

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**TASK FORCE LEADER
POSITION DESCRIPTION**

FEMA US&R Response System
Task Force Position Description
Task Force Leader

Position Specific Requirements

Task Force Leader

The Task Force Leader is responsible for managing all aspects of a mission including operational and administrative issues from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising the task force management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports directly to the DHS/FEMA, NRCC during the mobilization and demobilization phases of the mission and the IST Leader at a mission location.

Description of Duties

The Task Force Leader is responsible for:

- Developing and implementing the Task Force Tactical Plan;
- Addressing the coordination, management, and supervision of all task force activities;
- Supervising the following positions:
 - Search Team Manager
 - Rescue Team Manager
 - Medical Team Manager
 - Logistics Team Manager
 - Planning Team Manager
 - Hazardous Materials Team Manager
 - Safety Officer
- Ensuring the development of all task force organizational and logistical needs
- Interacting with the IST Leader and his/her designee for coordination of all task force activities and support requirements
- Receiving briefings and ensuring that all task force personnel are kept informed of mission objectives and status changes
- Providing regular situation reports to the IST
- Providing regular reports to the Sponsoring Agency Chief
- Performing additional tasks and duties, as assigned during a mission

FEMA US&R Response System

Task Force Position Description

Task Force Leader

- Adhering to all safety procedures
- Ensuring the completion of all the required reports and maintenance of records
- Ensuring incident stress management activities are planned and conducted
- Ensuring resource acquisitions are properly processed
- Preparing performance evaluations (ICS 225) for assigned personnel
- Manage all demobilization and return to readiness issues

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Leaders 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 all aspect of the task force in the urban disaster environment.

Required Training

The Task Force Leader shall:

- Meet all General Training requirements.
- Complete ICS 300 and ICS 400 in accordance with the National Standard Curriculum Training Development Guidance.
- Complete Task Force Leader Course.