

TEXAS TASK FORCE ONE

STANDARD OPERATING GUIDELINES

Position Descriptions

VOLUME 1

REFERENCE NO. 1-02

1.00 PURPOSE

- 1.01 All members of the Task Force must meet the Position Description requirements for their position on the team. Federal Emergency Management Agency (FEMA), Texas Task Force One (TX-TF1), and the Sponsoring Agency (TEEX) mandate position requirements.
- 1.02 The purpose of meeting these position requirements insures that the team and its members function as a coordinated, knowledgeable, capable, well trained unit with the ability to operate in a wide area of mission assignments, including hurricanes, tornados, floods, earthquakes, structural collapses, terrorist events, and WMD disasters, etc.

2.00 OBJECTIVE

- 2.01 Descriptions and requirements will be updated from time to time. Members must keep abreast of these requirements and strive to meet them in the prescribed or desirable time frame. Members, who wish, may cross train and meet more than one Position Description.

3.00 DEFINITIONS

- 3.01 **Position Specific Requirements:** Requirements that are unique to the specific position.
- 3.02 **Description of Duties:** The specific responsibilities that pertain to a given position.

4.00 GENERAL GUIDELINES

- 4.01 Team Management Staff will review each members training records annually. Results for members that fail to meet the established training requirements will be

forwarded to Task Force Leadership to be considered for movement to the development team or for separation from the Task Force.

4.02 The following are the Position Specific Requirements and Description of Duties for each position on the Task Force:

Canine Search Specialist

Position Specific Requirements:

- Supporting the search function with the canine resource (live find or human remains detection)
- Caring and maintaining the welfare of their canine during mission deployment
- Reports to the Search Team Manager

Description of Duties:

- Searching disaster environments and locations indicated in the mission assignment while 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
- Caring and maintaining the welfare of their canine, including assisting the Medical Team in the canine's medical care
- Performing additional tasks or duties as assigned

Communications Specialist

Position Specific Requirements:

- Responsible for managing and maintaining all communications and communications systems for the Task Force
- Reports directly to the Logistics Team Manager

Description of Duties:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communication needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
- Implementing 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
- Providing 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
- Developing a Task Force Communications Plan (ICS 205) as part of the Tactical Action Plan
- Operating as an IST Communications Center Dispatcher

HazMat Specialist

Position Specific Requirements:

- Responsible for performing the various hazardous materials functions for the Task Force during incident operations
- Reports directly to the Hazardous Materials Team Manager

Description of Duties:

- Providing an initial and ongoing survey (detection, monitoring, and sampling) for the presence of hazardous materials at search and rescue sites
- Being proficient 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, Personal Protective Equipment (PPE) compatibility, and the 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
- Being proficient in donning and doffing all personnel protective equipment in the US&R cache
- Being proficient in building triage and US&R marking systems
- Working with Logistics Team personnel to establish and maintain a regular maintenance scheduled for hazmat cache items as required, including calibration, battery charging, function tests, and field repair
- 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 during a mission

HazMat Team Manager

Position Specific Requirements:

- Responsible for managing the Hazmat functions of the Task Force and supervising the Hazardous Materials Specialists of the Task Force
- Reports directly to the Task Force Leader

Description of Duties:

- Developing and implementing the Hazmat component of the Task Force Tactical Action 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, and adhering to all safety procedures
- Determining Hazmat organizational and logistical needs.
- Receiving briefings and situation reports while 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
- Ensuring 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)

Heavy Equipment Rigging Specialist

Position Specific Requirements:

- Responsible for performing various assessments and construction-related liaison tasks for the Task Force during incident operations
- Reports directly to the Rescue Team Manager

Description of Duties:

- 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 the 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

Logistics Specialist

Position Specific Requirements:

- Responsible for ensuring the preparation and maintenance of the Task Force equipment cache
- Reports directly to the Logistics Team Manager

Description of Duties:

- 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
- Providing 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

Logistics Team Manager

Position Specific Requirements:

- 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
- Reports directly to the Task Force Leader

Description of Duties:

- All duties and responsibilities of the Logistics Specialist
- Completing 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
- Providing accountability, maintenance, and repairs for all Task Force equipment
- Providing operations and maintenance for all facilities and associated equipment
- Coordinating with the IST Logistics Section on Task Force issues
- Managing of Task Force transportation fleet
- Performing additional tasks or duties as assigned

Medical Specialist

Position Specific Requirement:

- Responsible for performing the medical function of the Task Force incident operation
- Reports directly to the Medical Team Manager

The Medical Specialist is responsible for:

- Managing 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
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission

Medical Team Manager

Position Specific Requirements:

- 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 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
- Ensuring accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission

Planning Team Manager

Position Specific Requirements:

- Responsible for planning aspects of the Task Force during incident operations

- Supervises the Structures Specialist and Technical Information Specialist
- Reports directly to the Task Force Leader

Description of Duties:

- 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
- 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 as assigned

Rescue Specialist

Position Specific Requirements:

- Responsible for performing the rescue function of the Task Force incident operation
- Reports directly to a Rescue Squad Officer

Description of Duties:

- 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
- Providing operation and routine field maintenance of rescue tools and equipment
- Providing accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying rescue tactics as needed

Rescue Squad Officer

Position Specific Requirements:

- Responsible for supervising one or more Task Force Rescue Squad(s)
- Reports directly to the Rescue Team Manager

Description of Duties:

- 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

- Providing accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying rescue tactics as needed

Rescue Team Manager

Position Specific Requirements:

- Responsible for managing and coordinating all operational functions of the Task Force
- Reports directly to the Task Force Leader

Description of Duties:

- 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
- 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
- Providing accountability and maintenance for all issued equipment
- Providing accountability of all assigned personnel
- Providing a mission specific Rapid Intervention Plan, including personnel & equipment needs

Safety Officer

Position Specific Requirements

- Responsible for monitoring and assessing the safety aspects of the Task Force during training, exercises, and incident operations
- Reports directly to the Task Force Leader

Description of Duties:

- 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 intervening of activities to prevent the loss of life and 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

Search Team Manager

- Responsible for managing the search function of the Task Force and supervising the Canine Search Specialists and Technical Search Specialists
- Reports directly to the Task Force Leader

Description of Duties:

- 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
- Providing 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 accountability, maintenance, and minor repairs for all issued/assigned equipment
- Performing additional tasks or duties as assigned

Structural Specialist

Position Specific Requirements:

- Responsible for performing the various structural assessments for the Task Force during incident operations

- Reports directly to the Planning Team Manager

Description of Duties:

- Assessing the structural condition within the area of Task Force operations, which includes identifying structure types and specific damage as well as structural hazards
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to Task Force personnel
- Providing input to Task Force Tactical Action Plan 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

Task Force Leader

Position Specific Requirements

- 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
- Responsible for the development and completion of all Task Force tactical objectives as well as the proper reporting, record keeping, and after-action requirements
- 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:

- Developing and implementing the Task Force Tactical Action Plan
- Addressing the coordination, management, and supervision of all TF activities
- Supervising the Search Team Manager, Rescue Team Manager, Medical Team Manager, Logistics Team Manager, Planning Team Manager, Hazardous Materials Team Manager, and Safety Officer
- Ensuring the development of all Task Force organizational and logistical needs
- Interacting with the IST Leader and/or his/her designee for coordination of all Task Force activities and support requirements
- Receiving briefings and ensuring that all Task Force 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
- Ensuring resource acquisitions are properly processed
- Preparing performance evaluations for assigned personnel
- Managing all demobilization and return to readiness issues
- Performing additional tasks or duties as assigned

Technical Information Specialist

Position Specific Requirements:

- Responsible for documenting, tracking, and retrieving all pertinent information for the Task Force during incident operations
- Reports directly to the Planning Team Manager

Description of Duties:

- 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

Technical Search Specialist

Position Specific Requirements:

- Responsible for performing the technical search function of the Task Force incident operation
- Reports directly to the Search Team Manager

Description of Duties:

- Searching structures in US&R environments or other locations indicated in the mission assignment while 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
- Providing 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