

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 DHS/FEMA required training and/or certifications.
- 3.04 **Regional Training:** Training that is conducted in each Region to provide continuing education and general information to all team members.
- 3.05 **Skill Sets:** Members must demonstrate various skills pertaining to their specific discipline. Skill sets are developed by FEMA, the Program Manager, or Working Groups.
- 3.06 **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 follows:

Training Event	Number Offered	Minimum Required	Percent Required
Operational Exercise	1	1	100%
Mobilization Exercise	2	1	100%
Regional Training	1 per region	1	100%
Skill Sets	2	1	50%

*(Operational and Mobilization Exercises are scheduled per the Team Rotation Matrix. The Matrix can be found on the Task Force Personnel Records System (members only web site).

4.02 All Task Force members are required to meet the minimum training hours for their specific training event as follows:

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Canine Search Training	64	CSS		
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	2 Managers Meetings (managers only)	Another teams scheduled calibration and maintenance day
HSART	24	Manager & Technician	Annual PT/Swim Test	
Logistics Skill Set	64	LM,LS	2 Managers Meeting (managers only)	Rescue Skills Set (16 hours max), ORE or MOBEX(not your color) and three days of work days
Medical Team Skill Set	16	MTM, MS	16 hours of Work Days 2 Managers Meeting (managers only)	

Planning Team Skill Set	16	PTM, TIS, SS	2 Managers Meeting (managers only)	3 rd Plans skill set Another groups skills set, if planning function is performed (8 hours max can be received)
Rescue Team Skill Set	16	RTM, RSO,RS, HERS	2 Managers Meetings (managers only)	Any team skills set or TF Work Days
Safety Officer Skill Set	16	SO	16 Hours of either Rescue, Search, Plans, Structures, or Medical Team SKILL Set 2 Managers Meeting (managers only)	8 hours from any teams skills set
Search Team Skill Set	16	STM, CSS, TSS	2 Managers Meetings (managers only)	FEMA Canine Workshop, FEMA Canine Evaluation, or Canine Skills Sets
Structural Specialist Skill Set	8	SS	16 hours from either Rescue Team Skill Set, Search Team Skill Set, FEMA Regional Training, FEMA StS 2 Course, FEMA StS 1 Course	
Swiftwater	16	Water Rescue	Includes FSE & Regional Annual PT/Swim test 2 Managers Meetings (managers only)	

TF Management Skill Set	32	TFL, ATFL	Half of the scheduled meetings with the Disciplines.	
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- 4.03 Deployments are not considered scheduled team functions and are not included in the attendance requirements
- 4.04 Cache rehab, working group committee meetings, cross training, projects, working on IST, etc. are voluntary and are not counted as required training attendance.
- 4.05 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.
- 4.06 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.
- 4.07 If a member cannot attend a scheduled 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.
- 4.08 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.