

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**PLANNING TEAM MANAGER
POSITION DESCRIPTION**

National US&R Response System
Task Force Position Description
Planning Team Manager

Position Specific Requirements

Planning Team Manager

The Task Force Planning Team Manager is responsible for planning aspects of the Task Force during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader

Description of Duties

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan;
- Coordinating, managing, and supervising all planning component activities;
- Determining the planning component organizational and logistics needs;
- Receiving briefings and situation reports and ensures that all planning personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations for assigned personnel (ICS 225);
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment;
- Adhering to all safety procedures;
- Performing additional tasks or duties as assigned during a mission.

National US&R Response System
Task Force Position Description
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Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the DHS/FEMA National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in the urban disaster environment.

Required Training

The Planning Team Manager shall;

1. Meet all General Training requirements
2. Complete GPS Awareness
3. Complete ICS 300 in accordance with the National Standard Curriculum Training Development Guidance
4. Complete Planning Team Training course.