

Louisiana Urban Search and Rescue Joint Task Force STANDARD OPERATING GUIDELINES				
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Activation				

Approvals

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State US & R Coordinator (Print / Sign)

7 Aug 20
Date

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1.0 PURPOSE

- 1.1 This SOG is intended to outline the procedures governing the deployment of the Louisiana Urban Search and Rescue assets on missions in or out of the State of Louisiana.

2.0 SCOPE

- 2.1 This SOG is intended to provide guidelines for personnel managing strategic and tactical operations, and performing operational tasks with the Louisiana Urban Search & Rescue Joint Task Force. It is not intended to take the place of experience and common sense, but to provide management personnel with guidelines in functioning during Task Force missions.

3.0 RESPONSIBILITY

- 3.1 The Louisiana Urban Search and Rescue Coordinator is responsible for ensuring that this SOG is carried out and that all staff is trained to a standard and for updating and disseminating this SOG as needed.
- 3.2 All Command and General staff members are responsible for executing those responsibilities outlined in this SOG.

4.0 SAFETY

- 4.1 Only personnel trained in and familiar with the responsibilities involved shall be assigned to the available positions.
- 4.2 A Safety Officer shall be provided at all incidents in order to assure that scene safety is observed.

5.0 ASSOCIATED DOCUMENTATION

- 5.1 TF01-002-19 Operations SOG
- 5.2 TF01-003-19 Logistics SOG
- 5.3 TF01-004-19 Administration SOG
- 5.4 TF01-005-19 Training SOG
- 5.5 TF01-006-19 Uniform SOG
- 5.6 TF01-007-19 Medical SOG
- 5.7 CFR Title 44, Chapter I, Subchapter D, Part 208, Subpart D
- 5.8 NFPA Standard 1006, 2013 Edition
- 5.9 NIMS Resource Typing Definitions for Mass Search and Rescue Operations; US & R Incident Support Team
- 5.10 9356.2 PR FEMA Urban Search and Rescue Incident Support Team Operations Manual

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6.0 DEFINITIONS

- 6.1 After-Action Review (AAR)-a structured process, whereby the participants of an event, incident or operation, examine with the objective of an organizational learning process, how the event or operation was managed and conducted, extract lessons learned and propose corrective remedies. AAR may also be an acronym for After-Action Report, which is a written summary of the contents of the After-Action Review.
- 6.2 Field Operations Guide (FOG)-a written manual that contains the essential information required to perform specific assignments or functions.
- 6.3 Louisiana Urban Search and Rescue Joint Task Force (La US & R JTF)-an organization, sponsored by the Louisiana Office of the State Fire Marshal, composed of trained and equipped personnel throughout the State that are activated as needed.
- 6.4 Sponsoring Agency-an agency that has signed a Memorandum of Agreement with the Enabling Agency to support the Louisiana Urban Search and Rescue Program.
- 6.5 Urban Search and Rescue (US & R)-a search and rescue asset made up of various disciplines and capable of responding to any technical rescue mission.

7.0 PROCEDURE

7.1 ORGANIZATION

- 7.1.1 The Louisiana Urban Search & Rescue Joint Task Force is composed of several regional and State sponsored US & R task forces. These task forces are activated and deployed as needed.

7.2 CAPABILITIES

- 7.2.1 The primary purpose of the Louisiana Urban Search & Rescue Joint Task Force is to provide All-Hazards response capability to the State of Louisiana. In order for the Task Force to be able to function in this capacity, it must develop and maintain the following capabilities:

- Internal ICS management
- Physical, canine, and electronic search operations
- Rescue operations in an urban environment
- Water rescue operations
- Heavy equipment operations in rescue efforts
- Structural integrity assessments
- Hazardous materials assessment and mitigation (to include WMD)
- Communications within the Task Force, and with host elements
- Resource accountability, maintenance, and equipment procurement
- Documentation
- Public Information

- 7.2.2 In addition, the Task Force must be structured to be able to operate under the following guidelines:

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- Continuous operation in two 12-hour shifts
- Self-sufficiency for at least 72 hours
- Report on scene within 6 hours of activation
- Evaluated, standardized training for all personnel
- Cross-training for all personnel
- Standard or Field operating guidelines
- Operate within the National Incident Management System (NIMS)

7.3 ADVISORY

7.3.1 When the Louisiana State Urban Search & Rescue Coordinator determines that a planned or unplanned event is occurring that may require the use of Louisiana Urban Search & Rescue assets, he/she will issue an Advisory to the Task Force. The Advisory will consist of the following information at a minimum;

- Name of the event
- Type of the event
- Estimate of event impact to include
 - Time
 - Effects
 - Estimate of area to be impacted
 - Estimate of impacted area population

7.4 ACTIVATION

7.4.1 Once an Incident Commander has determined that Louisiana US & R resources are needed, he/she shall notify the local ESF-9 representative to request Task Force activation. The request for activation shall be made through the Office of the State Fire Marshal.

7.4.2 It is the responsibility of the affected parish to provide at time of request the following situational information:

- Location of the incident
- Authority having jurisdiction
- Type of incident (Structural collapse, water rescue, etc.)
- Scale of incident (Level one, two, or three)
- Estimated number of victims
- Location of Staging Area or Base of Operations
- Any logistical support available to support the Task Force

7.4.3 The Louisiana US & R Coordinator shall determine the level or response required by the Task Force.



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- 7.4.3.1 A level one response (collapse of one or more light frame structures, etc.) shall bring the Task Force organized as a NIMS Type 4 team.
- 7.4.3.2 A level two response (collapse of one or more reinforced masonry structure, etc.) shall bring the Task Force organized as a NIMS Type 3 team.
- 7.4.3.3 A level three response (collapse of a heavy wall, heavy floor, pre-cast, or extremely large structure, or the collapse of an excessive number of any type of structures) shall bring the Task Force organized as a NIMS Type 2 team.
- 7.4.4 The Office of the State Fire Marshal shall issue an alert order to all Sponsoring Agency representatives (see Appendix A). The Sponsoring Agencies will then notify the State US & R Coordinator of their response capabilities.
- 7.4.5 In the event of a major, pending incident (hurricane, etc.) in the State, the following procedure shall be used.
 - 7.4.5.1 The Office of the State Fire Marshal shall issue an advisory notification to the State US & R Coordinator, who shall pass the notification to the Sponsoring Agencies. An advisory notification is for information purposes only and shall not require any action on the part of the Task Force.
 - 7.4.5.2 When the Office of the State Fire Marshal has determined that an event is imminent, that office shall issue an alert notification the State US & R Coordinator who shall pass that notification on to the Sponsoring Agencies. The Sponsoring Agencies shall issue an alert order to their personnel and advise the State US & R Coordinator of their ability to respond. The Office of the State Fire Marshal shall consider deploying the US & R Incident Support Team at this point.
 - 7.4.5.3 Once the Office of the State Fire Marshal has determined that there is a need for the Task Force to be deployed, an activation request shall be issued to the State US & R Coordinator who shall notify the Sponsoring Agencies. The Sponsoring Agencies shall issue the activation order to their personnel.
- 7.4.6 Upon receipt of an alert order, the Task Force Leader shall report to the Point of Arrival to initiate administrative and logistical activation procedures.
 - 7.4.6.1 The State US & R Coordinator shall note the number and duty positions of those personnel who accept the mission via their sponsoring agencies. The State US & R Coordinator shall ensure that enough personnel and equipment are responding to accomplish the mission.
 - 7.4.6.2 The Task Force Leader shall task organize the Task Force based on the information received in the alert order.
 - 7.4.6.3 The State US & R Coordinator may partially activate the Task Force and have each Sponsoring Agency administratively and medically in process and stand by at their Point of Departure.
 - 7.4.6.4 Upon receipt of alert notification, activated members of the Task Force shall be considered on duty by their Sponsoring Agency for the purposes of payment and workman's compensation.

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7.4.7 Upon receipt of an activation order, the Task Force Leader shall complete the activation of the Task Force.

7.4.7.1 Upon activation of the Task Force, all Sponsoring Agencies shall report to the Point of Arrival for organization and preparation for deployment.

7.4.8 When the Task Force is assembled, processed, and prepared for active operations, the Task Force Leader shall notify the Office of the State Fire Marshal, who shall notify the various Sponsoring Agencies and the appropriate Offices of Homeland Security and request any transportation and law enforcement escort assets necessary for the safe and efficient movement of the Task Force.

7.4.9 When the Task Force is deployed the State US & R Coordinator shall deploy an Incident Support Team. The Incident Support Team shall be composed of those elements outlined in the Office of the State Fire Marshal Incident Support Team SOG. The Incident Support Team, when deployed shall leave for the incident immediately upon being medically and administratively in-processed. The Incident Support Team shall report to the Incident Commander and gather intelligence, establish locations for the Task Force CP, Base of Operations, and other sites, and begin Task Force integration operations with the Incident Commander. The Incident Support Team shall prepare an Incident Action Plan for the first operational period.

7.4.10 Upon arrival at the incident, the Task Force Leader shall report to the Incident Support Team Commander and come under his/her control.

7.4.11 The Logistics Manager shall use the majority of the Task Force's personnel to establish the Base of Operations prior to beginning tactical operations.

7.4.12 The Incident Support Team shall transmit a Daily Summary Report to the Office of the State Fire Marshal and to all Sponsoring Agencies. This report shall consist of the number of personnel involved from each agency, a concise report of the day's activities, and a report of any items of special note.

7.5 ON-SCENE MANAGEMENT

7.5.1 Once on the scene, the Task Force Leader shall conduct operations in accordance with the existing situation. All requests for outside resources shall be made through the US & R Incident Support Team.

7.5.2 During the course of incident operations, the Task Force Leader, Operations Officer Medical Team Manager, Safety Officers, Search/Rescue Managers, Logistics Managers, and Plans Manager shall maintain an ICS Form 214 (Unit Log). All other Task Force leadership personnel shall maintain a copy of this form for their unit.

7.6 DEMOBILIZATION

7.6.1 Once the Incident Commander, in consultation with the Task Force Leader, has determined that there is no longer a need for the Task Force to remain on the scene, a Task Force-specific release shall be signed by the Incident Commander, and the Task Force shall be returned to the control of the Office of the State Fire Marshal.



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- 7.6.1.1 The Task Force shall account for all personnel and equipment prior to leaving the incident scene.
- 7.6.1.2 The Task Force shall ensure that all appropriate reimbursement documentation is completed prior to the departure of any personnel.
- 7.6.1.3 The Task Force Leader shall return control of all US & R personnel back to their Sponsoring Agency representatives.
- 7.6.1.4 The State US & R Coordinator shall coordinate an After-Action Review (AAR) with the Incident Commander scheduled within two weeks of the end of the incident.
- 7.6.1.5 If the incident was out of parish or out of state, provisions may be made to conduct separate AARs for Task Force personnel and other responders and for the Task Force Leader to share information via telephone to related stakeholders.

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APPENDIX A POINTS OF CONTACT

Louisiana State Fire Marshal's Office

Activation Officer; Deputy Chief Robert Wolfe; (W) 225-925-7264
(C) 225-324-9498

US & R Coordinator; Ruel Douvillier; (W) 225-925-4911
(C) 225-252-2439

Louisiana Task Force One

Task Force Leader; Danny Simon (C) 504-621-2718

Louisiana Task Force Two

Task Force Leader; Henry Threeton; (C) 985-969-7753

Louisiana Task Force Three

Task Force Leader; Skip Pinkston; (C) 318-455-2410

Regional Response Team 3

Task Force Leader; Matthew Guidry; 985-855-7668

Regional Response Team 4

Task Force Leader; S. Archie Ducharme; 337-852-7790

Regional Response Team 6

Task Force Leader; Kenny Kessler; (C) 318-729-6442

Regional Response Team 8

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