

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**RESCUE SQUAD OFFICER
POSITION DESCRIPTION**

National Urban Search & Rescue Response System
Rescue Squad Officer Position Description

General Requirements

1. Must be able to meet the physical requirements of the sponsoring agency with or without accommodations.
2. Must be available on short notice to mobilize within six hours of request and be self-sufficient for at least 72 hours for a response assignment of up to 10 days in austere environments.
3. Must be capable of improvising and functioning for long hours under adverse conditions.
4. Must maintain current inoculations for Diphtheria/Tetanus (or Tetanus only if there is a contra-indication to Diphtheria), Hepatitis A & B, Measles/Mumps/Rubella (if born after 1957), and Polio.
5. Must be able to function safely at heights and on or around rubble.
6. Must be aware of the signs, symptoms and corrective measures of critical incident stress syndrome.
7. Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.
8. Must have a working knowledge of FEMA's US&R Response System, organizational structure, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
9. Must have successfully completed the First Responder Operations Level for Hazardous Materials as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.
10. Must be currently certified in America Heart Association (or equivalent) Cardiopulmonary Resuscitation - Basic Life Support.
11. Must have a working knowledge of the Incident Command System including successful completion of the IS-100, IS-200, IS-700 and IS-800 on-line courses.
12. Successful completion of the DHS/FEMA US&R Orientation Course or equivalent.
13. Successful completion of Respiratory Protection training and quantitative fit test per 29 CFR 1910.134
14. Successful completion of the DOJ Emergency Response to Terrorism, Basic Concepts or equivalent.
15. Successful completion of the FEMA/US&R WMD Enhanced Operations
16. Successful completion of Awareness Level training per NFPA 1670 including;
 - Confined Space Operations
 - Water Rescue Operations
 - Structural Collapse Operations

National Urban Search & Rescue Response System
Rescue Squad Officer Position Description

17. Successful completion of GPS Awareness Level course (Garmin V or comparable)
18. Must understand the needs of and provide support to their counterparts within the task force for specific operations, techniques and application of tools and equipment.
19. Must possess training and experience in personal safety in US&R environments.
20. The authority having jurisdiction shall assure that the individual meets or exceeds the required knowledge, skills, and abilities (KSA's).

Position Specific Requirements

RESCUE SQUAD OFFICER

The Rescue Squad Officer is responsible for supervising one or more Task Force Rescue Squad(s). The Rescue Squad Officer reports directly to the Rescue Team Manager.

Description of Duties

The Rescue Squad Officer is responsible for:

- Directly supervising Rescue Squad(s) and other assigned personnel
- Adhering to all safety procedures
- Implementing the rescue component of the Task Force Action Plan
- Determining organizational and logistical needs for the Rescue Squad(s) and work site
- Providing periodic progress reports to the Rescue Team Manager
- Maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Ensuring accountability and maintenance for all issued equipment
- Performing additional tasks or duties as assigned
- Evaluating and modifying rescue tactics as needed

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Rescue Squad Officers in the FEMA National US&R Response System. The intent of these requirements is to select functional officers capable of effectively managing and supervising the Rescue Squad(s) and assigned personnel in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities

National Urban Search & Rescue Response System Rescue Squad Officer Position Description

Knowledge

The Rescue Squad Officer:

1. Must possess all the certifications and requirements of a Rescue Specialist.
2. Should have knowledge of available technology used to support US&R missions and objectives.

Skills

The Rescue Squad Officer must:

1. Be capable of supervising and directing assigned personnel during all aspects of a deployment.
2. Be capable of assessing the health and welfare needs of assigned personnel.
3. Be proficient in the use of all the rescue equipment possessed by the Task Force.
4. Possess strong interpersonal communication skills.
5. Be proficient at navigational skills, such as; mapping, GPS, compass, and blueprints.

Abilities

The Rescue Squad Officer must:

1. Be able to manage assigned personnel, specialized equipment, and local support resources.
2. Be able to effectively communicate orally and in writing.

General Operational Checklist

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- Receive notification of assignment and instructions from the initiating organization.
- Establish communications with the appropriate supervisor.
- Monitor mission-related information from local sources such as radio and television.
- Review the personal equipment checklist.
- Ensure that you have personal daypack, ear plugs, and warm clothes for flight.
- Report to the assigned Assembly Point at the prescribed time.
- Forward an accurate Responder Information Sheet to the Medical Team Manager.

**National Urban Search & Rescue Response System
Rescue Squad Officer Position Description**

- ❑ Complete check-in procedures to include medical screening.
- ❑ Ensure that you receive any appropriate issue of gear (radio, functional vest, etc.) pertinent to the position.
- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.
- ❑ Must not be under the influence of illegal substances or alcohol for the duration of the deployment.

AT POINT OF DEPARTURE

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.
- ❑ Ensure that electronic equipment is turned off prior to boarding aircraft.

IN TRANSIT

- ❑ Review the FEMA US&R Field Operations Guide for information pertinent to your position description, operational checklist, operational procedures, and safety procedures.
- ❑ Monitor mission-related information from local sources such as radio and television.
- ❑ Review disaster related information, as it becomes available.
- ❑ Take advantage of available travel time for rest prior to arrival.
- ❑ Carry out assignments as directed.

ARRIVAL AT MOBILIZATION CENTER

- ❑ Participate in task force briefings and meetings as requested.
- ❑ Carry out assignments as directed.

ON-SITE OPERATIONS

- ❑ Ensure your physical readiness through proper nutrition, water intake, rest, and stress control techniques.
- ❑ Participate in the task force daily briefings and meetings as requested.

**National Urban Search & Rescue Response System
Rescue Squad Officer Position Description**

- ❑ Ensure use of all safety practices and procedures.
- ❑ Ensure proper equipment needs are met and equipment is operational prior to each work period.
- ❑ Carry out assignments as directed.
- ❑ Report any signs/symptoms of incident stress, injury, fatigue, or illness in yourself/coworkers to your immediate supervisor.
- ❑ Brief your shift replacement fully on all ongoing operations when relieved at work cycle rotations.
- ❑ Prepare appropriate reports (i.e. Unit Logs ICS-214, etc.).

REASSIGNMENT/DEMOBILIZATION

- ❑ Participate in the task force daily briefings and meetings as requested.
- ❑ Prepare personal belongings for demobilization.
- ❑ Carry out assignments as directed.
- ❑ Ensure the return of all items issued to you during the mobilization phase.
- ❑ Upon return, participate in the task force mission critique and incident stress management activities.
- ❑ Submit comments to your supervisor for inclusion in the after-action reports. This should include reviewing pertinent position descriptions, operational checklists, and procedures for recommended changes.

Position Specific Operational Checklist

RESCUE SQUAD OFFICER

The purpose of this checklist is to define the duties and responsibilities of the Rescue Squad Officer during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- 1) Some required actions may not be listed, but must be identified and assumed by this position.
- 2) Some actions may be the primary responsibility of another task force position, but may require assistance and coordination from this position.
- 3) The actions are listed in a general chronological order, which may require deviation.

National Urban Search & Rescue Response System
Rescue Squad Officer Position Description

UPON ACTIVATION / AT TASK FORCE ASSEMBLY POINT

- ❑ Establish contact with Rescue Team Manager for briefing
- ❑ Establish contact with and brief assigned personnel
- ❑ Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment
- ❑ Appoint an Assistant Squad Leader
- ❑ Coordinate activities of assigned personnel
- ❑ Maintain accountability of assigned personnel

AT POINT OF DEPARTURE

- ❑ Ensure that assigned personnel are adequately briefed on and understand the following:
 - Individual and team performance expectations
 - Team problem-solving processes
 - Methods for establishing and changing task force priorities

IN TRANSIT

- ❑ Discuss and coordinate anticipated logistical requirements with the Rescue Team Manager and Logistics Specialist prior to arrival at the Mobilization Center
- ❑ Maintain accountability for assigned personnel

ARRIVAL AT MOBILIZATION CENTER

- ❑ Coordinate with Rescue Team Manager and Logistics Specialist to identify cache equipment and supplies that should receive priority for initial movement
- ❑ Maintain accountability for assigned personnel in transit to incident site

ON-SITE OPERATIONS

- ❑ Implement the rescue component of the Task Force Tactical Action Plan
- ❑ Ensure that proper safety practices and procedures are followed

National Urban Search & Rescue Response System
Rescue Squad Officer Position Description

- ❑ Evaluate the capacity of assigned resources to complete the assignment and order additional resources if needed
- ❑ Monitor on-site coordination with other functions within the task force.
- ❑ Ensure the integration of medical personnel in rescue operations
- ❑ Provide periodic progress reports to the Rescue Team Manager
- ❑ Identify the completion of assignment and availability of resources
- ❑ Submit all daily records and reports to the Rescue Team Manager

REASSIGNMENT/DEMOBILIZATION

- ❑ Evaluate assigned personnel status and advise the Rescue Team Manager
- ❑ Notify the Rescue Team Manager of any operational equipment losses and potential maintenance requirements of tools and equipment assigned to the Rescue Team
- ❑ Provide briefing for the Rescue Squad Officer of the next operational period, if applicable
- ❑ Prepare Rescue Squad input for a task force post-incident team meeting. This should include, but not limited to squad accomplishments and issues