



Resource Typing Definition for the National Qualification System
Mass Care Services

SHELTER FACILITIES SUPPORT TEAM LEADER

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Shelter Facilities Support Leader provides logistics and maintenance support for a shelter
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Shelter Facilities Support Team) 2. Discuss logistics for this position, such as security, lodging, transportation, and meals, prior to deployment 3. The position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days 4. Requestor may specify any additional qualifications necessary based on incident complexity and needs

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
DESCRIPTION	<p>Same as Type 2, PLUS: Coordinates all necessary onsite logistical support for shelter operations with a shelter population of more than 2,000 persons and:</p> <ol style="list-style-type: none"> 1. Directly supervises two or more Type 2 Shelter Facilities Support Team Leaders serving in deputy roles; a Type 3 Shelter Facilities Support Team Leader could substitute for one of the Type 2 deputy positions 2. Leads and oversees two or more deputies and 10 to 20 shelter staff members engaged in 	<p>Same as Type 3, PLUS: Oversees facility systems and maintenance for a shelter population of 500 to 2,000 persons and:</p> <ol style="list-style-type: none"> 1. Directly supervises a Type 3 Shelter Facilities Support Team Leader and a facilities support group of 5 to 10 shelter staff 2. Identifies and fills shelter facility support staffing requirements 3. Oversees and manages all facilities maintenance work within the shelter 4. Supports Authority Having Jurisdiction (AHJ) 	<p>Same as Type 4, PLUS: Oversees facility operations, resource management, and maintenance support for a shelter population of 250 to 500 persons and:</p> <ol style="list-style-type: none"> 1. Applies problem-solving skills to facilities and property management issues 2. Coordinates the provision, delivery, and oversight of sanitation and maintenance services, which may include coordination with outside contractors and vendors, per AHJ direction 	<p>The Type 4 Shelter Facilities Support Team Leader provides basic logistics and maintenance support for a shelter population of fewer than 250 persons and:</p> <ol style="list-style-type: none"> 1. Inspects and surveys the overall facility, including utility systems such as power, gas, heating, cooling, and water 2. Informs the Shelter Manager or facility owner of facility problems and works to mitigate concerns 3. Supports the shelter with supplies, resource 	Not Specified



COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
	<p>various facility support functions</p> <p>3. Manages work assignments for building technicians, vendors, and contractors and ensures that they perform all contracted services satisfactorily</p>	<p>negotiations for facility support services with outside contractors or vendors</p>	<p>3. Works with the Shelter Manager to ensure that the facility meets environmental, health, and safety standards</p> <p>4. Determines supply and equipment needs</p> <p>5. Orders, receives, distributes, stores, and accounts for supplies and equipment, at the approval of the AHJ</p> <p>6. Directs the allocation and use of space and onsite resources</p> <p>7. Leads a facility support staff</p>	<p>ordering, and inventory tracking</p> <p>4. Ensures provision of custodial services to keep the facility safe and sanitary</p>	
EDUCATION	Not Specified	Not Specified	Not Specified	Not Specified	Not Specified
TRAINING	Same as Type 2	Same as Type 3	Same as Type 4	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-27: Orientation to Federal Emergency Management Agency (FEMA) Logistics 2. IS-100: Introduction to the Incident Command System (ICS), ICS-100 3. IS-200: ICS for Single Resources and Initial Action Incidents 4. IS-405: Overview of Mass Care/Emergency Assistance 5. IS-700: National Incident Management System (NIMS), An Introduction 6. IS-800: National Response Framework (NRF), An Introduction 	Identified equivalent trainings should meet or exceed course learning objectives.



COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
				7. IS-2900: National Disaster Recovery Framework (NDRF) Overview 8. E0417: Mass Care/Emergency Assistance Shelter Field Guide Training, American Red Cross Shelter Operations and Simulation, or equivalent training, at the AHJ's determination 9. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness 10. Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection	
EXPERIENCE	Same as Type 2, PLUS: Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> Advanced logistics management knowledge Advanced knowledge of building systems operations Leadership skills and demonstrated ability to manage team operations Ability to function as a project manager for contracted building services Experience:	Same as Type 3, PLUS: Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> Knowledge, Skills, and Abilities: Ability to oversee the maintenance and operation of plumbing, electrical, heating, and cooling systems Applied environmental health management skills Experience: <ol style="list-style-type: none"> Successful completion of the NQS PTB for the NIMS Type 2 Shelter Facilities Support Team 	Same as Type 4, PLUS: Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> Understanding of facilities operations, such as electrical, water, and sewage Familiarity with procurement processes and inventory management systems Understanding of health and sanitation requirements related to cleaning, disposal, and recycling procedures and 	Knowledge, Skills, and Abilities: Basic knowledge of logistical support needs for shelter operations Experience: <ol style="list-style-type: none"> Successful completion of the NQS PTB for the NIMS Type 4 Shelter Facilities Support Team Leader, or equivalent AHJ documentation Resource management experience related to disaster operations 	Not Specified



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	<ol style="list-style-type: none"> Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Type 1 Shelter Facilities Support Team Leader, or equivalent AHJ documentation Experience working as a facility manager, or equivalent Experience managing a facilities support staff Experience leading a Logistics Section or Logistics Unit for a minimum of one week during a disaster response operation 	<ol style="list-style-type: none"> Leader, or equivalent AHJ documentation Experience overseeing facilities operations Direct supervisory experience with personnel Experience working with, and contracting for services with, outside vendors Experience conducting shelter operations at a decision-making level in a facility of at least 250 residents on at least one large incident within the past five years 	<p>identifying vector control issues</p> <p>Experience:</p> <ol style="list-style-type: none"> Successful completion of the NQS PTB for the NIMS Type 3 Shelter Facilities Support Team Leader, or equivalent AHJ documentation Experience in staff management and administration 	<p>within the past five years</p> <ol style="list-style-type: none"> Familiarity with basic inventory management systems 	
PHYSICAL / MEDICAL FITNESS	Same as Type 2	Same as Type 3	Same as Type 4	Performs duties under arduous circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
CURRENCY	Same as Type 2	Same as Type 3	Same as Type 4	Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified	Not Specified	Not Specified



COMMENTS

Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES

1. Evacuation Shelter, pending publication
2. FEMA, NIMS 508-9: Long-Term Shelter, pending publication
3. FEMA, NIMS 508-9: Short-Term Shelter, pending publication
4. FEMA, Commonly Used Sheltering Items & Services Listing (CUSI-SL), August 2011
5. FEMA, Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
6. FEMA, Position Task Book for Shelter Facilities Support Team Leader
7. FEMA, National Qualification System Guide
8. FEMA, National Incident Management System (NIMS), pending publication
9. FEMA, National Response Framework, June 2016
10. FEMA, Emergency Responder Field Operations Guide (ER-FOG), October 2010
11. International Association of Venue Managers (IAVM)/American Red Cross, Mega-Shelter Planning Guide, October 2010
12. National Mass Care Council (NMCC), Shelter Guidance Aid and Shelter Staffing Matrix, October 2010
13. NMCC, Multi-Agency Sheltering/Sheltering Support Planning Template (MASPT), October 2014
14. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016
15. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
16. OSHA 29 CFR Part 1910.134: Respiratory Protection, latest edition adopted
17. U.S. Department of Justice (DOJ), Americans with Disabilities Act (ADA) Checklist for Emergency Shelters, July 2007
18. U.S. DOJ, Guidance on the 2010 ADA