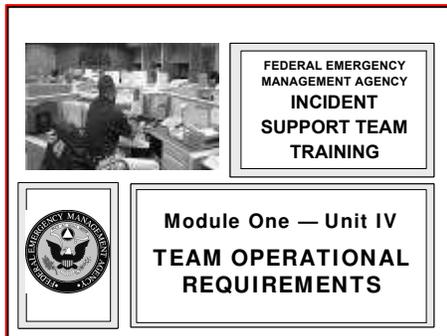


MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS



Introduction

- Objectives
 - General requirements for ESF-9 organization members
 - Personal equipment list requirements
 - Use of appropriate forms, reports and guides
 - Performance evaluation process
 - Code of Conduct

2

Position Requirements

- IST Positions
 - Preferred requirements
 - Duties
 - Responsibilities
- Preferred requirements:
 - May be waived in some cases
 - Two categories:
 - General
 - Training and certification

3

Position Requirements

- General Requirements
 - Germane to all IST positions
 - Every IST member shall:
 - Be physically fit
 - ARC First Aid / CPR

4

A. POSITION REQUIREMENTS

Preferred requirements, duties, and responsibilities have been identified for all positions on the IST. These preferred requirements may take years for some individuals to meet. Similar courses taken by the individuals that meet the course objectives of the courses listed in this unit may be substituted. FEMA will offer some of the preferred courses and it will be up to the individuals to obtain the remaining courses through other sources.

- Preferred requirements may be waived by FEMA on a case-by-case basis when the individual in question has demonstrated performance or understanding of the position or functional area.
- Preferred requirements are subdivided into two categories:
 - General requirements
 - Training and certification requirements

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

Position Requirements

■ **General Requirements**

- CISD
- Short-notice availability
- Able to work in hazardous conditions
- Adhere to safe working practices

5

General Requirements

Each IST member shall meet the following general requirements to comply with minimum mobilization and performance standards. More specific standards for each position are addressed in the individual position descriptions.

- Every IST member shall:
 - Be physically fit to perform the assigned position in the disaster environment and have no physical or mental limitation or condition that precludes the safe performance of essential job duties.
 - Have successfully completed a recognized American Red Cross (ARC) Basic First Aid and American Heart Association Cardiopulmonary Resuscitation (CPR), or equivalent courses.
 - Be aware of the signs, symptoms, and corrective measures for the effects of extended incident stress.
 - Be available on short notice to mobilize within 2 hours of request and be self-sufficient for at least 24 hours (with approved equipment and supplies list) for a response assignment of up to 14 days.
 - Be able to work in hazardous and stressful situations, including extreme environments of heat and cold, and be capable of improvising and functioning for long hours under adverse conditions.

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

A. POSITION REQUIREMENTS

General Requirements (continued)

- Understand and adhere to safe working practices and procedures as required in the urban disaster environment.
- Maintain current inoculations for diphtheria/tetanus (or tetanus only if there is a contra-indication to diphtheria), measles/mumps/rubella (if born after 1957), polio, and a current TB test. Yearly flu and hepatitis A and B vaccines are also recommended.
- Have an awareness level of the National Interagency Incident Management System (NIIMS) Incident Command System.
- Successfully complete the FEMA IST training course.
- Must have an awareness level of the task force functions; urban search and rescue operations, tactics, strategy, and safety considerations, including the FEMA US&R Operational System Description (OSD) and Mission Operational Procedures; and general State/local emergency management structure.
- Must have an awareness level of the Federal Response Plan (FRP); the FEMA US&R Response System, its organizational structure, operating procedures, safety practices, terminology, and communicating protocols; and IST procedures.

Position Requirements

■ **General Requirements**

- Current inoculations
- NIIMS Awareness level
- FEMA IST training
- US&R TF awareness level
- FEMA FRP awareness level

6

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

A. POSITION REQUIREMENTS

General Requirements (continued)

- Must possess strong skills in interpersonal relations and the ability to interact with diverse disciplines.
- Must have the ability to communicate effectively both orally and in writing. Must be capable of following complex written and oral orders and writing clear and concise reports.
- Must have an awareness level knowledge of communications and office automation systems (portable radios, pagers, cellular telephones, computers), and electronic transfer of information.
- Must have an operations level knowledge of computer word processing applications.
- Must attend the respective task force position-specific FEMA training, when available.

Training And Certification Requirements

Qualification for a position on the IST depends upon training, experience, and demonstrated ability. When certified by the employee's agency manager for a specific IST position and availability for deployment, the individual should meet all prerequisites for the position and be qualified to perform them.

Definitions

- **Qualified individual.** A person whose agency has documented that they have met all training, experience, and fitness requirements for the position.
- **Certification.** The written process that an agency manager uses to confirm that an individual is qualified to perform in a specified IST position.

Position Requirements

■ **General Requirements**

- Strong interpersonal skills
- Oral/written communications
- Office automation use
- Computer skills
- Position-specific FEMA training

7

Position Requirements

■ **Training/Certification**

- IST qualification depends on identified training and certification
- Must be qualified to perform duties

8

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

A. POSITION REQUIREMENTS

Training And Certification Requirements **(continued)**

- Experience. Satisfactory performance evaluations from previous deployments in the position or function being considered.
- Arduous physical fitness requirement. The duties of the position require primary fieldwork performance by individuals with above average endurance and physical conditioning. Occasional demands for extraordinarily strenuous activities over extended periods of time may be necessary. Activities include walking, climbing, twisting, bending and moderate lifting with the work pace set by the disaster situation. May be required to perform productive work for extended periods of time.
- Moderate physical fitness requirement. The duties require occasional fieldwork performance by individuals with average endurance and physical conditioning. Individuals usually set their own pace. Disasters occasionally demand moderately strenuous activity over long periods of time. Activities include standing or walking, stooping, and/or moderated lifting for long periods of time.
- Light physical fitness requirement. The duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring individuals to be in basic good health. Individuals almost always govern the extent and pace of their physical activity. The activities may include climbing (such as stairs), standing, operating a vehicle, some bending, stooping, or light lifting. Long hours of work may be necessary.

Position Requirements

■ Training/Certification

• Definitions:

- Qualified individual
- Certification
- Experience
- Arduous fitness requirement
- Moderate fitness requirement
- Light fitness requirement

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

A. POSITION REQUIREMENTS

Training And Certification Requirements **(continued)**

Position Requirements

■ Training/Certification

- Knowledge:
 - Awareness
 - Operations
 - Technician

10

- Knowledge. The degree of understanding of the subject matter and its practical application through training and performance by the indicated levels of awareness, operations, and technician as follows:
 - Awareness—This level represents the minimum understanding capability of an IST member to allow safe and effective performance of the assignment.
 - Operations—This level represents the capability of hazard recognition, equipment use, and demonstrated performance of all assigned duties as an IST member.
 - Technician—This level represents all elements of the operations level with the additional abilities to solve problems and to provide effective supervision.

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

B. PERSONAL EQUIPMENT LISTS

Personnel assigned to ISTs must be prepared to safely perform their assigned functions.

■ The following standard items are the recommended minimum for IST personnel:

- 6 short sleeve, navy blue FEMA polo shirts^{***}
 - 3 navy blouses FEMA BDU blouse ^{***}
 - 3 navy blue BDU pants ^{***}
 - 1 long sleeve, navy blue FEMA job shirts ^{***}
 - 1 navy blue FEMA ball cap ^{***}
 - 1 navy blue or black light jacket
 - 1 navy blue or black heavy jacket
 - 1 pair cold weather gloves
 - 1 set rain gear
 - 7 pair underwear
 - 7 pair socks
 - 1 pair boots with steel toes
 - 1 safety helmet with chin strap^{***}
 - Gloves
 - Eye protection
 - Hearing protection
 - 1 bath towel
 - 1 wash cloth
 - Personal hygiene and grooming kit
 - Picture ID
 - Eye glasses
 - Sunglasses
 - 2-weeks worth of medications
 - Flashlight, with spare batteries and bulbs
 - \$300 cash
 - Credit card
 - Wristwatch
 - Sleeping Bag
 - Food & Water for 24 hours
 - Administrative kit for assigned position.
- [*** Indicates FEMA provided]

Personal Equipment Lists

- 6 SS, navy blue FEMA polo shirts
- 3 navy FEMA BDU blouse
- 3 navy blue BDU pants
- 1 LS, navy blue FEMA job shirts
- 1 navy blue FEMA ball cap
- 1 navy blue or black light jacket
- 1 navy blue or black heavy jacket
- 1 pair cold weather gloves
- 1 set rain gear
- 7 pair underwear

11

Personal Equipment Lists

- 6 SS, navy blue FEMA polo shirts
- 3 navy FEMA BDU blouse
- 3 navy blue BDU pants
- 1 LS, navy blue FEMA job shirts
- 1 navy blue FEMA ball cap
- 1 navy blue or black light jacket
- 1 navy blue or black heavy jacket
- 1 pair cold weather gloves
- 1 set rain gear
- 7 pair underwear

11

Personal Equipment Lists

- 7 pair socks
- 1 pair boots with steel toes
- 1 safety helmet with chin strap
- Gloves
- Eye protection
- Hearing protection
- 1 bath towel
- 1 wash cloth
- Personal hygiene and grooming kit
- Picture ID

12

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

C. FORMS, REPORTS, AND GUIDES

The following forms are provided for IST use and include completed examples to assist the user in proper use. The Planning and Shift Guides A, B, and C are used in the Planning Section to assist in meetings, briefings, and the planning process. Blank forms are provided in the Student Manual Appendix for duplication purposes.

- DOL - CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- DOL - CA-2 Notice of Occupational Disease and Claim for Compensation
- DOL - CA-7 Claim for Compensation
- DOL - CA-17 Duty Status Report
- DOL - CA-20 Attending Physician's Report
- FEMA FF40-1 Requisition and Commitment for Services and Supplies
- FEMA FF60-1 Requisition for Supplies, Equipment, and/or Services
- FEMA FF61-8 Property Transfer Report
- FEMA FF61-9 Custody Receipt for Government Property on Personal Charge
- FEMA FF61-10 Government Property Lost or Damaged (GPLD) Survey Certificate
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Comm Plan
- ICS-206 Medical Plan
- ICS-211 Incident Check-In List
- ICS-213 General Message Form
- ICS-214 Unit Log
- ICS-215 Operational Planning Worksheet
- ICS-218 Support Vehicle Inventory
- ICS-219 T-Card
- ICS-220 Air Operations Summary
- ICS-221 Demobilization Checkout
- ICS-226 Individual Performance Rating
- SF-61 Appointment Affidavit (Oath of Office)
- US&R-006 After-Action Debriefing

Forms, Reports & Guides

- IST Forms requirements
 - Dept of Labor
 - FEMA
 - ICS
 - US&R

14

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

**C. FORMS, REPORTS, AND GUIDES
(continued)**

- US&R-007 Time Record
- US&R-012 IST Office Requirements Letter
- US&R-013 ESF-9 Fatality Procedure
- US&R-014 Patient Referral
- US&R-015 Medical Intelligence Data
- US&R-016 IST/Task Force Injury/Illness Log
- US&R-201 Operational Briefing
- US&R-205-T US&R Communication Plan — Telephone
- US&R-207-IST IST Organization
- US&R-209 Situation Report
- US&R-Guide A Planning Cycle Time
- US&R-Guide B Planning Process Checklist
- US&R-Guide C Shift Briefing Format

D. INDIVIDUAL PERFORMANCE EVALUATION

Individual performance of all members of the IST will be evaluated by their supervisors using ICS Form 226 — Individual Performance Rating.

- Each employee and their supervisor will sign the rating form at the conclusion of the rating discussion.
 - A separate form is completed for each IST position held.
 - Section Chiefs should review all appraisals for team members in their section.
- The IST Leader will review and countersign all ratings where the overall rating is outstanding or unsatisfactory.
 - Each employee is given a copy of their appraisal at the end of their assignment.
 - The IST Leader will be evaluated by the IST ESF-9 Leader.
 - Completed appraisals are forwarded to the IST Documentation Unit.

Performance Evaluations

- All IST members will be evaluated by their supervisor
 - ICS Form 226
 - Each member will sign rating
 - Section Chiefs will review all appraisals

15

Performance Evaluations

- IST Commander will review and countersign all ratings for:
 - Outstanding
 - Unsatisfactory
- Each member provided copy
- Appraisals forwarded to IST Documentation Unit

16

MODULE 1: UNIT IV — TEAM OPERATIONS REQUIREMENTS

Code of Conduct

- No transportation/use of illegal drugs/alcohol.
- No firearms allowed.
- Normal radio protocol used/traffic kept to a minimum.
- Know your chain of command/who you report to.

17

Code of Conduct

- Limit procurement of equipment.
- Do not take things without authorization.
- Act professional.
- Remain ready even when unassigned.

18

Code of Conduct

- Recreation limited to unassigned hours.
- Maintain/wear safety gear/clothing.
- Wear proper uniform.
- Your actions reflect your organization and FEMA.

19

E. CODE OF CONDUCT

■ FEMA US&R Response System Code of Conduct

- The transportation or use of alcohol or illegal drugs is not acceptable.
- No firearms allowed.
- Normal radio protocol used/traffic kept to a minimum.
- Know your chain of command/who you report to.
- Limit procurement of equipment.
- Do not take things without authorization.
- Act professional.
- Remain ready even when unassigned.
- Recreation limited to unassigned hours.
- Maintain/wear safety gear/clothing.
- Wear proper uniform.
- Your actions reflect your organization and FEMA.