

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**LOGISTICS SPECIALIST
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Logistics Specialist 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 SPECIALIST

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.

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 (when staffed).
- Performing additional tasks or duties as assigned.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the DHS/FEMA US&R Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the Task Force in the urban disaster environment.

The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities

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Knowledge

The Logistics Specialist must:

1. Have practical knowledge of the terminology and capabilities of all items in the equipment cache.
2. Have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the DHS/FEMA US&R Property Accountability System.
3. Be familiar with the weights and volumes of the cache, military and civilian air cargo regulations, equipment fuel requirements, and the environmental limitations of sensitive equipment and supplies.
4. Must be trained as a Handler and Packer (non-certifying official) per transportation requirements and regulations – Air and Ground (i.e. IATA, Title 49 CFR, AFMAN 24-204, DOT, etc).
5. Be familiar with requirements and techniques for food handling in the disaster environment.
6. Completion of the DHS/FEMA Logistics Specialist Course.

Skills

The Logistics Specialist shall be able to;

1. Operate a powered industrial truck in compliance with 29 CFR 1910.178 OSHA requirements for operation of forklifts.
2. Properly load and secure the US&R equipment cache for over the road deployment
3. Properly complete all shipping papers including PAX Manifest, Hazardous Declarations, Bills of Lading etc.
4. Set up a task force base of operations

Abilities

The Logistics Specialist must:

1. Have mechanical aptitude and be able to maintain and perform equipment repairs.
2. Provide accurate records and timely reports
3. Be able to effectively organize and plan during crisis situations
4. Be able to communicate effectively verbally and in writing.

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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.).
- ❑ 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 SPECIALIST

The purpose of the checklist is to define the duties and responsibilities of the Logistics Specialist during a mission assignment. 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

- Obtain non-cached items through pre-established procedures.
- Review the Logistics Specialist Support Kit which includes:
 - 4 copies of the cache inventory
 - Maintenance manuals
 - List of cache weights and cube
 - Military PAX manifest and TPFDDL
 - 2 copies of the Property Accountability procedures
 - Equipment accountability system
 - Shipper's declaration of dangerous goods and other required Transportation documents (MSDS, CAA, DOT E, ERG, canine waiver, etc)
- In conjunction with the Logistics Team Manager, coordinate the transfer and loading of the equipment cache for Air or Ground movement to the POD.

At Point Of Departure

- Coordinate the movement and loading of equipment with civilian airport authorities, military aerial port personnel, Aircraft loadmasters, and cargo handlers. Obtain and maintain copies of all manifests, documents and Load plans.
- Provide copies of canine waiver letters, shipping declarations, equipment inventory, personnel manifest, etc. to the aircraft loadmaster and aerial port personnel.

In Transit

- Discuss and coordinate anticipated logistical requirements with the Logistics Manager prior to arrival.
- See general operational checklist

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Point of Arrival

- ❑ Coordinate the off-loading and security of personal gear and task force equipment.
- ❑ Coordinate the movement and transportation of the cache to the assigned jurisdiction or incident site.

On-Site Operations

- ❑ Track location and availability of special tools and equipment.
- ❑ Coordinate and manage the unloading, sorting, and set-up of the equipment cache.
- ❑ Establish the equipment cache area within the BoO to include:
 - Environmental protection of appropriate supplies and equipment.
 - Coordinate the appropriation of necessary supplies and equipment.
 - Provide security for the equipment cache.
 - Establish work area for receiving, distribution, maintenance and repair of equipment and tools.
- ❑ Ensure equipment and tools are ready for operation.
- ❑ Provide regular updates to the Logistics Team Manager.

Reassignment/Demobilization

- ❑ Assist with the breakdown of the task force Base of Operations area.
- ❑ Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement.
- ❑ Coordinate and manage the packaging, movement, and loading of the equipment cache
- ❑ Report and document losses or potential maintenance requirements of all tools and equipment to the IST.
- ❑ Identify cache rehabilitation and resupply requirements to the Logistics Team Manager.