

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**SEARCH TEAM MANAGER
POSITION DESCRIPTION**

**National Urban Search & Rescue Response System
Search 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;

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- Confined Space Operations
 - Water Rescue Operations
 - Structural Collapse Operations
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

SEARCH TEAM MANAGER

The Search Team Manager is responsible for managing the search function of the task force and supervising the Canine Search Specialists and Technical Search Specialists. The Search Team Manager reports directly to the Task Force Leader.

Description of Duties

The Search Team Manager is responsible for:

- Developing and implementing the search component of the Task Force Tactical Action Plan.
- Coordinating, managing, and supervising all search and reconnaissance activities.
- Participating in the oversight, administrative and operational control of the development, implementation and operational aspects of search component training (Canine Search Specialists, Technical Search Specialists and Search Team Managers).
- Participating in the Canine Search Specialist evaluation process at the task force level.
- Providing research and development input at the task force level for the implementation and evaluation of new technologies, equipment, tactics and skills as they pertain to the search component.
- Adhering to all safety procedures.
- Determining search and reconnaissance operational, organizational and logistical needs.
- Receiving briefings and situation reports, and ensuring that all search personnel are kept

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informed of mission objectives and status changes.

- Providing situation updates and maintaining records and reports.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.
- Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment.
- Performing additional tasks or duties, as assigned.

Position Requirements and Criteria

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

- Knowledge
- Skills
- Abilities

Knowledge

The Search Team Manager must:

1. Have operational knowledge of search strategy and tactics as it pertains to various disaster response environments.
2. Possess the technical knowledge to interface with, and work within, a unified command environment with a broad range of disaster response agencies and organizations.
3. Be knowledgeable about the development and use of integrated action planning concepts and processes.
4. Have operational knowledge of the use of, and deployment of, victim detection and location techniques to include area sectoring, search patterns, search and structural marking techniques, search team organization and operating procedures.
5. Be familiar with the principles of building construction, to include how buildings may react in a collapsed situation.
6. Have an awareness of the hazards associated with the various disaster search environments.
7. Be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure or other disaster environments.
8. Meet all requirements of the FEMA US&R Program Technical Search Specialist.
9. Have an understanding of individual canine/technical search capabilities and limitations.

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10. Have knowledge of FEMA US&R operations, strategy, and tactics.
11. Successful completion of the Structural Collapse Technician course is desirable but not required.
12. Successful completion of the Canine Search Specialist course is desirable but not required.

Skills

The Search Team Manager must:

1. Be capable of navigating in the urban and rural environment utilizing various forms of maps, compass, GPS (including software uploads/downloads) and other navigational aids.
Develop a search grid on a map of the disaster site/sites using UTM in conjunction with TIS.
2. Be proficient in the operation and maintenance of all FEMA US&R Technical Search equipment and maintain proficiency as technology changes.
3. Be proficient in developing a search strategy and implementing a search plan for various disaster environments.
4. Possess other skills as required for the proper and safe accomplishment of the mission.

Abilities

The Search Team Manager must:

1. Possess good interagency coordination abilities and be able to interface effectively with technical experts, local officials and other organizations.
2. Must demonstrate proficiency at the technical rescue skill sets identified in Appendix A.
3. Have the ability to be flexible, improvise, share information, resolve conflicts, and solve problems.
4. Be able to manage assigned personnel, specialized equipment, and support resources during a disaster situation.
5. Be able to effectively communicate orally and in writing.
6. Have the ability to identify and mentor future Search Team Managers.
7. Be able to operate in all natural and manmade disaster environments

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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

SEARCH TEAM MANAGER

The checklist is intended to be a general summary of actions. The purpose of this checklist is to define the duties and responsibilities of the Search Team Manager during mission operations. 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 necessitate deviation.

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- Brief assigned personnel.
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment.
- Ensure that USDA health certificates are issued for all canines by a licensed veterinarian.
- Ensure that search and reconnaissance equipment is ready and properly loaded.
- Identify any logistical requirements and initiate requests for needed personnel and equipment.
- Designate reconnaissance team for each operational period.
- Maintain the organizational structure and accountability of assigned personnel, throughout all phases of the mission.
- Coordinate activities of the Search Team during the mission.

AT POINT OF DEPARTURE

- Ensure that assigned personnel are adequately briefed and understand the following:
 - Individual and team performance expectations.
 - Team problem-solving processes.
 - Methods for establishing and changing task force priorities.
- In conjunction with the Task Force Leader, develop reconnaissance teams from task force roster.

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IN TRANSIT

- ❑ Participate in task force briefings and planning meetings as needed.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Ensure that canines are allowed off the aircraft as soon as possible and identify an area for their relief and exercise.
- ❑ Work with Logistics personnel to identify 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.
- ❑ Supervise assigned personnel in departure to the assigned jurisdiction or the incident site.

ON-SITE OPERATIONS

- ❑ Retrieve Search & Reconnaissance team equipment from cache and place in a secure location.
- ❑ 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.
- ❑ Coordinate with the Task Force Leader and other Team Managers to determine if one or multiple Search & Reconnaissance teams should be deployed, based on the results of the structural triage.
- ❑ Review proper structures/hazard evaluation and search assessment marking procedures with the Search Team.
- ❑ Determine search strategy (sectoring, high-probability buildings, etc.) including canine, technical, and physical search requirements.
- ❑ Maintain a map of alerts and areas searched.
- ❑ Communicate Search Team findings and recommend priorities to the Task Force Leader.
- ❑ Evaluate ongoing team operations for effectiveness and modify as appropriate and includes:
 - Appropriateness and effectiveness of tactics.
 - Assess equipment, needs and the impact on tactical effectiveness.
- ❑ Coordinate with Safety Officer to ensure the health and welfare of task force members.
- ❑ Participate in development of task force Incident Action Plan.
- ❑ Provide periodic progress reports to the Task Force Leader of accomplishments or problems. Estimate time for completion of assignment and availability of resources.

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REASSIGNMENT/DEMOBILIZATION

- Ensure that all assigned tools and equipment are inventoried, returned to the cache, and prepared for movement.
- Record any operational losses and potential maintenance requirements.
- Submit personal notes and documentation to the Technical Information Specialist for After-Action Reports. This should include reviewing pertinent position descriptions and operational checklists and procedures for recommended changes.
- Upon return, participate in the TF mission critique and Critical Incident Stress Debriefing (CISD).

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 of NFPA 1670
- Rope Rescue awareness per NFPA 1670*
- Trench Rescue awareness per NFPA 1670
- Confined Space Rescue awareness per NFPA 1670
- Structural collapse awareness, NFPA 1670
- Duties of the Entrant per 29 CFR 1910.146

- * Additional Required Rope Rescue skills;
 - Safety considerations during rope rescue operations
 - Characteristics of life safety 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 prusik 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