

# TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES

## POSITION DESCRIPTIONS

VOLUME. 1

REFERENCE NO. 1-02

- 1.01 All members of the Task Force must meet the Position Description requirements for their position on the team. FEMA, Texas A&M Task Force One and their Sponsoring Agency mandate position requirements.
- 1.02 The purpose of meeting these position requirements insures that the team and its members function as a coordinated, knowledgeable, capable, well trained unit with the ability to operate in a wide area of mission assignments, including hurricanes, tornados, floods, earthquakes, structural collapses, terrorist events, and WMD disasters, etc.
- 1.03 Descriptions and requirements will be updated from time to time. Members must keep abreast of these requirements and strive to meet them in the prescribed or desirable time frame. Members, who wish, may cross train and meet more than one Position Description.
- 1.04 Team Management Staff will review each member training records annually. Results for members that fail to meet the established training requirements will be forwarded to Task Force Leadership to be considered for movement to the development team or for separation from the Task Force.
- 1.05 The following are the Position Descriptions for each discipline on the Task Force:

## Canine Search Specialist

### Position Specific Requirements:

The Canine Search Specialist is primarily responsible for supporting the Search function with the canine resource. He/she is also responsible for the care and welfare of the canine during mission deployment. The Canine Search Specialist reports to the Search Team Manager.

### Description of Duties:

The Canine Search Specialist is responsible for:

- Searching disaster environments and locations indicated in the mission assignment, using appropriate canine search equipment and techniques
- Documenting results of the canine search, including locations of alerts, and routing them appropriately
- Understanding and accurately interpreting canine's behavior, including knowledge of the capabilities and limitations of search canines
- Care and welfare of their canine, including assisting the Medical Team in the canine's medical care
- Performing additional tasks or duties as assigned

## Communications Specialist

### Position Specific Requirements:

The Taskforce Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for their Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

### Description of Duties:

The Communications Specialist is responsible for:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
- The installation, operation, and maintenance of the task force communications systems, including: radio, satellite, telephone, internet, GPS's and networks during incidents

- Coordinating communications with other entities, task forces, and the Incident Support Team (IST) Communication Unit Leader
- Adhering to all safety procedures
- Accountability, preventive maintenance, and minor repairs of communications equipment
- Maintaining appropriate records and reports
- Maintaining the communications cache in an operational state at all times
- Developing requests for replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
- Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan
- Operate as an IST Communications Center Dispatcher

## HazMat Specialist

### Position Specific Requirements:

The Hazardous Materials Specialist is responsible for performing the various hazardous materials functions for the task force during incident operations. The Hazardous Materials Specialist reports directly to the Hazardous Materials Team Manager.

### Description of Duties:

The Hazardous Materials Specialist is responsible for:

- Providing an initial and ongoing survey (detection, monitoring and sampling) for, and identification of, the presence of hazardous materials at search and rescue sites
- Proficiency with the set up and use of the decontamination system in the US&R cache
- Directing decontamination procedures for any task force member victim, canine, or equipment
- Performing minor mitigation operations within the scope of the Hazmat Concept of Operations (CONOPS)
- Assisting Team Managers in providing information to personnel regarding chemical data and Personal Protective Equipment (PPE) compatibility and capability for tactical operations
- Document all related information regarding the incident
- Adhering to all safety procedures
- Properly utilizing the detection monitors and devices in the US&R cache
- Proficiency in donning and doffing all personnel protective equipment in the US&R cache

- Proficiency in building triage and US&R marking systems
  - Working with Logistics Team personnel to establish and maintain a regular maintenance schedule for hazmat cache items as required, including calibration, battery charging, function tests and field repair
  - Performing regular assessments of the base of operations for hazardous conditions, such as carbon monoxide from generators, or any other contaminants
  - Establishing and maintaining a liaison with hazmat personnel from the Incident Support Team (IST) and other task forces
- Performing additional tasks or duties as assigned during a mission

### HazMat Manager

#### Position Specific Requirements:

The Hazardous Materials (hazmat) Team Manager is responsible for managing the Hazmat functions of the task force and supervising the Hazardous Materials Specialists of the Task Force. The Hazardous Materials Team Manager reports directly to the Task Force Leader.

#### Description of Duties:

The Hazardous Materials Team Manager is responsible for:

- Developing and implementing the Hazmat component of the Task Force Tactical Plan.
- Coordinating, managing, and supervising all Hazmat activities.
- Providing input in the development of the safety plan in cooperation with Medical Team Manager and Safety Officers; and adhering to all safety procedures.
- Determining Hazmat organizational and logistical needs.
- Receiving briefings and situation reports and ensuring that all Hazmat personnel are kept informed of mission objectives and status changes.
- Providing situation updates and maintaining records and reports.
- Preparing deployment performance evaluations for assigned personnel.
- Ensure documentation of tasks completed in the Hazmat Specialist task book.
- Providing accountability, maintenance, and minor repairs for all issued equipment.
- Possessing knowledge of the practical application of available (detection, PPE and decon) technology used to support US&R Hazmat Concept of Operations (CONOPS).

## Heavy Equipment Rigging Specialist

### Position Specific Requirements:

The Heavy Equipment and Rigging Specialist is responsible for performing various assessments and construction-related liaison for the task force during incident operations. The Heavy Equipment and Rigging Specialist reports directly to the Rescue Team Manager.

### Description of Duties:

The Heavy Equipment and Rigging Specialist is responsible for:

- Ensuring the safety of Task Force members by assessing hazards at disaster sites pertaining to the operations of cranes and other heavy equipment
- Assessing the need for and capabilities of various types of construction-related equipment to assist task force personnel in US&R activities
- Assessing disaster site for safe and efficient location of cranes and other heavy equipment
- Preparing site for and assisting with positioning and setup of cranes and other heavy equipment
- Identifying various rigging techniques to assist in the rescue of victims or stabilization of collapsed buildings, including the development of rigging plans and procedures
- Interacting with and coordinating efforts between the task force personnel and heavy equipment operators, contractors and organized labor
- Adhering to all safety procedures
- Providing documentation to assist Task Force in procuring cranes and other heavy equipment, as well as maintaining daily logs
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned

## Logistics Specialist

### Position Specific Requirements:

The Logistics Specialist is responsible for ensuring the preparation and maintenance of the task force equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager.

### Description of Duties:

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, distribution, and maintenance of the Task Force equipment cache prior, during, and subsequent to mission assignments
- Coordinating with military and/or civilian officials for transportation needs
- Procuring equipment as directed by the Logistics Team Manager
- Ensuring accountability and security of the task force equipment cache
- Maintaining accurate and timely records and reports
- Adhering to all safety procedures
- Maintains and repairs the task force equipment cache
- Assist with over-all management of task force facilities and fleet
- Coordinate and direct Support Specialists
- Performing additional tasks or duties as assigned

## Logistics Manager

### Position Specific Requirements:

The Logistics Team Manager is responsible for the logistics function of the Urban Search and Rescue Task Force and supervising the Task Force Logistics Specialist, Communications Specialist, Support Specialist, and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.

### Description of Duties:

The Logistics Team Manager is responsible for:

- All duties and responsibilities of the Logistics Specialist
- Completion of all Task Force Transportation documents (cargo manifests, shipping declarations, bills of lading, etc.)
- Coordinating, managing, and supervising all logistical activities
- Maintaining accurate and timely records and reports
- Preparing performance evaluations for assigned personnel
- Ensuring accountability, maintenance, and repairs for all task force equipment
- Provide for operation and maintenance for all facilities and associated equipment
- Coordinate with IST Logistics Section on task force issues
- Management of task force transportation fleet
- Performing additional tasks or duties as assigned

## Medical Specialist

### Position Specific Requirements

The Medical Specialist is responsible for performing the medical function of the task force incident operation. The Medical Specialist reports directly to the Medical Team Manager.

The Medical Specialist is responsible for:

- The general health considerations of and delivery of medical care to all task force personnel, victims, and search dogs, while under the supervision of the Medical Team Manager, during disaster events
- Implementing the medical action plans specified by the Medical Team Manager
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission

## Medical Team Manager

### Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Medical Team Managers in the FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing, coordinating, and supervising the medical component in the urban disaster environment

## Planning Team Manager

### Position Specific Requirements:

The Task Force Planning Team Manager is responsible for planning aspects of the Task Force during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader

### Description of Duties:

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all planning component activities
- Determining the planning component organizational and logistics needs

- Receiving briefings and situation reports and ensures that all planning personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment
- Performing additional tasks or duties as assigned

### Rescue Specialist

#### Position Specific Requirements:

The Rescue Specialist is responsible for performing the rescue function of the Task Force incident operation. The Rescue Specialist reports directly to a Rescue Squad Officer.

#### Description of Duties:

The Rescue Specialist is responsible for:

- Implementing technical skills and operating equipment necessary for completing the rescue portion of the action plan
- Performing rescue operations under the direct supervision of a Rescue Squad Officer and providing periodic progress reports as needed
- The operation and routine field maintenance of rescue tools and equipment
- Ensuring accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying rescue tactics as needed

### Rescue Squad Officer

#### Position Specific Requirements:

The Rescue Squad Officer is responsible for supervising one or more Task Force Rescue Squad(s). The Rescue Squad Officer reports directly to the Rescue Team Manager.

#### Description of Duties:

The Rescue Squad Officer is responsible for;

- Directly supervising Rescue Squad(s) and other assigned personnel
- Implementing the rescue component of the Task Force Tactical Action Plan
- Determining organizational and logistical needs for the Rescue Squad(s) and work site
- Providing periodic progress reports to the Rescue Team Manager



- Maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Ensuring accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying rescue tactics as needed

## Rescue Manager

### Position Specific Requirements:

The Rescue Team Manager is responsible for managing and coordinating all operational functions of the task force. The Rescue Team Manager reports directly to the Task Force Leader.

### Description of Duties:

The Rescue Team Manager is responsible for;

- Assisting in the development and implementation of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all functional groups involved in rescue activities
- Determining rescue organizational and logistical needs
- Receiving briefings and situation reports and ensuring that all rescue personnel are kept informed of mission objectives and status changes
- Providing situation updates and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Performing additional tasks or duties as assigned
- Ensuring accountability and maintenance for all issued equipment
- Ensuring accountability of all assigned personnel
- Provide a mission specific Rapid Intervention Plan including personnel & equipment needs

## Safety Officer

### Position Specific Requirements

The Task Force Safety Officer is responsible for monitoring and assessing the safety aspects of the task force during training, exercises and incident operations. The Task Force Safety Officer reports directly to the Task Force Leader.

### Description of Duties:

The Task Force Safety Officer is responsible for:

- Overseeing all health and safety of all task force personnel during day to day operations, training and exercises as well as on deployment
- Coordinating with task force Team Managers relative to the health, welfare and safe operations of their assigned personnel
- Preventing injuries and illness of task force members through appropriate administrative and engineering controls of hazards including enforcement of safety policies and procedures
- Conduct site safety analysis, complete required ICS documents for IAP/TAP, develop safety messages and conduct safety briefings
- Work with Task Force Team Managers to establish acceptable entry conditions and appropriate personal protective equipment to be worn by personnel entering the hazard zone
- Establish and enforce the use of a personnel accountability system to be used during training, exercises and actual disaster deployments
- Immediate intervention of activities to prevent the loss of life and prevention of injuries
- Conduct incident/accident investigations with appropriate task force personnel under the direction of the Task Force Leader. Prepare post incident injury reports and submit them to the Task Force Leader
- Preparing and maintaining entry permits, records and reports
- Performing additional tasks or duties as assigned

### Search Team Manager

#### Position Specific Requirements:

The Search Team Manager is responsible for managing the search function of the task force and supervising the Canine Search Specialists and Technical Search Specialists. The Search Team Manager reports directly to the Task Force Leader.

#### Description of Duties:

The Search Team Manager is responsible for:

- Developing and implementing the search component of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all search and reconnaissance activities
- Participating in the oversight, administrative and operational control of the development, implementation and operational aspects of search component

training (Canine Search Specialists, Technical Search Specialists and Search Team Managers)

- Participating in the Canine Search Specialist evaluation process at the task force level
- Providing research and development input at the task force level for the implementation and evaluation of new technologies, equipment, tactics and skills as they pertain to the search component
- Land navigation and site mapping
- Determining search and reconnaissance operational, organizational and logistical needs
- Ensuring that all assigned personnel are kept informed of mission objectives and status changes to include briefings and debriefings
- Preparing performance evaluations for assigned personnel
- Providing situation updates, documenting and maintaining records and reports
- Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment
- Performing additional tasks or duties as assigned

### Structural Specialist

#### Position Specific Requirements:

The Structures Specialist is responsible for performing the various structural assessments for the task force during incident operations. The Structures Specialist reports directly to the Planning Team Manager.

#### Description of Duties:

The Structures Specialist is responsible for:

- Assessing the structural condition within the area of task force operations, which includes identifying structure types and specific damage and structural hazards
- Recommending the appropriate type and amount of structural hazard mitigation in order to minimize risks to task force personnel
- Provide input to task force tactical action plans as appropriate
- Cooperating with and assisting other search and rescue resources
- Providing accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission

- Monitoring assigned structure for condition changes while rescue and recovery operations are proceeding
- Assuming an active role in implementing approved structural hazard mitigation as a designer, inspector, and possibly a supervisor
- Coordinating and communicating the structural related hazard mitigation with US&R IST Structural Unit Leader
- Performing additional tasks or duties as assigned

## Task Force Leader

### Position Specific Requirements

The Task Force Leader is responsible for managing all aspects of a mission including operational and administrative issues from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising the task force management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports directly to the DHS/FEMA NRCC during the mobilization and demobilization phases of the mission and the IST at a mission location.

### Description of Duties:

The Task Force Leader is responsible for:

- Developing and implementing the Task Force Tactical Action Plan
- Addressing the coordination, management, and supervision of all TF activities
- Supervising the following positions:
  - o Search Team Manager
  - O Rescue Team Manager
  - O Medical Team Manager
  - o Logistics Team Manager
  - o Planning Team Manager
  - o Hazardous Materials Team Manager
  - o Safety Officer
- Ensuring the development of all TF organizational and logistical needs
- Interacting with the IST Leader and/or his/her designee for coordination of all TF activities and support requirements
- Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes

- Providing regular situation reports to the IST
- Providing regular reports to the Sponsoring Agency Chief
- Performing additional tasks and duties, as assigned during a mission
- Ensuring the completion of all the required reports and maintenance of records
- Ensuring incident stress management activities are planned and conducted
- Ensuring resource acquisitions are properly processed
- Preparing performance evaluations for assigned personnel
- Manage all demobilization and return to readiness issues
- Performing additional tasks or duties as assigned

### Technical Information Specialist

#### Position Specific Requirements:

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the Task Force during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

#### Description of Duties:

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function
- Creating, displaying, providing and compiling documentation for all pertinent Task Force and incident information via written, audio, and visual mediums
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment
- Performing additional tasks or duties as assigned

### Technical Search Specialist

#### Position Specific Requirements:

The Technical Search Specialist is responsible for performing the technical search function of the task force incident operation. The Technical Search Specialist reports directly to the Search Team Manager.

#### Description of Duties:

The Technical Search Specialist is responsible for:

- Searching structures in US&R environments or other locations indicated in the mission assignment, utilizing appropriate technical search equipment and techniques
- Documenting and marking locations of victims, potential victims and hazards
- Making assessments through the use of technical search equipment
- Land navigation and site mapping
- Cooperating with and assisting other search and rescue resources
- Providing accountability, maintenance, and minor repairs of all issued equipment
- Performing additional tasks or duties as assigned

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