduled as soon as possible following demobilization from the incident. The input from Phase One will provide the basis for the agenda for the After Action Meeting. The output from this meeting will be used to prepare the IST After-Action Report.

- After Action Report — The IST Leader will ensure an IST After Action Report is produced to include a documentation of activities, lessons learned, problems encountered, positive aspects and recommendations for corrective actions. This report is due to the FEMA Program Office within 30 days after completion of the mission.