

National Urban Search & Rescue Response System
US&R Program Directive – 2008-005 – Task Force Position Descriptions
Page Two

REQUIRED ACTIONS (cont)

- Task force Program Managers will be asked to fully incorporate both the Task Force Position Description requirements and the General Administrative and Training requirements into their FY09 Preparedness Cooperative Agreement Spend Plans in the next grant cycle to bring all task force personnel into full compliance. Program Managers should ensure that hard copy documentation is on hand in each individual's file.
- US&R Program Office staff will update the Annual Task Force Readiness Self-Evaluation surveys to reflect the new requirements.
- US&R Program Office staff will begin to work with the US&R Operations Group, Training Work Group, and US&R training contractors to review all US&R training courses for necessary changes to the curriculum to reflect the new requirements.

APPROVAL

Issue is approved for FEMA National US&R Response System implementation.

Signed:



Dave Webb, Acting Chief, US&R Branch

28 March 2008
Date

Implementation Date: 28 March 2008

Completion Date: N/A



FEMA

FOR: Dave Webb, Acting Chief
US&R Branch

FROM: Tim Gallagher
Operations Group Chair

SUBJECT: Operations Group Recommendation # 08-02

DATE: March 25, 2008

The following is an Operations Group recommendation developed at the recent Operations Group meeting. The Operations Group voted unanimously to approve the recommendation and move it forward for approval and implementation.

ISSUE STATEMENT

- Position description requirements for all 19 positions on the task force have not been updated for two years. The position description requirements needed to be updated to reflect requisite knowledge, skills and abilities of each position on a task force and make clear which courses are required and which one are recommended.

GENERAL BACKGROUND

- The Operational Readiness Evaluations (ORE) in 2007 identified issues related to the training courses required for all members of an Urban Search and Rescue Task Force. The approved and published task force PDs in 2006 caused confusion for Task Force Program Managers with regard to which courses are required and the necessary documentation to support fulfillment of required training.
- At the recent work group meetings in Las Vegas each work group updated their relevant position descriptions based on discussions as to which course are required to meet the duties of those assigned positions. They also identified courses that are recommended to enhance the knowledge, skills and abilities of those members.
- At the Operations Group meeting in Los Angeles, each work group brought forward and presented the position descriptions they were responsible for. After considerable discussion on each position description requirement the Operations Group approved the PDs.

RECOMMENDATION(s)

- The Operations Group recommends the acceptance and approval of the attached General Administrative and Training requirements and the 16 position description requirements dated March 2008. It is also recommend that a Program Directive be issued stating the acceptance and approval of these position description requirements.
- The Operations Group intentionally removed the position description requirements for the Rescue Team (RTM, RSO and RS). Those PDs will be brought forward in another recommendation.

ATTACHMENT(S)

- General Administrative and Training requirements
- Sixteen individual position descriptions dated March 2008.

PROGRAM IMPACTS / DOCUMENTATION CHANGES

- Annual Task Force Readiness Evaluation surveys will need to be updated to reflect the new requirements.
- All US&R training courses will need to be reviewed for necessary changes to the curriculum to reflect the new position description requirements.

FINANCIAL IMPACT TO TASK FORCES

- Varies with each task force based on several factors.

ALLIED WORK GROUP COORDINATION REQUIRED

- Coordination with all relevant work groups has been done.

TIMETABLE FOR IMPLEMENTATION

- No later than April 1, 2008

US&R OPERATIONS GROUP VOTE

VOTE TAKING DATE(s)	Jan. 29, 2008		
ISSUE	Operations Group Recommendation # OPS 08-02		
Work Group Chair Vote	Y/N	Work Group Chair Vote	Y/N
C&GS	Y	Training	Y
Communications	Y	WMD	Y
IST	Y	Technical S/C	
Legal Issues	Y	Canine S/C	
Logistics	Y	TFL Rep	Y
Medical	Y	East TFL Rep	Y
Public Affairs	Y	Central TFL Rep	Y
Rescue	Y	West TFL Rep	Y
Search	Y	Operations	Y
Grants	Y		



FEMA

FOR: Dave Webb, Acting Chief
US&R Branch

FROM: Tim Gallagher
Operations Group Chair

SUBJECT: Operations Group Recommendation # OPS 08-03

DATE: March 25, 2008

The following is an Operations Group recommendation developed at the recent Operations Group meeting. The Operations Group voted unanimously to approve the recommendation and move it forward for approval and implementation.

ISSUE STATEMENT

- Position description requirements for all 19 positions on the task force have not been updated for two years. The position description requirements needed to be updated to reflect requisite knowledge, skills and abilities of each position on a task force and make clear which courses are required and which one are recommended.

GENERAL BACKGROUND

- The Operational Readiness Evaluations (ORE) in 2007 identified issues related to the training courses required for all members of an Urban Search and Rescue Task Force. The approved and published task force PDs in 2006 caused confusion for Task Force Program Managers with regard to which courses are required and the necessary documentation to support fulfillment of required training.
- At the recent work group meetings in Las Vegas each work group updated their relevant position descriptions based on discussions as to which course are required to meet the duties of those assigned positions. They also identified courses that are recommended to enhance the knowledge, skills and abilities of those members.
- At the Operations Group meeting in Los Angeles, each work group brought forward and presented the position descriptions they were responsible for. After considerable discussion on each position description requirement the Operations Group approved the PDs.
- In Operations Group recommendation # OPS 08-02 the General Administrative and Training requirements and the other 16 positions description requirements were submitted for acceptance and approval.

RECOMMENDATION(s)

- The Operations Group recommends the acceptance and approval of the attached 3 position description requirements dated March 2008. It is also recommend that a Program Directive be issued stating the acceptance and approval of these position description requirements.

ATTACHMENT(S)

- Three individual position descriptions dated March 2008.

PROGRAM IMPACTS / DOCUMENTATION CHANGES

- Annual Task Force Readiness Evaluation surveys will need to be updated to reflect the new requirements.
- All US&R training courses will need to be reviewed for necessary changes to the curriculum to reflect the new position description requirements.

FINANCIAL IMPACT TO TASK FORCES

- Varies with each task force based on several factors.

ALLIED WORK GROUP COORDINATION REQUIRED

- Coordination with the Rescue Work Groups has been done.

TIMETABLE FOR IMPLEMENTATION

- No later than April 1, 2008

US&R OPERATIONS GROUP VOTE

VOTE TAKING DATE(s)	Jan. 29, 2008		
ISSUE	Operations Group Recommendation # OPS 08-03		
Work Group Chair Vote	Y/N	Work Group Chair Vote	Y/N
C&GS	Y	Training	Y
Communications	Y	WMD	Y
IST	Y	Technical S/C	
Legal Issues	Y	Canine S/C	
Logistics	Y	TFL Rep	Y
Medical	Y	East TFL Rep	Y
Public Affairs	Y	Central TFL Rep	Y
Rescue	Y	West TFL Rep	Y
Search	Y	Operations	Y
Grants	Y		

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



CANINE SEARCH SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Descriptions

Canine Search Specialist

Position Specific Requirements:

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.

Description of Duties:

The Canine Search Specialist is responsible for:

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

FEMA National US&R Response System

Task Force Position Descriptions

Canine Search Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Canine Search Specialists in the DHS/FEMA 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.

Required Training:

The Canine Search Specialist shall:

1. Meet all Administrative and General Training requirements
2. Have current certification as a DHS/FEMA National US&R Response System Canine Search Specialist Team
3. Complete the DHS/FEMA National US&R Response System Canine Search Specialist course.
4. Complete the DHS/FEMA National US&R Response System GPS Awareness Level course
5. Complete the required Technical Rescue Skill Sets as defined in Appendix A

Recommended Training:

The Canine Search Specialist should:

1. Complete the DHS/FEMA National US&R Response System Technical Search Specialist course
2. Complete DHS/FEMA National US&R Response System GPS Operations Level course
3. Complete a canine emergency field care course

FEMA National US&R Response System

Task Force Position Descriptions

Canine Search Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
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NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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COMMUNICATIONS SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Descriptions

Communications Specialist

Position Specific Requirements:

The Taskforce Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for their Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Communications Specialist is responsible for:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
- The installation, operation, and maintenance of the task force communications systems, including: radio, satellite, telephone, internet, GPS's and networks during incidents
- Coordinating communications with other entities, task forces, and the Incident Support Team (IST) Communication 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 communications items
- Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan
- Performing additional tasks or duties as assigned

FEMA National US&R Response System

Task Force Position Descriptions

Communications Specialist

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.

Required Training:

The Communication Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete DHS/FEMA National US&R Response System Communications Specialist Course

Recommended Training:

The Communications Specialist should:

1. Complete Communications Technician (S-258 USWG)
*Currently required for IST Communications Unit Leader Position
2. Complete Communications Unit Leader (S-358 USWG)
*Currently required for IST Communications Unit Unit Leader Position
3. Complete Hazard Communications Unit Leader (P475 USFA)
*Currently being developed
4. Complete Advanced Communications Specialist (ACOM US&R)
*Currently called "MERS Tech", course under development

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



HAZARDOUS MATERIALS SPECIALIST POSITION DESCRIPTION

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Specialist

Position Specific Requirements:

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.

Description of Duties:

The Hazardous Materials Specialist is responsible for:

- Providing an initial and ongoing survey (detection, monitoring and sampling) for, and identification of, the presence of hazardous materials at search and rescue sites
- Proficiency with the set up and use of the decontamination system 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/WMD equipment cache
- Assisting Safety Officers and Medical Team Managers in providing information to personnel regarding chemical data and PPE compatibility for tactical operations
- Document all related information regarding the incident
- Adhering to all safety procedures
- Properly utilizing the detection monitors and devices in the US&R cache
- Proficiency in donning and doffing all personnel protective equipment in the US&R cache
- Proficiency in building triage and US&R marking systems
- Working with Logistics Team personnel to establish and maintain a regular maintenance schedule for hazmat cache items requiring some, including calibration, battery charging, and function tests
- 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 IST and other task forces
- Performing additional tasks or duties as assigned

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Hazardous Materials Specialists in the FEMA 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.

Required Training:

The Hazardous Material Specialist shall:

1. Meet all Administrative and General Training requirements
2. Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
3. Meet and maintain the AHJ competencies in accordance with National Fire Protection Association standard 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician
4. Complete the DHS/FEMA National US&R Response System WMD Considerations for Hazardous Materials Specialist course
5. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
6. Complete all Technical Rescue Skill Set as defined in Appendix A

Recommended Training:

The Hazardous Materials Specialist should:

1. Complete the Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician (Course PER-241), U.S. Department of Energy National Security Administration Nevada Test Site.
2. Complete the WMD Hazardous Materials Technician Training (HT) (Course PER-261), Centers for Domestic Preparedness, Anniston Alabama.
3. Complete DHS/FEMA National US&R Response System GPS Operations Level Course

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



HAZARDOUS MATERIALS TEAM MANAGER POSITION DESCRIPTION

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Team Manager

Position Specific Requirements:

The Hazardous Materials (haz mat) 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.

Description of Duties:

The Hazardous Materials Team Manager is responsible for:

- Developing and implementing the haz mat component of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all haz mat activities
- Providing input in the development of the site safety plan in cooperation with Medical Team Manager and Safety Officers
- Determining haz mat organizational and logistical needs
- Receiving briefings and situation reports and ensuring that all haz mat personnel are kept informed of mission objectives and status changes
- Providing situation updates and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Possessing knowledge of the practical application of available (detection, PPE and decon) technology used to support US&R missions and objectives
- The ability to effectively communicate orally and in writing
- Manage and provide leadership to assigned personnel and support resources
- Working well with technical experts, the Incident Support Team, and other outside supporting agencies
- Establishing and maintaining a liaison with haz mat personnel from the IST and task forces
- Performing additional tasks or duties as assigned

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Team Manager

Position Requirements and Criteria:

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

Required Training:

The Hazardous Material Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
3. Meet and maintain the AHJ competencies in accordance with National Fire Protection Association standard 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician
4. Complete the DHS/FEMA National US&R Response System WMD Considerations for Hazardous Materials Specialist course
5. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
6. Complete all Technical Rescue Skill Set as defined in Appendix A
7. Complete ICS 300 in accordance with the National Standard Curriculum Training Development Guidance

Recommended Training:

The Hazardous Material Team Manager should:

1. Complete the Weapons of Mass Destruction Radiological/Nuclear for Hazardous Materials Technician (Course PER-241), U.S. Department of Energy National Security Administration Nevada Test Site.
2. Complete the WMD Hazardous Materials Technician Training (HT) (Course PER-261), Centers for Domestic Preparedness, Anniston Alabama.
3. Complete DHS/FEMA National US&R Response System GPS Operations Level Course

FEMA US&R Response System
Task Force Position Description
Hazardous Materials Team Manager

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



HEAVY EQUIPMENT & RIGGING SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Heavy Equipment and Rigging Specialist

Position Specific Requirements:

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.

Description of Duties:

The Heavy Equipment and Rigging Specialist is responsible for:

- 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

FEMA National US&R Response System

Task Force Position Description

Heavy Equipment and Rigging Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Heavy Equipment and Rigging Specialists in the DHS/FEMA 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.

Required Training:

The Heavy Equipment and Rigging Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete the DHS/FEMA National US&R Response System Heavy Equipment and Rigging Specialist course

Other Specific Requirements:

The Heavy Equipment and Rigging Specialist shall be:

3. Experienced in heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or other applicable field
- OR –
3. A minimum of three years experience as a Rescue Specialist on a Task Force

Recommended Training:

The Heavy Equipment Rigging Specialist should:

1. Complete all Technical Rescue Skill Sets as defined in Appendix A unless qualified as a Rescue Specialist
2. Complete DHS/FEMA National US&R Response System Structural Collapse Technician training course

FEMA National US&R Response System

Task Force Position Description

Heavy Equipment and Rigging Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



LOGISTICS SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Logistics Specialist

Position Specific Requirements:

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.

Description of Duties:

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, 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
- Maintains and repairs the task force equipment cache
- Assist with over-all management of task force facilities and fleet
- Coordinate and direct Support Specialists (when staffed)
- Performing additional tasks or duties as assigned

FEMA National US&R Response System

Task Force Position Description

Logistics Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the DHS/FEMA 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.

Required Training:

The Logistics Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA National US&R Response System Logistics Specialist Course
4. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - a. IATA
 - b. Title 49 CFR
 - c. AFMAN 24 – 204

Recommended Training:

The Logistics Specialist should:

1. Complete Ordering Manager course (J-252)
2. Complete Receiving and Distribution Manager course (J-253)
3. Complete Base Camp Manager course (J-254)
4. Complete Equipment Manager course (J-255)
5. Complete Security Manager course (J-259)
6. Complete OSHA 29 CFR 1910.178 (forklift training) course

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



LOGISTICS TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Logistics Team Manager

Position Specific Requirements:

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.

Description of Duties:

The Logistics Team Manager is responsible for:

- 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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the DHS/FEMA 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.

**FEMA National US&R Response System
Task Force Position Description**

Logistics Team Manager

Required Training:

The Logistics Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Complete the DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA National US&R Response System Logistics Specialist Course
4. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - a. IATA
 - b. Title 49 CFR
 - c. AFMAN 24 – 204
5. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance

Recommended Training:

The Logistics Specialist should:

1. Complete Ordering Manager course (J-252)
2. Complete Receiving and Distribution Manager course (J-253)
3. Complete Base Camp Manager course (J-254)
4. Complete Equipment Manager course (J-255)
5. Complete Security Manager course (J-259)
6. Complete OSHA 29 CFR 1910.178 (forklift training) course
7. Complete Facility Unit Leader (S-354)
8. Complete Ground Support Unit Leader (S-355)
9. Complete Supply Unit Leader (S-356)
10. Complete Food Unit Leader (S-357)
11. Complete Federal Property Custodial Officer

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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Emergency Support Function # 9



MEDICAL SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Medical Specialist

Position Specific Requirements

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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Medical Specialists in the DHS/FEMA 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.

Required Training:

The Medical Specialist shall:

1. Meet all Administrative and General Training requirements
2. Be currently certified/licensed as an EMT-Paramedic, Physician Assistant, Registered Nurse-Practitioner or Registered Nurse and meet all the requirements of the AHJ
3. Trained in BTLS, ACLS, and PALS regimens (or equivalent)
4. Complete the DHS/FEMA National US&R Response System Medical Team Training course
5. Complete the DHS/FEMA National US&R Response System WMD Considerations for The Medical Team course
6. Complete the DHS/FEMA National US&R Response System GPS Awareness course
7. Complete the Technical Rescue Skill Sets as identified in Appendix A

FEMA National US&R Response System

Task Force Position Description

Medical Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
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NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



MEDICAL TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Medical Team Manager

Position Specific Requirements:

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:

- 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 Hazardous Materials 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 changes
- 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
- Responsible for assuring accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned

FEMA National US&R Response System

Task Force Position Description

Medical Team Manager

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Medical Team Managers in the FEMA 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.

Required Training:

The Medical Team Manager shall;

1. Meet all Administrative and General Training requirements
2. Must be a currently licensed physician who is emergency medicine residency-trained and/or Board-certified in emergency medicine that practices clinical emergency medicine
- OR -
2. Must be a currently licensed physician with current ACLS, ATLS, and PALS certification (or equivalent) whose medical activities include clinical emergency medicine and pre-hospital medical care
3. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
4. Complete the DHS/FEMA National US&R Response System Medical Team Training course
5. Complete the DHS/FEMA National US&R Response System WMD Considerations for The Medical Team course
6. Complete Technical Rescue skill sets as identified in Appendix A

FEMA National US&R Response System

Task Force Position Description

Medical Team Manager

Appendix A

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

* 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
- Proficiency at attaching yourself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

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PLANNING TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Planning Team Manager

Position Specific Requirements:

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

Description of Duties:

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all planning component activities
- Determining the planning component organizational and logistics needs
- Receiving briefings and situation reports and ensures 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 as assigned

FEMA National US&R Response System

Task Force Position Description

Planning Team Manager

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the DHS/FEMA 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.

Required Training:

The Planning Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
4. Complete DHS/FEMA National US&R Response System Planning Team Training Course

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NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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RESCUE SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Rescue Specialist

Position Specific Requirements:

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.

Description of Duties:

The Rescue Specialist is responsible for:

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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Rescue Specialists in the DHS/FEMA 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.

Required Training:

The Rescue Specialist shall:

1. Complete all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Meet requirements of NFPA 1670 (2004) Structural Collapse Technician Level
4. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.
5. Complete the DHS/FEMA National US&R Response System Structural Collapse Technician course

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RESCUE SQUAD OFFICER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Rescue Squad Officer

Position Specific Requirements:

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.

Description of Duties:

The Rescue Squad Officer is responsible for;

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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Rescue Squad Officers in the DHS/FEMA 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.

FEMA National US&R Response System

Task Force Position Description

Rescue Squad Officer

Required Training:

The Rescue Squad Officer shall:

1. Complete all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Meet requirements of NFPA 1670 (2004) Structural Collapse Technician Level
4. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.
5. Complete the DHS/FEMA National US&R Response System Structural Collapse Technician Course
6. Shall have experience in DHS/FEMA National US&R Response System structural collapse operations to include participation in field exercise(s) and/or a deployment as a Rescue Specialist (This requirement does not apply to those members rostered as Rescue Squad Officers prior to July 1, 2008)

Recommended Training:

The Rescue Squad Officer should:

1. Complete the DHS/FEMA National US&R Response System GPS Operations Level Course
2. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance

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RESCUE TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Rescue Team Manager

Position Specific Requirements:

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.

Description of Duties:

The Rescue Team Manager is responsible for:

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

FEMA National US&R Response System

Task Force Position Description

Rescue Team Manager

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Rescue Team Managers in the DHS/FEMA 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.

Required Training:

The Rescue Team Manager shall:

1. Complete all Administrative and General Training requirements
2. Complete the DHS/FEMA National US&R Response System GPS Awareness Level course
3. Meet requirements of NFPA 1670 (2004) Structural Collapse Technician Level
4. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.
5. Complete the DHS/FEMA National US&R Response System Structural Collapse Technician course
6. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
7. Complete the DHS/FEMA National US&R Response System GPS Operations Level course

Recommended Training:

The Rescue Team Manager should:

1. Complete ICS-400 in accordance with the National Standard Curriculum Training Development Guidance

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SAFETY OFFICER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Task Force Safety Officer

Position Specific Requirements

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 Task Force Safety Officer reports directly to the Task Force Leader.

Description of Duties:

The Task Force Safety Officer is responsible for:

- 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
- Conduct site safety analysis, complete required ICS documents for IAP/TAP, develop safety messages and conduct safety briefings
- Work with Task Force Team Managers to establish acceptable entry conditions and appropriate personal protective equipment to be worn by personnel entering the hazard zone
- Establish and enforce 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
- Conduct incident/accident investigations with appropriate task force personnel under the direction of the Task Force Leader. Prepare post incident injury reports and submit them to the Task Force Leader
- Preparing and maintaining entry permits, records and reports
- Performing additional tasks or duties as assigned

FEMA National US&R Response System

Task Force Position Description

Task Force Safety Officer

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Task Force Safety Officers in the DHS/FEMA National US&R Response System. The intent of these requirements are to select functional managers capable of effectively managing and supervising the safety function in the urban disaster environment.

Required Training:

The Task Force Safety Officer shall:

1. Meet all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
4. Meet all requirements of Structural Collapse Technician as per NFPA 1670 (2004 edition)
5. Complete the DHS/FEMA National US&R Response System Structural Collapse Technician Course
6. Complete DHS/FEMA National US&R Response System US&R Safety Officer Course

Recommended Training:

The Task Force Safety Officer should:

1. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.

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NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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SEARCH TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Search Team Manager

Position Specific Requirements:

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.

Description of Duties:

The Search Team Manager is responsible for:

- Developing and implementing the search component of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all search and reconnaissance activities
- Participating in the oversight, 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

FEMA National US&R Response System

Task Force Position Description

Search Team Manager

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Search Team Managers in the DHS/FEMA 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.

Required Training:

The Search Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Complete the DHS/FEMA National US&R Response System Technical Search Specialist Course
3. Complete the DHS/FEMA National US&R Response System Canine Search Specialist Course
4. Complete ICS-300 in accordance with the National Standard Curriculum Training Development
5. Shall have experience in DHS/FEMA National US&R Response System Technical Search Specialist operations to include participation in field exercise(s) and/or deployment as a Technical Search Specialist (This requirement does not apply to those members rostered as Search Team Managers prior to July 1, 2008)
6. Complete all Technical Rescue Skill Sets as identified in Appendix A

Recommended Training:

The Search Team Manager should:

1. Complete the DHS/FEMA National US&R Response System Structural Collapse Technician Course
2. Complete the DHS/FEMA National US&R Response System Task Force Leaders' Course
3. Complete the DHS/FEMA National US&R Response System Planning Team Training Course
4. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.
5. Meet all requirements of Structural Collapse Technician as per NFPA 1670 (2004 Edition)
6. Complete the DHS/FEMA National US&R Response System GPS / Land Navigation Technician Course

FEMA National US&R Response System

Task Force Position Description

Search Team Manager

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

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STRUCTURES SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Structures Specialist

Position Specific Requirements:

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.

Description of Duties:

The Structures Specialist is responsible for:

- 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

FEMA National US&R Response System

Task Force Position Description

Structures Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Structures Specialists in the DHS/FEMA 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.

Required Training:

The Structures Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA USACE Structures Specialist Training (StS-1) Course
4. Complete all Technical Rescue Skill Sets as identified in Appendix A

Other Specific Requirements:

The Structures Specialist shall:

1. Be currently licensed as a Professional Engineer specialization in structures or *equivalent as sanctioned by the FEMA US&R Structures Sub-Group

– and –

2. Have a minimum of 5 years experience in structure design and analysis to include evaluation of existing structures, field investigation or construction observation experience

* The criteria for qualifying as Equivalent to a P.E. are as follows:

- a. Graduation with B.S. in Civil Engineering (or similar curriculum) from a College or University recognized by a State Licensing Board
- b. Five years experience in any phase of Structural Engineering including the Teaching of subjects pertaining to Structures, Structural Safety and Structural Collapse
- c. A letter from their FEMA US&R Task Force expressing the support of TF Leadership and the Task Force Structures Specialists
- d. Individuals, who are licensed as Architects by any State may be considered as having equivalent certification, based on their qualifications and 2 & 3 above

**FEMA National US&R Response System
Task Force Position Description
Structures Specialist**

Recommended Training:

The Structures Specialist should:

1. Complete DHS/FEMA National US&R Response System Structural Collapse Technician Course (except for SCT01c)
2. Complete DHS/FEMA National US&R Response System Planning Team Training Course
3. Completion of DHS/FEMA/USACE Structures Specialist Training (StS-2) every 5 years
4. Completion of USACE StS Regional Training every 2 years
5. Complete DHS/FEMA National US&R Response System GPS Operations Level Course

FEMA National US&R Response System
Task Force Position Description
Structures Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

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TASK FORCE LEADER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Task Force Leader

Position Specific Requirements

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.

Description of Duties:

The Task Force Leader is responsible for:

- 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 incident stress management activities are planned and conducted

FEMA National US&R Response System

Task Force Position Description

Task Force Leader

- 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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Task Force Leaders in the DHS/FEMA 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.

Required Training:

The Task Force Leader shall:

1. Meet all Administrative and General Training requirements
2. Complete ICS-300 and ICS-400 in accordance with the National Standard Curriculum Training Development Guidance
3. Complete DHS/FEMA National US&R Response System Task Force Leaders' Course

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TECHNICAL INFORMATION SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Technical Information Specialist

Position Specific Requirements:

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.

Description of Duties:

The Technical Information Specialist is responsible for:

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

Position Requirements and Criteria:

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

Required Training:

The Technical Information Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete the DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA National US&R Response System Planning Team Training Course

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TECHNICAL SEARCH SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Technical Search Specialist

Position Specific Requirements:

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.

Description of Duties:

The Technical Search Specialist is responsible for:

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

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Technical Search Specialists in the DHS/FEMA 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.

Required Training:

The Technical Search Specialist shall:

1. Meet all General Training requirements
2. Complete the DHS/FEMA National US&R Response System Technical Search Specialist course
3. Complete all Technical Rescue Skill Sets as identified in Appendix A

FEMA National US&R Response System

Task Force Position Description

Technical Search Specialist

Recommended Training:

The Technical Search Specialist should:

1. Complete a DHS/FEMA National US&R Response System Structural Collapse Technician course
2. Complete a DHS/FEMA National US&R Response System Canine Search Specialist course
3. Meet all requirements of NFPA 1670 (2004 Edition) Chapter 9 Section 9.3.5. Operations levels for the specific disciplines defined in Sections 9.3.6 – 9.3.9 are excluded from this requirement.
4. Meet all requirements of Structural Collapse Technician as per NFPA 1670 (2004 edition)
5. Complete the DHS/FEMA National US&R Response System Search Planning & Management course (currently being developed)

FEMA National US&R Response System

Task Force Position Description

Technical Search Specialist

Appendix A

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

* 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
- Proficiency at attaching oneself to, and participating in a raising or lowering system
- Proficiency at descending and ascending a fixed line, low angle

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



GENERAL ADMINISTRATIVE & TRAINING REQUIREMENTS

FEMA National US&R Response System

Task Force Position Descriptions

General Administrative and Training Requirements

The primary mission of the DHS/FEMA 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 DHS/FEMA 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 DHS/FEMA 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.

General Training Requirements:

Each member will:

1. Complete Critical Incident Stress awareness training.
2. Complete IS-100 and IS-200 (or their equivalent), IS-700 and IS-800B on-line courses.
3. Complete DHS/FEMA National US&R Response System Orientation course as part of the Task Force orientation
4. Complete initial training at the First Responder Operations Level for Hazardous Materials (OSHA 29 CFR, 1910.120).
 - a. Complete annual refresher training as required for First Responder Operations Level for Hazardous Materials (OSHA 29 CFR, 1910.120).
5. Be currently certified in Cardiopulmonary Resuscitation (Task force members currently licensed or certified as EMT (all levels) and licensed Board Certified Emergency Physicians inherently meet this requirement).

**FEMA National US&R Response System
Task Force Position Descriptions**
General Administrative and Training Requirements

General Training Requirements (cont.):

6. Complete respiratory protection training per OSHA 29 CFR 1910.134 (k).
 - a. Complete refresher training as required for respiratory protection training per OSHA 29 CFR 1910.134 (k).
7. Complete the DHS/FEMA National US&R Response System WMD Enhanced Operations course
8. Complete NFPA 1670 Awareness Level training for:
 - a. Confined space rescue operations
 - b. Water rescue operations
 - c. Structural collapse operations
9. Complete Blood-borne Pathogen training

General Administrative Requirements:

The Task Force will:

1. Maintain a current Memorandum of Agreement with DHS/FEMA, as well as Participating Agency Agreements, and/or Affiliated Personnel Agreements, as applicable
2. Maintain a file for each rostered member that includes completed:
 - a. Application for Federal Employment; Optional Form 612
 - b. Employee Data Transmittal Sheet (EDTS)
 - c. Appointment Affidavits; Standard Form 61
3. Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program Directive 2005-008.
4. Ensure each member maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or documented refusal.
5. Document that each member has a current Physician Clearance for Deployment document as defined in Program Directive 2005-008.
6. Ensure each member adheres to all safety procedures