

TEXAS TASK FORCE ONE

STANDARD OPERATING GUIDELINES

MEMBER PARTICIPATION AND TRAINING REQUIREMENTS

VOLUME 1

REFERENCE NO. 1-07

1.00 PURPOSE

- 1.01 The purpose of this standard is to establish the minimum requirements for team member attendance at Task Force required training venues.

2.00 OBJECTIVE

- 2.01 Understand the participating and training requirements of all members of Texas Task Force 1 (TX-TF1).

3.00 DEFINITIONS

- 3.01 **Operational Readiness Exercise (ORE):** The annual full-scale exercises that test the team's ability to deploy and establish safe search and rescue operations in a reasonable amount of time.
- 3.02 **Mobilization Exercise (MOBEX):** The annual functional exercises that test the team's ability to mobilize and deploy. During these exercises, the functional aspects of the team shall be reviewed and training updated.
- 3.03 **Position Specific Training:** Training conducted by a specific group or discipline of the Task Force for the purpose of developing skills or meeting required training and/or certifications as stated in the National US&R Response System Training Program Administrative Manual.
- 3.04 **General Training Requirements:** General training required of all FEMA US&R Task Force members regardless of position as stated in the National US&R Response System Training Program Administrative Manual.
- 3.05 **Regional Training:** Training that is conducted in each Region to provide continuing education and general information to all team members.

- 3.06 **Skill Sets:** Members must demonstrate various skills pertaining to their specific discipline. Skill sets are developed by FEMA, the Program Manager, or Working Groups.
- 3.07 **Work Day:** Members must attend pre-determined days of work to ensure the cache is able to deploy.
- 3.08 **Manager's Meeting:** Manager's Meetings occur quarterly and are attended by Task Force Managers and Task Force Leadership
- 3.09 **Deployable:** A member is considered deployable when all mandatory documents have been signed and are up to date as well as when all general training and position specific training are completed and up to date.
- 3.010 **Non- Deployable:** A member is considered non-deployable when they are missing either a mandatory document or when either their general training or position specific training are not completed or are expired.
- 3.011 **Training Calendar Year:** July 1st thru June 30th

4.00 GENERAL GUIDELINES

- 4.01 All Task Force Members are required to meet the minimum training and required training events as listed in Attachment A.
- 4.02 Operational and Mobilization Exercises are scheduled per the Team Rotation Matrix. The Matrix can be found on the Task Force Personnel Records System (member's only website).
- 4.03 The annual Operational Readiness Exercise (ORE) is mandatory for the team that is scheduled. No personnel exchanges are allowed without written prior approval from the Task Force Leaders. Each member is required to attend 1 ORE every 3 years.
- 4.04 On the years that members are not set to attend an Operational Exercise, they must attend 1 Mobilization Exercise. If they attend the Operational Exercise, they do not have to attend a mobilization exercise and vice versa.
- 4.05 If a member cannot attend their scheduled MOBEX, they must inform their Task Force Leader through their chain of command. The Task Force member must then coordinate a replacement to attend in their place and must attend their replacement's scheduled MOBEX. Both changes in attendance must be approved by both Task Force Leaders involved. Members must also contact their Sponsoring Agencies Point of Contact to advise them of the change. Any changes must be coordinated and approved 30 days prior to the MOBEX. Notification of

the change must be in writing (e-mail) to the Program Office through the individual Task Force Chain of Command.

- 4.06 All members are required to attend a regional training. Regional Trainings are offered throughout the state in major regional centers each fall. Additionally, there are 2 make-up regionals each year in College Station. Dates for each corresponding regional may be found on the Task Force Personnel Records System.
- 4.07 All Task Force members are required to meet the minimum training hours for their discipline specific skill sets. Logistics and communications are exempt from the skill set requirements as their workdays are used as skills sets. Discipline Training Events, required hours, personnel composition, additional requirements, and allowed make up hours are listed in Attachment B.
- 4.08 All members of the Logistics, Communications, and HazMat discipline are required to meet a minimum of 50% of their offered work days. Work days are scheduled each month with the exception of the 3 months when the Operational Exercise and Mobilization Exercise occur. The dates of all workdays are posted on the Personnel Records System and may only be considered for cancellation after consultation with the Task Force Cache Manager and the Operations Chief. Discipline Training Events, required hours, personnel composition, additional requirements, and allowed make up hours are listed in Attachment C.
- 4.09 All managers are required to attend at least 50% of the Manager's Meetings per year.
- 4.010 Deployments are not considered scheduled team functions and does not count towards the attendance requirements
- 4.011 Cache rehab, working group committee meetings, cross training, projects, working on IST, etc. are voluntary and are not counted toward training attendance.
- 4.012 If a member cannot attend a regional, skill sets, or position specific training or meetings, they must notify their Manager and the Task Force Training Manager. Members must also contact their Sponsoring Agency Point of Contact. Notification of the change must be in writing (e-mail) to the Program Office through their Task Force Chain of Command.
- 4.013 The Task Force Leadership will review all members with attendance that falls below that which is required at the first TFL meeting of each training calendar year. Those members not meeting the required attendance will receive letters from the Program Manager concerning attendance and will be considered for separation from the team.

- 4.014 General Training Requirements include all training as listed under FEMA as being required regardless of position on a FEMA US&R Task Force. Some of the General Training Requirements have expiration dates and thus require renewal every year. Examples of expiring training includes but is not limited to the following: FEMA Ethics, Hazmat Operations Refresher, CPR, Fit Test, Respiratory Test, and Blood-Borne Pathogens.
- 4.015 A member is considered deployable when all mandatory documents are signed and all general training and position specific trainings have been met. This includes maintaining the trainings that expire yearly and a medical clearance letter which expires every 3 years.
- 4.016 A member who was previously deployable will become non-deployable the day after a training or medical clearance letter expires. It is the responsibility of the member to maintain all training and ensure a physical evaluation is completed in a timely manner in order to allow the Task Force Medical Director ample time to review it.
- 4.017 A rostered Task Force member who becomes non-deployable for failing to meet general training requirements or an expired medical clearance letter that does not have extenuating circumstances will be given 30 days before they are moved off of a rostered team and on to the development team.
- 4.018 Task Force members who were previously rostered on a team will be given 60 days on the development team to complete the necessary training and become deployable. If they fail to do so, they will be considered for separation from the team.
- 4.019 Any Task Force member who is either removed from a rostered team or removed from the development team will be notified of their status change immediately.
- 4.020 Once a Task Force member is removed from a team, their position becomes open and fillable by any deployable member of the development team. If they become deployable after being moved to the development team, they will be eligible to become rostered once again when a new position opens up.
- 4.021 Exceptions may be made with discretion and approval from Task Force Leaders or Task Force Administration.

ATTACHMENT A

Training Event	Number Offered	Minimum Required	Percent Required
Operational Exercise	1	1	100%
Mobilization Exercise	2	1	100%
Regional Training	6	1	100%
Skill Sets	2	1	50%
Work Days (Comms, Logistics, and Hazmat only)	Varies based on need		50%
Managers Meetings (Managers Only)	4	2	50%

ATTACHMENT B

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Canine Search Specialists	64	CSS	May attend canine regionals (4 hours) and/or canine skill sets (8 hours) to complete required skill set hours	May attend either a search team skills set, FEMA Open, or FEMA CE hosted by TX-TF1 for additional hours
HazMat Team Skill Set	24	HMM, HMS		
HSART	24	Manager & Technician	Annual PT/Swim Test	
Medical Team Skill Set	16	MTM, MS		
Planning Team Skill Set	16	PTM, TIS		3 rd Plans skill set Another groups skills set, if planning function is performed (8 hours max can be received)

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Rescue Team Skill Set	16	RTM, RSO,RS, HERS		Any team skills set or TF Work Days
Safety Officer Skill Set	16	SO		16 hours from any teams skills set
Search Team Skill Set	16	STM, CSS, TSS		FEMA Canine Workshop, FEMA Canine Evaluation, or Canine Skills Sets
Structural Specialist Skill Set	8	SS	16 hours from either Rescue Skills Set, Search Skills Set, Plans Skill Set, FEMA Regional Training, FEMA StS 2 Course, FEMA StS 1 Course	
Swiftwater	16	Water Rescue	Includes FSE & Regional Annual PT/Swim test	
TF Management Skill Set	16	TFL, ATFL	Half of the scheduled meetings with the Disciplines.	

ATTACHMENT C

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Communications Skill Set	64	CS		Rescue Skills Set (16 hours max), ORE or MOBEX(not your color) and three days of work days
HazMat Team Skill Set	24	HMM, HMS		Another teams scheduled calibration and maintenance day
Logistics Skill Set	64	LM,LS		Rescue Skills Set (16 hours max), ORE or MOBEX(not your color) and three days of work days