

## **LA US & R INCIDENT SUPPORT TEAM POSITION DESCRIPTIONS**

### **GENERAL ADMINISTRATIVE REQUIREMENTS**

The Incident Support Team shall maintain the following documents on all members:

- Employee Data Sheet
- Employer Release Form
- Medical Clearance for US & R IST Operations Form

### **GENERAL TRAINING REQUIREMENTS**

All IST members shall be trained in the following:

- First Aid/CPR
- Hazardous Materials Awareness

### **POSITION SPECIFIC REQUIREMENTS**

#### **IST COMMANDER**

#### **DESCRIPTION OF DUTIES**

The IST Commander is responsible for:

- Managing all US & R IST activities
- Coordinating with the IC to expedite the effective request for, assignment, and use of on-scene and incoming US & R resources
- Briefing officials on task force and IST capabilities and limitations
- Approving the IST Incident Action Plan (IAP)
- Ensuring all safety practices and procedures are followed
- Ensuring that all documentation is completed

#### **POSITION REQUIREMENTS**

The IST Commander must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- US & R Task Force Leader
- US & R IST Operations

The IST Team Commander must have at least one documented deployment as a US & R Task Force Leader

## *IST SAFETY OFFICER*

### DESCRIPTION OF DUTIES

The IST Safety Officer is responsible for:

- Developing safety information for the IST IAP
- Working with other Safety Officers to identify safety hazards and mitigation strategies
- Reviewing the medical plan with IST Medical Unit Leader
- Providing safety briefings to the IST, the Task Force Leader, and Task Force Safety Officers
- Developing safety messages for the IST IAP
- Conducting accident investigations

### POSITION REQUIREMENTS

The IST Safety Officer must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- NIMS ICS Safety Officer course
- US & R IST Operations

The IST Safety Officer must have at least one documented deployment as a US & R Safety Officer

## *IST INFORMATION OFFICER*

### DESCRIPTION OF DUTIES

The IST Information Officer is responsible for:

- Acting as a liaison with outside information officers
- Develop incident media strategies
- Perform or provide appropriate information for media interviews
- Ensuring that US & R activities are photographed and videoed
- Escorting media members into US & R control zones
- Obtaining media information that may support US & R operations

### POSITION REQUIREMENTS

The IST Information Officer must be certified in:

- ICS 100, 200, 700, and 800
- FEMA External Affairs-ESF #15 Course (IS-0250.a)
- US & R IST Operations

## **IST OPERATIONS SECTION CHIEF**

### **DESCRIPTION OF DUTIES**

The IST Operations Section Chief is responsible for:

- Supervising and developing the IST Operations Section
- Developing strategic goals and objectives to be implemented by task forces assigned to the incident
- Developing the operational portion of the IST IAP
- Assigning priorities to requests for resources by task forces assigned to the incident
- Coordinating US & R operations with local, State, and Federal resources

### **POSITION REQUIREMENTS**

The IST Operations Section Chief must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- NIMS ICS Operations Section Chief course
- US & R IST Operations

The IST Operations Section Chief must have at least one documented deployment as a US & R Search and Rescue Manager or an ICS Operations Section Chief

## **IST FIELD OBSERVER**

### **DESCRIPTION OF DUTIES**

The IST Field Observer is responsible for:

- Performing general field observations and reporting those observations to the IST Operations Section Chief
- Conducting mapping operations

### **POSITION REQUIREMENTS**

The IST Field Observer must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- US & R GPS Operations Course
- US & R IST Operations

## **IST PLANNING SECTION CHIEF**

### **DESCRIPTION OF DUTIES**

The IST Planning Section Chief is responsible for:

- Supervising the IST Planning Section
- Developing the IST IAP and demobilization plans
- Overseeing the collection, evaluation, and dissemination of information in US & R activities
- Developing incident records and reports
- Reporting status of assigned US & R resources
- Developing IST after action reports
- Maintaining all appropriate situational and status displays
- Conducting IST planning meetings
- Planning, coordinating, and managing briefings

### **POSITION REQUIREMENTS**

The IST Planning Section Chief must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
  - NIMS ICS Planning Course
- Or
- US & R Plans Manager Course
  - US & R IST Operations

The IST Planning Section Chief must have at least one documented deployment as a US & R Plans Manager or an ICS Planning Section Chief

## **IST LOGISTICS SECTION CHIEF**

### **DESCRIPTION OF DUTIES**

The IST Logistics Section Chief is responsible for:

- Supervising the IST Logistics Section
- Preparing the logistics portion of the IST IAP
- Identifying services, support, and transportation requirements for current and future US & R operations
- Ensuring that logistical support functional plans are in place for all Task Forces assigned to the incident
- Ensuring that security is provided to all US & R assets assigned to the incident
- Ensuring that current service and support information is provided to the IST Planning Section
- Estimating service and support requirements of the IST

- Ensuring that all documentation regarding reimbursement of all US & R assets assigned to the incident is complete and accurate
- Ensuring that sufficient food, potable water, and sanitation is provided for all US & R assets assigned to the incident
- Accounting for all IST property
- Overseeing the accountability of all property assigned the US & R Task Forces assigned to the incident

## POSITION REQUIREMENTS

The IST Logistics Section Chief must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
  - NIMS ICS Logistics Section Chief course
- Or
- US & R Logistics Specialist course
  - US & R IST Operations

The IST Logistics Section Chief must have at least one documented deployment as a US & R Logistics Manager or ICS Logistics Section Chief

## *IST STRUCTURES SPECIALIST*

### DESCRIPTION OF DUTIES

The IST Structures Specialist is responsible for:

- Providing objective information to the IST about structural hazards, mitigation, safe areas, and access opportunities afforded by structural systems
- Providing briefings to local commanders about building monitoring and acceptable risk levels
- Developing a consensus among Task Force structure specialists about hazard assessments and mitigation
- Overseeing structural hazard mitigation measures
- Supervising the IST engineering staff
- Acquiring and interpreting building plans with GIS staff
- Confering with architects, engineers, contractors, and/or owners

## POSITION REQUIREMENTS

The IST Structures Specialist must be certified in:

- USACE structures specialist course
- ICS 100, 200, 300, 400, 700, and 800
- US & R IST Operations

## **IST DOCUMENTATION UNIT LEADER**

### **DESCRIPTION OF DUTIES**

The IST Documentation Unit Leader is responsible for:

- Assisting the IST Planning Section Chief with creating the next operational period's Incident Action Plan
- Ensuring that all activities conducted by the IST and any agencies utilizing the IST for support are fully documented
- Collecting and reviewing all documentation produced the by IST and any agencies utilizing the IST for support

### **POSITION REQUIREMENTS**

The IST Documentation Unit Leader must be certified in:

- US & R Planning Manager
- Or
- ICS Planning Section Chief
  - ICS 100, 200, 300, 400, 700, and 800
  - US & R IST Operations

The IST Documentation Unit Leader must have at least one documented deployments as an operational member of a US & R task force

## **IST SITUATION UNIT LEADER**

### **DESCRIPTION OF DUTIES**

The IST Situation Unit Leader is responsible for:

- Collecting and analyzing information pertaining to US & R incident activities
- Setting up and maintaining situation status displays
- Assisting the IST Planning Section Chief in preparing IST IAPs, strategic plans, and after action reports

### **POSITION REQUIREMENTS**

The IST Situation Unit Leader must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- NIMS ICS Situation Unit Leader course
- US & R IST Operations

## **IST COMMUNICATIONS UNIT LEADER**

### **DESCRIPTION OF DUTIES**

The IST Communications Unit Leader is responsible for:

- Developing and implementing a communications plan for the IST
- Installing and maintaining a communications system for the IST
- Issuing and tracking communications equipment for the IST
- Acting as communications liaison with local, State, and Federal communications assets

### **POSITION REQUIREMENTS**

The IST Communications Unit Leader must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
  - US & R Communications Specialist
- Or
- NIMS ICS Communications Unit Leader course
  - US & R IST Operations

## **IST MEDICAL UNIT LEADER**

### **DESCRIPTION OF DUTIES**

The IST Medical Unit Leader is responsible for:

- Developing the IST Medical Plan, the Medical Strategic Plan, and Medical Unit after action report
- Providing any medical care delivered to IST members
- Serving as liaison between task force medical teams and the IST
- Serving as liaison between the IST and local medical resources
- Assisting US & R medical teams in processing medical supply requests
- Helping establish evacuation routes for extricate victims or injured task force members
- Coordinating any necessary canine medical care
- Reviewing task force medical forms and reports
- Assisting the IST Safety Officer with preparing safety messages
- Coordinating with the IST Safety Officer to address health and hygiene issues for the task forces

## POSITION REQUIREMENTS

The IST Medical Unit Leader must hold a:

- License as a physician, or a certificate as a paramedic, or registered nurse
- Certification as a Disaster Medical Specialist

The IST Medical Unit Leader must be certified in

- ACLS, ATLS or PHLS, and PALS
- ICS 100, 200, 300, 400, 700, and 800
- US & R IST Operations

## *IST TRANSPORTATION UNIT LEADER*

### *DESCRIPTION OF DUTIES*

The IST Transportation Unit Leader is responsible for:

- Providing transportation for US & R resources
- Maintaining an inventory of all transportation resources being used by US & R resources
- Preparing transportation plan for approval by the IST Logistics Section Chief
- Maintaining liaison with local transportation agencies
- Developing and implementing a traffic plan
- Coordinating support for US & R transportation resources

## POSITION REQUIREMENTS

The IST Transportation Unit Leader must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- US & R Logistic Specialist course
- US & R IST Operations

## *IST POA/BASE OF OPERATIONS SPECIALIST*

### *DESCRIPTION OF DUTIES*

The IST POA/Base of Operations Specialist is responsible for:

- Providing technical support to inbound and outbound US & R resources
- Coordinating transportation, billeting, feeding, and supply needs of US & R resources at the POA/BOO
- Briefing US & R resources upon arrival and departure at POA/BOO
- Implementing the POA/BOO portion of the Demobilization Plan

## POSITION REQUIREMENTS

The IST POA/Base of Operations Specialist must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- U S & R Logistics Specialist course
- US & R IST Operations

*IST US & R SPECIALIST*

## DESCRIPTION OF DUTIES

The IST US & R Specialist is responsible for:

- Providing technical support and assistance to federal, state, and local officials regarding US & R resources
- Providing informational reports to the IST Planning Section as needed
- Assisting with the IST planning process

## POSITION REQUIREMENTS

The IST US & R Specialist must be certified in:

- ICS 100, 200, 300, 400, 700, and 800
- US & R IST Operations