

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



**FEMA**

**RESCUE TEAM MANAGER  
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System**  
**Rescue 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**

**RESCUE TEAM MANAGER**

The Rescue Team Manager is responsible for managing and coordinating all operational functions of the task force. The Rescue Team Manager reports directly to the Task Force Leader.

**Description of Duties**

The Rescue Team Manager is responsible for:

- Assisting in the development and implementation of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all functional groups involved in rescue activities
- Adhering to all safety procedures
- Determining rescue organizational and logistical needs
- Receiving briefings and situation reports and ensuring that all rescue personnel are kept informed of mission objectives and status changes
- Providing situation updates and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Performing additional tasks or duties as assigned
- Ensuring accountability and maintenance for all issued equipment
- Provide a mission specific Rapid Intervention Plan including personnel & equipment needs

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**Position Requirements and Criteria**

Individuals who meet the following requirements and criteria will be eligible to become Rescue 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 rescue operations in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities

**Knowledge**

The Rescue Team Manager:

1. Shall possess all the qualifications for the Rescue Specialist and Rescue Squad Officer positions.
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 ICS-300 course.

**Skills**

The Rescue Team Manager:

1. Must be proficient in structural collapse and technical rescue operations.
2. Be capable of assessing the health and welfare needs of assigned personnel.
3. Possess strong interpersonal communication skills.

**Abilities**

The Rescue 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 assigned personnel and support resources.
5. Coordinate and direct multiple rescue operations.

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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.) 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**

**RESCUE TEAM MANAGER**

The purpose of this checklist is to define the duties and responsibilities of the Rescue 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, which may require deviation.

**UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT**

- Establish contact with TFL and other team managers for briefing
- 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
- Maintain the organizational structure and accountability of the Rescue Team throughout all phases of the mission

**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
- Maintain accountability for all assigned personnel

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**ARRIVAL AT MOBILIZATION CENTER**

- ❑ Coordinate with Logistics Specialist to identify cache equipment and supplies that should receive priority for initial movement
- ❑ Maintain accountability for assigned personnel in transit to incident site

**ON-SITE OPERATIONS**

- ❑ Acquire briefing of previous operational period from Rescue Team Manager, if applicable
- ❑ 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
- ❑ Participate in the development of the Task Force action plan
- ❑ Coordinate with other Task Force managers to discuss objectives and personnel assignments
- ❑ Assign Rescue Team personnel to assist in search and reconnaissance operations as required
- ❑ Provide a mission specific Rapid Intervention Plan including personnel & equipment needs
- ❑ Ensure proper rescue work site control:
  - ❑ Establish collapse and hazard zone(s)
  - ❑ Establish operational work area
  - ❑ Establish refuge areas
  - ❑ Use command vests
- ❑ Ensure effective rescue site safety:
  - ❑ Conduct hazard assessment and mitigation
  - ❑ Identify emergency signaling procedures
  - ❑ Establish personnel escape plan
- ❑ Plan contingencies for the rescue of Task Force personnel

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- ❑ Provide input to the Safety Officer to ensure that the health and welfare needs of Task Force members are addressed
- ❑ Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
  - ❑ Appropriateness and effectiveness of tactics
  - ❑ Assessment of equipment needs
  - ❑ Ensure coordination among assigned on-site personnel and local jurisdictions
  - ❑ Ensure the integration of medical personnel in rescue operations
  - ❑ Resolve any coordination, communication or personnel issues for assigned personnel
  - ❑ Provide periodic progress reports to the Task Force Leader
  - ❑ Identify the completion of assignment and availability of resources
  - ❑ Submit all daily records and reports to the Planning Team Manager

**REASSIGNMENT/DEMOBILIZATION**

- ❑ Evaluate assigned personnel status 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 Rescue Team
- ❑ Provide briefing for the Rescue Team Manager of the next operational period, if applicable
- ❑ Prepare Rescue Team input for a task force post-incident team meeting. This should include, but not limited to team accomplishments and issues