

FEDERAL EMERGENCY MANAGEMENT AGENCY

***NATIONAL
URBAN SEARCH AND RESCUE
RESPONSE SYSTEM***

A Component of the National Response Plan
Emergency Support Function # 9



FEMA

**HAZARDOUS MATERIALS TEAM MANAGER
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Hazardous Materials Team Manager Position Description**

General Requirements

1. Must be able to meet the physical requirements of the sponsoring agency with or without accommodations.
2. Must be available on short notice to mobilize within six hours of request and be self-sufficient for at least 72 hours for a response assignment of up to 10 days in austere environments.
3. Must be capable of improvising and functioning for long hours under adverse conditions.
4. Must maintain current inoculations for Diphtheria/Tetanus (or Tetanus only if there is a contra-indication to Diphtheria), Hepatitis A & B, Measles/Mumps/Rubella (if born after 1957), and Polio.
5. Must be able to function safely at heights and on or around rubble.
6. Must be aware of the signs, symptoms and corrective measures of critical incident stress syndrome.
7. Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.
8. Must have a working knowledge of FEMA's US&R Response System, organizational structure, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
9. Must have successfully completed the First Responder Operations Level for Hazardous Materials as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.
10. Must be currently certified in America Heart Association (or equivalent) Cardiopulmonary Resuscitation - Basic Life Support.
11. Must have a working knowledge of the Incident Command System including successful completion of the IS-100, IS-200, IS-700 and IS-800 on-line courses.
12. Successful completion of the DHS/FEMA US&R Orientation Course or equivalent.
13. Successful completion of Respiratory Protection training and quantitative fit test per 29 CFR 1910.134
14. Successful completion of the DOJ Emergency Response to Terrorism, Basic Concepts or equivalent.
15. Successful completion of the FEMA/US&R WMD Enhanced Operations
16. Successful completion of Awareness Level training per NFPA 1670 including;
 - Confined Space Operations
 - Water Rescue Operations
 - Structural Collapse Operations

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17. Successful completion of GPS Awareness Level course (Garmin V or comparable)
18. Must understand the needs of and provide support to their counterparts within the task force for specific operations, techniques and application of tools and equipment.
19. Must possess training and experience in personal safety in US&R environments.
20. The authority having jurisdiction shall assure that the individual meets or exceeds the required knowledge, skills, and abilities (KSA's).

Position Specific Requirements

HAZARDOUS MATERIALS TEAM MANAGER

The Hazardous Materials (Haz Mat) Team Manager is responsible for managing the Haz Mat functions of the task force and supervising the Haz Mat 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 Haz Mat component of the WMD Task Force Tactical Plan.
- Coordinating, managing, and supervising all Haz Mat activities.
- Providing input in the development of the site safety plan and adhering to all safety procedures.
- Determining Haz Mat organizational and logistical needs.
- Receiving briefings and situation reports and ensuring that all Haz Mat personnel are kept informed of mission objectives and status changes.
- Providing situation updates and maintaining records and reports.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.
- Performing additional tasks or duties as assigned during a mission.
- Providing accountability, maintenance, and minor repairs for all issued equipment.

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Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Haz Mat Team Managers in the FEMA National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the Haz Mat component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities

Knowledge

The Haz Mat Team Manager:

1. Should possess all the qualifications for the Haz Mat Specialist position.
2. Must have knowledge of US&R operations, strategy, and tactics.
3. Must possess knowledge of the practical application of available technology used to support US&R missions and objectives.
4. Must have an awareness of the hazards associated with various disaster environments.
5. Must be able to recognize the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure.
6. Must successfully complete the FEMA/US&R WMD Considerations for Hazardous Materials Specialists.

Skills

The Haz Mat Team Manager:

1. Must be proficient in Haz Mat operations.
2. Must properly utilize the detection monitors and devices in the US&R cache
3. Must properly doff and don all personnel protective equipment in the US&R cache
4. Must be proficient with the set up and use of the decontamination system in the US&R cache
5. Must be proficient building triage and US&R marking systems

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Abilities

The Haz Mat Team Manager must be able to:

1. Work well with technical experts, local officials, and other organizations.
2. Improvise, share information, resolve conflicts, and solve problems.
3. Effectively communicate orally and in writing.
4. Manage and provide leadership to assigned personnel and support resources.
5. Coordinate and direct multiple Haz Mat squad operations.

General Operational Checklist

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- Receive notification of assignment and instructions from the initiating organization.
- Establish communications with the appropriate supervisor.
- Monitor mission-related information from local sources such as radio and television.
- Review the personal equipment checklist.
- Ensure that you have personal daypack, ear plugs, and warm clothes for flight.
- Report to the assigned Assembly Point at the prescribed time.
- Forward an accurate Responder Information Sheet to the Medical Team Manager.
- Complete check-in procedures to include medical screening.
- Ensure that you receive any appropriate issue of gear (radio, functional vest, etc.) pertinent to the position.
- Participate in task force briefings and meetings as requested.
- Carry out assignments as directed.
- Must not be under the influence of illegal substances or alcohol for the duration of the deployment.

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AT POINT OF DEPARTURE

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.
- ❑ Ensure that electronic equipment is turned off prior to boarding aircraft.

IN TRANSIT

- ❑ Review the FEMA US&R Field Operations Guide for information pertinent to your position description, operational checklist, operational procedures, and safety procedures.
- ❑ Monitor mission-related information from local sources such as radio and television.
- ❑ Review disaster related information, as it becomes available.
- ❑ Take advantage of available travel time for rest prior to arrival.
- ❑ Carry out assignments as directed.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.

ON-SITE OPERATIONS

- ❑ Ensure your physical readiness through proper nutrition, water intake, rest, and stress control techniques.
- ❑ Participate in the task force daily briefings and meetings as requested.
- ❑ Ensure use of all safety practices and procedures.
- ❑ Ensure proper equipment needs are met and equipment is operational prior to each work period.
- ❑ Carry out assignments as directed.
- ❑ Report any signs/symptoms of incident stress, injury, fatigue, or illness in yourself/coworkers to your immediate supervisor.
- ❑ Brief your shift replacement fully on all ongoing operations when relieved at work cycle rotations.
- ❑ Prepare appropriate reports (i.e. Unit Logs ICS-214, etc.).

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REASSIGNMENT/DEMOBILIZATION

- ❑ Participate in the task force daily briefings and meetings as requested.
- ❑ Prepare personal belongings for demobilization.
- ❑ Carry out assignments as directed.
- ❑ Ensure the return of all items issued to you during the mobilization phase.
- ❑ Upon return, participate in the task force mission critique and incident stress management activities.
- ❑ Submit comments to your supervisor for inclusion in the after-action reports. This should include reviewing pertinent position descriptions, operational checklists, and procedures for recommended changes.

Position Specific Operational Checklist

HAZARDOUS MATERIALS TEAM MANAGER

The purpose of this checklist is to define the duties and responsibilities of the Hazardous Materials Team Manager during mission operations. The list is intended to be a general summary of actions. It should be understood that:

- 1) Some required actions may not be listed, but must be identified and assumed by this position.
- 2) Some actions may be the primary responsibility of another task force position, but may require assistance and coordination from this position.
- 3) The actions are listed in a general chronological order, but may require deviation.

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- ❑ Establish contact with and brief assigned personnel.
- ❑ Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment.
- ❑ Identify and initiate any logistical requirements for assigned personnel and equipment.
- ❑ Coordinate activities of the Haz Mat Team during the mission.
- ❑ Maintain the organizational structure and accountability of the Haz Mat Team throughout all phases of the mission.

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AT POINT OF DEPARTURE

- Ensure that assigned personnel are adequately briefed and understand:
 - Individual and team performance expectations.
 - Team problem-solving processes.
 - Methods for establishing and changing Task Force priorities.

IN TRANSIT

- Attend Task Force management meetings and planning sessions as they are conducted.
- Monitor the health and welfare of assigned personnel and report any exceptions to the Task Force Leader

ARRIVAL AT MOBILIZATION CENTER

- Identify cache supplies and equipment that should receive priority for initial movement to the assigned area and coordinate with the Logistics Team Manager.
- Supervise assigned personnel in departure to the assigned jurisdiction or the incident site.

ON-SITE OPERATIONS

- Begin overall assessment process to determine:
 - Functional requirements and immediate needs.
 - Work schedules for extended operations.
 - Rest and rotation periods for personnel.
 - Adequacy of support facilities.
- Assign Haz Mat Team personnel to assist in search and reconnaissance operations as required.
- Participate in the development of the Task Force action plan.
- Coordinate with other Task Force managers to discuss objectives and any personnel assignments.
- Ensure proper Haz Mat work site control:
 - Establish hazard zone(s).
 - Establish operational work area.
 - Establish refuge areas.
 - Use command vests.
- Ensure effective Haz Mat site safety:

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- Conduct hazard assessment and mitigation - site safety plan.
 - Identify and convey to subordinates the emergency signaling procedures.
 - Plan contingencies for rescuing task force personnel.
 - Establish personnel escape plan.
 - Provide input to the Safety Officer to ensure that the health and welfare needs of Task Force members are addressed, including hydration, sanitation, and nutrition.
 - With the Safety Officer, monitor and assess fatigue and stress of Task Force members.
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- Evaluate ongoing team operations for effectiveness and modify as appropriate.
 - Ensure the integration of medical personnel in Haz Mat operations for medical intervention and stabilization of victims prior to extrication.
 - Resolve any coordination, communications or personnel problems within the team.
 - Provide periodic progress reports to the Task Force Leader of accomplishments or conflicts. Identify the completion of assignment and availability of resources.
 - Submit all daily records and reports to the Planning Team Manager.

REASSIGNMENT/DEMOBILIZATION

- Review the status of the current team assignment and advise the Task Force Leader.
- Notify the Logistics Team Manager of any operational equipment losses and potential maintenance requirements of tools and equipment assigned to the Haz Mat Team.
- Prepare Haz Mat Team input for a Task Force post-incident team meeting. This should include, but not limited to, team accomplishments and issues.

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Appendix A

Technical Rescue Skill Sets

Minimum skill set recommendations for Task Force Personnel who enter the hazard zone, i.e. forward deployment:

- General Requirements of NFPA 1670
- Rope Rescue awareness per NFPA 1670*
- Trench Rescue awareness per NFPA 1670
- Confined Space Rescue awareness per NFPA 1670
- Structural collapse awareness, NFPA 1670, 1006
- Duties of the Entrant per 29 CFR 1910.146
- * Additional Required Rope Rescue skills;
 - Safety considerations during rope rescue operations
 - Characteristics of life safety rope and webbing
 - Application of rope rescue hardware specific to a lowering operation
 - Application of rope rescue hardware and software specific to a belay line
 - Assemble and apply a Class III harness
 - Assemble and apply a "Hasty Harness"
 - Tie a Simple Figure eight knot
 - Tie a Figure Eight follow-through knot
 - Tie an overhand follow-through with webbing
 - Attach a prussic loop to a rope
 - Be familiar with anchor systems
 - Be familiar with raising and lowering systems
 - Proficiency at attaching yourself to, and participating in a raising or lowering system
 - Proficiency at descending and ascending a fixed line, low angle