

**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**



Position Descriptions – Incident Support Team

Annex E

To the
National US&R Response System Operations Manual,

January 2018

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Record of Revisions

Date	Description
11/19/2015	Added the Aviation Branch Director PD.
08/18/2017	Revisions to Title Page, Demob Unit Leader, Division/Group Supervisor, Doctor of Veterinary Medicine, Facilities Unit Leader, Field Observer, Ground Support, Hazardous Materials Specialist, Information Officer, IST Leader, Logistics chief, Operations Section Chief,, Planning Section Chief, POA/MOB specialist, Resource Unit Leader, Safety Officer, Senior US&R Specialist, Situation Unit Leader, Structures Specialist, Supply Unjit Leader, US&R Specialist
12/20/2017	Revision to IST Leader, Liaison Officer, US&R Specialist, Medical Officer
01/2/2018	Addition of the IST Medical Unit Leader

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ANNEX E: POSITION DESCRIPTIONS – INCIDENT SUPPORT TEAM

I. IST General Requirements

Each member must be able to do the following:

- Meet the physical requirements of the Sponsoring Agency with or without accommodations
- Be available on short notice to mobilize within two hours of request and be self-sufficient for at least 72 hours for a response assignment of up to 14 days in austere environments (The 14-day time frame does not include travel to and from the incident.)

II. General Administrative Requirements

All IST members must meet all FEMA US&R administrative requirements plus any additional administrative requirements specific to their individual task force.

III. General Training Requirements

All IST members must meet all FEMA US&R general training requirements plus any additional training requirements specific to their individual task force.

Although IST courses may be completed after selection to the IST, coursework must be completed prior to becoming eligible for deployment.

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IST AVIATION BRANCH DIRECTOR

I. Functional Description

The Incident Support Team (IST) Aviation Branch Director (ABD) is primarily responsible for preparing the air operations portion of the IST Operating Plan and supporting and managing helicopter operations for the IST. The plan will reflect any agency restrictions that impact the operational capability or utilization of assigned aviation assets. The IST ABD is also responsible for managing Helibase and Helispot operations in support of IST operations. This includes 1) performing operational planning for aviation 2) coordinating fuel and other supplies, 3) maintenance and repair of helicopters, 4) oversight of crew and cargo loading, 5) maintaining records of helicopter activity, and 5) providing enforcement of safety regulations. When a Helibase has been established at the IST's location, all helicopters will be under the control of the IST ABD (or Helibase/Helispot if established) during landing, take-off and while on the ground.

The IST Aviation Branch Director reports to the IST Operations Section Chief. The IST ABD also coordinates with State Emergency Operations Center (SEOC) Flight Operations Unit Leader. The IST ABD supervises the Helibase Manager (if established) or supervises the Helispot Manager (if established) in the absence of a Helibase Manager.

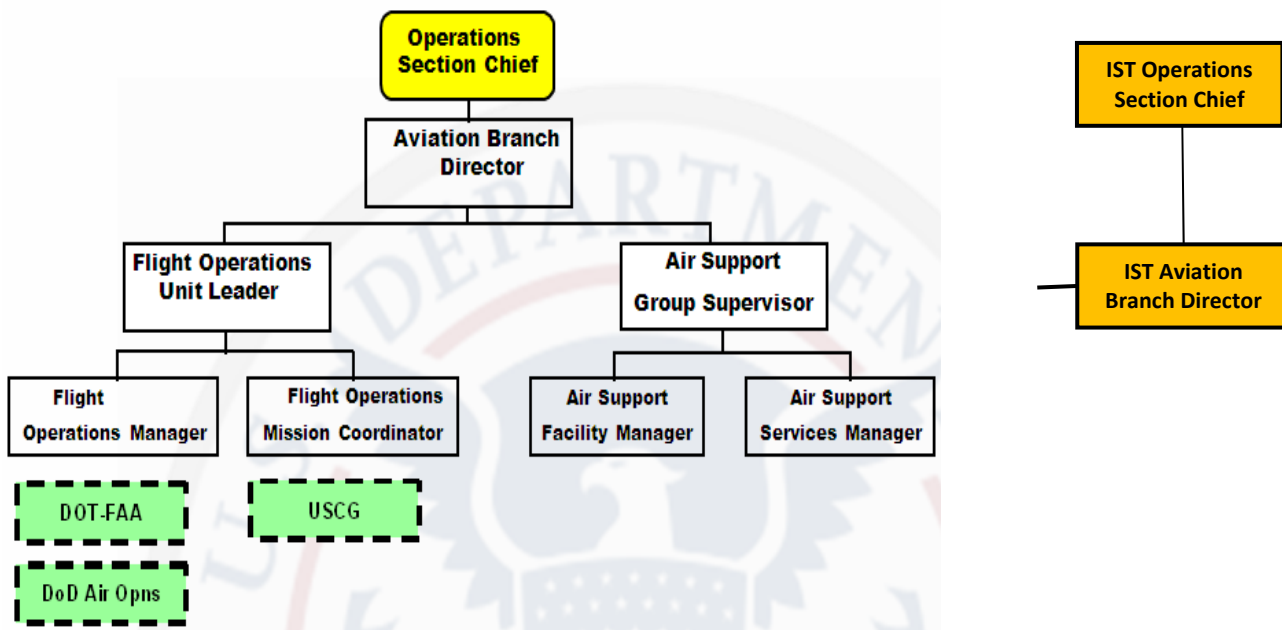
II. Description of Duties

The Incident Support Team Aviation Branch Director is responsible for the following:

- Check-in and obtain a briefing from the IST Operations Section Chief and the SEOC Flight Operations Unit Leader
- Review the Incident Action Plan (IAP) and IST Action Plan. Review the Air Operations Summary if one is prepared
- Perform operational planning for the IST air operations. Consider flight/duty limitations and ensure they are not exceeded
- Keep the SEOC Flight Operations updated on air support activities
- Identify aviation resources available or assigned to the IST, including pilot and aircraft capabilities
- Request special air support items from the Logistics Section
- Coordinate with IST Operations and SEOC Flight Operations Unit Leader to identify helibase and helispot locations, taking into consideration:
 - *Safety* – Is the facility safe for operation? Are approach and departure routes clear of obstructions?
 - *Temporary Flight Restrictions (TFR)* – Are TFR's in place?
 - *Flight routes* – Will helicopters fly over residential areas? Will the locations allow expansion and 24-hour operations?
 - *Support* – Are they accessible for fuel, maintenance, safety and support? Are landing sites located adjacent to major roads? Is there a need for traffic control?
- Inspect and visit areas of operation to ensure compliance with agency rules, regulations and procedures identified in the Interagency Helicopter Operations Guide (IHOG)
- Determine personnel needs at the helibase and/or helispots
- Monitor and ensure compliance with each agency's operational requirements

- Coordinate requests for air logistics
- Coordinate with the Logistics Section on the proper aerial transport of hazardous materials
- Coordinate with other air bases supporting the incident
- Obtain assigned air-to-ground frequency for helibase and helispot operations from the Communications Unit Leader. Ensure they are incorporated into the IST Communications Plan and/or Incident Action Plan (IAP)
- Ensure the establishment and activation of air traffic control procedures between helibases and helispots with the SEOC Flight Operations Unit
- Ensure conformity with the standards outlined in the Interagency Helicopter Operations Guide, Chapter 10. This includes verifying load calculations are completed by each aircraft for each mission, pilot and crew briefings, passenger safety briefings, and loading procedures.
- Supervise the implementation of dust abatement and removal of foreign objects (FOD) at helibase and helispots
- Ensure fire control and crash/rescue services are available at helibases and helispots
- Maintain Unit Log

SEOC Air Operations



III. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become IST Aviation Branch Director in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the air support needs of the Incident Support Team in the disaster environment.

IV. Required Training

The IST Aviation Branch Director shall adhere to the following:

- Meet all the administrative and general training requirements
- Complete the All-Hazards Air Operations Branch Director Course E-986 *or* NWCG Air Operations Branch Director Course S-470
- Complete the National US&R Response System GPS Operations Level Course
- Complete the Air Operations Safety for US&R Personnel course

V. Required Experience

The IST Aviation Branch Director shall have the required experience:

- Satisfactory performance as a Helibase Manager, *or*
- Successful position performance in a related air support coordination role such as military experience

VI. Recommended Training

The IST Air Support Group Supervisor should complete the following:

- Aviation Transportation of Hazardous Materials (NWCG A-110) *or* the IATA Course
- Basic Air Operations Course (NWCG S-270)
- Helicopter Manager Course (NWCG S-372)

IST COMMUNICATIONS UNIT LEADER

I. Functional Description

The Incident Support Team Communications Unit Leader reports to the IST Logistics Chief, and is responsible for managing, and maintaining, all communications and communications systems for the Incident Support Team (and ESF #9), and to provide support to Task Force Communications Units. Supervises the Deputy Incident Support Team Communications Unit Leader and assigned Communications Specialists acting as Incident Support Team Radio Operators.

II. Description of Duties

The IST Communications Unit Leader is responsible for the following:

- Keeping the Incident Support Team informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Incident Communications Plan
- Monitoring the needs for and requesting additional communications resources to support operations as necessary
- Installing, operating, and maintaining the Incident Support Team's communications systems
- Coordinating communications interoperability between the Incident Support Team and task forces and other participating communication systems
- Providing accountability, preventive maintenance, and minor repairs of communications equipment, and acting as liaison with ERT/ESF #2 communications specialist for re-supply items, ordering additional equipment and repairing assigned equipment
- Performing additional tasks or duties as assigned
- Maintaining the communications cache in an operational state at all times
- Facilitating replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
- Recommending requests, as single resources, as needed
- Instructing task force members regarding equipment operations, limitations, capabilities, radio operation protocol, and safety

III. Required Training

The IST Communications Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA US&R Communications Specialist Course
 - All-Hazards Communications Unit Leader Course (L-969)
 - NWCG Communications Unit Leader Course (S-358)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA

IST training course.

IV. Required Experience

The IST Communications Unit Leader shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Communications Specialist.

V. Recommended Training

The IST Communications Unit Leader should complete the following:

- Intermediate NIMS ICS (ICS-300)

IST DEMOBILIZATION UNIT LEADER

I. Functional Description

The IST Demobilization Unit Leader reports to the IST Planning Section Chief and is responsible for developing and implementing the demobilization plan for all ESF #9 resources.

II. Description of Duties

The IST Demobilization Unit Leader is responsible for the following:

- Developing the written demobilization plan for ESF #9 resources assigned to the IST in accordance with release priorities approved by IST Section Chiefs, IST Leader, ESF #9 Leader, and the National US&R Program Office.
- Ensuring that the demobilization plans include the following:
 - Release priorities
 - Release procedures
 - Specific instructions
 - Specific section responsibilities
 - Maps as necessary
 - Communication plan as necessary
- Working with IST logistics and determine the needs to support the demobilization plan
- Reviewing the draft of the demobilization plan with the IST Planning and Logistics Section Chiefs.
- Distributing approved demobilization plan to all ESF #9 resources
- Briefing and ensuring that all sections, units, and assigned resources understand their specific demobilization responsibilities
- Preparing appropriate documentation for all demobilizing resources Overseeing the execution of the demobilization plan
- Recommending modification of the approved demobilization plan as required Developing check-out function for all ESF #9 resources assigned to the IST
- Briefing the IST Planning Section Chief on the demobilization progress each operational period
- Remaining on scene until all resources have initiated return travel

III. Required Training

The IST Demobilization Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Planning Team Training course
 - All-Hazards Resource Unit Leader (L-965) or All-Hazards Position Specific Situation Unit Leader (L-964)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Recommended Training

The IST Demobilization Unit Leader should complete the following:

- Intermediate NIMS ICS (ICS-300)
- NWCG Resources Unit Leader/Demobilization Unit Leader Pre-Course Work (S-349)

IST DIVISION/GROUP SUPERVISOR

I. Functional Description

The IST Division/Group Supervisor reports to the IST Operations Section Chief or IST Branch Director and is responsible for implementation of assigned portions of the IST Operational Action Plan, assignment of resources within the Division/Group, and reporting operational progress and resource status.

II. Description of Duties

The IST Division/Group Supervisor is responsible for the following:

- Providing the IST operational plan to subordinates as needed
- Reviewing division/group assigned tasks and incident activities with subordinates
- Supervising division/group resources to ensure that tactical operations meet the strategic goals and objectives and make changes as appropriate
- Providing technical assistance to ensure completion of assigned tactical objectives
- Ensuring, through the chain of command, that the resource unit is advised of all changes in the status of resources assigned to the division/group
- Submitting situation and resource status information to the Branch Director or IST OSC as directed
- Assisting Safety Officers with the identification and mitigation of safety hazards
- Reporting accomplishments and needs for the next operational period
- Participating in briefing assigned resources regarding changes in assignments and tactical operations in the planning stage
- Coordinating activities with adjacent divisions/groups
- Participating in the development of plans for the next operational period as requested
- Ensuring that assigned resources get to and from assignments in a timely and orderly manner
- Resolving logistics problems within the division/group

III. Required Training

The IST Division/Group Supervisor shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Intermediate NIMS ICS (ICS-300)
- All-Hazards Division/Group Supervisor (L-960) or NWCG Division/Group Supervisor (S-339)
- FEMA IST Course *
- Complete the following position-specific training requirements:
 - Course work compliant to the NFPA 1006 Structural Collapse Technician level
 - FEMA US&R Structural Collapse Technician Course

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Division/Group Supervisor shall have the following minimum experience:

- Five years of the experience in the FEMA National US&R Response System, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either a Rescue Team Manager or Search Team Manager, *or*
- Three deployments as a Division Supervisor on a Type III incident or greater

IST DOCTOR OF VETERINARY MEDICINE

I. Functional Description

The IST Doctor of Veterinary Medicine reports to the IST Medical Officer (and as required to the IST Leader) and has overall responsibility for the management and supervision of the medical care and evaluations of all task force canines. The IST DVM reports directly to the IST Medical Officer or his/her deputy.

II. Description of Duties

The IST Doctor of Veterinary Medicine is responsible for the following:

- Assisting with the development of all task force canine safety procedures in coordination with the other task force sections
- Assisting with task force canine care activities
- Determining the veterinary organizational and logistics needs
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Ensuring a continuum of veterinary care and coordinating interaction with all appropriate outside veterinary entities
- Performing additional tasks or duties as assigned during a mission

III. Required Training

The IST Doctor of Veterinary Medicine shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Doctor of Veterinary Medicine shall have the following minimum experience:

- Be a licensed veterinarian
- Experience with canine emergency medical care

V. Recommended Training

The IST Doctor of Veterinary Medicine should complete the following:

- All-Hazards IMT Course
- Intermediate NIMS ICS (ICS-300)
- Animal rescue training

IST DOCUMENTATION UNIT LEADER

I. Functional Description

The IST Documentation Unit Leader reports to the IST Planning Section Chief and is responsible for maintaining accurate and complete documentation of ESF #9 response operations.

II. Description of Duties

The IST Documentation Unit Leader is responsible for the following:

- Organizing and maintaining all ESF #9 response operations records and reports
- Establishing comprehensive files for historical purposes
- Coordinating duplication services for the IST
- Checking reports and documents for completeness and accuracy
- Posting and maintaining a list of required reports and advising sections if reports are missing

III. Required Training

The IST Documentation Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Plans Team Training Course
 - All-Hazards Resource Unit Leader (L-965) or All-Hazards Position Specific Situation Unit Leader (L-964) or NWCG Resource Unit Leader (S-348) or NWCG Situation Unit Leader (S-346)
 - NWCG Documentation Unit Leader Position Task Book (PTB)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Recommended Training

The IST Documentation Unit Leader should complete the following:

- Competencies outlined in NWCG Job Aid J-342, Documentation Unit Leader
- Intermediate NIMS ICS (ICS-300)

IST FACILITIES UNIT LEADER

I. Functional Description

The IST Facilities Unit Leader reports to the IST Logistics Section Chief and is primarily responsible for the layout, activation, set up, maintenance and demobilization of IST incident facilities (e.g., task force base of operations, base camp, and staging areas) as well as security services required to support IST/ESF #9 facilities.

II. Description of Duties

The IST Facilities Unit Leader is responsible for the following:

- Identifying and obtaining space needed for ESF #9 logistical operations
- Supervising managers assigned to the facility unit
- Participating in logistical section/support branch planning activities
- Determining requirements for each facilities established
- Preparing layouts/maps of all facilities
- Notifying unit leaders of facility layout and policies and procedures
- Ensuring that sleeping and sanitation facilities are in place
- Providing for facility maintenance services
- Providing facility security services
- Determining special requirements or restriction on facility use
- Coordinating facility use with participating agencies
- Obtaining necessary equipment and supplies to ensure all facilities and equipment are set up and properly functioning
- Coordinating with Logistics Section Chief for food, potable water, and any additional needs for ESF #9 resources
- Recommending demobilization of facility resources
- Overseeing demobilization of the facility unit and assigned resources

III. Required Training

The IST Facilities Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Logistics Specialist Course
 - All-Hazards Facilities Unity Leader (L-971) or NWCG Facilities Unit Leader Course (S-354)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Facilities Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either a Logistics Team Manager or Logistics Specialist, *or*
- Three deployments as a Facilities Unit Leader on a Type III incident or greater.

V. Recommended Training

The IST Facilities Unit Leader should complete the following:

- Intermediate NIMS ICS (ICS-300)

IST FIELD OBSERVER

I. Functional Description

The IST Field Observer reports to the IST Plans Section Chief. The Field Observer works for the Situation Unit Leader and is assigned to the field to work with Operations Branch or Division leaders to collect status information from personal observations and to expedite the exchange of information between the Operations Section and Planning section.

II. Description of Duties

The IST Field Observer is responsible for the following:

- Performs general field observations in assigned area and reports back to the Situation Unit Leader
- Identifies areas of operation and boundaries
- Identifies future areas of potential operation
- Identifies safe travel routes
- Identifies and reports hazardous conditions and areas
- Works with Division Group Supervisors to obtain progress reports and anticipated logistical and operational needs for next operational period
- Maps facilities and areas of operations
- Transfers Operations Section data to Situation Unit
- Reviews map overlays for accuracy and updates as needed

III. Required Training

The IST Field Observer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate NIMS ICS (ICS-300)
 - NWCG Field Observer Course (S-244)
 - FEMA IST Course *

*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST US&R Specialist shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either a Planning Team Manager or Technical Information Specialist, *or*
- Three deployments as a Field Observer on a Type III incident or greater

IST GROUND SUPPORT UNIT LEADER

I. Functional Description

The IST Ground Support Unit Leader reports to the IST Logistics Section Chief and coordinates the disaster area transportation of supplies, equipment, and personnel for ESF #9 resources.

II. Description of Duties

The IST Ground Support Unit Leader is responsible for the following:

- Providing transportation for ESF #9 resources
- Maintaining inventory of all modes of transportation used by ESF #9 resources
- Preparing the transportation plan for approval by the IST Logistics Section Chief
- Maintaining communications with providing agencies relative to transportation matters
- Developing and implementing a traffic plan
- Overseeing vehicle inspection
- Participating in vehicle accident investigations with the Safety Officer
- Ensuring that all ESF #9 accidents are reported and documented as needed
- Maintaining accountability for FEMA US&R IST fuel credit cards
- Ensuring that rental car agreements between POA rental agency and IST are fulfilled
- Participating in the development of the demobilization plan
- Arranging for fueling, maintenance, and repair of ESF #9 transportation resources
- Assisting FEMA logistics with the return of the IST cache and components

III. Required Training

The IST Ground Support Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Logistics Specialist Course
 - NWCG Ground Support Unit Leader Course (S-355)
 - FEMA IST Course *

*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Ground Support Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either

a Logistics Team Manager or Logistics Specialist, *or*

- Three deployments as a Ground Support Leader on a Type III incident or greater.

V. Recommended Training

The IST Ground Support Unit Leader should complete the following:

- All-Hazards Logistics Section Chief (L-967) or NWCG (S-450) Logistics Section Chief Course
- Intermediate NIMS ICS (ICS-300)

IST HAZARDOUS MATERIALS TECHNICAL SPECIALIST

I. Functional Description

The IST Hazardous Materials (Hazmat) Technical Specialist reports to the Plans Section Chief or to the IST position assigned. This individual ensures that US&R field operations are conducted in accordance with nationally recognized safe practices for the management of CBRNE and/or hazardous materials scenes. The Hazmat Technical Specialist reviews information and provides hazard and risk assessment recommendations to IST and task force personnel.

II. Description of Duties

The IST Hazardous Materials Technical Specialist is responsible for the following:

- Coordinating and supporting the activities of the task force(s) for incidents involving CBRNE and/or a release of hazardous materials
- Coordinating with IST safety, structures, and medical to ensure the safety and well-being of all assigned resources
- Interacting with task force Hazmat Specialists and task force command and general staff personnel to ensure a safe, appropriate, and effective operation in a CBRNE and/or Hazmat environment
- Establishing liaison with associated Federal, state and local agencies, which may support US&R operations
- Identifying in-theater capabilities to support the assigned ESF #9 resources specifically for providing water supply for decontamination and breathable air supply for SCBA refill
- Ensuring the proper selection and use of personal protective equipment (PPE) through coordination with task force(s), IST Safety, IST Medical and IST Operations
- Ensuring that controlled work zones are established and maintained in a consistent manner to restrict entry and minimize contamination
- Ensuring that a standardized decontamination system is applied consistently by all task forces during all operational periods and coordinating any decontamination support provided by outside agencies
- Coordinating with IST logistics to ensure that task forces are re-supplied with expendable items, such as appropriate PPE (same equipment, or safe alternates), detection devices (filters, sensors, tubes) to sustain ongoing rescue operations
- Collecting information regarding the exact nature of an event, threat assessments, scene security, vulnerability, etc.
- Providing “industrial hygiene” oversight for the task forces to minimize exposure to hazardous agents/products and ensuring the development of a site safety plan, in conjunction with IST Safety and IST Medical, to include a thorough site characterization, air quality analysis, appropriate use of PPE, and decontamination capability
- Maintains an understanding of current US&R Hazmat Operations and all materials and manuals that support those safe US&R operations.

III. Required Training

The IST Hazmat Technical Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate NIMS ICS (ICS-300)
 - FEMA US&R Hazardous Materials Specialist Course
 - 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
 - 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
 - Technician/Specialist level knowledge in the specialized field of CBRNE and hazardous materials emergency response, with experience documented by employer and deemed sufficient by FEMA US&R Program staff. Must maintain currency in this dynamic field as technology changes and resultant capabilities, tactics and practices advance.
 - FEMA IST Course *

*May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Hazardous Materials Technical Specialist shall have the following minimum experience:

- Five years of experience as a member of a task force hazardous material team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as a Hazardous Materials Team Manager.

V. Recommended Training

The IST Hazmat Technical Specialist should complete the following:

- FEMA US&R Task Force Safety Officer Course

IST INFORMATION OFFICER

I. Functional Description

The Information Officer (IOF) reports directly to the Incident Support Team Leader. The Information Officer is responsible for interfacing with the public, media, and other agencies with incident-related information requirements. The IOF develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption, thus ensuring the FEMA mission is accurately communicated.

Whether the command structure is single or unified, only one incident IOF should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information. This position will liaison and coordinate appropriate media activities with the designated FEMA Public Affairs representative(s), ESF #15 representative(s), and the Incident Information Officer.

II. Description of Duties

The IST Information Officer is responsible for the following:

- Acting as a liaison with affected communities and stakeholders as requested by IST Leader
- Developing incident media strategy guidelines in conjunction with headquarters and Regional FEMA Public Affairs Staff and ESF #15 and ensuring adherence to policy
- Developing and providing incident information as needed and required to national, state, and local media outlets
- Developing and providing media talking points and appropriate information for IST leaders
- Performing or providing appropriate ESF #9 personnel for on-camera and print media interviews as applicable
- Ensuring that activities are photographed and videotaped
- Aiding in the establishment and staffing of a joint information center
- Serving as a liaison with embedded task force, international, national, regional, and local media
- Providing escort to members of the media into control zones
- Arranging for incident site tours and briefings as requested
- Advising and supporting FEMA public affairs videographers/photographers and writers
- Participating in meetings and briefings as required
- Obtaining media information that may be useful to incident planning
- Providing current media information for briefings and visitors

III. Required Training

The IST Information Officer shall adhere to the following:

- Meet all DHS/FEMA general requirements
- Complete the following position-specific training requirements:

- Complete Intermediate Incident Command System NIMS ICS 300*
- Complete the on-line FEMA External Affairs-ESF #15 Course (IS-0250.a)
- All-Hazards (L-952) Public Information Officer Course or FEMA G290 Basic Public Information Officer Course or NWCG Information Officer (S-403)
- FEMA IST Course*
- S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Information Officer shall have the following minimum experience:

- Five years of experience as a Public Information Officer for a public safety/emergency management organization, *and*
- Direct relationship to a FEMA US&R task force
 - Member of a FEMA US&R task force, *or*
 - Information Officer for the Sponsoring or Participating Agency

V. Recommended Training

The IST Information Officer should complete the following:

- Advanced Incident Command System NIMS ICS 400
- FEMA Advanced Public Information Officer (E-388)
 - will become a requirement on January 1, 2020

IST LEADER

I. Functional Description

The Incident Support Team Leader reports to the ESF #9 Group Supervisor (and as required to the US&R Branch Chief) and manages the IST personnel and functions. The IST Leader also manages the IST and task force operational activities to ensure that Federal, state and local ESF #9 objectives are achieved and provides connectivity between the IST and state and local incident management operations.

Note: Candidates must meet the minimum requirements described in this section but selection to a rostered or alternate position is at the sole discretion of the US&R Branch Chief.

II. Description of Duties

The IST Leader is responsible for the following:

- Providing the overall management of National US&R task forces and incident support team activities at the JFO and field locations
- Assessing the situation and/or obtaining a briefing from Federal, state and local officials
- Determining the incident objectives and strategy
- Establishing immediate priorities
- Ensuring that the planning cycle is established in conjunction with Federal, state, and local cycles
- Coordinating with the Federal, state, and local officials and the IST ESF #9 Leader to expedite the effective request for, assignment, and use of on-scene and incoming US&R resources
- Briefing Federal, state, and local officials on task force and IST capabilities and limitations
- Ensuring that Federal, state, and local officials are kept informed of the status of ESF #9 resources and incident activities
- Ensuring that the release of information is authorized by Federal, state, and local officials
- Ensuring that incident status summary for ESF #9 resources is completed and forwarded to the appropriate authorities within the specified timelines
- Developing and maintaining contact with assigned Federal, state, and local officials to coordinate and support ESF #9 integration into on-going local US&R operations
- Documenting operational requirements with Federal, state, and local officials
- Ensuring that all IST functions are carried out in a professional manner, according to IST and ERT guidelines
- Approving the IST tactical, operational, or incident action plan
- Recommending mobilization and demobilization activities of US&R resources to the Federal, state, and local officials and IST ESF #9 Leader
- Ensuring that all safety practices and procedures are followed
- Ensuring that all required forms are completed
- Ensuring that Federal financial procedures and practices are followed
- Reviewing all resource requests with the IST ESF #9 Leader for approval

III. Required Training

The Incident Support Team Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System NIMS ICS-300
 - Advanced Incident Command System NIMS ICS-400
 - FEMA US&R Task Force Leader Course
 - FEMA IST Course *
 - All-Hazards Incident Commander (L-950) or NWCG Incident Commander (S-400)*
 - S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course and one of the Incident Command Courses.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Leader shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R System serving in significant positions (e.g. program manager, TFR, deployed TFL, etc.), *and*
- Serve as an incident commander on three incidents or events (to include local, regional, state, tribal, etc.) that require a written incident action plan, *and*
- Three IST deployments (to include actual IST deployments and deployment exercises) in a command and general staff position, *or*
- Three deployments in a Command and General Staff position on a Type III IMT or greater

V. Recommended Training

The Incident Support Team Leader should complete the following:

- All-Hazards IMT Course
- FEMA US&R Search Team Manager Training Course
- Wide Area Search Course (TEEX)
- INSARAG USAID Training
- ESF #9 Group Supervisor Course

IST LIAISON OFFICER

I. Functional Description

The IST Liaison Officer (LOFR) is a Senior US&R IST representative responsible to communicate and coordinate activities between the FEMA US&R IST and other disaster response entities such as the Incident Management Assistance Team (IMAT), the Regional Response Coordination Centers (RRCCs), State Emergency Management Agencies, etc. The IST Liaison Officer assists senior officials in making decisions regarding the appropriate use of ESF #9 resources required or assigned to the incident. The IST Liaison Officer also identifies issues that could affect the use of ESF #9 resources in the field and ensures that FEMA HQ and IST leadership in the field are kept informed and their concerns and issues are considered at the hosting entity.

Note: Candidates must meet the minimum requirements described in this section but selection to a rostered or alternate position is at the sole discretion of the US&R Branch Chief.

II. Description of Duties

The IST Liaison Officer is responsible for the following:

- Establishing contact with the IST Leader and / or US&R Branch for informal information exchange and updates
- Reporting to assigned worksite and making preliminary introductions.
- Identifying other ESF #9 co-lead agency personnel (such as those that follow) and conferring and identifying with operations and logistics section personnel regarding how ESF #9 issues will be integrated:
 - US Coast Guard (USCG) support team personnel
 - National Geospatial-Intelligence NGA Personnel
 - DOI / National Park Service Personnel
 - State agency responsible for management of tactical SAR resources
- Identifying other US&R liaison personnel necessary for ESF #9 coordination requirements such as additional US&R specialists
- Identifying other related ESFs that may require coordination for ESF #9 operations in the field
- Identifying how consolidated ESF #9 information will be collected, organized and submitted for reporting requirements.
- Making contact with IST Leaders assigned to staging or to the field and receiving briefs regarding their status, operational considerations, assignments, and support requirements and coordinating as required.
- Ensuring that resource, support, and other requests from the ISTs in the field are effectively communicated and coordinated for resolution.
- Identifying EMAC coordination personnel and coordinating the identification of SAR resources being activated through EMAC or those functioning in the area of operations
- Identifying strategic ESF #9 SAR issues that are identified and coordinated on location, facilitating ESF #9 planning input into the action plan, communicating information and ensuring that the IMAT action plan document is distributed to the IST in the field

- Identifying any strategic communications issues that are being developed at the IMAT, communicating to the ISTs in the field, and ensuring that US&R communications requirements and support in the field are effectively addressed in the IMAT
- Identifying Logistics Section Support to ESF #9 and US&R resources in the field and supporting, reacting to and troubleshooting resource transportation, movement, and logistical support as required
- Identifying DOD and National Guard Bureau capabilities in the IMAT:
- Identifying military SAR capabilities engaged or available
- Ensuring that fixed rotor wing support is assigned and available
- Identifying any strategic airspace management issues and operations being developed in the IMAT and serving as an advocate for the IST in the coordination of air support operations for US&R assets in the field
- Identifying any strategic companion animal management issues or operations being developed in the IMAT
- Identifying any strategic citizen and/or patient evacuation issues or operations being developed in the IMAT
- Identifying any public relations media issues
- Advising the NRCC ESF #9 desk and the US&R program office of any high priority, media-intensive or significant issues or requirements related to ESF #9
- Participating with the IST leaders in the field on the daily teleconference call with the US&R program office
- Assisting with ESF #9 demobilization planning and execution requirements

III. Required Training

The IST Liaison Officer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System (ICS-300)
 - Advanced Incident Command System (ICS-400)
 - FEMA IST Course *
 - S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Liaison Officer shall have the following minimum experience:

- Three IST deployments (to include actual IST deployments and deployment exercises) in a Command and General Staff position, *or*
- Three deployments in a Command and General Staff position on a Type III incident or greater

V. Recommended Training

The IST Liaison Officer should complete the following:

- All-Hazards Liaison Officer (L-956) or NWCG Liaison Officer PTB completion
- ESF #9 Group Supervisor

IST LOGISTICS SECTION CHIEF

I. Functional Description

The IST Logistics Section Chief reports to the IST Leader and provides facilities, services, equipment, and supplies to the IST and ESF #9 resources. The Logistics Section Chief participates in the development and implementation of the IST operational plan and activates and supervises the branches and units within logistics section.

II. Description of Duties

The IST Logistics Section Chief is responsible for the following:

- Supervising the IST logistics section and assigning personnel
- Notifying the IST resources unit of logistical sections that are activated, including the names and locations of assigned personnel and equipment
- Providing input to the IST OAP for the logistical requirements and needs for current and future operating periods
- Assembling and briefing logistical resources daily
- Ensuring that a Federal Accountability Officer is assigned to the IST
- Identifying services, support, and transportation requirements for current and expected ESF #9 operations
- Ensuring that functional logistical support plans are in place, including communications, medical, procurement, and transportation
- Participating in and providing input at each IST planning meeting
- Participating in each operational briefing and remaining prepared to brief resources on logistical issues
- Ensuring that security is provided for all ESF #9 personnel, facilities, and equipment
- Ensuring that current service and support information is provided to the IST planning section
- Estimating future service and support requirements of the IST/ESF #9 resources
- Coordinating all documents committing Federal funds with the IST finance/administration section
- Ensuring that sufficient food, potable water, and sanitation needs are provided for all ESF #9 resources
- Recommending the release of logistical resources in conformity with the demobilization plan
- Providing all aspects of property accountability and assisting with documenting lost, damaged, or destroyed property

III. Required Training

The IST Logistics Section Chief shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements

- Complete the following position-specific training requirements:
 - Intermediate Incident Command System (ICS-300)
 - Advanced Incident Command System (ICS-400)
 - FEMA Logistics Specialist Course
 - All-Hazards Logistics Section Chief (L-967) or NWCG Logistics Section Chief Course (S-450)
 - FEMA IST Course *
 - S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Logistics Section Chief shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either a Logistics Team Manager, *or*
- Three deployments as a Logistics Section Chief on a Type III IMT or greater.

V. Recommended Training

- NWCG Ground Support Unit Leader Course (S-355)
- All-Hazards Facilities Unity Leader (L-971) or NWCG Facilities Unit Leader Course (S- 354)
- All-Hazards Supply Unit Leader (L-970) or NWCG Supply Unit Leader Course (S-356)

IST MEDICAL OFFICER

I. Functional Description

The Medical Officer reports to the Logistics Section Chief (and when required to the IST Leader) and has the overall responsibility for the management and supervision of medical and health functions for the IST and deployed ESF # 9 resources. In this role, the IST Medical Officer coordinates closely with the IST Safety Officer and IST Hazardous Materials Technical Specialist.

II. Description of Duties

The IST Medical Officer is responsible for the following:

- Managing and supervising the medical function of the IST during incident operations
- Overseeing the health and medical function of deployed ESF #9 resources
- Coordinating/liaising with Federal, state, and local health and medical officials
- Coordinating/liaising with Federal, state, and local officials responsible for the recovery of human remains
- Participating in the planning process for development and implementation of the medical component of the IST operational action plan by submitting appropriate documentation
- Evaluating local medical and veterinary resources for their appropriateness and capability to provide advanced treatment to acutely ill or injured ESF #9 resources
- In conjunction with Federal, state, and local medical officials, establish hand-off procedures for victims encountered by ESF #9 resources
- Serving as a resource for task force medical team managers through the development, updating, and distribution of required documents
- Serving as a resource to Federal, state, and local officials on relevant health and medical issues
- Receiving and evaluating a copy of each task force's injury and illness reports every operational period, to identify patterns of illness or injury which may indicate a common threat to deployed resources
- Establishing resources for the re-supply of pharmaceuticals and medical supplies and equipment, in coordination with the Logistics Section Chief
- Assisting with the development of health and safety policies and procedures in coordination with the IST Safety Officer IST CBRNE/Hazmat Specialist or other specialist as required
- Attending and participating in all IST meetings and briefings as required
- Recommending the need to order additional medial resources to include IST veterinarian and Medical Unit Leaders as appropriate
- Coordinating the activities of the IST Veterinarian Specialist and Medical Unit Leader when activated
- Providing situation reports and maintaining records and reports
- Support IST Safety Officer efforts to develop and submit exposure reports

III. Required Training

The IST Medical Officer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Be a licensed physician who is emergency medicine residency- trained and/or Board-certified in emergency medicine and actively practicing clinical emergency medicine and having experience with pre- hospital medical care OR be a currently licensed physician with current ACLS, ATLS and PALS certification (or equivalent) whose medical activities include clinical medicine and or pre-hospital care
 - FEMA US&R Medical Specialist Course
 - FEMA IST Course *

* May be selected to position without this course; but to be deployable, individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Medical Officer shall have the following minimum experience:

- Three US&R deployments on missions that entail actual operations (exclusive of deployment exercises).

IST MEDICAL UNIT LEADER

I. Functional Description

The IST Medical Unit Leader reports to the IST Medical Officer and is responsible to assist the IST Medical Officer in providing medical support and direction to US&R Task Force Personnel assigned to the area of operations.

II. Description of Duties

The IST Medical Unit Leader is responsible for the following:

- Managing and supervising the medical function of the IST during incident operations
- Assist in development of the Incident Medical Plan (for incident personnel)
- Develop procedures for handling any major medical emergency involving incident personnel.
- Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel (as directed by the IST Medical Officer)
- May be assigned as a Forward Medical Observer
- Functions as a Medical Liaison for the Urban Search and Rescue system with other Federal, State and local Medical systems and responders.
- Gathers medical information concerning the response and provides medical intelligence for inclusion into all types of action plans and after action reviews.
- Coordinates transportation of ill and or injured incident personnel and US&R canine;
 - ensure that incident personnel patients are tracked as they move from origin, to care facilities, to final disposition;
- May be assigned by the Medical Officer to assist the following
 - Logistics section
 - Operations section
 - IST Veterinary Specialist
- Assist in processing all paperwork related to injuries or deaths of incident assigned personnel; and
 - coordinate personnel and mortuary affairs for incident personnel
 - Fatalities.
- Assists the IST Medical Officer in preparing the Post Medical Screening guidelines for the deploying IST and Task Force Members. (as warranted)

III. Required Training

The IST Medical Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:

- Intermediate Incident Command System (ICS-300)
- Meet all requirements of a task force Medical Specialist or Medical Team Manager
- Medical Unit Leader Course (S-359)

IV. Required Experience

The IST Medical Unit Leader shall have the following minimum experience:

- Five years of experience as a member of a task force medical team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as a member of the Medical Team (Medical Specialist or Medical Team Manager)

IST OPERATIONS SECTION CHIEF

I. Functional Description

The IST Operations Section Chief reports to the IST Leader and is responsible for all operations directly applicable to the urban search and rescue mission. This individual activates and supervises organization elements in accordance with the IST operations action plan and directs its execution. The IST Operations Section Chief also directs the preparation of operational plans, requests or releases resources, monitors operational progress, and makes expedient changes to the operations plan as necessary.

II. Description of Duties

The IST Operations Section Chief is responsible for the following:

- Coordinating IST ESF #9 operations with Federal, state, and local resources
- Interacting and coordinating with the IST Leader on achievements, issues, problems, significant changes, special activities, and significant events
- Participating in the planning process and completing documents required for the operations action plan
- Converting operational incident objectives into tactical work assignments for ISTs and other resources by submitting documentation in a timely manner
- Implementing the operational portion of the IST operational action plan
- Coordinating and consulting with the Planning Section Chief, Safety Officer, Medical, Structural, and Hazmat Technical Specialists to model scenarios for the selection of appropriate strategies to accomplish objectives
- Identifying kind and number of resources required to support selected strategies by utilizing an ICS-215 for each operational period
- Assembling and disassembling specialized resources to support ESF #9 operations
- Subdividing work areas into manageable units by recommending the use of branches, divisions, and/or groups
- Allocating resources based on strategy requirements
- Briefing and assigning IST operations section personnel each operational period
- Supervising the IST operations section and assigning personnel and resources
- Monitoring and requesting additional resources to support operations as necessary
- Evaluating and monitoring current situation for use in next operational period planning
- Keeping current information regarding IST operations section accomplishments and the next operational period needs from IST Branch Directors and IST Division/Group Supervisors
- Coordinating record keeping of pertinent information within assigned impact areas, including victim locations, hazardous materials and safety issues etc.
- Developing a recommended list of operation section resources to be demobilized and provides recommendations for the release when appropriate
- Assisting with development of long-range strategic, contingency, and demobilization plans

- Evaluating on-scene operations, making adjustments to organization, strategies, tactics, and resources as necessary

III. Required Training

The IST Operations Section Chief shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System NIMS ICS-300
 - Advanced Incident Command System NIMS ICS-400
 - Course work compliant to the NFPA 1006 Structural Collapse Technician level
 - FEMA US&R Structural Collapse Technician Course
 - All-Hazards Operations Section Chief (L-958) or NWCG Operations Section Chief (S-430)
 - FEMA IST Course *
 - S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Operations Section Chief shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R System serving in significant positions (e.g. program manager, TFR, deployed TFL, etc.), *and*
- Three deployments (to include actual task force deployments and deployment exercises) as either a Rescue Team Manager or Search Team Manager, *or*
- Three deployments as an Operations Section Chief on a Type III or greater IMT

V. Recommended Training

The IST Operations Section Chief should complete the following:

- All-Hazards Division/Group Supervisor (L-960) or NWCG Division/Group Supervisor (S-339)

IST PLANNING SECTION CHIEF

I. Functional Description

The IST Planning Section Chief is a member of the IST general staff and reports to the IST Leader. The Planning Section Chief (PSC) is responsible for the collection, evaluation and dissemination of information, through the development of documents as needed to understand the current situation, predict a probable course of incident events, and prepare alternative strategies. The PSC develops IST Operations Action Plan (OAP), strategic and demobilization plans, and required reports.

II. Description of Duties

The IST Planning Section Chief is responsible for the following:

- Supervising the IST planning section and assigned personnel
- Assigning personnel as required
- Establishing information requirements and reporting schedules for the IST planning unit
- Establishing special information collection activities as necessary (e.g., weather data, demographic information, etc.)
- Determining the need for any specialized resources in support of the incident (e.g., GIS)
- Providing input to the IST Leader, IST Operations Section Chief when preparing the IST operations action plan
- Developing the IST OAP, strategic, and demobilization plans
- Overseeing the collection, evaluation, and dissemination of information in US&R activities
- Assembling information on alternative strategies
- Providing periodic predictions regarding incident potential and/or duration
- Reporting any significant changes in incident status
- Compiling and displaying approved incident information
- Developing incident records and reports
- Maintaining and reporting status of assigned ESF #9 resources
- Collecting information and developing IST after-action reports
- Maintaining all appropriate situational and status displays
- Conducting IST planning meetings
- Planning, coordinating, and managing briefings
- Providing input and reviewing the IST planning section plan to develop the IST OAP
- Meeting moderate physical fitness requirement

III. Required Training

The IST Planning Section Chief shall adhere to the following:

- Meet all general administrative requirements

- Meet all general training requirements
 - Complete the following position-specific training requirements:
 - Intermediate Incident Command System (ICS-300)
 - Advanced Incident Command System (ICS-400)
 - FEMA Planning Team Training Course
 - All-Hazards Planning Section Chief (L-962) or NWCG Planning Section Chief (S-440)
 - FEMA IST Course *
 - S-420 Command and General Staff Course**
- * May be selected to position without but to be deployable individuals must complete the FEMA IST training course.
- ** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Plans Section Chief shall have the following minimum experience:

- Five years of demonstrated experience in the FEMA US&R system, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as a Plans Team Manager, *or*
- Three deployments as a Plans Section Chief on a Type III or greater IMT

V. Recommended Training

The IST Planning Section Chief should complete the following:

- All-Hazards Resource Unit Leader (L-965) or All-Hazards Position Specific Situation Unit Leader (L-964) or NWCG Resource Unit Leader (S-348) or NWCG Situation Unit Leader (S-346)
- All-Hazards Logistics Section Chief (L-967) or NWCG Logistics Section Chief Course (S-450)
- NWCG Status/Check-in Recorder (S-248)

IST POA/MOBILIZATION CENTER SPECIALIST

I. Functional Description

The Incident Support Team IST POA/Mobilization Center Specialist reports to the IST Logistics Section Chief and assists mobilization center officials to resolve coordination and logistics issues related to ESF #9 resources and operations.

II. Description of Duties

The IST POA/Mobilization Center Specialist is responsible for the following:

- Providing technical support to inbound and outbound ESF #9 resources
- Coordinating transportation, billeting, feeding, and supply needs of ESF #9 resources at the POA/Mob center
- Maintaining current ESF #9 resources at the mobilization center
- Serving as the primary contact for participating agencies at the mobilization involving ESF #9 resources
- Briefing ESF #9 resources upon arrival and departure
- Implementing the POA/Mob center portion of the demobilization plan

III. Required Training

The IST POA/Mobilization Center Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Logistics Specialist Course
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST POA/Mobilization Center Specialist shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as a Logistics Team Manager.

V. Recommended Training

The IST POA/Mobilization Center Specialist should complete the following:

- All-Hazards Logistics Section Chief (L-967) or NWCG Logistics Section Chief Course (S-450)
- NWCG Ground Support Unit Leader Course (S-355)

IST RESOURCE UNIT LEADER

I. Functional Description

The IST Resource Unit Leader reports to the IST Planning Section Chief and is responsible for maintaining the status of all resources assigned to the IST.

II. Description of Duties

The IST Resource Unit Leader is responsible for the following:

- Establishing and maintaining check-in functions of ESF #9 resources at the incident location
- Collecting and displaying information on all ESF #9 resources assigned to the incident, including current location and status of all assigned IST members
- Preparing records and reports
- Preparing organization assignment list and organizational chart
- Preparing appropriate portions of division/group assignment lists
- Maintaining master roster of all ESF #9 resources checked in at the incident
- Maintaining and posting the current status and location of all resources

III. Required Training

The IST Resource Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System NIMS ICS-300
 - FEMA Planning Team Training Course
 - All-Hazards Resource Unit Leader (L-965) or NWCG Resource Unit Leader (S-348)
 - FEMA IST Course *

IV. Recommended Training

The IST Resource Unit Leader should complete the following:

- NWCG Status/Check-in Recorder (S-248)
- All-Hazards Resource Unit Leader (L-965) or All-Hazards Position Specific Situation Unit Leader (L-964) or NWCG Resource Unit Leader (S-348) or NWCG Situation Unit Leader (S- 346)
- S-420 Command and General Staff Course

IST SAFETY OFFICER

I. Functional Description

The Incident Support Team Safety Officer reports directly to the Incident Support Team Leader and is responsible for developing measures for assuring personnel safety and accessing and/or anticipating hazardous and unsafe conditions. The IST Safety Officer also monitors and assesses the safety aspects of the incident support team during incident operations.

II. Description of Duties

The Incident Support Team Safety Officer is responsible for the following:

- Overseeing the health and safety of all incident support team personnel during day to day operations upon deployment
- Coordinating with incident support team members relative to the health, welfare, and safe operations of their assigned personnel
- Preventing injuries and illness of incident support team members and assigned ESF #9 members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures
- Attending planning meetings, conducting site safety analysis, completing required ICS documents for OAP, developing safety messages, and conducting safety briefings
- Coordinating with IST Medical Specialists, Haz-Mat Specialists, Structure Specialists, task force personnel, and other assigned Safety Officers to ensure that a comprehensive safety plan is established and monitored
- Establishing and enforcing the use of a personnel accountability system to be used during deployments
- Implementing immediate intervention of activities to prevent injuries and the loss of life
- Conducting incident/accident investigations with appropriate incident support team personnel under the direction of the Incident Support Team Leader
- Preparing post-incident injury/exposure reports and submitting them to the Incident Support Team Leader
- Monitoring the TF preparation and maintenance of entry permits, records, and reports
- Adhering to all safety policies and procedures

III. Required Training

The IST Safety Officer shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System NIMS ICS-300
 - Advanced Incident Command System NIMS ICS-400
 - FEMA US&R Task Force Safety Officer Course

- Course work compliant to the NFPA 1006 Structural Collapse Technician level
- FEMA US&R Structural Collapse Technician Course
- All-Hazards Safety Officer (L-954) or NWCG Safety Officer (S404)
- FEMA IST Course *
- S-420 Command and General Staff Course**

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

** May be selected to the position without but must complete within two years of assignment to an IST.

IV. Required Experience

The IST Safety Officer shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Task Force Safety Officer.

V. Recommended Training

The IST Safety Officer should complete the following:

- NWCG Command & General Staff (S-420)
- FEMA US&R Hazardous Materials Specialist Course

IST SITUATION UNIT LEADER

I. Functional Description

The IST Situation Unit Leader reports to the Planning Section Chief (PSC) and is responsible for the collection, processing, organizing, and displaying of all incident information as it relates to ESF #9 resources. The Situation Unit Leader is also responsible for the preparation of future projections of the incident and any approved intelligence information.

II. Description of Duties

The IST Situation Unit Leader is responsible for the following:

- Collecting and analyzing information pertaining to ESF #9 incident activities
- Preparing, posting, or disseminating resource and situation status information as required including special requests
- Conducting situation briefings at meetings and briefings as required by the PSC
- Assisting the IST Planning Section Chief in preparing IST OAPs, strategic plans, and after- action reports
- Coordinating with ERT Planning Section on all ESF #9 information requests
- Maintaining access to weather information services, integrating the information into the IST OAP
- Preparing situation status reports (ICS-209)
- Developing and maintaining master map(s) of the incident
- Maintaining maps of the incident in the common area of the ICP for all responders to view
- Providing the primary point of contact with IST GIS function
- Requesting and receiving GIS products to support mission planning function

III. Training Requirements

The IST Situation Unit Leader shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System (ICS-300)
 - FEMA US&R Plans Team Training Course
 - All-Hazards Situation Unit Leader (L-964) or NWCG Situation Unit Leader Course (S-346)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Situation Unit Leader shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a Plans Team Manager, *or*
- One deployment (to include actual task force deployments and deployment exercises) as a Plans Team Manager and one deployment as a Technical Information Specialist.

V. Recommended Training

The IST Situation Unit Leader should complete the following:

- NWCG Status/Check-in Recorder (S-248)
- All-Hazards Resource Unit Leader (L-965) or NWCG Resource Unit Leader (S-348)
- All-Hazards Division/Group Supervisor (L-960) or NWCG Division/Group Supervisor (S-339)
- S-420 Command and General Staff Course

IST STRUCTURES SPECIALIST

I. Functional Description

The Structures Specialist reports directly to the IST Planning Section Chief and is responsible for ensuring various structural assessments for the IST during incident operations.

II. Description of Duties

The Structures Specialist is responsible for the following:

- Assessing and documenting the structural conditions within the area of IST operations, which includes identifying structure types, specific damage, and structural hazards
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to US&R personnel, as well as maintaining documentation and progress reports
- Assisting in the development of IST action plans
- Working closely with IST Safety Officer to identify, evaluate, and document hazardous conditions and adhere to all safety procedures
- Cooperating with and assisting other search and rescue resources including other governmental agencies
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission
- Coordinating, developing, and maintaining monitoring plans for assigned structures while rescue and recovery operations are proceeding
- Assuming an active role in implementing approved structural hazard mitigation as a coordinator, designer, inspector, and possibly a supervisor
- Coordinating with participating Task Force Structures Specialists
- Supervising other IST Structural Specialist staff as required
- Making recommendations regarding staffing requirements

III. Required Training

The IST Structures Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA/USACE Structural Specialist Course (StS1)
 - FEMA/USACE Structural Specialist Course (StS2)
 - FEMA Structural Collapse Technician Course
 - Currently licensed as a Professional Engineer specialization in structures or equivalent as sanctioned by the FEMA US&R Technical Sub- committee
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST Structures Specialist shall have the following minimum experience:

- Possess a minimum of five years of experience in structure design and analysis to include evaluation of existing structures, field investigation, or construction observation experience

V. Recommended Training

The IST Structures Specialist should complete the following:

- Intermediate Incident Command System NIMS ICS-300
- FEMA US&R Heavy Equipment and Rigging Course

IST SUPPLY UNIT LEADER

I. Functional Description

Reports to the IST Logistics Section Chief and is responsible for requesting personnel, equipment, and supplies; and for receiving, issuing, storing, and maintaining inventory of supplies.

II. Description of Duties

The IST US&R Supply Unit Leader is responsible for the following:

- Establishes on-site requisition procedures.
- Determines the type and amount of supplies enroute.
- Arranges for receiving ordered equipment, supplies, and personnel.
- Distributes supplies, equipment, and personnel as requested.
- Develops and maintains an inventory and accountability system for supplies.
- Services non-expendable supplies and equipment.
- Identifies times and locations of delivery of supplies and equipment.
- Evaluates security needs of equipment and supplies.
- Coordinates all procurement activities with the IST Finance/Administration Section.
- Ensures Federal financial practices and procedures are followed.
- Prepares and implements a packing and shipping plan for demobilization.

III. Required Training

The IST POA/Mobilization Center Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - FEMA Logistics Specialist Course
 - Intermediate Incident Command System NIMS ICS-300
 - All-Hazards Supply Unit Leader (L-970) or NWCG Supply Unit Leader Course (S- 356)
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST POA/Mobilization Center Specialist shall have the following minimum experience:

- Five years of experience as a member of a task force logistics team, *and*
- Three deployments (to include actual task force deployments and deployment exercises) as a Logistics Team Manager.

V. Recommended Training

The IST US&R Supply Unit Leader should complete the following:

- All-Hazards Logistics Section Chief (L-967) or NWCG Logistics Section Chief Course (S-450)

IST US&R TECHNICAL SPECIALIST

I. Functional Description

The IST US&R Technical Specialist reports to the IST Planning Section Chief or to the IST position assigned. This individual provides technical assistance to local officials regarding the capabilities of ESF #9 resources.

II. Description of Duties

The IST US&R Technical Specialist is responsible for the following:

- Providing technical support and assistance to local officials regarding ESF #9 resources, requirements, and capabilities, primarily at an ICP, local EOC, or other appropriate response facility
- Providing informational reports to the IST planning section as required.
- Assists within the IST planning section as required.
- Communicates requirements and distribution of ESF #9 resources within the affected area to IST planning section

III. Required Training

The IST US&R Technical Specialist shall adhere to the following:

- Meet all general administrative requirements
- Meet all general training requirements
- Complete the following position-specific training requirements:
 - Intermediate Incident Command System NIMS ICS-300
 - Advanced Incident Command System NIMS ICS-400
 - FEMA IST Course *

* May be selected to position without but to be deployable individuals must complete the FEMA IST training course.

IV. Required Experience

The IST US&R Technical Specialist shall have the following minimum experience:

- Three deployments (to include actual task force deployments and deployment exercises) as a functional unit team manager (Plans, Rescue, Search, Logistics, Medical) and/or TFL.

V. Recommended Training

The IST US&R Technical Specialist should complete the following:

- NWCG Command & General Staff (S-420)
- All-Hazards Liaison Officer (L-956) or NWCG Liaison Officer PTB completion
- ESF #9 Group Supervisor Course
- S-420 Command and General Staff Course**