

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**PLANNING TEAM MANAGER
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Planning 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

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

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

PLANNING TEAM MANAGER

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

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;
- Adhering to all safety procedures;
- 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 (FEMA Form 90-106) for assigned personnel;
- Providing accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned during a mission.

Position Requirements and Criteria

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

- Knowledge
- Skills
- Abilities

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

Knowledge

The Planning Team Manager must:

- Have an awareness of other disaster organizations;
1. Be knowledgeable about the development and use of integrated action planning concepts and processes;
 2. Have a general knowledge of hazardous materials response functions and defensive techniques, heavy equipment and rigging techniques, information collection and recording, building construction, communications systems, and equipment management procedures;
 3. Be knowledgeable of US&R operations, strategy, and tactics;
 4. Have an awareness of the hazards associated with the various disaster environments;
 5. Be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure; and
 6. Have knowledge of supervisory and personnel management skills.
 7. Have successfully completed ICS-300 course
 8. Have successfully completed the FEMA/US&R Planning Team Training course.
 9. Have knowledge of the Garmin V GPS and Map Source software program.

Skills

The Planning Team Manager must:

1. Be proficient at development of the Task Force Tactical Action Plan as part of the Operational Action Plan.
2. Be proficient at the use of the Garmin V (or comparable) GPS and Map Source software.
3. Possess good interagency coordination skills.

Ability

The Planning Team Manager must have:

1. The ability to work well with technical experts, local officials, and other organizations;
2. The ability to be flexible, to improvise, resolve conflicts, and solve problems;
3. An ability to manage assigned personnel, specialized equipment, and local support resources during disaster situations; and
4. The ability to effectively communicate orally and in writing.

**National Urban Search & Rescue Response System
Planning 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.

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

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.

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

Position Specific Operational Checklist

PLANNING TEAM MANAGER

The purpose of this checklist is to define the duties and responsibilities of the Task Force Planning Team Manager 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

- 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
- Review pertinent equipment cache readiness status
- Coordinate activities of the Planning Team during the mission
- Maintain the organizational structure and accountability of the Planning Team throughout all phases of the mission

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

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

In Transit

- Discuss and coordinate anticipated logistical requirements with the TFL prior to arrival at the Mobilization Center

Arrival at Mobilization Center

- Supervise assigned personnel in departure to the assigned jurisdiction or the incident site
- Assess and determine the availability of resources for identified logistical requirements in conjunction with the Logistics Team Manager
- Attend initial briefing with local authority/IST

On-Site Operations

- Establish Task Force reporting requirements and planning cycle
- Ensure that each Planning Team gathers site-specific incident information (building plans, hazardous material information, local construction, etc.)
- Reassign Technical Specialists, as directed
- Oversee development of Task Force Tactical Action Plan
- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
 - Appropriateness and effectiveness of meeting tactical objectives.
 - Assessment of equipment shortages, needs, and implications to tactics effectiveness
 - Monitor on-site coordination with other functions within the task force, other rescue teams, and local officials
- Evaluate the capacity of assigned resources to complete the assignment and order additional resources if needed
- Coordinate with other task force managers to discuss objectives and any personnel assignments
- Provide periodic progress reports to the TFL of accomplishments or conflicts
- Compile all daily records and reports

Reassignment/Demobilization

- Notify the Logistics Specialist of any operational equipment loss and potential maintenance requirements of the Planning Team
- Review the status of the current team assignment and advise the Task Force Leader whether continued effort is warranted
- Prepare the Planning Team input for a task force post-incident team meeting
- Compile all documentation necessary for the Task Force After-Action Meeting