



Virginia Task Force 2

1.01 Management

June 2021

Urban Search and Rescue

Administrative Manual

Administrative Manual Format Review

ISSUE STATEMENT

To provide a format for the development of organizational policies for Virginia Task Force 2 Urban Search and Rescue Team. To provide a guide for the review and revision of said policies, to ensure they align with the needs of Virginia Task Force 2 and are consistent with the Program Directives published by the National FEMA Urban Search and Rescue Program Office. To ensure the policies of Virginia Task Force 2 are designed to create a safe, productive and effective work environment consistent with the organizational values and goals of the Strategic Business plan.

REQUIRED ACTION

The policies are provided to clarify the authority and roles of the VATF – 2 leadership team and serve to:

- Provide a safe working environment for VATF - 2 team members.
- Ensure VATF - 2 members perform in a lawful manner consistent with the values and policies of the Sponsoring Agency, Participating Agencies and the National FEMA Urban Search and Rescue Program.
- Provide for member accountability.
- Provide guidance for VATF – 2 team members to ensure they are working towards a common goal, as envisioned by the organizational leadership.

The following policy provides guidance for the development of new policies and for triennial policy review, to ensure they are consistent with the operational changes of the program.

New Policy Adoption

- New policy development shall be initiated by the VATF - 2 Strategic Group, Advisory Group or Program Manager based on the needs of the organization. Policy should include consideration of financial impact to program and organization. Draft policies shall be classified into one of four performance areas including Management, Resource Management, Human Resources or Risk Management.



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- New policy draft documents shall be presented to the VATF - 2 Strategic Group for approval during their regularly scheduled meeting, following review and revision by Program Manager.
- Up to 30-day review and comment period available to Strategic Group once draft documents have been presented. Comments shall be submitted to the Program Manager who will revise the draft document for final acceptance.
- Final acceptance and approval shall be completed at the next scheduled Strategic Group meeting after the 30-day review period.
- Approved policy documents shall be signed by Program Manager and Task Force Representative, placed in the master Administrative Manual, and submitted to the VATF 2 web master for posting on the website.

Triennial Policy Review

A review of the Virginia Task Force 2 Administrative Manual shall be completed as needed during the third fiscal year from the last review.

An Administrative Manual Coordinator shall be appointed to review current policies to ensure they are consistent with the operations and accepted practices of Virginia Task Force - 2 and the National FEMA Urban Search and Rescue Program.

Policy revision requests can be forwarded through the Administrative Manual Coordinator prior to the triennial review period. Requests must clearly list the following items on the Administrative Manual Revision Form 1.01a Management

- Individual Name and contact number
- Component
- Date of Submission
- Policy number and section for revision
- Current language and recommended revision
- Substantiation, program impacts and financial impacts associated with the change.
- Adopted policy revisions shall be signed by Program Manager and Task Force Representative for inclusion to the master Administrative Manual and forwarded to the VATF - 2 webmaster for posting on the website.

Policy revisions shall be presented by the Administrative Manual Coordinator to the Strategic Group at the regularly scheduled meeting at to discuss and adopt policy revisions.



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General Orders

From time to time, circumstances will dictate the creation of a General Order (GO) to be implemented. GOs serve as a means of altering, amending, or eliminating policies in a rapid and flexible manner, pending SOP review process or may stand alone to clarify a policy or practice that is not contained within an SOP. GOs shall be distributed electronically to all Task Force members and shall be forwarded to the VATF – 2 webmaster for posting on the website. They shall be listed under subcategories: Management, Resource Management, Human Resources or Risk Management. GOs shall be reviewed annually and may be submitted for inclusion into an SOP. A GO may be initiated by VATF – 2 Strategic Group, Advisory Group or Program Manager based on the needs of the organization; it must have approval from the Program Manager and Task Force Representative. Each GO should have consistent header titled “General Order” and shall be numbered using category code and sequential numbering series (i.e. General Order - Management 1.01).

VATF-2 Program Manager

Signature  Date 6/21/21

VATF-2 Task Force Representative

Signature  Date 6/24/21