

**Louisiana US & R Joint Task Force
STANDARD OPERATING GUIDELINES**

SOP Number JTF01-004-19	Revision 1	Replaces New	Effective Date 16 Jan 19	Page 1 of 5
Title <p style="text-align: center;">Administration</p>				

Approvals

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Task Force Leader (Print / Sign)

7 Aug 20
Date

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1.0 PURPOSE

- 1.1 The purpose of this SOG is to provide a standard method of implementing an administrative program for the Louisiana State Urban Search and Rescue Joint Task Force (LA US & R JTF).

2.0 SCOPE

- 2.1 This SOG applies to all administrative activities conducted by the Task Force. This will include activities prior to, during, and after deployments. This SOG is a guide for Task Force personnel performing these operations and is not intended to replace experience and common sense.

3.0 RESPONSIBILITY

- 3.1 The Louisiana State US & R Coordinator is responsible for ensuring that this SOG is carried out.
- 3.2 The Planning Manager is responsible for updating and disseminating this SOG as needed.
- 3.3 All LA US & R JTF members are responsible for carrying out their duties as outlined in this SOG.

4.0 SAFETY

- 4.1 All members of LA US & R JTF shall perform their duties in accordance with the best practices utilized by the business, safety, and emergency response professions.

5.0 ASSOCIATED DOCUMENTATION

- 5.1.1 LA US & R JTF *Policies and Procedures Manual*
- 5.1.2 TF01-001-19 *Activation SOG*
- 5.1.3 TF01-002-19 *Operations SOG*
- 5.1.4 TF01-003-19 *Logistics SO*
- 5.1.5 TF01-005-19 *Training SOG*
- 5.1.6 TF01-006-19 *Uniform SOG*
- 5.1.7 TF01-007-19 *Medical SOG*

6.0 DEFINITIONS

- 6.1 American National Standards Institute (ANSI)-U.S. subsidiary of the International Standards Organization, a body dedicated to ensuring human and environmental safety of consumer products.
- 6.2 Federal Emergency Management Agency (FEMA)- the national emergency response agency for the United States of America.



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- 6.3 National Fire Protection Association (NFPA)-International non-profit dedicated to fire prevention and safety through research, training, education, and provision of uniform codes and standards.
- 6.4 Louisiana Urban Search & Rescue Joint Task Force (LA US & R JTF)-Urban Search and Rescue Team comprising trained and rostered personnel from the State of Louisiana.

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7.0 PROCEDURE

7.1 STANDARD ADMINISTRATIVE PRACTICES

7.1.1 All Task Force documentation shall be maintained in at least three different secured electronic locations

7.1.2 During periods between deployments the following documentation will be maintained by LA US & R JTF;

- For each TF member
 - Personnel file
 - Medical file
 - Physical record
 - Background check
 - Certifications appropriate to the position(s) held by the member
 - Records of recertification and refresher training
- Historical
 - Deployments
 - Major training events
 - Disciplinary actions
- Working
 - SOGs
 - Policies and Procedures
 - List of outside resources
 - Organization charts
 - Applications
 - TF Roster
 - Personnel
 - Equipment
 - Code of Conduct
 - Mission Statement

7.2 OPERATIONAL ADMINISTRATIVE PRACTICES

7.2.1 The Task Force shall maintain the following documentation during deployments;

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- Point of Departure activities
 - Personnel record updates
 - Individual member logistics resupply
 - Medical checks
 - Veterinary checks
- Deployment
 - Convoy procedure checklist
 - Point of Arrival activities
 - Incident Action Plan to include
 - Cover sheet
 - ICS 202
 - ICS 203
 - ICS 204s
 - ICS 205
 - ICS 206
 - Safety briefing
 - Hazmat briefing
 - ICS 211
 - ICS 214s as needed
 - Copies of ICS 215s and 215a's used to create IAPs
 - Demobilization plan
- Post deployment
 - Force Account Labor forms
 - Force Account Equipment forms

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