



# TRAINING PROGRAM ADMINISTRATION MANUAL

National Urban Search and Rescue (US&R)

Response System

February 2013



**FEMA**

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# NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM TRAINING PROGRAM ADMINISTRATION MANUAL

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## Foreword

This administrative manual provides a guide for Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) personnel to train and maintain qualified personnel for the National Urban Search and Rescue (US&R) Response System.

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

Questions, comments, and suggested improvements related to this document are encouraged. Inquiries, information, and requests for additional copies should be directed in writing to the FEMA Office of Response and Recovery, Response Directorate, Operations Division, US&R Branch, Operations Section, 500 C Street SW, Washington, DC 20472.

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# NATIONAL US&R RESPONSE SYSTEM TRAINING PROGRAM ADMINISTRATION MANUAL

## CHAPTER 1: INTRODUCTION

### 1-1. **Purpose**

The training of task force personnel is paramount to the overall preparedness of each task force, as well as the National US&R Response System as a whole. The standardized administration and management of task force training programs will ensure training related preparedness activities successfully transition to operational readiness capabilities. This manual is provided to task forces to assist in the administration and management of training and training related activities in order to maintain consistency for key program elements throughout the entire National US&R Response System.

### 1-2. **Scope**

This manual is applicable to key elements of the Task Force Training Program, to include; types of training, criteria and approval processes, instructor credentialing, member certification and records management. Additionally, the duties and responsibilities of the Task Force Training Manager, as well as those of the Divisional Training Work Group Representatives are identified, including the interaction required of these individuals.

It is the intent that this manual be referenced and utilized by Task Force Representatives, Task Force Program Managers, Task Force Training Managers and others involved with the administration, management, coordination, delivery, evaluation and certification processes of the Task Force Training Program.

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## **CHAPTER 2: TASK FORCE TRAINING MANAGER - POSITION DESCRIPTION**

### **2-1. Functional Description**

To ensure each member of the task force is properly trained to conduct his or her duties as part of the FEMA US&R Position Description, and that, as a whole, the task force can fulfill its intended mission.

### **2-2. Program Description**

Training needs to be an on-going cycle of activities which prepares individuals, functional teams, and the entire task force for their specific roles and tasks as required at the time of mobilization, deployment, on-site operations, de-mobilization, and return-to-readiness. This requires that the Training Manager work closely with the team managers to understand their training needs and priorities. The Training Manager must keep abreast of all scheduled FEMA-sponsored courses and through the team managers, submit applications for the eligible candidates. The Training Manager shall plan and coordinate task force participation in disaster training and exercises at the Local, State, and Federal levels.

### **2-3. Description of Duties**

A position created to manage all training-related activities of the task force.

#### **I. General Responsibilities**

Responsible for assisting the task force in accomplishing program development and readiness objectives that relate to education, training and exercises by:

- A. Establishing training priorities based on the needs of the task force
- B. Coordinating with the Program Manager, task force leaders and team managers in developing an annual training calendar and budget
- C. Assisting team managers with the development of lesson plans, announcements, and training plans.
- D. Maintaining a master record of training on all members of the task force
- E. Maintaining communications with the divisional training work group representative
- F. Ensuring that all updated FEMA curriculum materials are forwarded to task force instructors

- G. Complete HSEEP training requirements as outlined in the strategic training plan and, where appropriate, utilize and plan TF training activities through its use

## II. **Specific Responsibilities**

- A. Provide to FEMA on an annual basis, copies of task force personnel roster and certify their level of training or position qualifications.
- B. Ensure training and exercise activities of the task force meet FEMA's specifications, requirements and certifications.
- C. Coordinate training of task force members to perform US&R duties in accordance with established FEMA Position Descriptions following guidelines identified in the Position Task Book Administrator's Guide.
- D. Ensure that partial or full-scale US&R exercises and drills, including mobilization drills are conducted.
- E. Assure delivery of US&R related training courses for task force personnel, including development and delivery of local US&R training courses.
- F. Maintain accurate training records for all task force members and ensure that they are kept up to date.
- G. Develop an annual training plan to address the training needs of all aspects of the task force.
- H. Annually review and verify task force FEMA approved instructor list.

## **CHAPTER 3: FEMA US&R DIVISIONAL TRAINING WORK GROUP REPRESENTATIVES**

### **3-1. Position Description**

The position of Divisional Training Work Group Representative is intended to enhance communications and improve training needs from the task force level to the FEMA US&R Program Office via the Training Work Group. These positions are appointed by the Work Group Chair with mutual agreement of the appointed member.

### **3-2. Description of Duties**

A FEMA US&R Divisional Training Work Group Representative is responsible for the following:

- Coordinating communications among task force training managers within specified region
- Updating, advising, and coordinating the following:
  - Course request screening process and routing from task forces
  - Instructor applications screening process within region
- Collaborating with task force training managers to field questions and concerns relating to training at all levels
- Attending training work group meetings as scheduled
- Attending divisional Task Force Leader meetings to update and advise leaders of current training program direction
- Communicating with FEMA US&R Program Office to assist and advise on training issues
- Providing guidance to the Task Force Training Manager on the use of the FEMA Training Program Administration Manual

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## CHAPTER 4: QUALITY ASSURANCE

### 4-1. **Instructor Continuing Education Units**

FEMA US&R supports training for all of the FEMA US&R task forces. In many instances, instructors from other task forces are utilized to facilitate training. To keep instruction at the highest level, there is a need for a Continuing Education Units program.

Looking at the FEMA US&R Training Work Group model for qualifying instructors, it is apparent that there is a good initial screening for instructor qualifications. However, once an instructor's certificate is issued, there is no mechanism to ensure the instructor is competent, staying abreast of current subject matter, nor actively teaching. Also, there are no guidelines for the span of time between classes taught by an instructor.

If FEMA is to ensure the proficiency of National US&R Response System instructors, which in turn reflects directly on the level of instruction, FEMA staff will need to monitor the System's instructors.

The purpose of the CEUs system will be to encourage instructors to stay abreast of current trends, knowledge and information. Another benefit of a CEUs program is that instructors would attain and maintain a higher level of professionalism. This would further enhance the reputation of the National US&R Response System instructors and courses.

Many professional organizations, teachers and other disciplines are required to complete CEUs to maintain certification. These classes are for the exchange of ideas and update of current issues and would help insure that the FEMA US&R instructors would wear a badge of professionalism and the classes they teach would be of the highest caliber.

Approved CEU requirements as per each individual Work Group will be maintained in Appendix F.

### 4-2. **Instructor Code of Ethics**

It is the responsibility of the Task Force Training Manager to ensure that all FEMA US&R credentialed instructors follow the code of ethics listed below.

#### I. **PRINCIPLE I – Commitment to the Student**

The instructor strives to help students realize their potential as an effective member of the National US&R Response System. The instructor works to enhance the learning environment and the acquisition of knowledge.

In fulfillment of the obligation to the student, the instructor shall do the following:

- Create a positive learning environment for the students

- Encourage students to think and act independently in their pursuit of learning
- Encourage critical thinking and expression of varying points of view
- Make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety
- Never be under the influence of illicit drugs or alcohol during any portion of a class
- Foster and support the diversity each student brings to the classroom
- Treat student with equal respect and provide equal opportunities
- Establish and maintain the student/instructor professional relationship
- Refrain from intentionally exposing the student to embarrassment or disparagement
- Promote an environment free of inappropriate racial, ethnic, religious, political, or sexual comments
- Refrain from the use of profane or abusive language
- Maintain each student's right to privacy and confidentiality
- Make every effort to impart knowledge relevant to student's success
- Encourage a safe, non-hostile harassment free teaching/working environment including any "hazing" type actions

## **II. PRINCIPLE II - Commitment to Training and Education**

Training and Education is vested by the National US&R Response System with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the System, the instructor shall do the following:

- Maintain honesty above reproach when presenting the instructor's qualifications by providing only accurate information
- Maintain classroom integrity by allowing only credentialed instructors to teach
- Maintain professional integrity by refusing any gratuity and/or gift that might appear to influence professional decisions or actions
- Adhere to provisions of 5 CFR 2635.807 in all aspects of teaching, speaking, and writing

### **III. PRINCIPLE III - Commitment to FEMA US&R Training**

In the belief that the quality of services delivered directly influences the program, the instructor shall make every effort to raise professional standards, and to promote a climate that encourages the enhancement of the National US&R Response System mission.

In fulfillment of the obligation to the mission, the instructor shall adhere to the following:

- Maintain exam integrity by not distributing them for student review
- Teach the course to meet the course goals and objectives set by the National US&R Response System
- Administer the certification exam under direct visual supervision
- Adhere to the policies and procedures of the FEMA US&R Training Program
- Monitor student attendance daily and document the approval of any absences
- Keep current on the topics they are credentialed to teach
- Adhere to all copyright laws
- Meet all course content requirements
- Use the course material identified by the National US&R Response System as required for the course
- Ensure that the student/instructor ratio is maintained at all times
- Inform the appropriate FEMA US&R regional training representative on any issues found within the course curriculum or delivery
- Report to FEMA US&R regional training representative information regarding classes and/or instructors that do not meet the standards required by the FEMA US&R program
- Teach only a class or portion of a class for which they are credentialed
- Report to FEMA US&R training work group any negative or harmful classroom dynamics that occurred during the delivery of a FEMA US&R class
- Refrain from making false or malicious statements about FEMA US&R training courses and/or instructors
- Support the mission of the National US&R Response System at all times

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## CHAPTER 5: TRAINING DELIVERY PROCEDURES

### 5-1. **Issue**

Training and exercises are critical to National US&R Response System preparedness. National policy is needed to clarify US&R training and exercise-related terminology, the types of training delivery available and procedures for requesting, approving and certifying completion of training and exercises that meet established standards and requirements of the National US&R Response System.

### 5-2. **Policy**

The National US&R Response System implements the policy and procedures for training and exercises supporting the National US&R mission set forth in this procedure. The following four types of training and exercises are addressed and defined herein:

1. FEMA-sponsored training and exercises
2. FEMA-sanctioned training and exercises
3. FEMA-equivalent training
4. FEMA-authorized training

The intent of this policy is to support the current preparedness requirements of the National US&R Response System to meet mission response requirements. This mission has evolved over time and is expected to continue to do so in the future. As the mission has changed, so have the training and exercise requirements to safely perform the mission.

Specific training requirements are best described within the approved Position Descriptions for National US&R Response System members. These position descriptions can be found in Appendix A of this manual. A mechanism for updating position description training and qualifications requirements exists within the National US&R Advisory Organization process. There may be a need from time to time to supplement this established process with other FEMA direction to address a changed mission or urgent and compelling need.

This policy is fully in accordance with the cost neutrality principles on which the proposed rule governing the National US&R Response System is based, 44 CFR 208. Therefore, expenditure of FEMA US&R Preparedness funds for purposes other than those that directly support FEMA National US&R training and exercise requirements is not permitted.

### 5-3. **Training & Exercise Types, Definitions And Conditions**

All training must be delivered in accordance with FEMA US&R program directive 2004-001.

## **I. FEMA-Sponsored Training And Exercises**

These exercises use approved national standard curricula and procedure and are provided, paid for, and directly controlled by FEMA through contract, interagency agreement or other method of acquisition.

- Training and exercises are hosted at various appropriate locations throughout the US.
- Instructors are identified, certified, approved and paid for by FEMA.
- National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
- Certificates are issued by FEMA for successful completion.
- Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for the participation of National US&R Response System members to supplement FEMA paid costs (e.g., approved additional training participants).
- National US&R Response System members are not currently covered by the Federal Tort Claims Act.
- Example: National US&R Task Force Leaders Course.

## **II. FEMA-Sanctioned Training And Exercises**

These exercises use approved national standard curricula and procedure and are hosted, sponsored, provided and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this training or exercise is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction. The training program manager for each task force shall ensure a FEMA course number has been issued by the program office and is attached or visible on the issued certificates.

- Training and exercises are hosted at various appropriate locations throughout the US.
- Instructors are identified, certified, approved by FEMA and paid for by the Sponsoring Agency (Federal funds may be used).
- National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
- Certificates are issued by the Sponsoring Agency for successful completion.
- Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for course preparation, delivery and the participation of National US&R Response System members.

- National US&R Response System members are not currently covered by the Federal Tort Claims Act.
- Example: National US&R Rescue Specialist course

### **III. FEMA-Equivalent Training**

This training is non-system training officially determined by FEMA to be functionally equivalent to training delivered as FEMA Sponsored training, or task forces training at the local level. Such training is hosted, sponsored and may be provided by someone other than FEMA (e.g. Industry Standards or Professional Associations) and does not meet the definition of FEMA Sanctioned Training. Completion of this training or a specifically determined equivalent portion of it is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction. The training program manager for each task force shall ensure a FEMA course number has been issued by the program office and is attached or visible on the issued certificates.

- Training is hosted at various appropriate locations throughout the US.
- Instructors are determined by FEMA to meet or exceed minimum qualification standards established by the National US&R Response System.
- National US&R Response System members are not covered by the Federal Workers Compensation Program.
- Certificates of completion are issued by the training sponsor. FEMA will accept such certificates as evidence of fulfillment of training requirements provided that an official FEMA Equivalency Determination is offered to support such claim.
- Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for course preparation, delivery and the participation of National US&R Response System members to the extent that these funds are used to support National US&R Response System requirements.
- The Federal Tort Claims Act does not cover National US&R Response System members.
- Example: DOJ WMD Basic Concepts.

### **IV. FEMA-Authorized Training**

This training has no established curricula but the knowledge, skills and abilities gained from the training are specifically required in the National US&R Operations Manual Position Descriptions (e.g., NWCG ICS courses). Such training may be hosted, sponsored and provided by someone other than FEMA. FEMA exerts no direct control of the curricula or its delivery. The training program manager for each task force shall ensure a FEMA course number has been issued by the program office when applicable and is attached or visible on the issued certificates.

- Training is hosted at various appropriate locations throughout the US.
- National US&R Response System members are not covered by the Federal Workers Compensation Program.
- Certificates of completion are issued by the training sponsor. FEMA may accept such certificates as meeting the enabling and terminal objective for such training.
- Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for course preparation, delivery and the participation of National US&R Response System members to the extent that these funds are used to support National US&R Response System requirements.
- The Federal Tort Claims Act does not cover National US&R Response System members.
- Example: NWCG Communications Technician course.

#### **5-4. Training Equivalency Determination Process**

This process applies only to FEMA Equivalent Training as defined in section 3 above. This policy defines the process for requesting, reviewing, recommending and determining FEMA Equivalent Training and supersedes previous policy and direction on this subject. The procedural steps detailed below comprise the FEMA Equivalency Determination process and are summarized in the graphic flow chart that follows.

A National US&R Task Force Leader requests a FEMA Training Equivalency determination in writing at least 60 days before the training begins to the chair of the National US&R Training Work Group, and the chair of the appropriate Subject Matter Expert (SME) Work Group, with a courtesy copies to the FEMA Program Office and Operations Group Chair. The request must contain training course information including the following:

- Curriculum
- Course objectives
- Instructors
- Instructor qualifications
- Facilities and props
- Delivery schedule

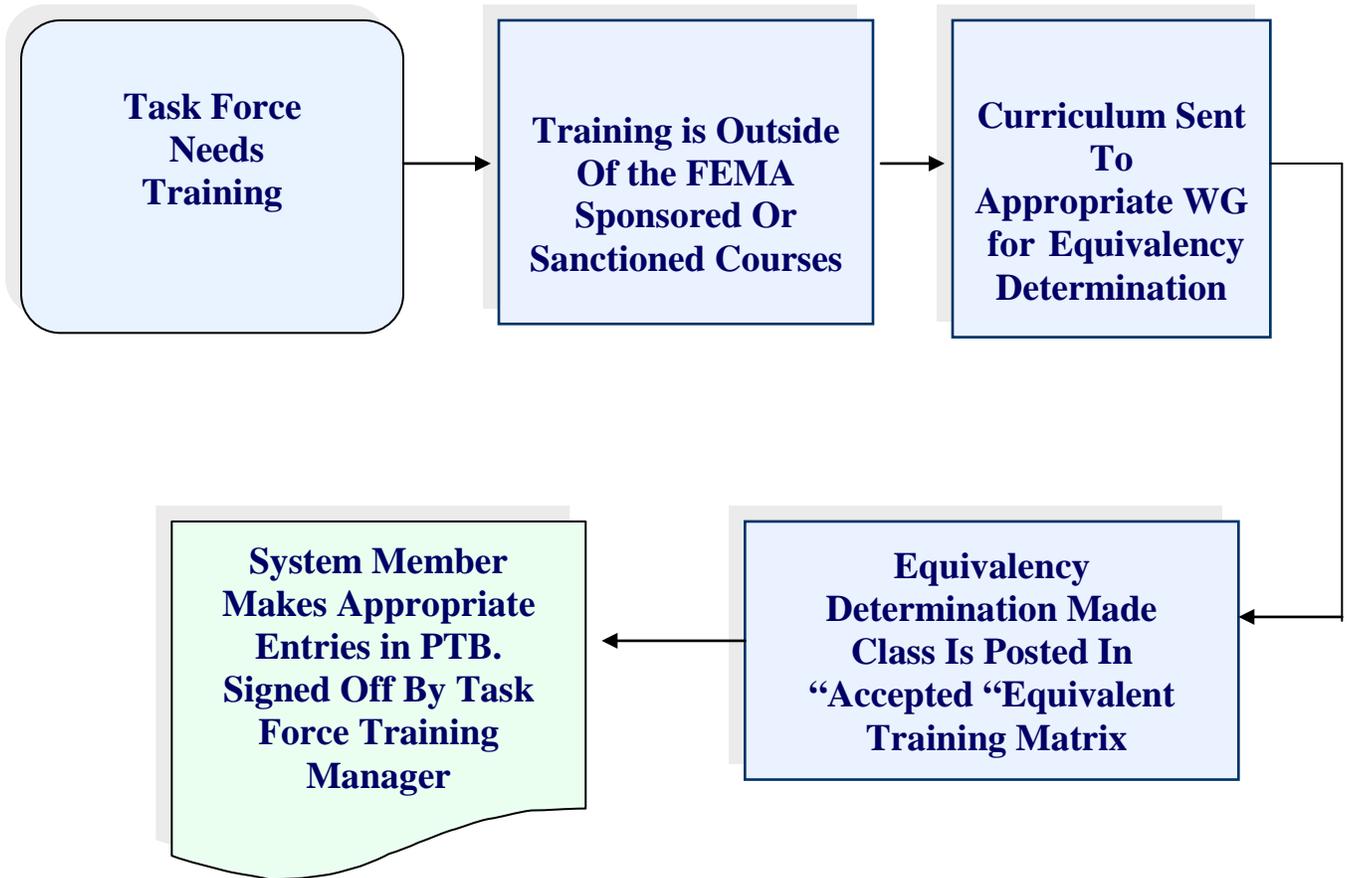
Review of the request for FEMA Equivalency determination will be made by the responsible Work Groups within 15 days of receipt and their written recommendation will be forwarded to FEMA through the Operations Group Chair.

FEMA will consider the recommendation and issue a written determination of equivalency or non-equivalency within 15 days of receipt of a recommendation from the Operations Group Chair.

This written equivalency determination applies only to the specific training delivery for which the equivalency determination request is made. The same course offered at a subsequent time to different students will require a new specific equivalency determination for each subsequent delivery.

The forms to be used to request these types of training are located in Appendix E.

## Course Equivalency Application Process



## CHAPTER 6: INSTRUCTOR CREDENTIALING

### 6-1. Application Process

There are three (3) types of instructors in the National US&R Response System.

The first type of instructor is the Subject Matter Experts (SME) who can teach a component of a class. An example is a Structural Engineer teaching the engineering portion of an SCT course. If an individual is not a member of a task force, they would complete an instructor application form and submit it for approval through the appropriate work group before it is forwarded to the Training Work Group for final approval. If the individual is a member of a task force, the individual would submit it through their task force for appropriate signatures before it is forwarded to the appropriate Work Group for approval.

The second type of instructor is an adjunct instructor. Adjunct instructors must have NFPA 1041 level I, or equivalent, and have attended the specific course for which applying. These instructors must be a task force member and meet current technical Position Description requirements.

The third type of instructor is a lead instructor. Lead instructors must have NFPA 1041 level II, or equivalent, have attended the specific course for which applying and have delivered training as an adjunct instructor for two (2) course deliveries. An Adjunct Instructor Evaluation form for each course must be included with the application.

If a formal T-t-T course is provided and the applying member has attended the T-t-T course and meets the other requirements for a Level 1 or Level 2 instructor, they will be approved at the applicable level in lieu of additional deliveries as identified above. Prior to a T-t-T or the above referenced adjunct/lead qualification process, only curriculum authors will be qualified to instruct new courses. Course revisions or updates shall be reviewed by the training working group and the respective course working group to determine the need for a T-t-T course or an alternative method to update current instructors.

Members involved in the significant development of new courses, and course rewrites may be given adjunct or lead instructor status as long as all other instructor requirements are met for adjunct or lead instructor.

The prospective instructor applicant would complete the application instructions that follow on submitting an application.

### 6-2. Application Instructions

The applicant must complete a separate application per discipline request. The instructor application can be found at the following website:

<https://adobeformscentral.com/?f=j6mVkgTnyTn64U6AhbJxng>

The application process is as follows:

1. Upload signature verification and instructor ethics signature page. Signature verification and instructor ethics signature page can be found in the link at the top of the application, and this form will be accepted with electronic or hand written signatures.
2. Complete the applicant information.
3. Select the instructor level and add current instructor number if you have one.
4. Select applicable NFPA 1041 qualifications for either adjunct or lead instructor and upload supporting documentation.
5. Select training course that you are applying to instruct and upload certificate/supporting documentation to verify you have attended and completed the course.
6. Compete instruction experience (required for lead and must be a minimum of two courses of course applying to instruct) and upload supporting documentation.
7. Select “submit” to complete application.

### **6-3. Approval Process**

- Step 1. Instructor applications will be made available 60 days prior to the National Training Working Group meeting and will close 30 days later (30 day application period).
- Step 2. Applications will be processed by the National Training Work Group, at work group meeting following the application period and then forwarded to the Training Work Group Chair for final signature.
- Step 3. Upon completion of the approval process the results will be automatically emailed to the applicant and the instructor list will be updated.

### **6-4. Instructor Change of Status**

The “Instructor Change of Status form” found in Appendix E shall be filled out when a FEMA credentialed instructor at the Lead, Adjunct or SME levels is transferring to another task force, or needs removed from the official FEMA instructor list. Removal from the FEMA instructor list shall be mandatory if the member is no longer affiliated with the National US&R Response System except in the case of SME’s who have been approved by the appropriate work group. A separate form must be filled out for each discipline in which the member is listed as an instructor.

It is the responsibility of the TF program manager in conjunction with the TF training manager to initiate a review of all instructors affiliated with the task force on an annual basis to determine if all members indicated by the official FEMA instructor list are still members in good standing with the National US&R Response System and are qualified to instruct in their indicated specialty. Members affiliated with the task force who are listed as instructors but no longer remain current or competent in their specific field of instruction shall be removed from the list. Instructor knowledge, instructional and operational activity and compliance with any applicable continuing education requirements should guide the program manager in the decision to remove the member from the instructor list.

Members disagreeing with the actions of the program manager to remove them from the list may submit in writing to the Divisional Training Work Group Representative their case for remaining on the instructor list. This written correspondence will be discussed at the next training work group meeting and the appropriate working group may be consulted to assist in the final decision. The decision of the training work group chair will be final and binding.

**6-5. FEMA US&R Adjunct Instructor Evaluation Form**

This form is supplied in Appendix E and is intended to be used in the future as an evaluative tool for Adjunct instructors wishing to move forward to a lead instructor role. It is not currently in use by the System as its criteria for use is being evaluated.

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## CHAPTER 7: TASK FORCE TRAINING RECORDS

### 7-1. Record Maintenance

The Task Force Training Manager shall maintain centralized training records for each task force member.

Each record shall contain, at a minimum, the following documentation:

- All pre-requisite courses for the specific discipline
- All general training requirements
- All discipline specific training requirements
- Copy of Position Task Book
- Current copies of applicable professional licenses, (i.e., PE, MD, EMT-P, CDL, etc.)
- Current copies of applicable technical certifications, (i.e., Forklift Operator, Welder/Burner, Power actuated device, Rigger, etc.)
- Copies of instructor credentials
- All training attended using FEMA US&R Cooperative Agreement funds

Training accomplished prior to membership on the task force, or training accomplished where there were no FEMA US&R Cooperative Agreement funds expended may be documented in the following manner:

- Copies of course certificates
- Copies of course roster sign-in sheets
- Memorandum from the participating agency attesting to completion of specified training, including specific dates, times and hours.

Training accomplished using FEMA US&R Cooperative Agreement funds must be documented in the following manner:

- Signed copies of course completion certificates
- Signed copies of course roster sign-in sheets (if certificate not issued)

## **7-2. FEMA-Issued Course Numbers**

Courses that have been vetted through the process to receive equivalency, authorizing or sanctioning will receive a FEMA issued course number from the program office. A course without this number will not meet the requirements set forth for equivalency or sanctioning.

In cases where a FEMA US&R task force is providing the training, the training manager must ensure this course number appears on the issued certificate.

In cases where the training is provided by a vendor, the task force training manager shall ask the vendor to include the FEMA Issued course number on the certificate. When this is not possible, the authorization letter provided by FEMA shall be attached to the certificate in the members file. Copies of the certificate must also include a copy of the authorization letter from the program office.

## APPENDIX A: TASK FORCE POSITION DESCRIPTIONS

### I. Introduction

The primary mission of the National US&R Response 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 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 National US&R Response 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.

To assist the Program Manager in meeting the objectives demonstrated above, the National US&R Response System has developed position descriptions and general requirements (Training and Administrative) that apply to each member. Position task books are under development. The Program Manager will ensure that each of these guiding documents is used to maintain the operational capability of the task force members.

### II. General Administrative Requirements

The task force will do the following:

- Maintain a current memorandum of agreement with DHS/FEMA, as well as participating agency agreements, and/or affiliated personnel agreements, as applicable
- Maintain a file for each rostered member that includes the following completed forms:
  - Application for Federal Employment; Optional Form 612
  - Employee Data Transmittal Sheet (EDTS)
  - Appointment Affidavits; Standard Form 61
- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program Directive 2005-008
- Ensure that each member has maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or refusal is documented

- Document that each member has a current Physician Clearance for Deployment document as defined in Program Directive 2005-00

### III. **General Training Requirements**

Each member will do the following:

- Complete IS-33.xx FEMA Ethics Orientation **annually**. (.xx- represents the current calendar year version.) [www.training.fema.gov/EMIWeb/IS](http://www.training.fema.gov/EMIWeb/IS)
- Complete critical incident stress awareness training
- Complete IS-100 and IS-200, IS-700 and IS-800B on-line courses
- Complete the National US&R Response System Orientation course as part of the task force orientation
- Complete initial training at the first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120)
- Complete annual refresher training as required for first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120).
- Maintain certification in cardiopulmonary resuscitation. Task force members currently licensed or certified as EMT (all levels) and licensed board-certified emergency physicians inherently meet this requirement.
- Complete respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete refresher training as required for respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete the National US&R Response System WMD Enhanced Operations Course
- Complete NFPA 1670 awareness level training for the following:
  - Confined space rescue operations
  - Water rescue operations
  - Structural collapse operations
- Complete initial blood-borne pathogen training in accordance with OSHA 29 CFR 1910.1030

## **CANINE SEARCH SPECIALIST**

### **I. Functional Description**

The Canine Search Specialist is primarily responsible for supporting the search function with the canine resource. He/she is also responsible for the care and welfare of the canine during mission deployment. The Canine Search Specialist reports to the Search Team Manager.

### **II. Description of Duties**

The Canine Search Specialist is responsible for the following:

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

### **I. 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 are 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.

### **II. Required Training**

The Canine Search Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Have current certification as a National US&R Response System Canine Search Specialist Team member
- Complete the National US&R Response System Canine Search Specialist Course
- Complete the National US&R Response System GPS Awareness Level Course

- Complete the required technical rescue skill sets and additional required rope rescue skills as defined in Appendix D at the end of this manual

### **III. Recommended Training**

The Canine Search Specialist should complete the following:

- The National US&R Response System Technical Search Specialist Course
- The National US&R Response System GPS Operations Level Course
- A canine emergency field care course

## COMMUNICATIONS SPECIALIST

### I. **Functional Description**

The task force Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for his/her task force. The Communications Specialist reports directly to the Logistics Team Manager.

### II. **Description of Duties**

The Communications Specialist is responsible for the following:

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

### III. **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.

#### **IV. Required Training**

The Communication Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System GPS Awareness Level Course
- Complete the National US&R Response System Communications Specialist Course

#### **V. Recommended Training**

The Communications Specialist should complete the following:

- Communications Technician Course (S-258 USWG) and/or All-Hazards Communications Tech Course ((DHS-xxx-RESP), which is currently required for IST Communications Unit Leader position
- Communications Unit Leader Course(S-358 USWG) and/or All-Hazards Communications U/L Course (DHS-114-RESP), which is currently required for IST Communications Unit Leader position
- Advanced Communications Specialist Qualification (ACOM US&R), which is a MERS qualification process
- The 2005 or later version of the National US&R Response System Communications Specialist Course including the Non-Disclosure of Sensitive Information Training

## **HAZARDOUS MATERIALS SPECIALIST**

### **I. Functional Description**

The Hazardous Materials Specialist 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.

### **II. Description of Duties**

The Hazardous Materials Specialist is responsible for the following:

- Providing an initial and ongoing survey (detection, monitoring and sampling) for, and identification of, the presence of hazardous materials at search and rescue sites
- Proficiency with the set up and use of the decontamination system in the US&R cache
- Directing decontamination procedures for any task force member victim, canine, or equipment
- Performing minor mitigation operations within the scope of the Hazmat Concept of Operations (CONOPS)
- Assisting team managers in providing information to personnel regarding chemical data and Personal Protective Equipment (PPE) compatibility and capability for tactical operations
- Documenting all related information regarding the incident
- Adhering to all safety procedures
- Properly utilizing the detection monitors and devices in the US&R cache
- Demonstrating proficiency in donning and doffing all personal protective equipment in the US&R cache
- Demonstrating proficiency in building triage and US&R marking systems
- Working with Logistics Team personnel to establish and maintain a regular maintenance schedule for HazMat cache items as required, including calibration, battery charging, function tests and field repair
- Performing regular assessments of the Base of Operations (BoO)

- Performing regular assessments of the base of operations for hazardous conditions, such as carbon monoxide from generators, or any other contaminants
- Establishing and maintaining a liaison with HazMat personnel from the Incident Support Team (IST) and other task forces
- Performing additional tasks or duties as assigned during a mission

### III. **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.

### IV. **Required Training**

The Hazardous Material Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- 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
- Complete the National US&R Response WMD considerations for Hazardous Materials Specialist Course
- Complete all technical rescue skill sets and additional required rope rescue skills as defined in Appendix D at the end of this manual

### V. **Recommended Training**

The Hazardous Materials Specialist should complete the following:

- Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician Course (PER-241), U.S. Department of Energy National Security Administration, Nevada Test Site
- WMD Hazardous Materials Technician Training (HT) Course (PER-261), Centers for Domestic Preparedness, Anniston, Alabama.

- Task force water purification system training
- HazMat CONOP training

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## **HAZARDOUS MATERIALS TEAM MANAGER**

### **I. Functional Description**

The Hazardous Materials (HazMat) Team Manager 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.

### **II. Description of Duties**

The Hazardous Materials Team Manager is responsible for the following:

- Developing and implementing the HazMat component of the task force tactical plan
- Coordinating, managing, and supervising all HazMat activities.
- Providing input in the development of the safety plan in cooperation with Medical Team Manager and Safety Officers while adhering to all safety procedures.
- Determining HazMat organizational and logistical needs
- Receiving briefings and situation reports and ensuring that all HazMat personnel are kept informed of mission objectives and status changes.
- Providing situation updates and maintaining records and reports.
- Preparing deployment performance evaluations for assigned personnel.
- Ensure documentation of tasks completed in the HazMat Specialist task book.
- Providing accountability, maintenance, and minor repairs for all issued equipment.
- Possessing knowledge of the practical application of available (detection, PPE, and decontamination) technology used to support US&R HazMat Concept of Operations (CONOPS).

### **III. 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.

### **IV. Required Training**

The Hazardous Material Team Manager shall adhere to the following:

- Meet all administrative and general training requirements

- Meet all training requirements of the Hazardous Materials Specialist

**V. Recommended Training**

The Hazardous Material Team Manager should complete the following:

- Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician (Course PER-241), U.S. Department of Energy National Security Administration Nevada Test Site
- WMD Hazardous Materials Technician Training (HT) Course (PER-261), Centers for Domestic Preparedness, Anniston, Alabama
- Task force water purification system training
- ICS 300 in accordance with the National Standard Curriculum Training Development Guidance
- NIMS IS-703 Resource Management Course

## HEAVY EQUIPMENT AND RIGGING SPECIALIST

### **I. Functional Description**

The Heavy Equipment and Rigging Specialist 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.

### **II. Description of Duties**

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

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

### **III. 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.

#### **IV. Required Training**

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

- Meet all Administrative and General Training requirements
- Complete the National US&R Response System Heavy Equipment and Rigging Specialist course

#### **V. Other Specific Requirements**

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.

#### **VI. Recommended Training**

The Heavy Equipment Rigging Specialist should complete the following:

- All technical rescue skill sets and additional required rope rescue skills as defined in Appendix D of this manual unless qualified as a rescue specialist
- National US&R Response System Structural Collapse Technician Training Course

## LOGISTICS SPECIALIST

### I. **Functional Description**

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

### II. **Description of Duties**

The Logistics Specialist is responsible for the following:

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

### III. **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.

### IV. **Required Training**

The Logistics Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System GPS Awareness Level Course

- Complete the National US&R Response System Logistics Specialist Course
- Complete OSHA 29 CFR 1910.178 (forklift training) course
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

**I. Recommended Training**

The Logistics Specialist should complete the following:

- Complete Ordering Manager course (J-252)
- Complete Receiving and Distribution Manager course (J-253)
- Complete Base Camp Manager course (J-254)
- Complete Equipment Manager course (J-255)
- Complete Security Manager course (J-259)
- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
  - IATA
  - Title 49 CFR
  - AFMAN 24-204

## **LOGISTICS TEAM MANAGER**

### **I. Functional Description**

The Logistics Team Manager 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.

### **II. Description of Duties**

The Logistics Team Manager is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Logistics Team Manager shall adhere to the following:

- Meet all administrative and general training requirements
- Meet all required training for Logistics Specialist

- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
  - IATA
  - Title 49 CFR
  - AFMAN 24-204

**V. Recommended Training**

The Logistics Team Manager should complete the following:

- Ordering Manager Course (J-252)
- Receiving and Distribution Manager course (J-253)
- Base Camp Manager Course (J-254)
- Equipment Manager Course (J-255)
- Security Manager Course (J-259)
- Facility Unit Leader (S-354)
- Ground Support Unit Leader (S-355)
- Supply Unit Leader (S-356)
- Food Unit Leader (S-357)
- Federal Property Custodial Officer
- ICS-300 in accordance with the National Standard Curriculum Training
- Development Guidance

## **MEDICAL SPECIALIST**

### **I. Functional Description**

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

The Medical Specialist is responsible for the following:

- 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
- Implementing the medical action plans specified by the Medical Team Manager
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission

### **II. 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.

### **III. Required Training**

The Medical Specialist must be actively participating in pre-hospital care. He/she 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:

- Physician Assistant
- Registered Nurse-Practitioner
- Registered Nurse who is currently certified / licensed as a Physician Assistant
- 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
- Must be certified and maintain the following, BTLS, ACLS, and PALS regimens (or equivalent)

The Medical Specialist must also have completed the following:

- All administrative and general training requirements
- The FEMA/US&R Medical Team Training Course
- The FEMA/US&R WMD considerations for the medical team
- Technical rescue skill sets and additional required rope rescue skills as defined in Appendix D at the end of this manual

#### IV. **Recommended Training**

The Medical Specialist should complete a canine emergency medical course.

## **MEDICAL TEAM MANAGER**

### **I. Functional Description**

The Medical Team Manager 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.

The Medical Team Manager is responsible for the following:

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

### **II. 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.

### **III. Required Training**

The Medical Team Manager shall adhere to the following:

- Meet all administrative and general training requirements
- Be a licensed physician who is emergency medicine residency- trained and/or Board-certified in emergency medicine and actively practicing clinical emergency medicine and having experience with pre- hospital medical care OR be a currently licensed physician with current ACLS, ATLS and PALS certification (or equivalent) whose medical activities include clinical medicine and or pre-hospital care
- Complete the National US&R Response System Medical Team Training Course

### **IV. Recommended Training**

The Medical Team Manager should complete the following:

- ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
- The National US&R Response System WMD Considerations for the medical team course
- A canine emergency medicine course
- Technical rescue skill sets and additional required rope rescue skills as identified in Appendix D at the end of this manual

## **PLANNING TEAM MANAGER**

### **I. Functional Description**

The task force Planning Team Manager 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

### **II. Description of Duties**

The Planning Team Manager is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Planning Team Manager shall adhere to the following:

- Meet all administrative and general training requirements
- Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance  
Complete National US&R Response System Planning Team Training Course

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## **RESCUE SPECIALIST**

### **I. Functional Description**

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

### **II. Description of Duties**

The Rescue Specialist is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Rescue Specialist shall adhere to the following:

- Complete all administrative and general training requirements
- Meet requirements of NFPA 1006 (2008) Technical Rescuer Level 1 & 2 (Excluding Chapter 1 Administration: Section 1.3.3)
  - Chapter 5: Job Performance Requirements
  - Chapter 6: Rope Rescue (Levels 1 & 2)
  - Chapter 7: Confined Space Rescue (Levels 1 & 2)
  - Chapter 8: Trench Rescue (Levels 1 & 2)
  - Chapter 10: Vehicle and Machinery Rescue (Levels 1 & 2)

- Complete the National US&R Response System Structural Collapse Technician Course or a FEMA/DHS approved equivalent
- Complete the National US&R Response System GPS Awareness Level Course
- Current Certification in basic first aid for first responders or equivalent

V. **Recommended Training**

The Rescue Specialist should complete Chapter 11: Surface Water Rescue (Levels 1 & 2)

## **RESCUE SQUAD OFFICER**

### **I. Functional Description**

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

### **II. Description of Duties**

The Rescue Squad Officer is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Rescue Squad Officer shall adhere to the following:

- Meet all requirements for DHS/FEMA US&R Rescue Specialist
- Have experience in structural collapse operations to include participation in field exercise(s) and/or a deployment as a Rescue Specialist

## V. **Recommended Training**

The Rescue Squad Officer should complete the following:

- Complete the National US&R Response System GPS Operations Level Course (when developed and implemented)
- Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
- Complete the National US&R Response System Rescue Officers Course (when developed and implemented system wide)
- Chapter 11: Surface Water Rescue (Levels 1&2)

## **RESCUE TEAM MANAGER**

### **I. Functional Description**

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

### **II. Description of Duties**

The Rescue Team Manager is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Rescue Team Manager shall adhere to the following:

- Meet all requirements of DHS/FEMA US&R Rescue Squad Officer

- Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance

**V. Recommended Training**

The Rescue Team Manager should complete the following:

- ICS-400 in accordance with the National Standard Curriculum Training Development Guidance
- National US&R Response System Disaster Search Planning and Management Course
- National US&R Response System GPS Operations Level Course (when developed and implemented system wide)
- National US&R Response System Rescue Officers' Course (when developed and implemented system wide)
- Chapter 11: Surface Water Rescue (Levels 1&2)

## **SAFETY OFFICER**

### **I. Functional Description**

The Task Force Safety Officer 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.

### **II. Description of Duties**

The Task Force Safety Officer is responsible for the following:

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

### **III. 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.

#### **IV. Required Training**

The Task Force Safety Officer shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System GPS Awareness Level Course
- Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
- Complete the National US&R Response System US&R Safety Officer Course
- Meet requirements of NFPA 1006 (2008) Technical Rescuer Level 1 & 2 (Excluding Chapter 1 Administration: Section 1.3.3)
  - Chapter 5: Job Performance Requirements
  - Chapter 6: Rope Rescue (Levels 1 & 2)
  - Chapter 7: Confined Space Rescue (Levels 1 & 2)
  - Chapter 8: Trench Rescue (Levels 1 & 2)
  - Chapter 10: Vehicle and Machinery Rescue (Levels 1 & 2)
- Complete the National US&R Response System Structural Collapse Technician course or FEMA/DHS approved equivalent
- Current Certification in basic first aid for first responders or equivalent

#### **V. Recommended Training**

The task force Safety Officer should complete Chapter 11: Surface Water Rescue (Levels 1 & 2)

## SEARCH TEAM MANAGER

### I. Functional Description

The Search Team Manager 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.

### II. Description of Duties

The Search Team Manager is responsible for the following:

- Developing and implementing the search component of the task force tactical action plan
- Coordinating, managing, and supervising all search and reconnaissance activities
- Participating in the oversight, administrative and operational control of the development, implementation and operational aspects of search component training (Canine Search Specialists, Technical Search Specialists and Search Team Managers)
- Participating in the Canine Search Specialist evaluation process at the task force level
- 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
- Land navigation and site mapping
- Determining search and reconnaissance operational, organizational and logistical needs
- Ensuring that all assigned personnel are kept informed of mission objectives and status changes to include briefings and debriefings
- Preparing performance evaluations for assigned personnel
- Providing situation updates, documenting and maintaining records and reports
- Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment
- Performing additional tasks or duties as assigned

### **III. 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.

### **IV. Required Training**

The Search Team Manager shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System Technical Search Specialist Course
- Complete the National US&R Response System Canine Search Specialist Course
- 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 (This requirement does not apply to those members rostered as Search Team Managers prior to July 1, 2008)

### **V. Recommended Training**

The Search Team Manager should complete the following:

- The National US&R Response System Structural Collapse Technician Course
- The National US&R Response System Task Force Leader Course
- The National US&R Response System Planning Team Training Course
- Technical rescue technician-level skill sets
- The National US&R Response System GPS/Land Navigation Technician Course
- ICS-300 in accordance with the National Standard Curriculum Training Development
- The requirements of NFPA 1006 (2008) Technical Rescuer Levels 1 and 2 (excluding Chapter 1: Administration, Section 1.3.3)
  - Chapter 5: Job Performance Requirements
  - Chapter 6: Rope Rescue (Levels 1 & 2)
  - Chapter 7: Confined Space Rescue (Levels 1 & 2)
  - Chapter 8: Trench Rescue (Levels 1 & 2)
  - Chapter 10: Vehicle and Machinery Rescue (Levels 1 & 2)
  - Chapter 11: Surface Water Rescue (Levels 1 & 2)

- A canine emergency field care course
- The National US&R Response System Search Planning and Management Course

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## STRUCTURES SPECIALIST

### I. **Functional Description**

The Structures Specialist 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.

### II. **Description of Duties**

The Structures Specialist is responsible for the following:

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

### III. **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.

### IV. **Required Training**

The Structures Specialist shall adhere to the following:

- Meet all administrative and general training requirements

- Complete the National US&R Response System GPS Awareness Level Course
- Complete the FEMA USACE Structures Specialist Training (StS-1) Course
- Complete all technical rescue skill sets and additional required rope rescue skills as identified in Appendix D at the end of this manual

## V. **Other Specific Requirements**

The Structures Specialist shall meet the following requirements:

- Be currently licensed as a Professional Engineer (PE) specializing in structures or equivalent as sanctioned by the FEMA US&R Structures Sub-Group. The criteria for qualifying as equivalent to PE are as follows:
  - Bachelor of Science degree in civil engineering (or similar curriculum) from a college or university that is recognized by a state licensing board
  - Five years of experience in any phase of structural engineering, including the teaching of subjects pertaining to structures, structural safety, and structural collapse
  - 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 Sub-Group chair for consideration
  - Individuals who are licensed architects by any state may be considered as having equivalent certification, based on the requirements listed above
- Possess a minimum of five years of experience in structure design and analysis to include evaluation of existing structures, field investigation or construction observation experience

## VI. **Recommended Training**

The Structures Specialist should complete the following:

- The National US&R Response System Structural Collapse Technician Course (with the exception of SCT01c)
- The National US&R Response System Planning Team Training Course
- FEMA/USACE Structures Specialist Training (StS-2) every five years
- USACE StS Regional Training every two years
- The National US&R Response System GPS Operations Level Course

## **TASK FORCE LEADER**

### **I. Functional Description**

The Task Force Leader 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 IST at a mission location.

### **II. Description of Duties**

The Task Force Leader is responsible for the following:

- Developing and implementing the task force tactical action plan
- Addressing the coordination, management, and supervision of all TF activities
- Supervising the following positions:
  - Search Team Manager
  - Rescue Team Manager
  - Medical Team Manager
  - Logistics Team Manager
  - Planning Team Manager
  - Hazardous Materials Team Manager
  - Safety Officer
- Ensuring the development of all TF organizational and logistical needs
- Interacting with the IST Leader and/or his/her designee for coordination of all TF activities and support requirements
- Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes
- Providing regular situation reports to the IST
- Providing regular reports to the Sponsoring Agency Chief
- Performing additional tasks and duties, as assigned during a mission
- Ensuring the completion of all the required reports and maintenance of records
- Ensuring that incident stress management activities are planned and conducted

- Ensuring resource acquisitions are properly processed
- Preparing performance evaluations for assigned personnel
- Manage all demobilization and return to readiness issues
- Performing additional tasks or duties as assigned

### **III. 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.

### **IV. Required Training**

The Task Force Leader shall adhere to the following:

- Meet all administrative and general training requirements
- Complete ICS-400 in accordance with the National Standard Curriculum Training Development Guidance
- Complete the National US&R Response System Task Force Leaders' Course

## TECHNICAL INFORMATION SPECIALIST

### I. **Functional Description**

The Technical Information Specialist 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.

### II. **Description of Duties**

The Technical Information Specialist is responsible for the following:

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

### III. **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.

### IV. **Required Training**

The Technical Information Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System Planning Team Training Course

### V. **Recommended Training**

The Technical Information Specialist should complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance.

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## TECHNICAL SEARCH SPECIALIST

### I. **Functional Description**

The Technical Search Specialist 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.

### II. **Description of Duties**

The Technical Search Specialist is responsible for the following:

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

### III. **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.

### IV. **Required Training**

The Technical Search Specialist shall adhere to the following:

- Meet all general training requirements
- Complete the National US&R Response System Technical Search Specialist Course
- Complete all technical rescue skill sets and additional required rope rescue skills as identified Appendix D at the end of this manual

## V. **Recommended Training**

The Technical Search Specialist should complete the following:

- A National US&R Response System Canine Search Specialist course
- The National US&R Response System Search Planning & Management Course
- Meet requirements of NFPA 1006 (2008) Technical Rescuer Levels 1 & 2 (Excluding Chapter 1 Administration: Section 1.3.3)
  - Chapter 5: Job Performance Requirements
  - Chapter 6: Rope Rescue (Levels 1 & 2)
  - Chapter 7: Confined Space Rescue (Levels 1 & 2)
  - Chapter 8: Trench Rescue (Levels 1 & 2)
  - Chapter 10: Vehicle and Machinery Rescue (Levels 1 & 2)
  - Chapter 11: Surface Water Rescue (Levels 1 & 2)
- The National US&R Response System Structural Collapse Technician Course or FEMA/DHS approved equivalent
- A canine emergency field care course

## **WATER RESCUE SPECIALIST**

### **I. 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.

### **II. Description of Duties**

The Water Rescue Specialist is responsible for the following:

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

### **III. 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.

### **IV. Required Training**

The Water Rescue Specialist shall adhere to the following:

- Complete all administrative and general training requirements
- Complete the FEMA National US&R Response System GPS / Land Navigation Operations Course
- Meet requirements of NFPA 1006 (2008):

- Chapter 5: Job Performance Requirements
  - Chapter 6: Rope Rescue (Levels 1 & 2)
  - Chapter 11: Surface Water Rescue (Levels 1 & 2)
- Safe boating certificate recognized by the National Safe Boating Council
- Boat operator requirements as outlined in Water Rescue Specialist Position Task Book

## APPENDIX B: INCIDENT SUPPORT TEAM POSITION DESCRIPTIONS

### I. **IST General Requirements**

Each member must be able to do the following:

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

### II. **General Administrative Requirements**

All IST members must meet the administrative requirements for their task force.

### III. **General Training Requirements**

All IST members must meet the general training requirements for their task force.

**Although IST courses may be completed after selection to the IST, coursework must be completed prior to becoming eligible for deployment.**

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## IST COMMUNICATIONS UNIT LEADER

### I. Functional Description

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

### II. Description of Duties

The IST Communications Unit Leader is responsible for the following:

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Communications Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - FEMA US&R communications Specialist Course
  - NWCG S258 Course
  - NWCG S358 Course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Communications Unit Leader should complete the following:

- All-Hazards IMT Course (O305 EMI)
- All-Hazards Communications Leader Course (L969 EMI)

## **IST DEMOBILIZATION UNIT LEADER**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Demobilization Unit Leader is responsible for the following:

- Developing the written demobilization plan for ESF #9 resources assigned to the IST in accordance with release priorities approved by IST Section Chiefs, IST Leader, ESF #9 Leader, and the National US&R Program Office.
- Ensuring that the demobilization plans include the following:
  - Release priorities
  - Release procedures
  - Specific instructions
  - Specific section responsibilities
  - Maps as necessary
  - Communication plan as necessary
- Working with IST logistics and determine the needs to support the demobilization plan
- Reviewing the draft of the demobilization plan with the IST Planning and Logistics Section Chiefs.
- Distributing approved demobilization plan to all ESF #9 resources
- Briefing and ensuring that all sections, units, and assigned resources understand their specific demobilization responsibilities
- Preparing appropriate documentation for all demobilizing resources
- Overseeing the execution of the demobilization plan
- Recommending modification of the approved demobilization plan as required
- Developing check-out function for all ESF #9 resources assigned to the IST

- Briefing the IST Planning Section Chief on the demobilization progress each operational period
- Remaining on scene until all resources have initiated return travel

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Demobilization Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - FEMA Planning and TIS training course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Demobilization Unit Leader should complete the following:

- NWCG S 347 Demobilization Unit Leader Training
- NWCG S 348 Resource Unit Leader Training (prerequisite training)
- NWCG S 349 Pre-Course study
- All-Hazards IMT (O305 EMI)

## **IST DIVISION/GROUP SUPERVISOR**

### **I. Functional Description**

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

### **II. Description of Duties**

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

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

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

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - NFPA 2006 Structural Collapse Technician Course
  - FEMA US&R SCT Course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

The IST Division/Group Supervisor should complete the following:

- ICS 300
- NWCG S 339 Division Group Supervisor Course
- All-Hazards Division Group Supervisor Course (L 960 EMI)
- All-Hazards IMT Training (O305 EMI)

## **IST DOCTOR OF VETERINARY MEDICINE**

### **I. Functional Description**

The IST Doctor of Veterinary Medicine 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.

### **II. Description of Duties**

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

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

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

- Meet all general administrative requirements
- Meet all general training requirements
- Be a licensed veterinarian who has experience with canine emergency medical care

### **IV. Recommended Training**

The IST Doctor of Veterinary Medicine should complete the following:

- All-Hazards IMT (O 305 EMI)

- IST Course
- IST continuing education
- Animal rescue training

## **IST DOCUMENTATION UNIT LEADER**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Documentation Unit Leader is responsible for the following:

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Documentation Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - FEMA Plans and TIS Course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Documentation Unit Leader should complete the following:

- IS 420 All-Hazards IMT Training (O 305 EMI)
- Complete Job Aid J 342
- ICS 300

## **IST FACILITIES UNIT LEADER**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Facilities Unit Leader is responsible for the following:

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Facilities Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - GPS Awareness (General Training Requirement)
  - FEMA Logistics Specialist course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Facilities Unit Leader should complete the following:

- All-Hazards IMT (AHIMT 0 305 EMI)
- All-Hazards Facilities Unit Leader Course (E 971 EMI)

## **IST GROUND SUPPORT UNIT LEADER**

### **I. Functional Description**

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

### **II. Description of Duties**

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

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

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

- Meet all general administrative requirements
- Meet all general training requirements

- Complete the FEMA IST Course\*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

The IST Ground Support Unit Leader should complete the following:

- Logistics Specialist Course
- All-Hazards IMT Course

## **IST HAZARDOUS MATERIALS TECHNICAL SPECIALIST**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Hazardous Materials Technical Specialist is responsible for the following:

- Coordinating and supporting the activities of the task force(s) for incidents involving WMD and/or a release of hazardous materials
- Coordinating with IST safety, structures, and medical to ensure the safety and well-being of all assigned resources
- Interacting with task force HazMat Specialists and task force command and general staff personnel to ensure a safe, appropriate, and effective operation in a WMD and/or HazMat environment
- Establishing liaison with associated Federal, state and local agencies, which may support US&R operations
- Identifying in-theater capabilities to support the assigned ESF #9 resources specifically for providing water supply for decontamination and breathable air supply for SCBA refill
- Ensuring the proper selection and use of personal protective equipment (PPE) through coordination with task force(s), IST Safety, IST Medical and IST Operations
- Ensuring that controlled work zones are established and maintained in a consistent manner to restrict entry and minimize contamination
- Ensuring that a standardized decontamination system is applied consistently by all task forces during all operational periods and coordinating any decontamination support provided by outside agencies
- Coordinating with IST logistics to ensure that task forces are re-supplied with expendable items, such as appropriate PPE (same equipment, or safe alternates), detection devices (filters, sensors, tubes) to sustain ongoing rescue operations

- Collecting information regarding the exact nature of an event, threat assessments, scene security, vulnerability, etc.
- Providing “industrial hygiene” oversight for the task forces to minimize exposure to hazardous agents/products and ensuring the development of a site safety plan, in conjunction with IST Safety and IST Medical, to include a thorough site characterization, air quality analysis, appropriate use of PPE, and decontamination capability

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST HazMat Technical Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - GPS Awareness
  - Must be a “Hazardous Material Specialist”, as defined by NFPA 472 and certified by an authority recognized and approved by FEMA US&R Program staff.
  - Technician/Specialist level knowledge in the specialized field of WMD and hazardous materials emergency response, with experience documented by employer and deemed sufficient by FEMA US&R Program staff. Must maintain currency in this dynamic field as technology changes and resultant capabilities, tactics and practices advance.
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST HazMat Technical Specialist should complete the following:

- All-Hazards IMT (AHIMT 0 305 EMI)
- TFSO Course

## **IST LEADER**

### **I. Functional Description**

The Incident Support Team Leader reports to the IST ESF #9 Leader 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.

### **II. Description of Duties**

The IST Leader is responsible for the following:

- Providing the overall management of National US&R task forces and incident support team activities at the JFO and field locations
- Assessing the situation and/or obtaining a briefing from Federal, state and local officials
- Determining the incident objectives and strategy
- Establishing immediate priorities
- Ensuring that the planning cycle is established in conjunction with Federal, state, and local cycles
- Coordinating with the Federal, state, and local officials and the IST ESF #9 Leader to expedite the effective request for, assignment, and use of on-scene and incoming US&R resources
- Briefing Federal, state, and local officials on task force and IST capabilities and limitations
- Ensuring that Federal, state, and local officials are kept informed of the status of ESF #9 resources and incident activities
- Ensuring that the release of information is authorized by Federal, state, and local officials
- Ensuring that incident status summary for ESF #9 resources is completed and forwarded to the appropriate authorities within the specified timelines
- Developing and maintaining contact with assigned Federal, state, and local officials to coordinate and support ESF #9 integration into on-going local US&R operations
- Documenting operational requirements with Federal, state, and local officials

- Ensuring that all IST functions are carried out in a professional manner, according to IST and ERT guidelines
- Approving the IST tactical, operational, or incident action plan
- Recommending mobilization and demobilization activities of US&R resources to the Federal, state, and local officials and IST ESF #9 Leader
- Ensuring that all safety practices and procedures are followed
- Ensuring that all required forms are completed
- Ensuring that Federal financial procedures and practices are followed
- Reviewing all resource requests with the IST ESF #9 Leader for approval

### III. **Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The Incident Support Team Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - FEMA TFL Course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### IV. **Recommended Training**

The Incident Support Team Leader should complete the following:

- All-Hazards IMT (AHIMT 0 305 EMI)
- STM Training
- TEEEX WAS
- INSARAG USAID Training

## **IST LIAISON TO THE JOINT FIELD OFFICE**

### **I. Functional Description**

The IST Liaison to the Joint Field Office (JFO) reports to the JFO Operations Section Chief and/or the Emergency Services Branch Director. This individual assists senior officials at the JFO and makes decisions regarding the appropriate use of ESF #9 resources required or assigned to the incident. The Liaison to the JFO also identifies issues that could affect the use of ESF #9 resources in the field and ensures that FEMA HQ and IST leadership in the field are kept informed and their concerns and issues are considered in the JFO.

### **II. Description of Duties**

The IST Liaison to the Joint Field Office is responsible for the following:

- Establishing contact with the ESF #9 desk in the NRCC for informal information exchange and updates
- Identifying other ESF #9 co-lead agency personnel at the JFO (such as those that follow) and conferring and identifying with operations and logistics section personnel regarding how ESF #9 issues will be integrated:
  - US Coast Guard (USCG) JFO support team personnel
  - National Geospatial-Intelligence NGA Personnel
  - DOI / National Park Service Personnel
  - State agency responsible for management of tactical SAR resources
- Identifying other US&R liaison personnel necessary for ESF #9 coordination requirements in the JFO such as additional US&R specialists
- Identifying other related ESFs that may require coordination for ESF #9 operations in the field
- Identifying how consolidated ESF #9 information will be collected, organized and submitted for reporting requirements. For example:
  - Identifying Homeland Security Information Network (HSIN) reporting requirements
  - Identifying HSIN support/training personnel assigned to the JFO for assistance if necessary
- Making contact with IST Leaders assigned to staging or to the field and receiving briefs regarding their status, operational considerations, assignments, and support requirements and coordinating as required in the JFO

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Liaison to the JFO shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Liaison to the JFO should complete the following:

- All-Hazards IMT course
- All-Hazards Liaison Officer Course L 956
- ESF #9 Leader Training

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## **IST LOGISTICS SECTION CHIEF**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Logistics Section Chief is responsible for the following:

- Supervising the IST logistics section and assigning personnel
- Notifying the IST resources unit of logistical sections that are activated, including the names and locations of assigned personnel and equipment
- Providing input to the IST OAP for the logistical requirements and needs for current and future operating periods
- Assembling and briefing logistical resources daily
- Ensuring that a Federal Accountability Officer is assigned to the IST
- Identifying services, support, and transportation requirements for current and expected ESF #9 operations
- Ensuring that functional logistical support plans are in place, including communications, medical, procurement, and transportation
- Participating in and providing input at each IST planning meeting
- Participating in each operational briefing and remaining prepared to brief resources on logistical issues
- Ensuring that security is provided for all ESF #9 personnel, facilities, and equipment
- Ensuring that current service and support information is provided to the IST planning section
- Estimating future service and support requirements of the IST/ESF #9 resources
- Coordinating all documents committing Federal funds with the IST finance/administration section

- Ensuring that sufficient food, potable water, and sanitation needs are provided for all ESF #9 resources
- Recommending the release of logistical resources in conformity with the demobilization plan
- Providing all aspects of property accountability and assisting with documenting lost, damaged, or destroyed property

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Logistics Section Chief shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - GPS Awareness
  - ICS 300
  - ICS 400
  - FEMA Logistics Specialist Course
  - FEMA IST Course \*

\*May be selected to position without this course; but to be deployable, individuals must complete the FEMA IST training course.

## **IST MEDICAL OFFICER**

### **I. Functional Description**

The Medical Officer reports to the IST leader and has the overall responsibility for the management and supervision of the medical function of the IST.

### **II. Description of Duties**

The IST Medical Officer is responsible for the following:

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

- Recommending the need to order additional medical resources to include IST veterinarian and Medical Unit Leaders as appropriate
- Coordinating the activities of the IST Veterinarian Specialist and Medical Unit Leader when activated
- Providing situation reports and maintaining records and reports

### III. **Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Medical Officer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - Be a licensed physician who is emergency medicine residency-trained and/or board-certified and actively practicing clinical emergency medicine and having significant experience with pre-hospital medical care
  - FEMA US&R Medical Specialist Course
  - FEMA IST Course \*

\*May be selected to position without this course; but to be deployable, individuals must complete the FEMA IST training course.

## **IST OPERATIONS BRANCH DIRECTOR**

### **I. Functional Description**

When activated, the IST Operations Branch Director reports to the IST Operations Section Chief or Deputy Operations Section Chief. The US&R Branch Director is responsible for managing all assigned resources in accordance with the IST operational action plan for the assigned branch.

### **II. Description of Duties**

The Operations Branch Director is responsible for the following:

- Coordinating branch operations with Federal, state, and local resources
- Attending planning meetings at the request of the IST Operations Section Chief
- Reviewing division/group assignment lists for divisions/groups within the branch
- Developing branch tactical objectives and presenting them to the IST Operations Section Chief for review for inclusion in the division/group assignment lists
- Implementing the IST operation action plan for the branch
- Supervising branch operations
- Debriefing OSC as directed
- Assigning and briefing specific tactical objectives to division and/or group supervisors including a safety briefing
- Supervising US&R division/group supervisors or single resources assigned to the branch
- Ensuring that tactical objectives assigned to the branch are met
- Developing recommendations for approval by the OSC that will ensure that the objectives are met
- Identifying and resolving logistics issues within the branch
- Coordinating record keeping of pertinent information within assigned areas, including areas that have been searched, victim locations, hazardous materials and any relevant safety issues
- Reviewing accident and injury reports concerning assigned personnel

- Providing the IST Operations Section Chief and IST planning section with current updates, accomplishments, and resource needs for the next operational period as required

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Operations Branch Director shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - NFPA 2006 Structural Collapse Technician
  - FEMA US&R SCT Course
  - ICS 300
  - ICS 400
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Operations Branch Chief should complete the following:

- All-Hazards IMT Course
- All-Hazards IMT OSC Course L 958

## **IST OPERATIONS SECTION CHIEF**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Operations Section Chief is responsible for the following:

- Coordinating IST ESF #9 operations with Federal, state, and local resources
- Interacting and coordinating with the IST Leader on achievements, issues, problems, significant changes, special activities, and significant events
- Participating in the planning process and completing documents required for the operations action plan
- Converting operational incident objectives into tactical work assignments for ISTs and other resources by submitting documentation in a timely manner
- Implementing the operational portion of the IST operational action plan
- Coordinating and consulting with the Planning Section Chief, Safety Officer, Medical, Structural, and Hazmat Technical Specialists to model scenarios for the selection of appropriate strategies to accomplish objectives
- Identifying kind and number of resources required to support selected strategies by utilizing an ICS-215 for each operational period
- Assembling and disassembling specialized resources to support ESF #9 operations
- Subdividing work areas into manageable units by recommending the use of branches, divisions, and/or groups
- Allocating resources based on strategy requirements
- Briefing and assigning IST operations section personnel each operational period
- Supervising the IST operations section and assigning personnel and resources
- Monitoring and requesting additional resources to support operations as necessary

- Evaluating and monitoring current situation for use in next operational period planning
- Keeping current information regarding IST operations section accomplishments and the next operational period needs from IST Branch Directors and IST Division/Group Supervisors
- Coordinating record keeping of pertinent information within assigned impact areas, including victim locations, hazardous materials and safety issues etc.
- Developing a recommended list of operation section resources to be demobilized and provides recommendations for the release when appropriate
- Assisting with development of long-range strategic, contingency, and demobilization plans
- Evaluating on-scene operations, making adjustments to organization, strategies, tactics, and resources as necessary

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Operations Section Chief shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - NFPA 2006 Structural Collapse Technician
  - FEMA US&R SCT course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Operations Section Chief should complete the following:

- AHIMT

- NWCG Functional Equivalent
- All-Hazards OSC Course L 958

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## **IST PLANNING SECTION CHIEF**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Planning Section Chief is responsible for the following:

- Supervising the IST planning section and assigned personnel
- Assigning personnel as required
- Establishing information requirements and reporting schedules for the IST planning unit
- Establishing special information collection activities as necessary (e.g., weather data, demographic information, etc.)
- Determining the need for any specialized resources in support of the incident (e.g., GIS)
- Providing input to the IST Leader, IST Operations Section Chief when preparing the IST operations action plan
- Developing the IST OAP, strategic, and demobilization plans
- Overseeing the collection, evaluation, and dissemination of information in US&R activities
- Assembling information on alternative strategies
- Providing periodic predictions regarding incident potential and/or duration
- Reporting any significant changes in incident status
- Compiling and displaying approved incident information
- Developing incident records and reports
- Maintaining and reporting status of assigned ESF #9 resources

- Collecting information and developing IST after-action reports
- Maintaining all appropriate situational and status displays
- Conducting IST planning meetings
- Planning, coordinating, and managing briefings
- Providing input and reviewing the IST planning section plan to develop the IST OAP
- Meeting moderate physical fitness requirement

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Planning Section Chief shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - FEMA Planning Team Training
  - S 246 Situation Unit Training
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Planning Section Chief should complete the following:

- AHIMT
- NWCG PSC
- All-Hazards PSC course (L962)

## **IST POA/MOBILIZATION CENTER SPECIALIST**

### **I. Functional Description**

The Incident Support Team POA/Mobilization Center Specialist reports to the IST Transportation Unit Leader and assists mobilization center officials to resolve coordination and logistics issues related to ESF #9 resources and operations.

### **II. Description of Duties**

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

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

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

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - GPS Awareness
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

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

- All-Hazards IMT training
- Logistics Specialist Course

## **IST INFORMATION OFFICER**

### **I. Functional Description**

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

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

### **II. Description of Duties**

The IST Information Officer is responsible for the following:

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

- Advising and supporting FEMA public affairs videographers/photographers and writers
- Participating in meetings and briefings as required
- Obtaining media information that may be useful to incident planning
- Providing current media information for briefings and visitors

### III. **Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Information Officer shall adhere to the following:

- Meet all DHS/FEMA general requirements
- Possess a minimum of two years of public safety/emergency management Public Information Officer experience
- Possess two years (minimum) of FEMA US&R Response System experience
- Complete the following position-specific training requirements:
  - A basic Public Information Officer course (G-290/equivalent)\*\*
  - The Policy and Procedures for FEMA Public Affairs Course (L-385)
  - Complete the on-line External Affairs-ESF #15 Course (IS-250)
  - Complete a GPS awareness course
  - Complete ICS 300\*

### IV. **Recommended Training**

The IST Information Officer should complete the following:

- ICS 400\*
- E-388 Advanced Public Information Officer\*\*
- A basic photography training program (*course TBD*)\*\*\*
- A basic writing class (*course TBD*)\*\*\*
- All-Hazards PIO Course L 952

\* Listed as “required” per NIMS, suggested as Recommended by PAWG.

\*\* Listed as Recommended per NIMS

\*\*\* Once these courses have been identified, approved and implemented, these criteria will ascend to the “required training” category.

## **IST RESOURCES UNIT LEADER**

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Resources Unit Leader is responsible for the following:

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

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Resources Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - FEMA Planning Team Training
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

The IST Resources Unit Leader should complete the following:

- All-Hazards Resource Unit Leader Course L 965
- All-Hazards PSC Course L 962

## **IST SAFETY OFFICER**

### **I. Functional Description**

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

### **II. Description of Duties**

The Incident Support Team Safety Officer is responsible for the following:

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

- Adhering to all safety policies and procedures

### **III. Required Training**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Safety Officer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - FEMA TFSO Course
  - NFPA 1670 Structural Collapse Technician
  - FEMA US&R SCT course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Safety Officer should complete the following:

- All-Hazards IMT Course
- All-Hazards IMT Safety Officer Course L 954

## IST SITUATION UNIT LEADER

### **I. Functional Description**

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

### **II. Description of Duties**

The IST Situation Unit Leader is responsible for the following:

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

### **III. Training Requirements**

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

The IST Situation Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements

- Complete the following position-specific training requirements:
  - Planning Team Training
  - S 246 Situation Unit Leader Course
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

The IST Situation Unit Leader should complete the following:

- All-Hazards Situation Unit Leader Training L 96
- All-Hazards PSC Training L 962

## **IST STRUCTURES SPECIALIST**

### **I. Functional Description**

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

### **II. Description of Duties**

The Structures Specialist is responsible for the following:

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

### **III. Required Training**

(Refer to IST Training Matrix, which is located at the end of this appendix.)

The IST Structures Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - FEMA/USACE Structural Specialist Course (StS1)
  - FEMA Structural Collapse Technician Course
  - FEMA IST Course \*
  - Basic Rescue Module consisting of confined space (entrant), basic rope rescue, and trench awareness.
  - Currently licensed as a Professional Engineer specialization in structures or equivalent as sanctioned by the FEMA US&R Technical Sub-committee
  - 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

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

### **IV. Recommended Training**

The IST Structures Specialist should complete the following:

- STS 2
- ICS 300
- Heavy rigging course
- Structural Collapse Technician

## IST US&R SPECIALIST

### I. Functional Description

The IST US&R Specialist reports to the IST Planning Section Chief or to the IST position assigned. This individual provides technical assistance to Federal, state, and local officials regarding the capabilities of ESF #9 resources. The US&R Specialist may be assigned to and act as liaison at a Federal, state, or local EOC, ICP or Joint Field Office.

### II. Description of Duties

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

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

### III. Required Training

(Refer to the IST Training Matrix, which is located at the end of this appendix.)

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

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
  - ICS 300
  - ICS 400
  - FEMA IST Course \*

\*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

#### **IV. Recommended Training**

The IST US&R Specialist should complete the following:

- All-Hazards IMT
- All-Hazards Liaison Officer course L 956

## IST TRAINING MATRIX

		Current CPR	Haz Mat First Responder Ops / Annual Refresher	ICS — I-100	ICS — I-200	ICS — I-300	ICS — I-400	IS - 700	IS - 800	FEMA US&R Orientation	NFPA 1670 Awareness training	Annual Resp. training per 29 CFR 1910.134	FEMA US&R WMD Enhanced Ops	GPS awareness training	FEMA US&R IST course	FEMA US&R Logistics Specialist	FEMA US&R Communications Specialist	FEMA US&R Technical Search Specialist	NFPA 1670 Rescue technician	FEMA US&R SCT Course	FEMA US&R Structures Specialist	FEMA TFSO course	FEMA TFL course	FEMA US&R Planning Team Training	FEMA US&R Medical Specialist	Search Management Training	Applicable NWCG Course or Equivalent	NWCG S-258 & S-358 Course	PIO course G290 or equivalent	FEMA public affairs L385	E388 advanced PIO	Situation Unit Leader Training S346	
1	IST LEADER	G	G	G	G	R	R	G	G	G	G	G	G	G	R*								R										
2	IST SAFETY	G	G	G	G	R	R	G	G	G	G	G	G	G	R*				R	R			R										
3	IST LIAISON AT THE JFO	G	G	G	G	R	R	G	G	G	G	G	G	G	R*								D										
4	IST PIO	G	G	G	G	R	R	G	G	G	G	G	G	G	R*														R	R	D		
5	IST OPERATIONS CHIEF	G	G	G	G	R	R	G	G	G	G	G	G	G	R*				R	R						D	D						
6	IST BRANCH DIRECTOR	G	G	G	G			G	G	G	G	G	G	G	R*				R	R						D	D						
7	IST DIV/GRP SUPERVISOR	G	G	G	G			G	G	G	G	G	G	G	R*				R	R						D	D						
8	IST PLANNING CHIEF	G	G	G	G	R	R	G	G	G	G	G	G	G	R*									R			D						R
9	IST SITUATION UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*									R									R
10	IST FIELD OBSERVER	G	G	G	G			G	G	G	G	G	G	G	R*									D			D						
11	IST RESOURCE UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*									R			D						
12	IST DEMOB UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*									R			D						
13	IST DOCUMENTATION UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*									R			D						
14	IST STRUCTURES SPECIALIST	G	G	G	G			G	G	G	G	G	G	G	R*						R	R											

		First Aid // CPR	Haz Mat First responder Ops	ICS — I-100	ICS — I-200	ICS — I-300	ICS — I-400	IS - 700	IS - 800	FEMA US&R Orientation	NFPA 1670 Awareness training	Resp. training per 29 CFR1910.134 1910.120	FEMA S&R WMD Enhanced Ops	GPS awareness training	FEMA US&R IST course	FEMA US&R Logistics Specialist	FEMA US&R Communications Specialist	FEMA US&R Technical Search Specialist	NFPA 1670 Structure collapse Tech	FEMA US&R SCT Course	FEMA US&R Structures Specialist	FEMA TFSO course	FEMA TFL course	FEMA US&R Planning Team Training	FEMA US&R Medical Specialist	Search Management Training	Applicable NWSG Course or Equivalent	NWSG S-258 & S-358 Course	PIO Course g-290 or Equivalent	Medical Unit Leader S359	Two prior US&R deployments	Situation Unit Leader Training S346		
15	IST US&R SPECIALIST	G	G	G	G	R	D	G	G	G	G	G	G	G	R*																			
16	IST HAZMAT SPECIALIST	G	G	G	G			G	G	G	G	G	G	G	R																			
17	IST LOGISTICS CHIEF	G	G	G	G	R	R	G	G	G	G	G	G	G	R*	R												D						
18	IST COMM UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*		R											R						
19	IST COMMUNICATIONS CENTER OPERATOR	G	G	G	G			G	G	G	G	G	G	G			R																	
20	IST MEDICAL OFFICER	G	G	G	G	R		G	G	G	G	G	G	G	R*										R									
	IST MEDICAL UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G											R				R					
21	IST VETERINARY SPECIALIST	G	G	G	G			G	G	G	G	G	G	G																				
22	IST SUPPLY UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*	R												D						
23	IST GROUND SUPPORT UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*	R																		
24	IST FACILITIES UNIT LEADER	G	G	G	G			G	G	G	G	G	G	G	R*	R																		
25	IST POA/MOB CENTER SPECIALIST	G	G	G	G			G	G	G	G	G	G	G	R*																			
	<i>FEMA Staff Positions</i>																																	
	ESF-9 LEADER																																	



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## APPENDIX C: US&R TRAINING COURSE SITE REQUIREMENTS

### **Technical Search Specialist Course**

Maximum Student: Instructor Ratio	6:1
Minimum # of Instructors	4
Minimum # of Logistics Personnel	2
Minimum Class Size	12

Contractor shall provide audio/visual, tools and equipment necessary to meet course objectives. This includes listening and visual technical search devices of same make and model that are on currently approved cache list. This also includes 1- Garmin 60 CSX for each student and laptop computer with Map Source software for each participant.

All site prep and training props at the expense of contractor.

### **Communications Specialist Course**

Maximum Student: Instructor Ratio	8:1
Minimum # of Instructors	4
Minimum # of Logistics Personnel	2
Minimum Class Size	12

Contractor shall provide audio/visual, tools and equipment necessary to meet course objectives. This includes communications devices of same make and model that are on currently approved cache list. This also includes 1- Garmin 60 CSX for each student and laptop computer with Map Source software for each participant.

All site prep and training props at the expense of contractor.

### **Medical Team Training Course**

Maximum Student: Instructor Ratio	6:1
Minimum # of Instructors	14
Minimum # of Logistics Personnel	2
Minimum Class Size	28

Contractor shall provide audio/visual, tools and equipment necessary to meet course objectives. This includes all training adjuncts such as mannequins, simulated cardiac monitors, IV access equipment and technical search cameras.

All site prep and training props at the expense of contractor.

### **Logistics Specialist Course**

Maximum Student: Instructor Ratio	12:1
Minimum # of Instructors	5
Minimum # of Logistics Personnel	2
Minimum Class Size	24

Contractor shall provide audio/visual, tools and equipment necessary to meet course objectives. This includes any Base of Operations equipment of same make and model that are on currently approved cache list.

All site prep and training props at the expense of contractor.

**Canine Search Specialist Course**

Maximum Student: Instructor Ratio	5:1
Minimum # of Instructors	5
Minimum # of Logistics Personnel	2
Minimum Class Size	20

Contractor shall provide audio/visual, tools and equipment necessary to meet course objectives. This includes any required equipment of same make and model that are on currently approved cache list. This also includes two large rubble piles, crates for each canine in attendance and canine rehab stations.

All site prep and training props at the expense of contractor.

**Task Force Leaders' Course**

Maximum Student: Instructor Ratio	20:1
Minimum # of Instructors	2
Minimum # of Logistics Personnel	1
Minimum Class Size	20

Contractor shall provide audio/visual equipment necessary to meet course objectives. This includes lap top computer with Map Source software for each student.

**Planning Team Training Course**

Maximum Student: Instructor Ratio	20:1
Minimum # of Instructors	2
Minimum # of Logistics Personnel	1
Minimum Class Size	20

Contractor shall provide audio/visual equipment necessary to meet course objectives. This also includes 1- Garmin 60 CSX for each student and laptop computer with Map Source software. Contractor shall provide all map products to meet course objectives.

**Task Force Safety Officer Course**

Maximum Student: Instructor Ratio	20:1
Minimum # of Instructors	2
Minimum # of Logistics Personnel	1
Minimum Class Size	20

Contractor shall provide audio/visual equipment necessary to meet course objectives.

**Incident Support Team Training Course**

Maximum Student: Instructor Ratio	20:1
Minimum # of Instructors	5
Minimum # of Logistics Personnel	1
Minimum Class Size	25

Contractor shall provide audio/visual equipment necessary to meet course objectives this includes communications and large format printing capability on site.

**Structural Collapse Technician Course**

Maximum Student: Instructor Ratio	8:1
Minimum # of Instructors	4
Minimum # of Logistics Personnel	2
Minimum Class Size	18

Contractor shall provide audio/visual, tools, equipment and consumables necessary to meet course objectives. Tools and equipment will be of same make and model as those on the currently approved cache list.

All site prep and training props at the expense of contractor.

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## **APPENDIX D: TECHNICAL RESCUE SKILL SETS AND ADDITIONAL REQUIRED ROPE SKILLS**

### **I. Technical Rescue Skill Sets**

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

- General requirements of NFPA 1670
- Rope rescue awareness per NFPA 1670
- Trench rescue awareness per NFPA 1670
- Duties of the entrant per 29 CFR 1910.146

### **II. Additional Required Rope Rescue Skills**

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

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## **APPENDIX E: TRAINING-RELATED FORMS**

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**National US&R Response System  
FEMA Training Request Form**

**FEMA Issued  
Course #**

**US&R Program Directive 2004-01 established FEMA Training as recognized in one of four ways:**

1. FEMA-**Sponsored** Training & Exercises are approved national standard curricula and procedure and are provided, paid for, and directly controlled by FEMA through contract, interagency agreement or other method of acquisition.
2. FEMA-**Sanctioned** Training & Exercises use approved national standard curricula and procedure and are hosted, sponsored, provided and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this training or exercise is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction.
3. FEMA-**Equivalent** Training is non-system training officially determined by FEMA to be functionally equivalent to training delivered as FEMA Sponsored training, or task forces training at the local level. Such training is hosted, sponsored and provided by someone other than FEMA (e.g. Industry Standards or Professional Associations) and does not meet the definition of FEMA Sanctioned Training. Completion of this training or a specifically determined equivalent portion of it is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction.
4. FEMA-**Authorized** Is training that FEMA US&R has no established curricula but the knowledge, skills and abilities gained from the training is specifically required in the National US&R Operations Manual Position Descriptions (e.g. NWCG ICS courses). Such training is hosted, sponsored and provided by someone other than FEMA. FEMA exerts no direct control of the curricula or its delivery.

Task Forces will use this documentation to meet the requirements requesting FEMA Approval for Training / Exercises. This fill-in form may be completed electronically, saved locally and then printed. To complete this form tab from field to field. It is recommended that you print/save a copy for your file after completion, and then Forward the form to the Divisional Training Representative and the FEMA Training Coordinator for approval. Please review the Training Program Administrative Manual for additional information.

<b>Requesting Task Force</b>		<b>Division</b>	<b>EAST</b>	<b>CENTRAL</b>	<b>WEST</b>
<b>Person Completing Form</b>				<b>Position</b>	
<b>Telephone:</b>			<b>Email</b>		

<b>Course/Exercise Title:</b>	
-------------------------------	--

<b>Course/Exercise Location:</b>			
<b>Course /Exercise Delivery Dates:</b>	<b>Start</b> :	<b>End</b> :	<b>Total Contact Hours</b>
<b>Requesting FEMA:</b>	<b>Sponsored</b>	<b>Sanctioned</b>	<b>Equivalent Authorized</b>
<b>Curriculum Version:</b>	#	Printed Format	Electronic Format
<b>Course Setting:</b>	Lecture	Hands-on	Both
<b>Course Open To US&amp;R System</b>	YES	NO	Add to FEMA Calendar
<b>Student/Instructor Ratio</b>	Student	Instructor	<b>Class Size</b>

### Class Information

**\*\*Required\*\*:** A review of the curriculum and course requirements **MUST** be included with this package.

### Course Objectives:

### Facilities and Props




**Approval Process:** (To be completed by Task Force Training Coordinator)

Date \_\_\_\_\_ Copy Sent to Task Force Program Manager

Date \_\_\_\_\_ Copy Sent to Divisional Training Representative

**FOR OFFICIAL FEMA USE ONLY**

Course Approved As:	Sponsored	Sanctioned	Equivalent	Authorized
Approval Given by:			Date	FEMA Course #
If Denied, Reason Given:				



Department of Homeland Security  
 Federal Emergency Management Agency  
 National Urban Search & Rescue Response

**Instructor Change of Status Form**

*(Please complete a separate form for each change to be made)*

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**NAME** (Last, First, Middle)

**TASK FORCE**

**INSTRUCTOR #**

**US&R COURSE TO BE CHANGED**

**CHANGE OF STATUS**

- Remove from US&R instructor list
- Task Force Transfer
- Other

**Comments**

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**Current Task Force:** \_\_\_\_\_

**Transfer to Task Force** \_\_\_\_\_

\_\_\_\_\_  
 Receiving Program Manager Signature

\_\_\_\_\_  
 Date

---

**Task Force Training Manager**

\_\_\_\_\_  
 Print Name                      Signature                      Date

---

**Program Manager / Task Force Representative**

\_\_\_\_\_  
 Print Name                      Signature                      Date

---

**National Training Work Group Chair**

\_\_\_\_\_  
 Print Name                      Signature                      Date

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**Federal Emergency Management Agency National US&R Response System  
Instructor Application – Verification & Signature Form**

**This document must be signed by all of those requested on this form before the application can be reviewed. A signed/scanned version must be attached to the on-line application when submitted.**

<b>All Signatures on this form are completed</b>  <b>Signed FEMA US&amp;R Instructor Ethics Form</b>	<input type="checkbox"/>
	<input type="checkbox"/>

**Endorsements:** Applicant - I certify that the information recorded on-line is true and correct. If selected I agree to comply with all instructor requirements as identified by the National US&R Response System.

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<b>Print Name</b>	<b>(Last, First)</b>	<b>Date</b>	<b>Signature</b>
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**Task Force Training Manager** - I have reviewed this application, and verify the training and experience as listed and I concur with the applicant's participation.

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<b>Print Name</b>	<b>(Last, First)</b>	<b>Date</b>	<b>Signature</b>
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**Program Manager / Task Force Representative / Authorized Signatory** - I have reviewed this application, and verify the training and experience as listed and I concur with the applicant's participation.

--	--

<b>Print Name</b>	<b>(Last, First)</b>	<b>Title</b>
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<b>Signature</b>	<b>Date</b>
------------------	-------------

<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>HOLD (SEE ATTACHED)</b>	<input type="checkbox"/> <b>DENIED (SEE ATTACHED)</b>
--	---	---

**Comments:**

--	--

<b>Signature (Training Work Group)</b>	<b>Date</b>
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**Federal Emergency Management Agency**  
**National Urban Search & Rescue (US&R) Response System**  
*Instructor Ethics Signature Form*

Instructors are reminded that when they are acting as a Temporary Excepted Federal Volunteer System Member, the US&R Code of Conduct established under 44 CFR 208.8, applies in addition to these principles.

**PRINCIPLE I**

**Commitment to the student** – The instructor strives to help each student realize their potential as an effective member of the National US&R Response System (the System). The instructor works to enhance the learning environment and the acquisition of knowledge. In fulfillment of the obligation to the student, the instructor:

- Shall create a positive learning environment for the students
- Shall encourage students to think and act independently in their pursuit of learning
- Shall encourage critical thinking and expression of varying points of view
- Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety
- Shall not be under the influence of illicit drugs or alcohol during any portion of a class
- Shall foster and support the diversity each student brings to the classroom
- Shall treat students with equal respect and provide equal opportunities
- Shall establish and maintain the student/instructor professional relationship
- Shall not intentionally expose the student to embarrassment or disparagement
- Shall promote an environment free of inappropriate racial, ethnic, religious, political, or sexual comments
- Shall not use profane or abusive language
- Shall maintain each student's right to privacy and confidentiality
- Shall do everything possible to impart knowledge relevant to student's success
- Shall encourage a safe non-hostile harassment free teaching/working environment including any "hazing" type actions

**PRINCIPLE II**

**Commitment to training and education** – Training and education is vested by the System with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the system the instructor:

- Shall be honest and above reproach when presenting the instructor's qualifications by giving only accurate information
- Shall maintain classroom integrity by allowing only credentialed instructors to teach
- Shall maintain professional integrity by not accepting any gratuity and/or gift that might appear to influence professional decisions or actions

**PRINCIPLE III**

**Commitment to National US&R Response System training** – In the belief that the quality of services delivered directly influences the program, the instructor shall make every effort to raise professional standards, and to promote a climate that encourages the enhancement of the System mission.

In fulfillment of the obligation to the mission, the instructor:

- Shall maintain exam integrity by not distributing them for student review
- Shall teach the course to meet the course goals and objectives set by the System
- Shall administer the certification exam under direct visual supervision
- Shall adhere to the policies and procedures of the System training program
- Shall monitor student attendance daily and document the approval of any absences
- Shall keep current on the topics they are credentialed to teach
- Shall adhere to all copyright laws
- Shall meet all course content requirements
- Shall use the course material identified by the System as required for the course
- Shall ensure that the student/instructor ratio is maintained at all times
- Shall inform the appropriate System Work Group Chair on any issues found within the course curriculum or delivery
- Shall report to the Training Work Group information about courses and/or instructors that do not meet the standards required by the System
- Shall teach only a course or portion of a course for which they are credentialed
- Shall report to the Training Work Group any negative or harmful classroom dynamics that occurred during the delivery of a System course
- Shall not make false or malicious statements about System training courses and/or instructors
- Shall support the mission of the National US&R Response System at all times

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Print Name

Signature

Date

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## **New Course Checklist**

**Course Name:**

**Originating Work Group:**

Attach a thorough narrative for numbers 1 through 4

**1. Origin of the course**

- Program Office
- Work Group

**2. Rationale**

- Explanation/background for course need attached

**3. Who is the audience?**

- Internal (National US&R Response System members only) or
- external as per the US&R SP(goal 4) STP(goal 5)

**4. Scope**

- Awareness
- Operational
- Technician
- Level 1
- Level 2
- Other...(attached description/narrative)

**5. Class pre-requisites**

- Yes/no
  - \*If yes, list/identify (attached description/narrative)

**6. Indicate Course delivery method**

- Direct delivery
- On-line
- Combination direct delivery/on-line
- Train-the-Trainer

\*Course instructors are qualified by the method described in the TPAM (Instructor Credentialing)

**7. Does this course require a change to PD & "PTB"**

- If yes, list/identify changes

**8. Is this course available commercially off the shelf (COTS)**

- If no, who will build course
- Who will provide/build manual

**9. Complete site requirement form (TPAM Appendix B)**

**10. Logistical Requirements (logistical support requirement list/s attached)**

- FEMA support (list)
- Contractor Support

**11. Instructors**

- **Does the System currently have an instructor classification that can deliver this course?**
  - Yes
  - No
- **Does a new instructor classification need to be created?**
  - Yes
  - No
- **Does the System need to develop instructors?**
  - Yes
  - No
- **If new course and instructor was involved with the development of the course, provide verification letter from course Work Group Chair**
  -

**12. Estimated total cost to deliver. Attach a document with itemization of costs.**

**List attachments:**

**APPENDIX F: CEU REQUIREMENTS BY DISCIPLINE**

**TO BE UPDATED UPON COMPLETION**