

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**MEDICAL TEAM MANAGER
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Medical 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

MEDICAL TEAM MANAGER

The Medical team Manager has overall responsibility for the management and supervision of the medical function of the task force during incident operations. The Medical Team Manager reports directly to the Task Force Leader.

The Medical Team Manager is responsible for:

- Developing and implementing the medical component of the Task Force Tactical Action Plan.
- Directly supervising the Medical Specialists.
- Assisting in the development of all safety procedures in coordination with the Task Force Safety Officer and Task Force Hazardous Materials Specialist.
- Coordinating, managing, and supervising of all medical activities.
- Determining the medical organizational and logistics needs.
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes.
- Providing situation reports and maintaining records and reports.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.
- Directing medical care delivery to task force personnel, search dogs, and victims.
- Ensuring a continuum of medical care and coordinating interaction with all appropriate outside medical entities.
- Accountability, maintenance, and minor repairs for all issued equipment.
- Performing additional tasks or duties as assigned during a mission.

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

- Knowledge
- Skills
- Abilities

Knowledge

The Medical Team Manager:

1. Must be a currently licensed physician who is emergency medicine residency-trained and/or Board-certified and actively practicing clinical emergency medicine and having significant experience with pre-hospital medical care.

- OR -

2. Must be a currently licensed physician with current ACLS, ATLS, and PALS certification (or equivalent) whose day-to-day medical activities include regular and substantial clinical emergency medicine and pre-hospital medical care.
3. Must have a general knowledge and understanding of medical conditions common to US&R incidents such as lacerations, fractures, shock, crush injury and crush syndrome, burns, penetrating and blunt trauma, head injuries, respiratory embarrassment, hyper/hypothermia, and infections. They must also have experience treating common medical emergencies, eye injuries, minor orthopedic injuries, etc.
4. Must possess and awareness of other disaster organizations.
5. Must have knowledge of US&R operations, strategy, and tactics.
6. Must have an awareness of the hazards associated with the various disaster environments.
7. Must be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure.
8. Must be knowledgeable about the development and use of integrated action planning concepts and processes.
9. Must have a knowledge of supervisory and personnel management skills.
10. Must have successfully completed the FEMA/US&R Medical Team Training Course.
11. Must have successfully completed the FEMA/US&R WMD Considerations for Medical Specialists course.

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Skills

The Medical Team Manager:

1. Must demonstrate proficiency at the technical rescue skill sets identified in Appendix A

Abilities

The Medical Team Manager:

1. Must be able to be flexible, improvise, share information, resolve conflicts and solve problems.
2. Must possess good interagency coordination skills; work well with technical experts, local officials, and other organizations.
3. Must have the ability to effectively communicate orally and in writing.
4. Must be able to manage assigned personnel, specialized equipment, and support resources during a disaster situation.

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

MEDICAL TEAM MANAGER

The purpose of the checklist is to define the duties and responsibilities of the Medical Team Manger during a mission assignment. The list is intended to be a general summary of actions. It should be understood that;

1. Some required actions might 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 necessitate deviation as required.

UPON ACTIVATION/AT TASK FORCE ASSEMBLY POINT

- ❑ Establish contact with and brief assigned personnel.
- ❑ Ensure your federal credentials (FEMA and NDMS Badges) are accounted for.
- ❑ Provide notification to NDMS of Task Force activation and roster of names of medical Team members. This information is to be faxed to NDMS. NDMS Special Forms 61 and 61-B shall also be completed by Medical Team members and forwarded to NDMS in the same manner.
- ❑ Identify and initiate any logistical requirements for assigned personnel and equipment.
- ❑ If possible, determine site conditions, incident magnitude, prevailing endemic conditions, and necessary resource requirements. These information items may be channeled through the NRCC,

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as it becomes operational. This may require consulting nationally with recognized experts, e.g., the Centers for Disease Control, medical colleges or teaching hospitals, regional poison centers, etc. to determine unusual or site-specific medical conditions and treatment considerations.

- ❑ Maintain the organizational structure and accountability of the Medical Team throughout all phases of the mission.
- ❑ Coordinate activities of the Medical Team during the mission.
- ❑ Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment.

AT POINT OF DEPARTURE

- ❑ Ensure that assigned personnel are adequately briefed on and understand:
 - Individual and team performance expectations.
 - Team problem-solving processes.
 - Methods for establishing and changing task force priorities.
- ❑ Ensure prescribed medical coverage is provided the task force.
- ❑ Ensure that Medical Team members have appropriate federal credentials.
- ❑ Set up and staff the medical check-in station and the medical trouble desk to fully assess the deploying task force personnel.
- ❑ Ensure that task force members have cleared the Medical Check-In station and that all associated paperwork has been filed appropriately.
- ❑ Designate a Medical Team member who is responsible for insuring controlled medication accountability and medical logistics issues.
- ❑ Ensure that all medical equipment and medications are packed in deployable containers and that medications have been organized into backpacks, site boxes, etc., as planned (see cache management handbook).
- ❑ Obtain the physician's medical pack and maintain its availability throughout the course of the mission. Ensure the same of other task force members.
- ❑ Ensure that the priority medical cache is included on the task force priority cache pallet.

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IN TRANSIT

- ❑ Ensure appropriate medical coverage for the task force is maintained.
- ❑ Discuss and coordinate anticipated medical logistical requirements (i.e., medical oxygen, compressed gases, fuels, etc.) with the Task Force Leader and Logistics Specialist, prior to arrival at the mobilization Center.
- ❑ Ensure the Safety Officer and Logistics Specialist provided the task force with adequate food and water prior to arrival at the Mobilization Center.
- ❑ Attend task force management meetings and planning sessions as they are conducted.
- ❑ Monitor the task force for injury/illness during this phase of the activation.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Ensure appropriate medical coverage for the task force is maintained.
- ❑ Identify cache supplies and equipment that should receive priority for initial movement to the assigned area.
- ❑ Assess and determine the availability of resources for identified logistical requirements in conjunction with the Logistics Specialist.
- ❑ Clarify procedure for obtaining identification measures necessary for Medical Team to operate at incident site.
- ❑ Establish liaison with IST Medical Officer.
- ❑ Participate in briefing by IST and local officials to establish medical/EMS liaison. Obtain pertinent medical and health information and assemble medical Team for general mission briefing from Task Force Leader and other appropriate officials.
- ❑ Conduct the medical portion of the general task force briefing by Task Force Leader.
- ❑ Supervise assigned personnel in departure to the assigned jurisdiction or the incident site.

ON-SITE OPERATIONS

- ❑ Perform a general need assessment and locate available resources. Convey any information to the Task Force Leader indicating the need for additional resources or specialized medical capabilities.
- ❑ Begin overall assessment process to determine:
 - Functional requirements and immediate needs.
 - Work schedules for extended operations.

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- Rest and rotation periods for Task Force members.
 - Adequacy of support facilities.
 - Evaluate general sanitation issues (potable water, toilets, food prep, etc.)
- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
 - Appropriateness and effectiveness of tactics.
 - Assessment of equipment shortages, needs, and implications to tactics effectiveness.
 - 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 in Task Force members.
 - Assessment of signs of extended incident stress in Task Force members.
 - Monitor on-site coordination with other functions within the Task Force, other rescue teams, and local officials.
 - Provide direct medical care, as appropriate and medical control for the Medical Team.
 - Provide direct guidance to Task Force Leaders and managers on health care issues affecting the task force. In conjunction with the Safety Officer, compile and analyze all injury and illness reports, looking for trends or patterns suggesting disease or safety problems.
 - In conjunction with the Safety Officer, ensure that effective safety protocols are issued, explained, and monitored for compliance.
 - Evaluate the capacity of assigned resources to complete the assignment and facilitate resupply.
 - Coordinate with other task force managers to discuss objectives and any personnel assignments.
 - Resolve any coordination, communications, or personnel issues with the Medical Team.
 - Provide the Task Force Leader with periodic progress reports that identify accomplishments or potential conflicts. Identify the availability of medical resources.
 - Provide briefing for shift replacement that includes all current incident data and Task Force member evacuation protocol, when relieved.
 - Ensure the completion of all Patient Care Forms for treatment of patients and in conjunction with the Safety Officer, ensure completion of appropriate Worker's Compensation Forms for treatment of task force member.
 - Participate in development of Task Force Tactical Action Plan.
 - Submit daily summary reports and appropriate forms to the Planning Team Manager.
 - In the event of serious injury or death of a task force member, verify the identity of the victim and follow task force personnel death procedures.

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REASSIGNMENT/DEMOBILIZATION

- ❑ Ensure that appropriate medical coverage for the task force is maintained.
- ❑ Review the current status of the task force's operational readiness and provide the Task Force Leader a medical opinion on whether personnel are physically and psychologically fit to accept another operational assignment.
- ❑ Make arrangements for incident stress defusing as indicated during the demobilization. A mandatory task force incident review and stress defusing session should be conducted after the last operational period and/or Base of Operations demobilization, but prior to the final leg of transportation home.
- ❑ Coordinate appropriate follow up care for any task force member treated by the Medical Team.
- ❑ Notify the Logistics Specialist of any operational equipment loss and potential maintenance requirements of tools and equipment assigned to the Medical Team.
- ❑ Ensure that follow up medical care is arranged for any injured and/or ill task force member.
- ❑ Prepare a Medical Team consensus for a task force post-incident team meeting. This should include but not limited to noting team accomplishments and issues for dissemination to all task force members.

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
- Rope Rescue awareness plus, NFPA 1670, 1006 *
- Trench Rescue awareness per NFPA 1670
- Confined Space Rescue awareness per NFPA 1670
- Duties of the Entrant per 29 CFR 1910.146
- Structural collapse awareness, NFPA 1670, 1006
- * Rope Rescue additional skills:
 - Safety considerations during rope rescue operations
 - Characteristics of rescue 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