

Louisiana Urban Search and Rescue Program

**Incident Support Team Training
Procedure Administration Manual**

A. OVERVIEW

Urban Search and Rescue (US&R) involves determining the location, implementing rescue (extrication), and initial medical stabilization of victims trapped in structural collapses or confined spaces or missing due to natural or human caused disasters.

Internal management is provided at the tactical level by a task force management team consisting of a Task Force Leader, Safety Officer, Rescue Manager, Plans Manager, and Logistics Manager. Operational management is normally provided to a US & R task force by an Incident Support Team (IST). These teams may be organized in various configurations, but those configurations generally follow the standard Incident Command System command and general staff positions.

Members of an Urban Search and Rescue Incident Support Team must be capable of stepping into an Incident Command System position during a complex, major incident and managing that incident from the alert to the demobilization phase. The Louisiana State Urban Search & Rescue Program must develop an on-going training regimen to ensure that the members of its Incident Support Team are prepared to respond at any time.

B. DEFINITIONS

Enabling Agency – an agency designated by an authority having jurisdiction to represent that authority during urban search and rescue activities. In the case of Louisiana the Enabling Agency is the Louisiana State Fire Marshal’s Office.

Incident Support Team (IST) – an organization, activated during or prior to an incident, tasked with providing organizational direction and support to US & R task forces assigned to it by an authority having jurisdiction over that incident.

Louisiana State Urban Search and Rescue Position Descriptions – a document, generated by the Enabling Agency, that states what is required from a Participating Individual, in knowledge, skills, and abilities, to fill each individual position within the Louisiana State Urban Search and Rescue Task Force.

Louisiana State Urban Search and Rescue Program – the vehicle used by the Louisiana Urban Search and Rescue Enabling Agency to develop, coordinate, and maintain the urban search and rescue capability of the State of Louisiana.

Louisiana State Urban Search and Rescue Task Force – the organization that the Louisiana Enabling Agency utilizes to carry out Urban Search and Rescue activities.

Louisiana State Urban Search and Rescue Training Matrix – a document, generated by the Enabling Agency, that condenses into easily readable form, the certification requirements outlined for each individual position within the Louisiana State US & R Task Force in the LA US & R Position Descriptions.

Participating Agency – an agency providing Participating Individuals or items of equipment to the Louisiana State Urban Search and Rescue Program.

Participating Individual – a rostered member of the Louisiana State Urban Search and Rescue Program.

Sponsoring Agency – an Agency that has signed a Memorandum of Agreement with the Enabling Agency to support the Louisiana Urban Search and Rescue Program.

Urban Search and Rescue (US & R) – a discipline of search and rescue that combines multiple skills, positions, and responsibilities to carry out large, complex, and technically difficult search and rescue operations.

C. TASK FORCE DISCIPLINES

The Louisiana US & R TF is composed of the following technical rescue and support disciplines;

1. Command Staff

Composition: IST Command

IST Public Information Officer

IST Safety Officer

Function; to provide direction and responsibility for all IST actions.

2. General Staff

Composition: **Operations Section**

IST Operations Section Chief

IST Division Supervisor

IST UAV Manager

IST Canine Manager

Function: Provides operational direction, coordination, and support to assigned task forces.

Plans Section

IST Plans Section Chief

GOHSEP Liaison Officer

IST IT Manager

IST Structures Specialists

IST Document Unit Leader

IST Situation Unit Leader

IST Resource Unit Leader

IST US & R Specialists

Function: Provides tracking and documentation of task force operations during an incident. Prepares Incident Action Plans.

Logistics Section

IST Logistics Section Chief

IST Communications Unit Leader

IST Communications Technician

IST Medical Unit Leader

IST Transportation Unit Leader

IST POD/POA Manager
IST Food Unit Leader
IST Ground Support Unit Leader
IST Facilities Unit Leader
IST Support Unit Leader
IST Ordering Manager
IST Cache Manager
IST Cache Technician

Function: Provides operational and strategic logistical support to assigned task forces during an incident.

Finance/Administration Section

IST Finance/Administration Section Chief
IST Procurement Manager

Function: Procures major end items, large bulk items for, and provides documentary support of these activities to assigned task forces during an incident.

D. CONCEPT OF THE OPERATION

The Louisiana US & R Program shall develop a training program that utilizes the Incident Support Team to the maximum extent possible. The training program shall consist of task books for Participating Individuals, full scale exercises for the task forces which the IST shall manage, and table top exercises strictly for the IST.

E. RESPONSIBILITIES

The Participating Individual shall be responsible for ensuring that all of the tasks in his/her task book have been signed off by an appropriate person.

The Enabling Agency shall be responsible for developing and implementing IST group training. The group training shall be implemented in such a way as to ensure that all IST Participating Individuals are allowed and encouraged to maintain a peak level of proficiency. The Enabling Agency shall provide the Participating and Sponsoring Agencies with prior notification of impending IST training.

The Sponsoring and Participating Agencies shall be responsible for ensuring that their Participating Individuals are able to attend scheduled IST training.

F. ADMINISTRATION

The Enabling Agency shall establish and develop a standard recruitment process. This process will include elements that ensure all persons applying for one or more positions on the Louisiana US & R Incident Support Team have the appropriate training and certifications to fill that position in accordance with the LA US & R IST Position

Descriptions. The Enabling Agency shall provide the Participating and Sponsoring Agency's training heads with at least thirty days' written notice prior to conducting a training session.

Sponsoring and Participating Agencies shall provide their Participating Individuals with the opportunity to attend the appropriate Incident Support Team training scheduled by the Enabling Agency.

The Enabling Agency shall generate and maintain an IST Position Descriptions. The Enabling Agency shall develop a State US & R IST Training Program. This program will include, at a minimum, an annual table top exercise, an annual Full Scale Exercise, a documented method of participating in appropriate outside agency training, State US & R IST training sites, and a system for tracking and documenting State US & R IST training.

G. MAINTENANCE

This document shall be reviewed by the Louisiana State US & R Coordinator annually.