

APPENDIX A: TASK FORCE POSITION DESCRIPTIONS

I. Introduction

The primary mission of the National US&R Response System is the coordination, development, and maintenance of the Federal effort to provide resources to locate, extricate, and provide immediate medical treatment to victims trapped in collapsed structures, as well as to conduct other life-saving operations.

The Program Manager of each task force is responsible for the selection, training, equipping, mobilization, and deployment of the task force to respond to those situations as outlined in the National Response Framework. Those selected to become members of the National US&R Response System must be cognizant of the fact that the work performed requires the member to meet all physical requirements as determined by the Sponsoring Agency, to be available to mobilize on short notice, and to be capable of functioning for long hours in a physically challenging and austere environment often under adverse and arduous conditions.

To assist the Program Manager in meeting the objectives demonstrated above, the National US&R Response System has developed position descriptions and general requirements (Training and Administrative) that apply to each member. Position task books are under development. The Program Manager will ensure that each of these guiding documents is used to maintain the operational capability of the task force members.

II. General Administrative Requirements

The task force will do the following:

- Maintain a current memorandum of agreement with DHS/FEMA, as well as participating agency agreements, and/or affiliated personnel agreements, as applicable
- Maintain a file for each rostered member that includes the following completed forms:
 - Application for Federal Employment; Optional Form 612
 - Employee Data Transmittal Sheet (EDTS)
 - Appointment Affidavits; Standard Form 61
- Document each member's successful completion of a quantitative respiratory protection fit test required per 29 CFR 1910.134, as defined in Program Directive 2005-008
- Ensure that each member has maintains current inoculations, as defined in Program Directive 2005-008, unless medically contraindicated or refusal is documented

- Document that each member has a current Physician Clearance for Deployment document as defined in Program Directive 2005-00

III. **General Training Requirements**

Each member will do the following:

- Complete IS-33.xx FEMA Ethics Orientation **annually**. (.xx- represents the current calendar year version.) www.training.fema.gov/EMIWeb/IS
- Complete critical incident stress awareness training
- Complete IS-100 and IS-200, IS-700 and IS-800B on-line courses
- Complete the National US&R Response System Orientation course as part of the task force orientation
- Complete initial training at the first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120)
- Complete annual refresher training as required for first responder operations level for hazardous materials (OSHA 29 CFR, 1910.120).
- Maintain certification in cardiopulmonary resuscitation. Task force members currently licensed or certified as EMT (all levels) and licensed board-certified emergency physicians inherently meet this requirement.
- Complete respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete refresher training as required for respiratory protection training per OSHA 29 CFR 1910.134 (k)
- Complete the National US&R Response System WMD Enhanced Operations Course
- Complete NFPA 1670 awareness level training for the following:
 - Confined space rescue operations
 - Water rescue operations
 - Structural collapse operations
- Complete initial blood-borne pathogen training in accordance with OSHA 29 CFR 1910.1030