

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



**FEMA**

**LOGISTICS TEAM MANAGER  
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System  
Logistics 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 equivalent)
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**

**LOGISTICS TEAM MANAGER**

The Logistics Team Manager is responsible for managing 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 plus:
- Completion of all Task Force Transportation documents (cargo manifests, shipping declarations, bills of lading, etc.)
- Coordinating, managing, and supervising all logistical activities.
- Ensuring that all assigned personnel are kept informed of status changes.
- Maintaining accurate and timely records and reports.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.
- Ensuring accountability, maintenance, and repairs for all task force equipment.
- Provide for Operation and Maintenance for all facilities and associated equipment.
- Ensure compliance with all health and safety regulations.
- Coordinate with IST Logistics Section on task force issues.
- Management of task force transportation fleet.
- Performing additional tasks or duties as assigned.

## ***National Urban Search & Rescue Response System*** **Logistics Team Manager Position Description**

### **Position Requirements and Criteria**

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

- Knowledge
- Skills
- Abilities

### **Knowledge**

The Logistics Team Manager must:

1. Demonstrate an understanding of the development and use of integrated action planning concepts and processes.
2. Have a working knowledge of US&R forms, documents, and reports.
3. Demonstrate a thorough knowledge of, information collection and recording, communications systems, and equipment management procedures.
4. Demonstrate a thorough knowledge of US&R operations, strategy, and tactics.
5. Qualified to perform the duties of a shipper of dangerous goods as directed in CFR Title 49, AFMAN 24-204 (I), and IATA.

### **Skills**

The Logistics Team Manager shall possess the following skills;

1. Be capable of properly filling out all required documents including; passenger manifest, shipping declarations and bill of lading.
2. Be capable of securing US&R equipment cache to transportation assets for over the road deployment.
3. Properly ordering, receiving, distributing and managing complete US&R equipment inventory.
4. Be capable up setting up and managing a US&R base of operations including a forward equipment staging area.
5. Be knowledgeable in the application of available technology to support US&R operations, computer programs, databases, etc.
6. Must be capable of supervisory and personnel management practices.

### **Abilities**

The Logistics Team Manager must:

1. Be able to improvise, resolve conflicts, and solve problems.
2. Be able to manage assigned personnel, specialized equipment, and local support resources during disaster situations.
3. Be able to effectively communicate verbally and in writing.

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Logistics Team Manager Position Description**

**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.

**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.

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**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.).

**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.

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**Position Specific Operational Checklist**

**LOGISTICS TEAM MANAGER**

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

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

**Upon Activation/At Task Force Assembly Point**

- Review Task Force Mobilization manual.
- 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.
- Review pertinent equipment cache readiness status (Fuel, Pharmacy cache, etc).
- Coordinate activities of the Logistics Team during the mission.
- Maintain the organizational structure and accountability of the Logistics Team throughout all phases of the mission.

**At Point of Departure**

- Ensure that assigned personnel are briefed and understand assignments.
- Ensure that non-cached items are obtained through pre-established procedures.
- Ensure completion of Shippers declaration of dangerous goods (by certifying official).
- Assemble the following items (current):
  - 4 copies of the cache inventory
  - Maintenance manuals
  - List of cache weights and cube
  - Military PAX manifest and TPFDDL
  - Equipment accountability system
  - Shipper's declaration of dangerous goods and other required Transportation documents (MSDS, CAA, DOT E, ERG, canine waiver, etc)
- Supervise the movement of equipment.

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**In Transit**

- Discuss and coordinate anticipated logistical requirements with the TFL and Logistics Specialist prior to arrival.
- Monitor health and welfare of assigned personnel and report any exceptions to the Task Force Leader

**Point of Arrival**

- Make contact with IST POA/Mob Specialist.
- Supervise the movement of equipment.
- Prepare priority cache supplies and equipment for movement to the assigned area.
- Assist in the selection of BoO.
- Supervise assigned personnel during all mission phases.

**On-Site Operations**

- Coordinate logistical needs with IST Logistics Section Chief.
- Implement a property accountability system.
- Supervise the unloading, sorting, and set-up of the equipment cache.
- Coordinate with the IST the transportation method to and from the BoO to operational site(s).
- Establish the equipment cache area within the BoO, to include:
  - Ensure the environmental protection of appropriate supplies and equipment.
  - Coordinate the appropriation of necessary supplies and equipment.
  - Ensure that equipment and tools are ready for operation.
  - Ensure that security is provided for the equipment cache. Coordinate with Medical Team Manager to ensure security and accountability of controlled medical drugs.
  - If necessary, divide the equipment cache for efficient operations (i.e., forward cache, rapid deployment pallet, etc.).
- Keep the TFL apprised of any accomplishments or conflicts, supply deficiencies, or equipment malfunctions.
- Begin overall assessment process to determine:
  - Functional requirements and immediate needs
  - Adequacy of support facilities;
- Participate in development of Task Force Tactical Action Plan.
- Assist the Planning Team Manager in preparing demobilization plans and coordinates with IST POA/Mob Specialist.
- Submit all daily records and reports to the Planning Team Manager.

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**Reassignment/Demobilization**

- Coordinate on-site supply deficiencies with IST Logistics Section Chief.
- Coordinate equipment and supplies left on the incident with IST Logistics Section Chief (obtain written documentation).
- Submit all reports of equipment damage and loss to IST Logistics Section Chief. Maintain signed copies for documentation and reimbursement.
- Provide input to demobilization process and coordinate with IST POA/Mob Specialist.
- Supervise the breakdown and policing of the task force Base of Operation area.
- Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement.
- Track and maintain a listing of potential maintenance requirements of all tools and equipment.
- Recommend to the Planning Team Manager equipment rehabilitation requirements after demobilization.
- Collect all data for a Task Force after-action team meeting.