URBAN SEARCH & RESCUE

South Carolina Emergency Response Task Force

Task Force Operations Manual
August 1, 2004

South Carolina
SC-TF1
US&R

FOREWORD

The South Carolina Emergency Response Task Force (SCERTF) Task Force Operations Manual has been prepared to guide SCERTF personnel in the daily administration of the overall program as well as during disaster response operations during major disasters or emergencies.

The State of South Carolina's Urban Search and Rescue (US&R) Plan as written in the SCERTF Program Plan provided a basis for the development and establishment of a system to coordinate, develop, and maintain a State asset capable of locating, extricating, and providing immediate medical treatment to victims trapped in collapsed structures, and to conduct other life saving operations.

The SCERTF organization, capabilities, operations and procedures for administrating, mobilizing, operating, and demobilizing are described in this document.

Questions, comments, and suggested improvements related to this manual are encouraged. Any information, requests for change, or comments should be directed in writing to the SCERTF Director, South Carolina Division of Fire and Life Safety, 141 Monticello Trail, Columbia, SC 29203.

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Raymond Wilkinson
Director
South Carolina Emergency Response Task Force

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EXECUTIVE SUMMARY

INTRODUCTION

The purpose of this document is to outline and describe the elements of the response system adopted by the South Carolina Firefighter Mobilization Oversight Committee (MOBCOM) to respond to both man-made and natural emergencies throughout South Carolina. This document is sub-divided into sections that describe the critical components of the Emergency Response Task Force system.

Under the State of South Carolina Emergency Operations Plan, the South Carolina Division of Fire and Life Safety (DFLS) has primary responsibility for Urban Search and Rescue under *Emergency Support Function 9* (ESF-9). Several other state agencies support DFLS during those operations under the direction of the South Carolina Emergency Management Division (SCEMD).

The purpose of developing an Emergency Response Task Force is to help communities that have been overwhelmed by the effects of an emergency by providing specialized resources to assist local jurisdictions in hazard mitigation, search, and rescue of victims affected by the emergency. The focus of this system is to provide "quick strike" capability to ensure maximum survivability of victims.

The mission of the South Carolina Emergency Response Task Force (SCERTF) is to:

> *Respond to natural and man-made disasters to provide search and rescue, medical support, damage assessment, and assist in the coordination of relief.*

Funding for the necessary physical resources, such as specialized search and rescue tools, personal protective equipment, training, and Base of Operations (BoO) equipment shall be provided by DFLS. Management of these assets will be the responsibility of the Emergency Response Task Force. The physical assets will be packaged in trailers for quick and easy movement to emergency sites.

Human resources necessary to staff the Emergency Response Task Force will come from participating public safety agencies, either volunteer or paid. Staffing of personnel will be based on individual qualifications and commitments from their sponsoring organizations or employers. The sponsoring organizations will be required to absorb personnel costs associated with deployment such as salaries and insurance.

HAZARD ASSESSMENT

The Southeastern United States, and South Carolina in particular, has significant potential for large-scale emergencies. Throughout history, hurricanes, tornadoes and earthquakes have incurred death and destruction on each region of the state. The topography of South Carolina often lends to the incidence of flooding. With an influx of new residents and increased commercial and residential development throughout South Carolina the potential for a mass-casualty emergency is ever-present. Recent increases in frequency and magnitude of terrorist incidents continue to threaten the citizens of South Carolina.

- Weather patterns known as "El Nino and La Nina" will continue to produce unusual and often violent disturbances such as hurricanes, tornadoes and thunderstorms.
- Hurricanes will periodically make landfall and cause widespread damage with potential for mass casualties that will potentially overwhelm local public safety agencies and the hospital system.
- Heavy rains will potentially cause flash floods as well as widespread flooding that can overwhelm the local authorities' ability to search structures and rescue/recover victims affected by these natural emergencies.

- Infrequent seismic activity can destroy buildings that will present life-safety problems and infrastructure damage.
- Radical individuals and groups will continue to disrupt the community by destroying infrastructure, and killing civilians and governmental personnel to make their statements heard.
- Public safety organizations and their resources will continue to be stretched beyond their ability to deliver timely and effective search and rescue services to victims of emergencies.
- Specialized tools and equipment are necessary to provide search and rescue services in the all-risk environment.
- Rapid deployment of properly trained and equipped search and rescue personnel is essential to save lives that can be saved and recover victims that cannot be saved.

Statistics show that 90 percent of savable victims are rescued within the first several hours following entrapment. Because of the deployment times of federal US&R resources, the opportunity to successfully rescue victims after a critical incident decreases exponentially with each passing hour. The formation of an Emergency Response Task Force will provide immediate relief to victims and the communities we live in.

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TABLE OF CONTENTS

I. INTRODUCTION I-1

A. PURPOSE I-1

B. MISSION STATEMENT I-2

C. US&R RESPONSE SYSTEM GOALS I-2

D. US&R RESPONSE SYSTEM OVERVIEW I-3

E. PROGRAM ADMINISTRATION AND RESPONSIBILITIES I-5

F. US&R INTERACTION WITH THE STATE EMERGENCY OPERATIONS PLAN I-12

G. TASK FORCE OPERATIONAL COMPOSITION AND FUNCTIONS I-15

II. SYSTEM OVERVIEW II-1

A. TASK FORCE CAPABILITIES II-1

B. INCIDENT SUPPORT TEAM II-1

C. OPERATIONAL READINESS EVALUATIONS II-1

D. SEARCH CANINE READINESS EVALUATIONS II-2

III. URBAN SEARCH AND RESCUE SYSTEM IMPLEMENTATION III-1

A. SCERTF TASK FORCE REQUESTS III-1

B. NOTIFICATION PROCEDURES III-1

C. STATE TASK FORCE ROTATION SYSTEM III-1

D. NOTIFICATIONS III-2

E. AGENCY RESPONSIBILITIES III-4

F. TASK FORCE ALLOCATION III-6

G. PROCEDURES FOR ACCEPTING FEDERAL AND INTERSTATE US&R ASSISTANCE ... III-7

IV. TASK FORCE MOBILIZATION IV-1

A. TASK FORCE TRANSPORTATION REQUIREMENTS IV-1

B. TASK FORCE MOBILIZATION GUIDELINES IV-1

C. POINT OF DEPARTURE ACTIVITIES....IV-3

V. ARRIVAL AT THE MOBILIZATION CENTER....V-1

A. ESTABLISHMENT OF A MOBILIZATION CENTER....V-1

B. TASK FORCE RECEPTION/SUPPORT....V-1

C. TASK FORCE DEPLOYMENT....V-3

VI. STAGING AREA/INCIDENT ASSIGNMENT....VI-1

A. STAGING AREAS....VI-1

B. ON-SITE ASSIGNMENT....VI-1

VII. ON-SITE OPERATIONS....VII-1

A. BASE OF OPERATIONS....VII-1

B. EQUIPMENT CACHE MANAGEMENT....VII-1

C. TASK FORCE CONTROL CENTER....VII-2

D. SHELTER REQUIREMENTS....VII-2

E. TACTICAL ASSIGNMENTS AND OPERATION....VII-3

F. TASK FORCE BRIEFINGS....VII-3

G. REPORTING REQUIREMENTS....VII-4

VIII. TASK FORCE REASSIGNMENT/DEMOBILIZATION....VIII-1

A. REASSIGNMENT CONSIDERATIONS....VIII-1

B. REASSIGNMENT/DEMOBILIZATION....VIII-1

C. EQUIPMENT CACHE MANAGEMENT....VIII-1

D. CESSATION OF BASE OF OPERATIONS....VIII-2

E. RETURN TO THE MOBILIZATION CENTER....VIII-2

IX. POST-MISSION ACTIVITIES....IX-1

A. RETURN TO POINT OF DEPARTURE....IX-1

B. EQUIPMENT MANAGEMENT AND REHABILITATION....IX-1

C. US&R PERSONNEL INCIDENT STRESS DEBRIEFING IX-2

D. POST-MISSION OPERATIONAL DEBRIEFING IX-2

E. MISSION AFTER-ACTION REPORT IX-2

F. US&R SYSTEM RETURN TO STATE OF READINESS IX-3

X. US&R SYSTEM PROGRAM MAINTENANCE 1

A. MOBILIZATION MANUAL 1

B. CACHE MAINTENANCE 4

C. TRAINING AND EXERCISES 6

US&R SYSTEM OPERATIONAL APPENDICES

APPENDIX A – TASK FORCE MANAGEMENT AND COORDINATION A-1

APPENDIX B – RESCUE OPERATIONS STRATEGY AND TACTICS B-1

APPENDIX C – SEARCH STRATEGY AND TACTICS C-1

APPENDIX D – STRUCTURE TRIAGE, ASSESSMENT, AND MARKING SYSTEM . D-1

APPENDIX E – TASK FORCE PUBLIC INFORMATION MANAGEMENT E-1

APPENDIX F – TASK FORCE ENGAGEMENT AND DISENGAGEMENT PROCEDURES F-1

APPENDIX G – CACHE PACKAGING AND SHIPPING REQUIREMENTS G-1

APPENDIX H – PROPERTY ACCOUNTABILITY AND RESOURCE TRACKING SYSTEM H-1

APPENDIX I – TASK FORCE COMMUNICATIONS PROCEDURES I-1

APPENDIX J – TASK FORCE MEDICAL PROCEDURES J-1

APPENDIX K – TASK FORCE SAFETY CONSIDERATIONS K-1

APPENDIX L – BASE OF OPERATIONS MANAGEMENT L-1

APPENDIX M – TASK FORCE PLANNING M-1

APPENDIX N – TASK FORCE MOBILIZATION N-1

APPENDIX O – REFERENCES O-1
APPENDIX P – ACRONYMS AND ABBREVIATIONS P-1
APPENDIX Q – GLOSSARY OF TERMS Q-1
APPENDIX R – CONTACT INFORMATION AND DUTY ROSTERS R-1
APPENDIX S – SCHEDULES, CALENDARS, AND TIMELINES S-1
APPENDIX T – FACILITIES AND EQUIPMENT T-1
APPENDIX U – MAPS, DIRECTIONS, AND CHARTS U-1
APPENDIX V – JOB AIDS AND OTHER SUPPORT INFORMATION V-1
APPENDIX W – ADMINISTRATIVE POSITION DESCRIPTIONS W-1
APPENDIX X – OPERATIONAL POSITION DESCRIPTIONS X-1
APPENDIX Y – APPLICATION AND MEMBERSHIP Y-1
APPENDIX Z – FORMS Z-1
APPENDIX AA – TASK FORCE HISTORICAL DOCUMENTS……..AA-1

I. INTRODUCTION

A. PURPOSE

The purpose of the South Carolina Emergency Response Task Force (SCERTF) Task Force Operations Manual is to outline the SCERTF concept of operations, personnel and equipment requirements, policies and guidelines to ensure an organized and efficient response to a critical incident in the State of South Carolina; or to other jurisdictions as requested through the Interstate Emergency Management Assistance Compact (EMAC).

This document:

- Describes the composition and capabilities of the South Carolina Emergency Response Task Force (SCERTF) Urban Search & Rescue (US&R) assets, operating under the South Carolina Department of Labor, Licensing, and Regulation, Division of Fire and Life Safety (DFLS).
- Describes the process through which US&R Task Forces will be alerted, activated, and deployed upon implementation of the State of South Carolina Emergency Operations Plan (SCEOP) during a major disaster.
- Delineates organizational responsibilities and roles.
- Describes the functions and purpose of the Incident Support Team (IST) and its relationship to SCERTF US&R assets.
- Describes the relationships between SCERTF US&R assets and other resources such as rapid needs assessment teams, the South Carolina Emergency Management Division (SCEMD) and other supporting organizations.
- Outlines how SCERTF US&R assets will be allocated in times of a disaster.
- Describes the process for accepting federal US&R assistance to supplement the state capability.
- Provides procedures and guidelines for transporting US&R assets to and from a disaster area.
- Describes the purpose of the mobilization center, staging areas, and activities related to the Task Force's occupation of these facilities.
- Identifies the procedures for on-site operations, asset reassignment, and demobilization.

The Task Force Operations Manual provides a detailed overview of the SCERTF US&R System. SCERTF has adopted for its' use other operational information as provided in the National US&R Response System Field Operations Guide (FOG) and the US&R Incident Support Team (IST) Operations Manual. Additionally, the reader should refer to the Emergency Support Function (ESF) 9 Annex – Urban Search and Rescue (US&R), of the SCEOP, in order to understand how the SCERTF US&R Task Force functions in the overall State response to a gubernatorial declaration of a disaster.

B. MISSION STATEMENT

The mission of the SCERTF:

> *Respond to natural and man-made disasters to provide search and rescue, medical support, damage assessment, and assist in the coordination of relief.*

The mission of SCERTF is to rapidly respond to and assist jurisdictions in effectively addressing the consequences of a critical incident involving their community in collaboration with and supported by other US&R teams, as well as local, state and federal resources. SCERTF response and assistance may include pre-deployment of assets to assist in crisis management activities due to a credible threat in South Carolina or in other jurisdictions as requested through EMAC.

The primary mission of DFLS under ESF-9 as outlined in the EOP is the coordination, development, and maintenance of the State effort with resources to locate, extricate, provide immediate medical treatment to victims trapped in collapsed structures, and to conduct other life-saving operations.

C. US&R RESPONSE SYSTEM GOALS

The goals of the SCERTF:

> *Conduct physical search and rescue operations in damaged and collapsed structures.*
>
> *Provide emergency medical care to disaster response personnel and limited numbers of disaster victims.*
>
> *Provide reconnaissance to assess damage, determine needs, and to provide feedback to local, state, and federal officials.*
>
> *Conduct hazard surveys and evaluation of affected areas.*
>
> *Conduct structural and hazard evaluations of governmental and municipal buildings needed to immediately support disaster relief operations.*
>
> *Assist in stabilizing damaged structures including shoring and cribbing operations as required.*
>
> *Stand by at events or incidents to provide support for other agencies where the potential for disaster or mass casualties may occur.*
>
> *Assist local jurisdictions in other rescue operations as needed when their resources have been exhausted or are unavailable.*

These goals shall aid to develop and maintain an improved capability to respond to the site(s) of a critical incident and to conduct operations within the capabilities of the team. Furthermore, these goals develop a standardized and interoperable response capability and structure based on common plans and procedures to allow for predefined integration with US&R teams and incident management systems from other jurisdictions.

D. US&R RESPONSE SYSTEM OVERVIEW

1. DEPLOYMENT MODEL

The current plan for managing large-scale emergencies within the state of South Carolina calls for the utilization of local resources prior to requesting outside assistance. If the incident were larger or more complex than the local public safety agency could effectively manage with their assigned resources, a call would be placed requesting assistance from the mutual aid organizations within the area. If those mutual aid resources were insufficient, a call to the county Emergency Operations Center (EOC) or directly to the State Warning Point would request additional resources.

When it is determined that an event involving technical rescue has overwhelmed the jurisdiction, a request for assistance could be placed to the South Carolina Emergency Management Division (SCEMD) State Warning Point and subsequently to the ESF-9 Coordinator for the necessary specialized assets to help mitigate the hazards and provide life-saving efforts.

SCERTF will be listed with SCEMD as an available resource. When the ESF-9 Coordinator determines a response of US&R is necessary, he will contact the SCERTF Duty Officer. The Duty Officer shall identify the appropriate Task Force groups and mobilize SCERTF assets. The determination on which and/or assets will be dispatched would be based on the type of services needed, the magnitude of the incident, the proximity to the emergency site as well as the projected path of the weather disturbance, if applicable.

If additional US&R assets are necessary, US&R teams from the federal response system could be activated and mobilized to the scene. This tiered approach provides a graduated and time-phased deployment model that allocates properly trained and equipped personnel to the incident within hours of the request for service. Having trained and equipped personnel on the scene within those time frames assures the unfortunate victims of emergency the highest survivability profile possible.

The intent of the Task Force is not to assume command of any incident. The Task Force is to be used as an Operational asset for the Local Incident Commander. The Task Force shall always work within the scope of the established incident management system established by the on-scene Incident Commander as per the National Incident Management System (NIMS) recommendations.

2. TASK FORCE CONCEPT

The South Carolina Emergency Response Task Force (SCERTF) is a state resource authorized through House Bill 4849 and governed by the Firefighter Mobilization Oversight Committee (MOBCOM). This team is designed to provide consequence management assistance to first responders during the initial hours of a critical incident, or until substantial State and Federal assistance can arrive. This specialized operational assistance is an augmentation to local emergency services once it is recognized that incident conditions will exceed local asset capabilities and significant state assets will be required. The SCERTF is also capable of operating on behalf of local jurisdiction responders when they are either absent or conditions exceed their internal capabilities.

The SCERTF has the ability to respond to any location within the state. This team will normally function within the existing incident command system established in a jurisdiction as an operational incident support function.

The primary mission of the SCERTF is to respond to and assist jurisdictions in effectively addressing the consequences of a critical incident. The team will accomplish this mission in collaboration with, and supported by, other US&R teams as well as by local, state, and federal resources. The response and assistance may include pre-deployment of assets to assist crisis management activities due to a credible

threat in South Carolina. In addition, the SCERTF may be utilized to respond to technological and natural incidents in which the team's training, equipment and expertise can be effectively utilized. The SCERTF is also available for response to jurisdictions outside the state as part of EMAC.

SCERTF is comprised of a Type 1 Search and Rescue team (SC-TF1) providing a coordinated response to disasters in urban environments. Emphasizing location and extrication of victims trapped in largely populated areas, the Task Force is capable of responding to State and National disasters including earthquakes, hurricanes, widespread tornadoes, and man-made technological and terrorist events.

According to the SCERTF Program Plan, SC-TF1 will be comprised of more than 210 personnel divided into three Task Force groups throughout the state. These personnel will represent many emergency service organizations throughout the state. Designed to be logistically self-sufficient for the first 72 hours of operation, the Task Force is able to work on the scene of a critical incident for an average of ten (10) days.

Upon arrival at an incident, SCERTF personnel will work with the local incident commander (IC) to evaluate the situation, perform a hazard assessment, and determine what assets and resources should be allocated for the incident. Depending on the immediate needs, the responding Task Force can be divided into two groups, each operating in 12-hour shifts on a disaster scene. All Task Force members must be sufficiently cross-trained in search and rescue skill areas to ensure depth of capability and integrated Task Force operations. SCERTF is a multi-disciplinary organization that includes four areas of specialists:

- Search operations, including hazard assessment, physical search, canine search, and electronic search
- Rescue operations, including wood, steel, and concrete structures (reinforced and un-reinforced)
- Medical treatment, including injured Task Force members and entrapped victims
- Technical support for Task Force operations, including structural integrity assessment, HAZMAT assessment, Weapons of Mass Destruction, and liaison with heavy equipment operators

SCERTF will bring its own equipment cache to the scene. At an estimated cost of $2.0 million, this cache includes over 12,000 items and weighs in excess of 53,000 pounds. The specialized equipment includes hydraulic jacks, rams, shoring, high-tech listening devices, hazardous material monitoring equipment, victim location devices, breaching, breaking and lifting equipment, and specialized medical and triage equipment.

SCERTF is designed for rapid deployment in an emergency. SC-TF1 will be based out of the South Carolina Department of Fire and Life Safety at Columbia, SC. All SC-TF1 members must meet a four-hour window for mobilization.

Four regional Type 2 assets, designated as regional response teams, are based in Charleston, Greenville, Hilton Head Island, and Myrtle Beach. Other US&R resources associated with local jurisdictions are also spread throughout the state. Other than assistance with training and equipment procurement issues, and their inclusion in the State Emergency Operations Plan as a regional response capability, these teams are not associated with SC-TF1. Personnel assigned by their employers as part of these teams, however, may be assets of SCERTF if they have applied, been accepted, and have secured a Memorandum of Understanding as specified in the Task Force Operations Manual.

The objectives of the SCERTF are to establish and maintain a team of qualified and trained personnel who can:

- Augment local emergency services with enhanced training and equipment

- Identify problems associated with natural or man-made disasters including structural instability, presence of hazardous materials, etc and advise the incident commander of protective actions

- Provide relevant information on, assist, and/or conduct US&R operations

- Operate as a team in an environment that may be unsafe
- Conduct scene reconnaissance, identify and quantify the hazards of a disaster, advise first responders and the incident commander
- Assist and/or implement victim rescue/extraction
- Provide logistical support to other US&R teams including procurement, distribution, maintenance, and replacement of equipment and personnel
- Integrate operations with other US&R teams at an incident location.

The SCERTF utilizes the following documents in an effort to provide guidance for the program:

- **SCERTF Urban Search and Rescue Program Plan**- This document outlines the initial requirements for the Program Management Group to begin developing and implementing the SCERTF. This document has been presented to the South Carolina General Assembly as the plan to develop an Urban Search and Rescue asset for the State and ultimately adopts the Task Force Operations Manual.
- **SCERTF Task Force Operations Manual**- This document dictates the policies and procedures of the SCERTF. This document has been adopted as the administrative and operational plan for the entire program.

E. PROGRAM ADMINISTRATION AND RESPONSIBILITIES

1. GENERAL RESPONSIBILITIES

Certain individuals and groups have the responsibility for administration and oversight of key elements of the Task Force Operations Manual. The personnel responsible for implementing and enforcing these elements are outlined in this section.

a) SC FIREFIGHTER MOBILIZATION OVERSIGHT COMMITTEE (MOBCOM)

In regard to this document, MOBCOM has been given direction by the General Assembly and the Governor of South Carolina as specified in Proviso 50.6 of the South Carolina 2003-2004 General Appropriations - Conference Committee Budget to “develop a plan to staff, equip, and train a statewide Urban Search and Rescue Team… that will operate as a part of the Firefighter Mobilization Plan”.

- Staff and manage the SCERTF according to State law and work with the SC Department of Homeland Security to guide the Task Force Operations Manual.
- Appoint a Director of the SCERTF.
- Approve Task Force Operations Manual.
- Review and approve the appointments of the Program Management Group and the SCERTF Command Staff as recommended by the SCERTF Director.
- Ensure interoperability with state response organizations including fire and emergency medical services, SLED, COBRA, etc.

- Oversee the development and continued maintenance of the team with the Director and the Program Management Group.

b) SCERTF DIRECTOR

The SCERTF Director is appointed by MOBCOM to be the contact point and manager of the state Urban Search and Rescue program. The SCERTF Director answers to the Deputy Director of DFLS to insure that the plan is implemented and maintained as part of the Firefighter Mobilization Plan.

- Manage the SCERTF according to the Task Force Operations Manual and provide liaison to MOBCOM.

- Recommend additions or deletions to the Task Force Operations Manual and provide leadership in enforcing the policies.

- Recruit and recommend the appointments of a Program Management Group and Task Force Command Staff.

- Supervise the Program Management Group and Task Force Command Staff and delegate tasks as necessary.

- Coordinate the development and continued maintenance of the team with the Program Management Group.

- Insure a 24-hour point-of-contact for the SEOC ESF-9 Coordinator, insuring a central point of coordination and contact for team activation and response.

- Research, recommend, specify, and purchase items and services necessary for the development and maintenance of the SCERTF including procurement and maintenance of equipment and team training.

c) PROGRAM MANAGEMENT GROUP

The Program Management Group is appointed by the Director to develop and guide the state Urban Search and Rescue program. The Program Management Group answers to the SCERTF Director to insure that the plan is implemented and maintained as part of the Firefighter Mobilization Plan. The Program Management Group also provides liaison to MOBCOM as needed to support the Task Force Operations Manual.

- Assist the Director in leading the SCERTF according to the Task Force Operations Manual.

- Recommend additions or deletions to the SCERTF Task Force Operations Manual and provide leadership in enforcing its' policies.

- Recruit and recommend the appointments of the Task Force Command Staff and Task Force Section Managers.

- Coordinate the development and continued maintenance of the team with the Task Force Command Staff.

- Research and specify items and services necessary for the development and maintenance of the SCERTF including procurement and maintenance of equipment and team training; forwarding these recommendations to the Director.

d) TASK FORCE COMMAND STAFF

The Task Force Command Staff is comprised of the Director (as Senior Officer of the Command Staff), the Deputy Director, the Lead Logistics Manager, and the Task Force Leaders. These positions are appointed by the Director to operate the state Urban Search and Rescue program. The Task Force Command Staff answers to the Director by way of their direct overhead report to insure that the plan is implemented and maintained as part of the Firefighter Mobilization Plan. The Command Staff supports the Task Force Operations Manual by enforcing the policies within.

- Assist the Director in leading the SCERTF according to the Task Force Operations Manual.
- Provide leadership in enforcing the SCERTF Task Force Operations Manual.
- Coordinate the development and continued maintenance of the team with the Program Management Group.
- If delegated, act as the 24-hour point-of-contact for the SEOC ESF-9 Coordinator, providing a central point of coordination and contact for team activation and response.
- Recommend items and services necessary for the development and maintenance of the SCERTF to the Program Management Group.
- Section Managers may or may not be added as necessary to assist in Command Staff functions to give them additional experience.

e) OFFICER CORPS

The Officer Corps is appointed by the Director to manage sections and squads both administratively and operationally. The Officer Corps also acts to lead working committees and task groups to insure compliance with the Task Force Operations Manual. The Officer Corps consists of Section Managers and Squad Leaders.

- Observe and evaluate members in order to recommend qualified candidates for advancement into officer positions, to provide positive feedback, and to gain information to enhance coaching and mentoring of the same personnel.
- Recommend additions or deletions to the SCERTF Task Force Operations Manual and provide leadership in enforcing its' policies.
- Coordinate the development of the team with the Task Force Command Staff, providing positive reinforcement and serving as an example, and educating subordinate personnel.
- Research and specify items and services necessary for the development and maintenance of the SCERTF including procurement and maintenance of equipment and team training; forwarding these recommendations to the Director.
- Enforce discipline and recommend fair and equitable action to insure compliance with the overall team mission.
- Providing operational leadership during deployments; notifying personnel and managing rosters, accounting for personnel in transit, providing as much of a safe working environment as possible, coaching and leading during work assignments, and other duties as may be necessary to foster innovative and competent delivery of our service.

f) MEMBERSHIP COMMITTEE

The Membership Committee is appointed by the Director to review and recommend appointments of candidates to Squad Leader and Specialist positions as they are vacated. The Membership Committee also acts as a group to review disciplinary actions filed by SCERTF Officers and recommends appropriate action to the Director or his designee to insure compliance with the Task Force Operations Manual.

- Review the applications of candidates for Squad Leaders and Specialists and recommend the qualified candidates for advancement into the appointment process.
- Recommend additions or deletions to the SCERTF Task Force Operations Manual and provide leadership in enforcing its' policies.
- Recruit and recommend the appointments of the Task Force Command Staff.
- Coordinate the development and continued maintenance of the team with the Task Force Command Staff.
- Research and specify items and services necessary for the development and maintenance of the SCERTF including procurement and maintenance of equipment and team training; forwarding these recommendations to the Director.
- Review disciplinary actions and recommend fair and equitable action to insure compliance with the overall team mission.

2. TEAM ADMINISTRATION

SCERTF shall be the overall US&R program designated in the State of South Carolina Emergency Operations Plan, identified as SC-TF1. Four other assets are positioned in South Carolina as Type 2 resources, and can be utilized as needed for reinforcement.

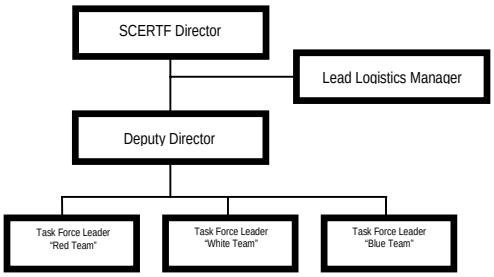
The SCERTF has three positions managing the administration of the organization; the SCERTF Program Director, the SCERTF Deputy Director and the SCERTF Lead Logistics Manager. These positions are defined in the Administrative Position Descriptions (See Appendix W, Administrative Position Descriptions).

- **Director**
- **Deputy Director**
- **Lead Logistics Manager**

These officers will also be issued credentials based upon training, experience, and leadership ability that will identify the Operational positions they can fill during deployment. The Operational positions are defined in the Operational Position Descriptions (See Appendix X, Operational Position Descriptions).

The basic administrative structure of the SCERTF is shown in the figure below. The positions represent points of responsibility for daily operations. Further administrative assignments provide an accountability system to identify officers who have responsibility for managing personnel assigned to their command, as well as establishing a mechanism for vertical communication from the Director to all members. Qualifications for team leadership do not require personnel to maintain a specific rank in their sponsoring agency, but consideration will be given to assignments based on their current rank, experience and qualifications. All Task Force groups fall under the management and direction of the Director, appointed to that position by the South Carolina Firefighter Mobilization Committee.

SC-TF1 is comprised of three Task Force groups; designated “Red”, “White” and “Blue”. Each group, if



Task Force Administration

equipped, could serve as a fully staffed Type 1 Task Force. Each group rotates duty, where one group is on-call at all times and the groups rotate through a “first-out, second-out, third-out” calendar. Having each Task Force position staffed three-deep also provides for back-up if someone is unable to respond and provides the ability to arrange for coverage during member vacations, leave, etc. Each group is staffed with 70 members. Each group is managed by two Task Force Leaders, who manage their designated group, but fill operational levels upon deployment depending upon their credentials. These groups are further divided into six sections, just as an operational Task Force would be structured, each supervised by a Manager. These sections are Search, Rescue, Medical, Logistics, HAZMAT, and Technical Support.

For administrative purposes, the identified positions existing within each group are: Task Force Leader, Safety Officer, Section Managers, Squad Officers, and Specialists.

- **Task Force Leader**
- **Safety Officer**
- **Section Manager**
- **Squad Officer**
- **Specialist**- Includes Rescue Specialists, Technical Search Specialists, Canine Specialists, Communications Specialists, Rigging Specialists, Hazardous Materials/WMD Specialists, Logistics Specialists.

Just as with the Task Force Administrative Staff, each member will be given credentials based upon training, experience, and leadership ability that will identify the Operational positions they can fill during deployment. These are also defined in the Operational Position Descriptions (See Appendix X, Operational Position Descriptions). Just because a member is serving in an administrative position, such as Assistant Task Force Leader, operational positions for a deployment will be filled as the situation and personnel needs dictate, as identified by the SCERTF Duty Officer.

Each Task Force group will be divided into two platoons and equally staffed for administrative purposes. One Task Force Leader will be designated as the officer-in-charge of the entire Task Force group and will supervise <u>one</u> platoon of that group will manage the <u>other</u> platoon in the Task Force group.

In operational situations, a deployed Task Force will also take on the same configuration; two platoons will be deployed to make up the one responding Task Force. Once on scene, the Task Force Leaders may elect to split these two platoons up to provide “Port” and “Starboard” teams with one working, the other resting (in projected night operations, for example), or they may elect to have one set up the BoO and one begin search operations, or other configurations as necessary to achieve operational needs.

The following sections represent one platoon of a Task Force group and are staffed as indicated:

a) RESCUE SECTION

A Rescue Manager supervises the Rescue Section. One (1) Heavy Equipment/Rigging Specialist and two (2) Rescue Squads are assigned to the Rescue Section. Each Rescue Squad consists of six personnel each; one Rescue Squad Officer and five Rescue Specialists.

b) MEDICAL SECTION

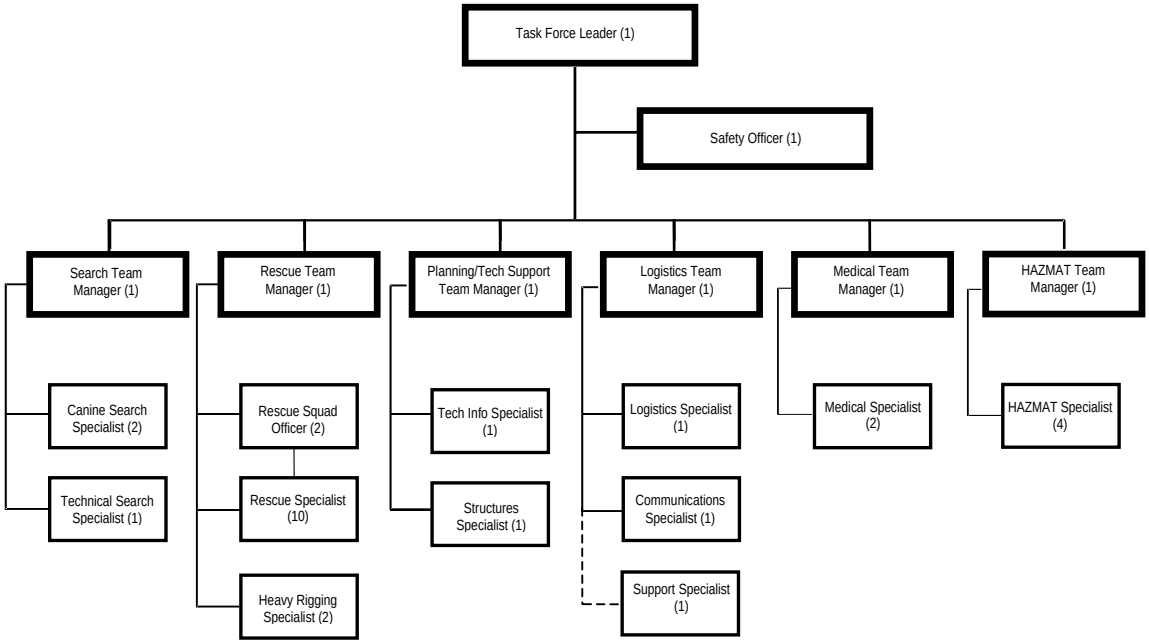
A Medical Manager supervises the Medical Section. Two (2) Medical Specialists are assigned to the Medical Section.

c) LOGISTICS SECTION

A Logistics Manager supervises the Logistics Section. One (1) Communications Specialist and one (1) Logistics Specialist are assigned to the Logistics Section. Depending upon mission needs, one (1) Support Specialist may be attached to this section to increase total Task Force deployment staffing to 72 (one per platoon).

d) SEARCH SECTION

A Search Manager supervises the Search Section. Under this section there are two (2) Canine Specialists and one (1) Technical Search Specialist.



Platoon Organization Chart

e) TECHNICAL SUPPORT/PLANNING SECTION

A Technical Support/Planning Manager supervises the Technical Support/Planning Section. Under this section there is one (1) Technical Information Specialist and one (1) Structures Specialist.

f) HAZARDOUS MATERIALS SECTION

A HAZMAT Manager supervises the HAZMAT Section. Under this section there is one (1) HAZMAT Squad consisting of four (4) HAZMAT Specialists.

3. CONDUCT

All SCERTF members, regardless of rank or position, shall conduct themselves in a professional and competent manner as expected for someone with similar training and experience as assigned to an elite team. Members will be exposed to stressful and challenging environments thus requiring personnel to maintain control of emotions, speech, and behavior, as to set a positive example to others, especially those affected by the disaster.

Failure to maintain a professional demeanor will be cause for the member to be removed from the operational environment for their safety and the well-being of others. This behavior may also be subject to disciplinary action as recommended by the Program Management Group. Further information regarding member conduct can be found in Appendix A – Task Force Management and Coordination, Annex A-1, Code of Conduct

4. STAFFING

As part of overall Search and Rescue responsibility assigned to DFLS, personnel management and staffing of the SCERTF will be critical to the success of the program. It is understood that during emergencies, many well-intentioned citizens respond in an attempt to assist. Often times these efforts prove to be disastrous and complicate organized and legally authorized rescue efforts.

The intent of this program is to develop an organization with selected emergency personnel and provide them with the leadership, equipment, training, communications, command and procedures necessary to provide safe and timely Search and Rescue services. The program is <u>not</u> designed to provide local citizens or emergency responders with equipment they have not been trained to use and exceeds their capabilities. Historically, summoning additional under-equipped, untrained personnel to an emergency scene has only created additional chaos and increased the amount of danger or harm to both victims and rescuers.

Personnel that meet qualifications established by a position description requirement, and who successfully complete the application and interview process, shall staff US&R Teams. Since all personnel will be cross-trained, and since the role members fill during daily operations may not be the role they fill during a deployment (dependent upon personnel availability and need), personnel will be issued credentials that identify the positions they can staff during mobilization. These positions will be identified in the Operational Position Descriptions – Appendix X.

Due to the needs of the Task Force, civilian personnel not assigned to an emergency service in South Carolina may be utilized as part of the Task Force. These individuals will be credentialed on a special basis and will only serve in functions for which they have specific qualifications.

Similarly, individuals associated with emergency services, whose expertise may be necessary to advance the mission of SCERTF but are unable to meet the general requirements of operational Task Force personnel, may be commissioned to participate in specific Task Force activities that do not require hazard zone entry.

Examples of such personnel include Structural Engineers, Canine Specialists, Media Relations Officers, Communications Specialists, or other Special Experts as needed.

5. COORDINATION TASKS

Certain Task Force daily objectives require a coordinator to insure that needs are being addressed uniformly throughout the three Task Force groups. Coordinator positions are identified as responsible for oversight of parts of the Task Force System, reporting to the Director and the Program Management Group regarding project completion or compliance. Examples of these coordinator positions include: Training Coordinator, Communication Coordinator, and Safety Coordinator.

These coordinators may be assigned to Chair standing committees convened to study and make recommendations to the Program Management Group regarding these subjects. If a committee is formed to address these types of issues, representation shall be sought from the Program Management Group, team officers, and specialists so that input can be received from any and all interested members.

F. US&R INTERACTION WITH THE STATE EMERGENCY OPERATIONS PLAN

The SCEOP is the State government's plan-of-action for responding to disasters which fulfill the following criteria:

- The county and local response capabilities are overwhelmed; and
- The county or local government requests State assistance; and
- The Governor formally declares that a disaster has occurred, as per Section 25-1-440, SC Code of Laws, which authorizes the Governor to declare emergencies for all or part of the state and to utilize all available resources of state government to respond to the emergency; or
- If disaster threatens prior to the ability of the Governor to issue an Executive Order proclaiming the existence of a State of Emergency, the Director of SCEMD is authorized to activate the SCEOP and implement any emergency response actions that may be necessary for the immediate protection of life and property.

In addition, the Governor or designee may execute the SCEOP to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

Once these criteria have been met, the State government may implement any or all of the ESFs that are described in the EOP (Figure I-2). Urban Search and Rescue constitutes ESF-9. Each ESF is coordinated by a primary State agency in concert with State and Federal agencies that may provide relevant support. The Department of Labor, Licensing, and Regulation, Division of Fire and Life Safety (DFLS), has primary responsibility for ESF-9 as specified in the EOP. This task has been allocated by law to the South Carolina Firefighter Mobilization Oversight Committee (MOBCOM), as per the Firefighter Mobilization Act of 2000.

To meet that requirement, MOBCOM formed the South Carolina Emergency Response Task Force. SCERTF coordinates State US&R planning activities and is further supported by the following agencies: the South Carolina Department of Homeland Security (SCDHS); Department of Natural Resources (SCDNR); Department of Health and Environmental Control (SCDHEC); Department of Parks, Recreation and Tourism (SCPRT); Department of Transportation (SCDOT); State Law Enforcement Division (SLED); State Emergency Management Division (SCEMD); State Forestry Commission; and the Civil Air Patrol. Each county shall produce supplemental response plans, including sections on US&R, based upon known resources, capabilities, and local authorities in their areas of responsibility.

In the event a natural disaster or technological incident results in collapsed structures that trap victims, the State government may be called upon by local or county governments to provide US&R assets to accomplish medium to heavy rescue missions. US&R is one of the four critical life-saving ESFs and is treated as a priority during the first hours and days following the event.

If a significant event has occurred, or may occur; and the event conforms to certain criteria, such as an earthquake or hurricane affecting a heavily populated urban environment; the ESF-9 Coordinator at the State Emergency Operations Center (SEOC) Warning Point shall be notified. In turn, the ESF-9

Coordinator will request response from the SCERTF US&R System by contacting the SCERTF Duty Officer. The Duty Officer is a member of the Task Force Command Staff who is available 24 hours a day to make operational and administrative decisions in the absence of the Program Director. This position will be filled by a rotating member of the Command Staff. The State Warning Point will also alert the ESF-1 Coordinator (SC Department of Transportation), as well as other related and supporting ESFs.

It is the responsibility of the SCERTF Duty Officer to keep the State Warning Point appraised of any changes that would affect the Task Force's readiness.

EMERGENCY SUPPORT FUNCTIONS

	Emergency Support Function	Primary Agency
1.	Transportation	Department of Transportation
2.	Communications	Budget & Control Board, Office of Info. Resources
3.	Public Works and Engineering	Budget & Control Board, Office of General Services
4.	Firefighting	LLR, Division of Fire and Life Safety
5.	Information and Planning	Office of Adjutant General, Emergency Mgmt. Div.
6.	Mass Care	American Red Cross
7.	Resource Support	Budget & Control Board, Office of General Services
8.	Health and Medical Services	Department of Health & Environmental Control
9.	Urban Search and Rescue	LLR, Division of Fire and Life Safety
10.	Hazardous Materials	Department of Health & Environmental Control
11.	Food	Department of Social Services
12.	Energy	Public Service Commission
13.	Law Enforcement	State Law Enforcement Division
14.	Volunteers & Donations	SC EMD, Adjutant General
15.	Military Support	Adjutant General, SC National Guard
16.	Evacuation Traffic Management	Department of Public Safety
17.	Animal Emergency Response	Clemson University Livestock/Poultry Health
18.	Disaster Assessment	SC EMD
19.	Damage Assessment	SC EMD
20.	Special Medical Needs	None Listed
21.	Mass Care (Personnel)	SC Department of Social Services
22.	Air Operations	None Listed
23.	Business & Industry	None Listed
24.	Public Information	SC EMD
25.	Public Protection	SC EMD
26.	Fatality Management	None Listed
27.	Administrative & Finance	SC EMD
28.	Tourism Assessment	None Listed

FIGURE I-2: Emergency Support Functions

Once a reliable estimate of damage and need is ascertained, the SCERTF Duty Officer will determine the allocation of US&R resources and alert all appropriate State US&R assets as determined in Appendix R, Duty Roster Information. SCERTF will activate an IST along with US&R assets to selected mobilization centers. The IST will be deployed as soon as possible in order to act as a liaison with local and county

officials as well as make preparations for support of the incoming Task Force. Should additional US&R resources be required on the same incident, a request can be made to ESF-9 to obtain additional US&R resources pre-established within the state (regional and local US&R teams) or to the SEOC (or the State Coordinating Officer) to request Federal assistance. If Federal US&R teams are used, they will be afforded the same logistical support and be expected to operate within the same framework as SCERTF Task Forces.

Once the SCERTF Task Force has been activated, its transportation requirements will be evaluated. South Carolina, as a signatory of the Emergency Management Assistance Compact, may be requested to deploy to any one of the member states as part of that agreement. Depending on the travel distance to the incident, the Task Force may deploy by air or ground transportation.

On activations, pre-assigned teams may mobilize (depending upon location and accessibility) to begin incident support and assessment, and to manage the cache and personnel being deployed to the scene and received upon arrival.

For ground travel, the Task Force will assemble and report either to the cache location at the South Carolina Fire Academy in Columbia, or to a pre-determined secondary Point of Departure (POD), within four hours. Most of the cache will be kept pre-loaded on the apparatus. There are, however, items that will be secured by pre-authorized purchase agreements (perishable medical supplies, batteries) that need loading. The loaded apparatus will deploy to a designated Point of Arrival (POA). Once the Task Force has reached its POA, the IST Point of Arrival/Mobilization Center (POA/Mob Center) Specialist should meet the apparatus and arrange for off-loading. Where facilities permit, the POA and the mobilization center may be the same facility.

For travel by air, the Task Force will assemble and report to a pre-determined Point of Departure (POD), usually an airfield, within four hours. The loadmaster will ensure that the Task Force equipment cache is packaged and palletized in conformance with all military regulations controlling air cargo and hazardous materials (HAZMAT) movement. The loaded aircraft will deploy to a designated Point of Arrival (POA), normally a military airfield. Once the Task Force has reached its POA, the IST Point of Arrival/Mobilization Center (POA/Mob Center) Specialist should meet the aircraft and arrange for off-loading and transportation to the designated mobilization center. Where facilities permit, the POA and the mobilization center may be the same facility.

At the mobilization center, the incoming Task Force will receive a briefing from the IST POA/Mob Center Specialist who will establish communications procedures, describe the current situation, the Task Force mission assignment, procedures for re-supply, and transportation to and from the incident site.

When the Task Force has received a mission assignment, the IST Transportation Unit Leader will ensure air or ground transportation to a designated incident staging area in the area of their assignment or directly to the incident location. The Task Force will also receive a situation status update, operational assignment, and logistical and administrative information from the IST or local Incident Commander (IC). The Task Force will proceed to its assignment and begin normal operations. If the Task Force is directed to move to another site, the IST Transportation Unit Leader will provide transportation. The IST will also ensure re-supply of food, water, and other items essential to the mission. The Task Force will continue to operate until demobilized. This will usually occur within 10 days after deployment to the disaster area.

The local IC, through the IST, has the discretion to move a Task Force assigned to his/her jurisdiction to another work location within the jurisdiction. Once it is determined that an assigned Task Force has completed its mission, the IST and the State ESF-9 representative will determine if the Task Force is required at other locations within the State. The IST will coordinate with the State ESF-9 representative through the ESF-9 Group in the Disaster Field Office (DFO) to determine any further US&R needs for the Task Force (Figure I-3). If the objectives of the mission have been met and the Task Force is no longer needed, the IST will arrange for demobilization and return to “available” status. If the Task Force is demobilized, they will perform site disengagement procedures and be transported back to the mobilization center. Task Force members will then be debriefed, and begin preparations for return to their original POD. Transportation will be arranged by the IST directly with the ESF-9 Group in the DFO who will coordinate the request with the SC State Coordinating Officer.

G. TASK FORCE OPERATIONAL COMPOSITION AND FUNCTIONS

1. Support Teams

Three assigned support teams may or may not be deployed to manage components of the deployment; the Incident Support Team (IST) provides advance reconnaissance and scene support; the POD Management Team (PMT) provides organization of the loading and deployment of the equipment cache and provides organization for the receipt of personnel, processing, and developing accountability at the instant that personnel are brought into the operation. A designated IST and PMT will be assigned 24/7 on the Deployment Roster. These positions may or may not consist of Task Force personnel; for example, in cases such as a pre-determined POD, SCERTF may enter into an agreement with an emergency agency near the POD to perform PMT duty as to lessen the responsibilities of responding members.

a) INCIDENT SUPPORT TEAM

SCERTF will assign an Incident Support Team (IST) to mobilize directly to an incident and begin liaison with the affected local jurisdiction. This team will begin the size-up of the jurisdictional needs in regard to US&R and advise the responding Task Force in order to more rapidly organize the initial intervention efforts upon arrival of assets. The IST will determine the best location for the Task Force to set up their Base of Operations. This team provides advance reconnaissance for the Task Force.

Regardless of incident size, the Duty Officer will likely pre-deploy a limited IST to the scene to gather information and assist the local incident commander in determining what state resources are available. Performing these liaison duties will also help establish a base of understanding prior to the possible request of Task Force assets.

b) POINT-OF-DEPARTURE MANAGEMENT TEAM

This team has two components; Cache Management and Personnel Management. These teams are further defined in Section X, US&R System Program Maintenance. The Point-of-Departure Management Team (PMT) will organize POD tasks, determine loading priorities, and check off that equipment is on board. The PMT will also process personnel as they arrive at the POD, enter the personnel on the manifest and assign them pre-deployment tasks. There will be no free-lancing of personnel; strict accountability will be maintained at all times.

The assigned officer-in-charge of the PMT will maintain contact with the Duty Officer to advise the IST on ready status.

2. Operational Teams

The Task Force is structured to safely operate on the scene for up to 10 days. Primarily, the Task Force performs the functions of search, rescue, and medical care for Task Force members and rescued victims. One responding SCERTF US&R Task Force group consists of 70 personnel; two (2) Task Force platoons will be utilized to staff those positions.

a) MANAGEMENT

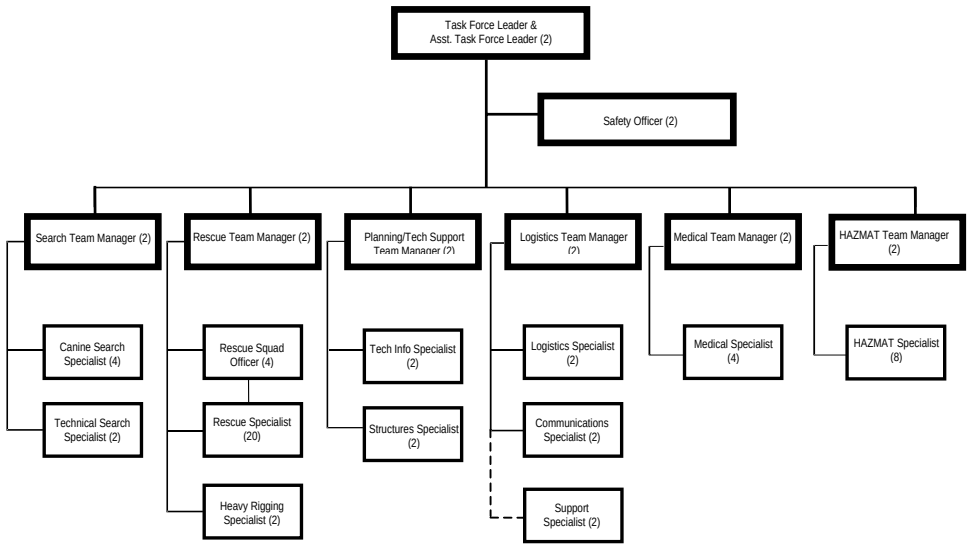
Comprised of Task Force Leader, Safety Officer, Planning, Search Manager, Rescue Manager, Logistics, Medical, HAZMAT Manager. The functions of the Management Team include the provision of overall management and coordination of Task Force operations.

b) SEARCH

The Search Team is comprised of Technical Search Specialists, Canine Specialists and Search Canines. Their function utilizes canines and technical/electronic search techniques to locate trapped victims.

c) RESCUE

The Rescue Team is composed of Rescue Specialists organized into four squads with leader and five specialists, and includes Heavy Rigging Specialists. The Rescue Team performs extrication of trapped victims and is especially skilled in cutting, shoring, lifting, and breaching steel and reinforced concrete.



Task Force Organization Chart

d) MEDICAL

The Medical Team consists of Physicians and Medical Specialists at the paramedic or equivalent level. The Medical Team's function is to provide pre-hospital and emergency care for Task Force members and crush syndrome/confined space medicine for rescued victims.

e) PLANNING

The Planning Team consists of Structural Engineers and Technical Information Specialists. The Planning Team functions to provide support to the overall search and rescue mission to include: planning, hazards evaluation, structural integrity assessments, and technical documentation.

f) LOGISTICS

The Logistics Team consists of Logisticians, Communications Specialists, and Support Specialists. The Logistics Team provides support to the overall search and rescue mission to include: logistical, communications, mobilization and demobilization, and transportation.

g) HAZMAT

The HAZMAT Team consists of HAZMAT Specialists. The HAZMAT Team provides support to the overall search and rescue mission to include: monitoring, safety, and other hazardous materials related technical assistance.

II. SYSTEM OVERVIEW

A. TASK FORCE CAPABILITIES

The method by which DFLS accomplishes the ESF-9 mission under the SCEOP is through the South Carolina Firefighter Mobilization Plan. In the plan, the SCERTF Urban Search and Rescue Response System was developed to fill this need. The primary purpose of this system is to provide a state-wide heavy search and rescue proficiency at the local jurisdiction level that can be deployed to incidents requiring this capability. In order for the Task Force to be able to function in this capacity, it must develop and maintain the following capabilities:

- Physical, canine, and electronic search capability.
- Rescue operations in a variety of structures, including wood frame, steel frame, non-reinforced concrete, and reinforced concrete.
- Advanced life support capability, specializing in crush syndrome and confined space medicine.
- Structural integrity assessments of structures in rescue operations.
- Hazardous materials assessments in rescue operations.
- Heavy equipment operations for rescue efforts.
- Communications within the Task Force, with the IST, and with the home jurisdiction.
- Resource accountability, maintenance, and equipment procurement.
- Technical documentation.
- Public information.
- Task Force management and coordination.

In additional to having the above listed capabilities, the Task Force is structured to be able to operate under the following guidelines:

- 24-hour operations in two 12-hour shifts.
- Self-sufficiency for 72 hours.
- Report to the POD within 4 hours of activation.
- Cross-trained personnel.
- Standard equipment and training.
- Standard operating procedures.
- Operate under the Incident Command System (ICS) as recommended in the National Incident Management System (NIMS).

B. INCIDENT SUPPORT TEAM

The mobilization and use of the US&R Task Force provides a significant capability for disaster response and mitigation. The SCERTF US&R IST provides state and local officials with technical assistance in the acquisition and utilization of ESF-9 resources through advice, incident command assistance, management and coordination of the US&R Task Force, and obtaining ESF-9 logistics support.

C. OPERATIONAL READINESS EVALUATIONS

In order to ensure the efficiency and operational readiness of the Task Force, SCERTF has adopted the FEMA Operational Readiness Evaluation Process. This program provides for a thorough on-site inspection of all Task Force components to determine the general readiness of the Task Force to respond and operate on the scene of a disaster. The objectives of the process include:

- Provide a uniform method to determine the current operational readiness levels of all Task Force assets participating in the State US&R Response System.

- Identify major strengths and shortfalls in the current and planned system of Task Force development.

- Develop a fair and objective process that can be conducted by local program management, State officials and SCERTF to determine readiness levels.

- Provide feedback regarding the strengths and weaknesses for inclusion into a plan of action for further development and improvement.

Periodically, evaluators appointed by the SCERTF Program Director will conduct an evaluation of the program, either in part or in its entirety. The evaluators will compare team equipment with the approved cache list, as well as review legal agreements, administrative documentation, financial records, personnel qualifications, and Task Force training records. The results of the evaluation are submitted to the Program Director as part of the overall Task Force's permanent record and used to determine if each component is operationally certified for a mission assignment.

D. SEARCH CANINE READINESS EVALUATIONS

In addition to the full Task Force evaluations, SCERTF has adopted the FEMA evaluation procedures to validate the Task Force search ability. This has been accomplished by providing uniform methods to determine the current operational readiness levels of all canine search specialists and dogs. This process also provides a method to identify major strengths and shortfalls for the Canine Search Specialists.

Under this system, the evaluation process is divided into two parts. The first is a Type I Disaster Dog (Advanced) and the second is the Type II Disaster Dog (Basic). SCERTF will recruit a cadre of evaluators certified by FEMA as Type I and II perform the different levels of evaluations. This dynamic process allows Task Forces to deploy to disaster sites with canines that possess the same level of training and ability to search.

III. URBAN SEARCH AND RESCUE SYSTEM IMPLEMENTATION

A. SCERTF TASK FORCE REQUESTS

There are several stages concerning a formal State assistance request. When an incident occurs, local and county resources are utilized first. If the incident exceeds their capabilities, local or county authorities may request State resources from the State Warning Point ESF-9 Coordinator. The ESF-9 Coordinator will obtain a State tasking number and contact the SCERTF Duty Officer for activation.

If the incident is of catastrophic proportions, the Governor of South Carolina may declare the incident a State Disaster and appoint a State Coordinating Officer (SCO) who will set up a Disaster Field Office (DFO) near the incident. A State Emergency Response Team (SERT) will respond to the incident with representatives from appropriate ESFs. The ESFs will support the local and county responders with State resources until the incident is mitigated.

Within this framework, formal requests for the US&R Task Force will occur through the appropriate County emergency management agency and/or the DFO. The county officer responsible for US&R will receive the request for assistance from the local jurisdiction. If the county cannot provide assistance from in-county resources, it may elect to request State assistance. This request is sent by the county representative to the State ESF-9 Representative at the DFO or at the State Warning Point if a DFO is not established.

The initial information is passed to the SCERTF Duty Officer. Upon receiving a State tasking number, the Duty Officer will authorize an alert and activate SCERTF assets. At the same time, the Duty Officer will activate an IST to respond to the incident jurisdiction to support the US&R effort at the local level.

In the absence of a county request during a significant event, SCEMD may request to move SCERTF assets to a specified site near the impacted area in anticipation of a formal request being received.

B. NOTIFICATION PROCEDURES

Upon notification from the disaster affected county or locality, the State Warning Point notifies the SCERTF Duty Officer. The Duty Officer has the ability to send out advisories, alerts, or activation orders as necessary. The Duty Officer will also notify the SCERTF Program Director and Deputy Director.

Once the situation has been assessed, the Duty Officer, under advisement from Staff, will decide whether to implement the response plan. The Duty Officer will identify the assets to be activated and request dispatch of the same. Initial notifications will occur using the Notification Plan outlined in Appendix N – Task Force Mobilization, then followed by a written document with the effective date and time of the verbal notification. Included in the notification will be the State tasking number, the initial situation report, what/how many assets are needed, where the assets will report, and any other pertinent information. It is the responsibility of all SCERTF personnel to keep the Duty Officer advised of any restrictions regarding asset availability. When appropriate, it will be the Duty Officer's responsibility to cancel any alerts or activations after receiving direction from Staff and the ESF-9 Coordinator.

Concurrent with the selection of the Task Forces to be activated, the SEOC will coordinate transportation requirements with ESF-1.

C. STATE TASK FORCE ROTATION SYSTEM

In order for all operational assets to be equitably considered, a rotational schedule will be established to enable personnel to know when they are most likely to be activated during a major event.

The rotation schedule is based upon a monthly calendar rotation. When fully staffed, each asset rotates monthly from first-due for response through third-due.

Following an incident that requires US&R assets, the Duty Officer will initially activate the number of assets it deems necessary for the incident. The geographically closest operational assets outside the affected area will be utilized first. Assets within the affected area are deemed to be local resources by SCERTF. After the first assets, the Duty Officer will utilize the rotation schedule, using the first-due assets until all assets have been used. The Duty Officer has the discretionary authority to deviate from the rotation schedule.

D. NOTIFICATIONS

There are four types of notifications that will be issued to communicate Task Force information; advisories, alerts, activations, and demobilization orders.

1. Advisory Notice

Upon the occurrence of a significant disaster event or an impending event, the Duty Officer may issue an Advisory Notice to all US&R assets. This advisory will be issued from the Duty Officer to the assets by text page, or using the plans identified in Appendix N, Task Force Mobilization.

All appropriate information related to the event is listed in Figure III-1, and will be provided, as it becomes known. The advisory is for informational purposes only and does not constitute a directive to begin any mobilization activities, or incur any expense.

Advisory Notices may also be issued periodically during an incident to inform all assets in the State System of any mission information updates.

2. Alert Notice

If US&R resources have a probability of being requested within the next 24 hours, the Duty Officer may issue an Alert Notice. The sponsoring agency of the asset being placed on alert must determine if that asset can be released for service.

All appropriate information related to the event is listed in Figure III-1, and will be provided, as it becomes known.

The Alert Notice will authorize a specific amount of funds for identified perishables/consumables and administrative expenses to begin planning and bringing together those personnel who are required to prepare for Task Force activation. The Alert Notice may be verbal followed by written confirmation, normally within 12 hours. Alert notices shall be issued only after consultation with Command Staff and the MOBCOM Chairman or designee.

3. Activation Order

If a disaster will require US&R resources, the Duty Officer will select assets to be activated based upon the tasking orders. Assets, in conjunction with the sponsoring agency, may decline the mission if in their opinion there is a potential need for that asset in their home jurisdiction. Once the asset accepts the mission, the Duty Officer will issue an Activation Order. This will probably be done by text page followed by written document that indicates the time of activation. All appropriate information related to the event is listed in Figure III-1, and will be provided, as it becomes known.

Sponsoring agencies accepting the mission are expected to field all necessary personnel, equipment, and supplies; and report to their designated POD within four hours of the Activation Order. In the case of ground transport, the POD will normally be a parking area or government facility. In the case of air transport, the POD will usually be a designated military or civilian airport. From activation until arrival at the POA/Mob Center, the assets will be under the control of and will provide regular situation reports to the Duty Officer.

If the event is in-state, SCERTF will activate and deploy an IST to the incident location in order for the supporting elements to be in place prior to Task Force arrival. Activation of an IST may or may not occur without the incident being declared a state disaster, but Task Force mobilization will not occur without the incident receiving a State tasking identification number unless the requesting jurisdiction agrees to covering the cost of deployment.

4. Demobilization Order

If an Alert Notice has been issued, and subsequent information indicates that mobilization of the Task Force is not warranted, the Duty Officer will issue a written Demobilization Order to the sponsoring agency. DFLS will provide further related information regarding the reason for the Demobilization Order.

After activation, a demobilization of assets may occur at any time during the mobilization process, as determined by the Duty Officer. A written Demobilization Order will be issued to the sponsoring agency. The order will include the official stand-down time, the permitted administrative hours, personnel rehabilitation period, cache rehabilitation period, and other information deemed necessary by SCERTF. Upon demobilization, the IST in conjunction with the DFO or the SEOC, will arrange all transportation requirements. After departure from the mobilization center, a demobilized Task Force will be under the control of and will provide regular situation reports to the State Warning Point until arrival at its home jurisdiction.

Authorized expenses incurred by SCERTF related to federal activation activities will be reimbursed by FEMA as outlined in Section IX – Post-Mission Activities.

Advisory/Alert	Activation	Demobilization
• Type of event • Location • Magnitude • Weather conditions • Current situation	• Type of event • Location • Magnitude • Weather conditions • Current situation • Damage assessment • Determining fund levels • POD • Projected time of departure • Aircraft information (size/type) • Contact person (call back) • POA • Task force radio frequencies • Mobilization center location • Other resources activated • Anticipated length of mission • Time of official activation • Person initiating activation • Identify tracking and contact procedures	• Reason for demobilization • Person initiating demobilization • Time of demobilization • Reimbursement information • Personnel and equipment rehabilitation allowances

FIGURE III-1: Information Requirements for Advisory, Alert, Activation, and Demobilization

E. AGENCY RESPONSIBILITIES

1. Division of Fire and Life Safety

a) OFFICE OF THE DEPUTY DIRECTOR/DFLS

The SCEOP designates DFLS as the primary State agency responsible for US&R. DFLS will staff ESF-9 – US&R of the EOP using the SCERTF Duty Officer.

To accomplish this mission, DFLS will:

- Maintain a state US&R capability.
- Administer the US&R program.
- Provide technical assistance on the implementation of the EOP.
- Provide supplemental logistical support to US&R assets while deployed.
- Develop situation and After-Action Reports.
- Maintain an ESF-9 response plan, along with involved support agencies.
- Maintain an inventory of US&R assets.
- Provide for functional training and exercises within the US&R program.
- Maintain a roster of trained IST personnel.

b) MOBILIZATION COMMITTEE

Proviso 50.6 designates MOBCOM as responsible for developing and implementing the State US&R Plan. To accomplish this mission, MOBCOM will:

- Provide technical assistance on the implementation of the EOP.
- Provide supplemental logistical support to US&R assets while deployed.
- Develop situation and After-Action Reports.
- Provide oversight of the ESF-9 response plan, along with involved support agencies.

In addition, MOBCOM is responsible for coordinating all interstate US&R assistance. MOBCOM will also manage public information dissemination and congressional liaison related to ESF-9.

c) SCERTF

SCERTF will recruit and organize a Task Force, filling the positions according to guidelines prescribed in the FEMA National US&R Response System Task Force Description Manual. It will register and qualify all medical personnel on the Task Force through the USPHS as a specialized Disaster Medical Assistance Team (DMAT). SCERTF will recommend and implement training to upgrade, develop, and renew skills as needed, to maintain qualifications for each position on the Task Force. They are also responsible for developing, practicing, and implementing an internal call-out system for team members, and for managing the financial, administrative, reporting, and personnel issues related to Task Force maintenance. They are also responsible for ensuring that changes in the status of the Task Force readiness level are reported to SCEMD. SCERTF will also perform all administrative functions as required and submit to periodic operational readiness inspections.

When authorized by SCEMD, the SCERTF Duty Officer will activate the Task Force and ensure that all personnel and equipment are at the designated POD within the prescribed time frame. Personnel assigned to the Task Force and their replacements will be compensated in accordance with the terms outlined in the MOU. They will also ensure that all appropriate reports and claims for replacing or rehabilitating equipment are submitted within the time limits set forth in Chapter IX – Post Mission

Activities. SCERTF is responsible for providing incident stress management debriefings for all Task Force members deployed to an incident.

2. State Agencies

a) SC EMD

SCEMD Is expected to maintain 24-hour alert capability through the State Warning Point and to implement the alert and activation of the ESF-9 function. The SCEOP designates DFLS as the primary State agency responsible for US&R. DFLS will staff ESF-9 – US&R of the EOP using the SCERTF duty Officer.

b) STATE LIAISON

During the early stage of a disaster, SCEMD Liaison Officers, normally an SCEMD Area Coordinator, will channel information to the SEOC and affected county emergency operations centers. Once a SCEMD Liaison Officer has been established, and until the IST is functional and/or an ESF-9 representative is in place at the county Emergency Operations Center (EOC), the Liaison Officer will coordinate the affected county's requests for US&R assistance with SCEMD. A SCERTF Command Officer may assist the ESF-9 Group at the DFO as the SCERTF support representative. In the absence of the State Liaison Officer or DFO, the ESF-9 representative on the IST will act as the ESF-9 Group on the ERT.

c) SUPPORTING STATE AGENCIES

As indicated in the SCEOP, the following agencies provide support to DFLS, and as a result, SCERTF, in its conduct of State US&R operations: Department of Natural Resources, Department of Health and Environmental Control, Department of Parks, Recreation, and Tourism, Department of Transportation, Forestry Commission, State Law Enforcement Division, and the Civil Air Patrol.

3. Counties

a) AFFECTED COUNTIES

The County affected by a disaster is responsible for conducting damage and needs assessments and for making all requests for State US&R assistance through ESF-9 at the SEOC or the DFO. The County will also provide ESF-9 representatives to operate out of the ESF-9 Group at the DFO with the responsibility of coordinating all US&R requests and activities with their State counterparts. The County sets priorities for allocating all US&R resources (Federal, State, and local) within the disaster area of their County in consultation with the local IC. If the local jurisdiction is incapable of providing a viable incident command structure to manage the overall incident, the County has the responsibility to ensure that a capable ICS management team is in place.

4. Jurisdictions

a) AFFECTED JURISDICTION

The affected jurisdiction is responsible for the management of the incident. This includes the following activities:

- Conducting initial damage and needs assessments.
- Assessing and assigning local US&R resources.

- Identifying US&R shortfalls.
- Requesting assistance.
- Contacting the County ESF-9 representative to request additional assets.
- Establishing operational priorities.
- Providing a POC, situation briefings, and assignments for the incoming US&R Task Force.
- Ensuring adequate communications between SCERTF US&R assets and the local Incident Command Post (ICP).

The affected jurisdiction along with the IST will provide continuous needs assessments, indicating if additional resources will be needed. Additionally they will report on US&R work accomplishments and determine if Task Forces are to be reassigned within the jurisdiction or released.

F. TASK FORCE ALLOCATION

1. Initial Task Force Assignments

When an incident occurs that may require a US&R Task Force, SCERTF will review criteria such as type and magnitude of the incident, type of mitigation assistance requested, and deployment guidelines. These criteria will be used to determine how many resources should be activated for the event. SCERTF will then determine the appropriate assets to activate based on geographic location of available resources, the rotation system, asset levels of readiness, individual asset transport requirements, and availability of transportation. The capabilities of the available mobilization centers may influence the assignment of specific assets.

Once assets are activated and accept a mission, a POD will be identified for appropriate transportation. In the case of an interstate deployment utilizing aircraft, this POD will probably be pre-designated by DoD. One or more mobilization centers may be identified near the affected areas. These may be military or civilian airports.

Should only one county be affected, the State ESF-9 representative in the DFO will coordinate with the county emergency management officials to determine which assets should be assigned to affected localities. Normally, assets in an affected county or jurisdiction are considered county or jurisdictional assets and not utilized by SCERTF.

Prior to the establishment of a DFO, if more than one county is impacted, the division of Task Force assets between the affected counties will be determined by SCERTF's IST and the State ERT, based upon the needs assessment and priorities of the incident. SCERTF will coordinate with each county to determine where the Task Force should be sent.

After the allocation of assets is determined, SCERTF will decide which assets will be assigned to each mobilization center and will establish appropriate transportation for each. Transportation will be coordinated through the IST and the Task Force will be moved to its designated location. Once the Task Force arrives at the affected location, the Task Force falls under the management of the IST who reports to the local jurisdiction's IC or representative. The Task Force receives a strategic assignment through the IST and begins operations under the ICS. Refer to Chapter VII – On-Site Operations.

2. Task Force Reassignments

The activated Task Force is a State resource, under the ultimate direction of DFLS, as established in the SCEOP. Should it be determined that one or more initial Task Force assignments must be changed, the Task Force shall be reassigned. This determination will be made by the ESF-9 representative on the IST, in conjunction with the State ERT emergency management officials. The length of the initial operation of each asset and its ability to sustain continued operation would dictate whether the Task Force could be reassigned.

If a local IC determines that the services of the Task Force are no longer needed, the ESF-9 representative will make a determination of possible reassignment of the Task Force on the IST.

3. Demobilization of Task Forces

Once the Task Force has completed its mission, and no reassignment is warranted, or is unable to continue operations, the Task Force will be demobilized.

This information will be communicated to the local IC through the IST and forwarded by the IST to the ESF-9 Group at the DFO. The DFO, in conjunction with the State emergency management officials, will initiate a written Demobilization Order for the Task Force through the IST and the State Warning Point. Refer to Chapter VIII – Task Force Reassignment/Demobilization.

G. PROCEDURES FOR ACCEPTING FEDERAL AND INTERSTATE US&R ASSISTANCE

The possibility exists that during a major catastrophic disaster, Interstate and Federal US&R teams may be needed to supplement national capabilities. Procedures for obtaining and utilizing such assistance can be found in the Emergency Management Assistance Compact Guidebook and Standard Operating Procedures (2002), published by the National Emergency Management Association, and adopted as part of the SCEOP. South Carolina, as a signatory, will abide by the protocols described in the document. South Carolina is also a signatory of interstate Emergency Management Assistance Compacts with North Carolina and Georgia.

1. Operational Procedures for Federal Requests

Once the affected jurisdiction requests US&R assets beyond what the State government can provide from in-state resources and the DFO has determined that interstate or Federal US&R teams are required, the Director of SCEMD and the Governor will request assistance through the Emergency Management Assistance Compact (EMAC). An assessment will be made to determine the appropriate number of teams available that best meet the requirements of the identified US&R mission.

2. Integration of Federal or Interstate Teams

SCEMD will coordinate the arrival and integration of interstate US&R teams with SCERTF, unless the incident has been federalized, in which case this will be done through FEMA. This will include the notification of the designated mobilization center of team arrivals, assignment of guides/liaison personnel, and special logistical requirements, such as fuel, compressed gases, etc. Federal or interstate teams will be assigned to local jurisdictions under the direction of SCEMD. When assigned to a local jurisdiction, they will report to, and work under the direction of, the local IC through the IST.

3. General Considerations

SCEMD will debrief the out-of-state teams prior to their demobilization and departure, unless the incident is federalized, in which case, FEMA will be the responsible party. SCEMD will be responsible for

preparing an After-Action Report on the accomplishments, difficulties, and suitability of the response. SCEMD will be charged with compensating out-of-state teams for expenses incurred on the mission, unless the incident is federalized.

IV. TASK FORCE MOBILIZATION

A. TASK FORCE TRANSPORTATION REQUIREMENTS

In-state transportation of the Task Force will be done by mobilization of the cache apparatus located at the South Carolina Fire Academy facility in Columbia, SC. Arranging air transportation for the Task Force, if mobilized out-of-state, will normally be the responsibility of FEMA. The Department of Transportation (DOT) is the supporting agency for transportation; however, DoD has been designated as the primary provider of air transport because of its airlift capability. Civilian carriers may provide air transportation, but their capability is limited and their rules restrictive. Moving via a civilian carrier also requires Task Forces to reconfigure pallets for loading. Two aircraft (one aircraft for personnel and one for cargo and equipment) are normally required to move a Task Force due to commercial aircraft regulations concerning hazardous cargo.

Information essential to the Task Force's deployment such as Task Force POC and telephone number, ready to load date and time, available to load date and time (ALD), earliest and latest arrival date and time (EAD/LAD), and required delivery date (RDD) must be provided by ESF-9 to the State Warning Point, in the case of in-state ground transport. This information must be provided to the Movement Coordination Center (MCC) when a request for out-of-state deployment is submitted. In a federalized incident, the MCC is located in the Emergency Support Team (EST) and includes representatives from ESF-1, DoD, DOT, and FEMA.

Because SCERTF is a State asset, the Task Force will be normally transported by ground because of proximity to events, inclement weather, or lack of available aircraft. Regardless of the situation, deployments to incident sites under 500 miles will normally be by ground transportation, which applies to most all of the missions SCERTF will be expected to undertake.

B. TASK FORCE MOBILIZATION GUIDELINES

1. Departure Time Frames

Upon activation the Task Force will arrive at the POD within four hours. Within this time period, it is expected that the SCERTF Duty Officer will:

- Assess the level of readiness of the Task Force (Planning).
- Receive approval from State officials to mobilize (SCEMD).
- Assemble Task Force personnel at POD (SCERTF PMT Personnel Management).
- Assemble all elements of the Task Force equipment cache at POD (PMT Cache Management).

It is important that sponsoring agencies attempt to meet the target time frame for departure. The inability of a jurisdiction to mobilize its assets within the four-hour time frame could preclude their being considered for mobilization.

2. Personnel and Equipment

All aspects of Task Force mobilization must be well planned and exercised in order to accomplish such a large undertaking in a short period of time. While assigned as part of the "first-out" team, Task Force personnel should have all necessary personal items ready for deployment. All necessary equipment, tools, and supplies that support the Task Force should either be cached separately, or the locations of any separate items must be known and a process established to quickly assemble all of them. Load plans should be in place that document where specific items are placed on military aircraft pallets, with pallet

weights and cubic feet already calculated. Additionally, load plans for ground transport should be in a place that shows similar placement of cache items on over-the-road trucks.

A predetermined call-out system must be developed to notify the necessary personnel required to field the 70-person Task Force. The SCERTF Duty Officer will have paging capability as part of his issued communications gear. A call-down tree will serve as a back-up to the paging plan. All SCERTF associated personnel must have agreements in place with their respective employers to allow them to leave with little notice for a mission deployment of up to 10 days, as specified in the MOU. The local travel distances of the Task Force personnel, either to the sponsoring agency assembly point or the Task Force's assigned POD, must meet the 4-hour POD time frame.

Specific procedures must be set up to procure specialized cache items, such as water, controlled medical drugs, batteries, etc. These procedures must work 24 hours a day, seven days a week.

Cache loading plans must reflect priority loading and unloading of equipment necessary to allow effective Task Force operations. This may include modular deployment, reconnaissance, or advance teams. At the assembly point, the Task Force must establish a system to process personnel for the mission to include: gear inspection and weighing, medical screening, personal information checks, and equipment issue. The medical screening includes criteria specified by FEMA and adopted by SCERTF for the Task Force physicians to recommend personnel deployable or non-deployable.

3. Establishing Points of Contact

All SCERTF personnel will be issued communications devices in order to receive and confirm orders. In addition, sponsoring agencies must determine POCs for receiving US&R Task Force Advisories, Alert Notices, or Activation Orders for their assigned personnel, in case failure of the primary notification system occurs. This must be determined in advance and be functional any time, day or night. Most agencies and jurisdictions have emergency dispatch centers that should work well for this purpose. Personnel who are not employees of a public safety agency may be assigned a POC through a cooperative public safety agency in their region. A directory of contacts shall be established to ensure timely notifications.

Sponsoring agencies should establish a predetermined routing of Alert and Activation Notices from their POC to the official capable of approving the acceptance of activation. Persons receiving the Alert Notice or Activation Orders must request a POC name and telephone number. It is imperative that a definite acceptance or denial of a mission assignment be communicated to the Duty Officer within one hour.

4. Task Force Briefing

After accepting a mission, SCERTF shall assemble all necessary personnel either at an assembly point or at the assigned POD. It is imperative that a formal Task Force briefing be provided to all team members. This briefing should include:

- Task Force organizational structure.
- Chain-of-command.
- Latest event information.
- Environmental conditions.
- Media issues and procedures.
- Safety issues.
- Communications procedures.
- Other information provided by specific Task Force specialists.
- Code of conduct.
- Transportation mode, estimated departure time, POA, etc.

In addition, Task Force supervisory personnel should brief their subordinates about their expectations, distribute and review Task Force operational checklists, review the readiness of Task Force personnel for mission operations, check inoculation records, etc.

C. POINT OF DEPARTURE ACTIVITIES

The primary Point of Departure (POD) for the cache and personnel will be the SCERTF Compound at the South Carolina Fire Academy facility in Columbia, SC. Transport to missions will involve ground transportation to an identified point-of-arrival or to an identified air POD. Since cache items will have to be loaded and personnel will require assignments before response, a POD Management Team (PMT) will be activated prior to deployment.

Regionalized POD will be identified in advance for each region to minimize personal vehicle traffic and to insure security and accountability of personnel. Furthermore, PODs will be affected by the location of the emergency, and may change depending upon situation status and infrastructure involvement. Personnel who do not pass Columbia en route to the incident will be assigned to respond to a regional POD.

The POD for air transport of the cache and personnel will be Shaw Air Force Base, Sumter, SC, unless otherwise designated.

1. Identifying Appropriate Contacts

Procedures for contact with appropriate officials at the POD should be established prior to any actual mobilization. When a Task Force accepts an Activation Order, it should immediately apprise the appropriate officials at the POD, advising them of the activation. It is important that names and telephone numbers be made available to both facility (SCFA or Air Base) personnel and SCERTF in order to ensure the accurate flow of information. The three types of PODs will usually be:

a) South Carolina Fire Academy Facility

The on-duty site operations officer will usually be the appropriate POC for the Fire Academy facility. Issues regarding security, access, cargo handling areas, Task Force assembly areas, radio frequencies, etc. must be established in advance of a deployment request.

b) Military Air Base

The on-duty air base operations officer will usually be the appropriate POC for military air bases. Issues regarding security, air base access, cargo handling areas, Task Force assembly areas, radio frequencies, etc. will be established prior to receiving these orders.

c) Civilian Airports

The airport manager will usually be the appropriate POC for civilian airports. In addition, airport police or fire personnel may prove beneficial during a mobilization. Issues such as airport and hangar access, cargo handling areas, security, Task Force assembly areas, etc., may be provided by these agencies.

2. Loading Procedures

The on-loading of all Task Force personnel and equipment is a complex operation in either ground or air transport scenarios. It is imperative that Task Force personnel coordinate closely with loadmasters to ensure that all elements are well organized, properly packaged and labeled, prioritized, loaded, and secured.

a) Ground Transport

Most of the cache will be pre-packaged and loaded on the two apparatus located at the SCFA facility. Some items will require acquisition through pre-authorized purchasing agreements and delivery to the cache for deployment. Cache items stored off the apparatus (batteries in chargers, maintenance equipment, etc.) must be loaded just prior to deployment. Other packages must be loaded in a different order to accommodate immediate needs upon arrival at the POA. The Logistics Officer will determine the proper placement of these items in the cargo bay. In addition, a manifest of personnel will be generated through the approved Personnel Accountability System (Passport). SCERTF will either train or make training available to Task Force Logistics Specialists in loading for ground transportation.

b) Air Transport

Certain cache items, like hazardous materials (fuels, oxygen, compressed air, etc.) must be identified to the loadmaster or cargo handlers. The loadmaster or cargo handlers will determine the proper placement of these items in the cargo bay. In addition, a manifest of personnel will be generated (DoD Form AMC-117). SCERTF will either train or make training available to Task Force Logistics Specialists in air transportation. Cache items will be reviewed and pre-certified in order to expedite the loading process. Refer to Appendix G – Cache Packaging and Shipping Requirements.

3. Load Estimation/Limitations

A US&R Task Force is comprised of 70 persons. The following guides are in effect to control the total Task Force weight to be transported.

- Team member - 185 lb. (average for estimation purposes)
- Personal gear (carry-on) - 65 lb. (strict limit)
- Canines and support - 100 lb. (average for estimation purposes).

4. Canine Transport

Canines transported as part of a Task Force shall be in the aircraft cabin with their handlers. Due to the docile nature of the trained canine, coupled with the need for the handler to care for and maintain the proper attitude of the dog, they should never be transported in cages (refer to the DoD letter of authorization for un-caged canine in the FEMA US&R Task Force Description Manual – Forms and Reports Section and the Records and Reports Section of the US&R FOG).

V. ARRIVAL AT THE MOBILIZATION CENTER

A. ESTABLISHMENT OF A MOBILIZATION CENTER

1. Set Up/Activation Responsibilities

Emergency Support Function 7 (ESF-7), in support of the State Emergency Management Agency, is tasked in the SCEOP with pre-selecting potential mobilization centers, where possible. This may occur in earthquake and hurricane high-risk areas. SCERTF will also develop these plans as a contingency and file them with the Duty Officer.

After the disaster has occurred, ESF-7 and others will determine the feasibility and usability of the pre-selected facilities. If ESF-7 is unable to do so, this task will be performed by the IST. If the facility is determined usable and safe, ESF-7 should set up the facility and will identify and assign areas within the center for incoming assets. US&R Task Forces should have an administrative area and a billeting area designated for their use. If buildings are not available, Task Forces will have to use tents from their cache for billeting.

If the Task Force is to be directed to the mobilization centers, the IST Transportation Unit Leader will arrange transportation from the POA to this site. It may be determined that the POA will also serve as the mobilization center.

In some cases, the military may designate an installation of any Service or Defense Agency to provide the Defense Coordinating Officer (DCO) and integrated resource support for the DoD response effort. This is known in the military as a Base Support Installation (BSI). This installation is normally located outside of, but within a relative proximity to, the disaster area. In addition to support in the form of technically qualified personnel, essential equipment and procurement support, the BSI may serve as a staging or mobilization area. US&R personnel encountering the term BSI during a mission response should look upon it as the same as a mobilization center.

2. Administrative Support

An IST POA/Mob Center Specialist will be assigned to the mobilization center to facilitate any administrative needs of the Task Force. This may include arranging for billeting, sanitation, and feeding, as well as providing briefings/debriefings, maps, communications, transportation requirements, and a system for re-supply, as needed. Any logistical needs of the Task Force should be addressed to the Logistics Section Chief of the affected jurisdiction, or the Incident Commander, if not established.

B. TASK FORCE RECEPTION/SUPPORT

1. Mobilization Center

Upon arrival, the Task Force Leader (TFL) of each Task Force must establish contact with the IST POA/Mob Center Specialist. The TFL must contact the State Warning Point (or SEOC, if activated) upon their arrival either directly or through the IST. A coordination center will be established to coordinate all aspects of the mobilization center operation. The TFL should identify the location of the coordination center and report to the IST representative for instructions. If the TFL is unable to locate the appropriate IST representative (who may not have yet arrived), they should report to the mobilization center manager for further instructions. At a minimum, the following information should be identified from the IST representative or the center manager:

- Location of the IST.

- Local officials to whom the TFL should report.
- Assigned jurisdiction/work site for the Task Force.
- Incident briefing/situation report.
- Mobilization center food, water, rest rooms, and support facilities.
- Transportation requirements.
- Availability of maps for assigned jurisdiction.
- Availability of medical treatment, if any.

It is understood that once the Task Force arrives at its assigned jurisdiction, the TFL falls under the supervision of the local IC through the IST within the parameters of the ICS. In addition, the TFL will route all Task Force logistical support requests to the IST. The IST will determine, in conjunction with the local jurisdiction, what re-supply can be obtained locally and what items must be requested through SCEMD, US&R (ESF-9). The Task Force will not order equipment or re-supply items on their own. The IST is responsible for routing resource requests and reporting the Task Force's situation status to ESF-9 at the State Warning Point or SEOC, if it is operational. If a DFO has been established, the TFL will be notified and requests/situation status will go to that group.

2. Task Force Briefing

Once the TFL has received all necessary information, a Task Force briefing should be conducted to apprise personnel of important information. This should include the following:

- Assigned jurisdiction/work site for the Task Force.
- Incident briefing/situation report.
- Mobilization center: food, water, rest room, and support facilities.
- Transportation issues and time frames.
- Equipment off loading/security.
- Issuing of maps (if available).
- Introduction of the IST POA/Mob Center Specialist or other POA POCs.

3. Mobilization Center Support Facilities

As required, the IST POA/Mob Center Specialist will act as the POC with the support facilities at the mobilization centers receiving the US&R Task Force. State agencies will provide logistical support for the preparation and distribution of food and drinks, sanitation and rest room facilities, shelter, etc., if not already available on site. The degree to which these needs will be supported will depend upon many variables, including available resources and the number of disaster mitigation resources being routed through the mobilization center, etc.

At a minimum, a TFL should ensure that the immediate needs of team personnel and canines are addressed. In most cases, the Task Force should remain in a mobilization center for a relatively short time. This will depend on variables, such as available personnel and equipment for cache movement, available ground or air transportation to the assigned work site, weather conditions, etc. It would be rare that the Task Force remains for an extended period in the mobilization center and requires longer-term shelter and sleeping accommodations. The TFL and IST will address these issues, as needed.

Most large-scale disasters will require the mobilization center to remain in operation for an extended time period as various disaster mitigation and restoration resources respond to the affected areas. The TFL should consider that the Task Force would most likely demobilize and return through the mobilization center at the conclusion of a mission assignment. In addition, the mobilization center may play a part in ongoing operations such as serving as an intermediate point for the removal of an injured Task Force member or the support of other disaster response agencies (i.e., ESF-8 Medical, ESF-10 Hazardous Materials, ESF-4 Firefighting, etc.).

C. TASK FORCE DEPLOYMENT

It is imperative that the determination of the locality to which the Task Force is to be assigned be made as quickly as possible. These decisions will be made by the appropriate county emergency management officials of the affected county, in conjunction with the IST or appropriate ESF-9 officials at the DFO (refer to Chapter III. F. 1. – Initial Task Force Assignments, for a more complete discussion).

The immediate concern of the POA/Mob Center Specialist is to forward these specific Task Force assignments as soon as possible; address the transfer and movement of all personnel, canine, and equipment cache items; establish the necessary transportation requirements; and deploy the Task Force into the affected locality, as quickly as possible. It is most desirable that the Task Forces move through the mobilization center directly to their assigned locality/work site.

Task Forces departing the mobilization center will be transported to the assigned locality as identified by the IST. While it is most desirable to move the Task Forces directly to their assigned locality/work site, it may in some cases, first be necessary to route the Task Forces through a staging area.

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VI. STAGING AREA/INCIDENT ASSIGNMENT

A. STAGING AREAS

A Task Force may be required to move through a staging area en route to its assignment, due to a change in the mode of transportation (i.e., from aircraft to ground transportation, or vice versa) or other logistical reasons. The IST, in conjunction with the DFO, will determine these issues. The movement of a Task Force through an intermediate staging area should be conducted in as short a period of time as possible.

B. ON-SITE ASSIGNMENT

The TFL must establish contact with the IST as soon as possible. The following information should be exchanged with the TFL, the IST, and the local IC:

- Reporting requirements (type/location/frequency/position).
- Task Force objectives.
- Location of work assignment.
- Location or potential location of Task Force Base of Operations (BoO).
- Current situation report.
- Tactical assignment.
- Personnel/cache movement requirements.
- On-site transportation requirements.
- Communications plan.
- Shelter and support facilities, if any.
- Availability of maps.
- Medical protocols and victim transfer procedures.
- Availability of local heavy equipment (cranes, bulldozers, etc.).
- Logistical re-supply procedures.
- Security.
- Political, environmental, or other special concerns.

A Task Force briefing should be conducted as soon as possible to apprise all personnel of the issues listed above. In addition, the TFL and the Task Force Logistics Specialists must coordinate the transfer, inventory, and security of all personal and cache items to the location where the Task Force BoO will be established.

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VII. ON-SITE OPERATIONS

Upon arrival at the assigned work site, it is important for the Task Force to begin its search and rescue operations as soon as possible. The following issues must be considered; the listed order does not necessarily denote the chronological order. With respect to the number of personnel assigned to each Task Force, it is possible that some of these issues be handled simultaneously. For example, once the Task Force has identified a site, the personnel could be split up to begin BoO and cache set-up while the other members begin search and rescue operations. Refer also to Appendix A – Task Force Management and Coordination.

A. BASE OF OPERATIONS

The selection of a BoO is one of the most important determinations made during a deployment. The specific location may be predetermined by the local jurisdiction or the IST prior to the arrival of the Task Force. In absence of the IST, the TFL must identify an appropriate site. Regardless of who makes the determination, the following factors should be considered:

- Close proximity to the rescue work sites.
- Useable structures for shelter and cache set-up.
- Safety of useable, adjacent structures.
- Sufficient open, level space.
- Access to transportation routes.
- Safety and security.
- Tranquility (the facility's quality to accommodate resting off-duty personnel).
- Environmental considerations.

The IST Leader should consult with the Communications Unit Leader, Logistics Section Chief, and their specialists in assessing these features. Likewise, if the Task Force is selecting the BoO site, the TFL should consult with the Task Force Section Managers, Communications Specialists, Safety Officers, and Logistics Specialists at the Task Force level. Consideration should be given to sending out an advance team to locate a suitable BoO site. Once a BoO has been established, it is difficult to change its location. Refer to Appendix A – Task Force Management and Coordination and Appendix L – Base of Operations Management.

B. EQUIPMENT CACHE MANAGEMENT

The set up and management of the Task Force equipment cache is an important consideration when choosing a BoO. Once a site selection is made, the following factors must be addressed:

- The equipment cache is large. Regardless of whether existing structures or tents are used to shelter all or part of the cache, an area providing sufficient workroom is required. Prior training and exercise in managing and setting up the cache is required.

- The listing of the total equipment cache is subdivided into six separate sections: rescue, medical, technical, communications, HAZMAT, and logistics. These sections should be color-coded to denote the subdivision. Refer to Appendix G - Cache Packaging and Shipping Requirements.

- All items should be inventoried when the cache is set up to ensure their availability and to identify any items lost or damaged during transit (see Operational Checklist for the Logistics Specialist in the FEMA US&R Task Force Description Manual).

- Some tools and equipment require set up, fueling, and a check of operation to ensure readiness.

- When setting up the on-site cache in the BoO, Task Forces should develop a rapid deployment pallet. This is a military pallet loaded with the essential rescue or search and reconnaissance equipment to allow for immediate Task Force operations. This pallet is designed to be slung from a helicopter and transported quickly to a work site with a small cadre of personnel. It should be designed to allow the accompanying personnel to begin an immediate rescue operation, recon a specific area, or perform another specific function. The rapid deployment pallet should be a maximum of 4,000 lb. and not more than four feet in height to allow for helicopter operations. It should be loaded in priority layers depending on the mission to which it is deployed.

- An automated computerized accountability system, with a manual back-up system, should be used for the tracking of all cache items throughout the course of the mission. The tracking system is essential to ensure that scarce cache resources can be located and shared among the Task Force elements. Refer to Appendix H – Task Force Property Accountability and Resource Tracking System.

C. TASK FORCE CONTROL CENTER

An integral component of the overall Task Force BoO is the Task Force Control Center (TFCC) acting as the focal point for all internal Task Force operations. A central command area should be established for Task Force supervisory personnel. This location should also incorporate the planning, safety, and communications functions.

The TFCC should be staffed continually throughout the mission. It is imperative that communications channels be monitored for Task Force communications, IST communications, and communications with the local ICP. Messages from any of these entities must be received, recorded as necessary, and forwarded immediately to the appropriate Task Force personnel.

As denoted in Appendix I – Task Force Communications Procedures, the Task Force is identified by a distinct designator based on the two-letter state abbreviation followed by the letters "TF" (for Task Force) and a number. The SCERTF Task Force is designated “SC-TF1” in writing and verbalized as "South Carolina Task Force One." The TFCC will use the respective designators for radio communications.

D. SHELTER REQUIREMENTS

There are two options for Task Force shelter. One is to use existing structures. The second is to rely solely on the tents carried in the Task Force cache. In either case, the following shelter requirements should be addressed:

- TFCC
- Cache shelter (for environmentally sensitive supplies and equipment)
- Personnel sleeping quarters
- Food preparation area
- Medical treatment
- Sanitation facilities
- Canine area.

Should the Task Force supervisors opt to use existing structures, the structural integrity should be evaluated. It is important to remember that after-shocks should be expected after a significant earthquake. Should the structural integrity and safety prove questionable, the cache tents should be used. However, the sole use of tents is detrimental to personnel and some equipment in weather

extremes. In such circumstances, Task Force supervisory personnel should assess, through the local IC and the IST, the availability of more substantial shelter. If non-residential buildings are used for Task Force shelter, the IST Facilities Unit Leader or TFL should seek approval and waivers from the local government.

E. TACTICAL ASSIGNMENTS AND OPERATION

The TFL should receive a briefing of the tactical assignment from the IST Operations Section and the local IC as soon as possible. Once determined, the Task Force supervisory personnel should attempt to begin search and rescue operations as quickly as practical. This may necessitate structure triage teams to perform quick assessments of the assigned area and reconnaissance teams to evaluate each building deemed viable for rescue operations. All information obtained from search and reconnaissance missions should be forwarded to the IST in a timely manner for use in overall incident action planning.

Issues related to BoO set up and cache management need not preclude the beginning of search and rescue operations. Task Force staffing should be established to address several actions simultaneously. The Task Force Planning Manager or the Technical Information Specialist must maintain a Task Force unit log of chronological events. Refer to Appendix A – Task Force Management and Coordination.

As remaining elements begin to arrive at the area identified as the BoO, Task Force supervisory personnel should meet to determine the short-range strategy. They should determine which initial issues must be addressed, how the Task Force personnel should be organized to handle these issues, and identify areas of responsibility for the Task Force personnel.

A Task Force Action Plan should be developed regarding the duration of the initial work cycle for the total Task Force prior to implementing work cycles along with other specific objectives for a defined time period. The total Task Force strength can be used in the initial stages of operation. Depending on a variety of factors, all personnel can be committed to initial operations for an extended period of possibly up to 18 hours before requiring rest and rotation cycles. At that point, the Task Force would begin alternating in 12-hour cycles, with half the personnel resting and half working. Previous experience has shown that the greatest numbers of survivors are rescued quite early in the incident. The greater the amount of search and rescue resources that can safely be committed early on will positively impact the rate of success of victim location and extrication. Refer to Appendix B – Rescue Operations Strategy and Tactics.

F. TASK FORCE BRIEFINGS

As soon as the Task Force personnel arrive at the identified area to establish a BoO, a briefing should be conducted for all personnel. After the Task Force supervisory personnel have had an opportunity to convene, they should outline their strategy and delegate specific responsibility for each issue. This is extremely important in order to ensure that the Task Force operates as a cohesive unit and that goals are clearly understood by all members. A review of the following issues should be addressed:

- Incident situation reporting.
- Task Force objectives.
- Tactical assignments.
- Task Force support layout and requirements (BoO).
- Communications plan, frequencies, and radio designations.
- Emergency signaling and evacuation procedures. See Appendix I – Task Force Communications Procedures.
- Medical treatment and evacuation procedures for Task Force personnel.
- Process for ordering supplies and equipment through IST.

- Incident stress management considerations.
- Shift assignments and rotations.
- Task Force security issues.

G. REPORTING REQUIREMENTS

A variety of oral and written reports are necessary during mission operations. The following provides an overview:

1. Incident Action Plan

Task Force supervisory personnel must keep the local IC apprised of all aspects of their operation through the IST. The Task Force Action Plan includes the Unit Activity Logs, plans from each functional section, and situation reports. This plan is prepared for each operational period. The type and frequency of routine situation reports should be established as denoted in Chapter VI. B – On-Site Assignment. The IST will develop a comprehensive Incident Action Plan for the entire operation with information from the individual Task Force plans. Unusual or safety related situation reports should be made immediately to the IST or local ICP. For more information see Appendix M – Task Force Planning.

2. Task Force Support

The Task Force should be a totally self-sufficient operation for at least 72 hours. However, throughout the course of the mission Task Force supervisory personnel must make continual assessments of the needs of the Task Force. Issues related to additional shelter requirements, food and water, and replacement of expendable cache items (batteries, fuel, oxygen, etc.) should be addressed.

Requests for support should be directed to the IST Logistics Section Chief. All re-supply will be done through the IST. After the initial emergency procurements, Task Forces will not individually purchase supplies while on a mission. The IST will determine, in conjunction with the local IC, which resources can be obtained locally and which will be ordered through the ESF-9 Group in the DFO. In general, the local jurisdiction can probably meet the need more quickly, if it is available.

3. Agency-Specific Communications

The TFL should attempt to establish communications back to the State Warning Point, or SEOC, if activated, to keep them apprised of the Task Force's status. The TFL must ensure that all information intended for release to the public, relayed home, or transmitted through a media open to the general public is approved by the SCEMD Public Information Officer or his designee. Special considerations should be made to communicate emergency messages in either direction. The Task Force, and especially sponsoring agencies, should consider establishing a support system for the spouses and loved ones at home. The purpose of the support system is to address the needs of family members and friends of the deployed Task Force members. It may include assistance with home repairs, emergency family matters, and dealing with local media.

4. Personnel Injuries

If a member suffers from traumatic injury or occupational disease, it must be reported to the IST as soon as possible. The injured person should be treated and transported to a medical facility if necessary without delay. As identified in each member's MOU and their subsequent medical release information secured prior to deployment, the injured member's sponsoring agency shall be notified immediately. The Task Force Notice of Traumatic Injury and Claim for Compensation Form must be completed by Task Force management or IST management for an IST person. A SCERTF supervisor must complete the

second page of the form. There shall be a copy of each member's department's Worker's Compensation Claim form kept on file with each deployed Task Force. This information shall be reviewed for accuracy when the member checks into the Accountability System. SCERTF must file the appropriate forms within 30 days from the date of the injury to the member's sponsoring jurisdiction to ensure continuation of pay coverage.

The Deputy Director or his designee shall be notified as soon as possible about the injury and claim.

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VIII. TASK FORCE REASSIGNMENT/DEMOBILIZATION

A. REASSIGNMENT CONSIDERATIONS

The issues in this Chapter will deal only with a reassignment that would result in a significant change of location of an operating Task Force's BoO. This type of reassignment would be a major undertaking because elements of the Task Force would have to be completely repacked and transported. The change of assignment of a Task Force still in transit is considered a diversion and is easier to implement.

SCERTF, in conjunction with appropriate State officials, will carefully assess the ability of a Task Force already established and in operation to accept a tactical reassignment requiring a location change. It is incumbent upon the TFL and Task Force supervisory personnel to make an assessment of the physical and mental condition of their personnel for continued operation. The following factors should be considered:

- Duration of operation already undertaken.
- Physical and mental condition of Task Force personnel.
- Capability of the remaining cache to support continued operation.
- Availability of other Task Forces to handle the identified assignment.
- Availability of appropriate transportation.

B. REASSIGNMENT/DEMOBILIZATION

The TFL will receive a briefing from the IST regarding any determination of reassignment or demobilization. The following issues should be addressed:

- Official stand-down time.
- Reason for reassignment or demobilization.
- Transportation requirements.
- Departure itinerary.
- Transfer of expendable cache supplies or equipment, if any, to the local jurisdiction that should be left to support local needs (as approved by DFLS and SCEMD).
- Permitted cache rehabilitation period.
- Permitted personnel rehabilitation period.

The TFL should communicate reassignment or demobilization orders and related information back to The State Warning Point, or SEOC, if established. If communication channels are not available to the TFL, the TFL should request this information be transmitted through the IST.

C. EQUIPMENT CACHE MANAGEMENT

All elements of the equipment cache must be inventoried and packaged for transport. Items expended, lost, damaged, or intentionally left for the local jurisdiction must be identified. In some instances, the ESF-9 representative on the IST, with approval from DFLS and SCEMD, may authorize transfer of Task Force equipment to the local jurisdiction.

D. CESSATION OF BASE OF OPERATIONS

Reasonable efforts should be made to leave the BoO area in the same condition as when the Task Force arrived. Necessary sanitation precautions must be taken. All trash (especially medical debris) and remnants of food preparation should be burned or bagged in trash bags or approved biohazard waste bags (for medical waste) for future disposal.

E. RETURN TO THE MOBILIZATION CENTER

1. Rest and Rehabilitation

Upon return to the mobilization center, the TFL, through the IST POA/Mob Center Specialist will attempt to find quarters for all Task Force personnel to provide rest and rehabilitation time. Personnel should be afforded a shower and change of clothes prior to their return to the original POD.

2. Equipment Review

At the mobilization center, the TFL should schedule time and an appropriate area for a review and general inventory of the cache. This inventory should not only account for the tracking and movement of the cache from the incident site to the mobilization center, but also provide a mechanism for collecting information on damaged and missing equipment. This information should be captured in written form for the After-Action Report.

3. Equipment On-Loading

The equipment cache review should assist the Logistics Specialist with managing the loading of the cache onto the aircraft. All issues related to the original loading at the beginning of the mission must be addressed for the return flight. Coordination between the Task Force Logistics Specialist and the military loadmaster is essential. Copies of all documentation should be retained for the After-Action Report.

4. Task Force Debriefing

The TFL should ensure that a Task Force debriefing is conducted prior to leaving the mobilization center while the focus is still on the mission. The intent of this debriefing is to highlight issues and accomplishments of the mission. Lessons learned during the mission should be noted and discussed. This information should be captured in written form for subsequent After-Action Reports.

In addition, Task Force supervisory personnel should assess Task Force members and discuss issues related to incident stress management. An opportunity should be provided for all personnel to discuss issues that may be causing discomfort or concern. This initial defusing must be followed up with a full incident stress management debriefing once the Task Force returns home.

IX. POST-MISSION ACTIVITIES

A. RETURN TO POINT OF DEPARTURE

Upon return to the POD, the TFL and Logistics Managers will ensure transportation for all personnel. The sponsoring agency is responsible for coordinating all issues related to the return of the Task Force. The Logistics Manager ensures coordination of the cache transfer from the POD to its place of origin.

In addition, the sponsoring agency, prior to the Task Force's return, should address other issues related to the return of the Task Force. This could include:

- Task Force return itinerary.
- Media coordination.
- Rest period prior to the member's return to normal duties.
- Incident stress debriefing for the Task Force.
- Return and rehabilitation of cache equipment.
- After-action critique/reports.

B. EQUIPMENT MANAGEMENT AND REHABILITATION

As soon as practical, all tools, equipment, and supplies in the Task Force cache should be evaluated, inventoried, serviced, and prepared for mobilization. In this regard, the following should be addressed:

1. Cache Inventory

Personnel trained in the management of the Task Force cache should perform a complete inventory, as soon as possible. Refer to Appendix H – Task Force Property Accountability and Resource Tracking System. The hard copy inventory should be used to update the primary inventory maintained in software form.

2. Damage/Loss/Repair Assessment

The results of the post-mission inventory will be used to develop a damage/loss assessment report. This report will identify all tools, equipment, and supplies that were expended, damaged, or lost during the mission. Narratives will be included outlining the reason for any damage or loss that occurred. In addition, a cost summary for the replacement of cache items will be developed. A completed Property Lost or Damaged (PLD) Form, shall be submitted to the Lead Logistics Manager or his designee when the cache is returned to base.

3. Cache Rehabilitation

All tools, equipment, and supplies must be inspected and made operationally ready. Tools and equipment should be cleaned and checked for proper operation. Oil levels should be checked and fuels should be purged after operation. All expendable items that were used (batteries, saw blades, etc.) should be replaced. All items should be returned to their original location or repacked for mission mobilization. SCEMD will issue written guidelines in the Demobilization Order, or as soon as possible, for the Task Force, indicating the approved maximum number of hours sponsoring agencies can submit, for reimbursement, for purposes of cache rehabilitation. The amount of hours will depend on the severity and length of mission, climate factors, and amount of use of cache items while on the mission. The amount of allowable hours should be sufficient to bring all tools, equipment, and supplies into a state of operational readiness for another mission.

C. US&R PERSONNEL INCIDENT STRESS DEBRIEFING

All personnel involved in a significant mission response should be required to attend a post-mission incident stress debriefing session. This includes Task Force personnel, IST members, and others involved at a significant level. The sponsoring agency is responsible for scheduling and conducting incident stress debriefing sessions, as needed.

The initial post-mission incident stress debriefing should be scheduled soon after the Task Force returns to its jurisdiction. This will allow for several days of rest for the personnel. The sponsoring agency should also consider a debriefing session for the spouses and significant others of Task Force personnel. Past experience has shown this to be effective and necessary for those who remain at home. Some personnel may require follow-up treatment. The local agency will determine their duty status in cooperation with health care personnel.

D. POST-MISSION OPERATIONAL DEBRIEFING

The sponsoring agency should conduct a full post-mission debriefing, as soon as practical following the mission. All Task Force personnel should be actively involved in the critique at some level. In addition, supervisory and other personnel from the sponsoring agency involved in program management and mobilization should attend.

The purposes of the post-mission debriefing are to:

- Identify all accomplishments of the Task Force.
- Identify any problems encountered.
- Evaluate improvements for future mobilizations and operations.
- Identify the lessons learned.
- Identify standards or procedures that should be altered or improved in the SCERTF State US&R Response System.

Past experience has shown that all accomplishments, problems, or important issues are not universally known to all members of a response team at the conclusion of a mission. This includes the team leaders or supervisory personnel. The post-mission debriefing should be used to fully identify, discuss, and capture important information from all Task Force personnel and ensure that everyone understands the issues. Task Forces may hold a debriefing session for the entire Task Force or for individual teams or functions and/or for managers and TFLs. The issues identified in the critique should be captured in writing. This information should be incorporated into the Task Force After-Action Report that is submitted to DFLS. Information regarding the mission debriefings are outlined in Appendix A – Task Force Management and Coordination and Appendix M – Task Force Planning.

E. MISSION AFTER-ACTION REPORT

An After-Action Report will be required by the Task Force at the conclusion of each mission. Ideally, the report should be completed within 30 days after returning to home base and forwarded to the Deputy Director or his designee. Copies of the report should be sent to SCEMD; the affected county EMD office; and DFLS. Reports should be written in a professional manner and cover the following subjects at a minimum:

- Executive summary.

- Introduction describing the overview of the mission, including where and when the mission assignment occurred.

- Chronology of events, including alert, activation, mobilization, on-site operations, reassignment/demobilization, and post-mission activities (incident stress management, equipment rehabilitation, mission debriefings, etc.).

- Evaluation of the effectiveness of Task Force organization, call-out procedures, operating procedures, operational checklists, position descriptions, equipment, and prior training.

- Evaluation of the mission operations, alert/activation procedures, logistical movement and re-supply activities, liaison activities with the IST, on-site coordination, coordination with the ERT and other ESFs, rescue operations, and effective integration with the local incident management structure, etc.

- Recommendations for changes within the individual Task Force.

- Recommendations for system changes within the State Program to enhance future activities.

Each Task Force should have an active method of collecting information during a deployment to be included in the critique and After-Action Report. There are several technical information gathering and tracking systems available for Task Force use. Systems employed during mission should include computer personnel databases, medical records and injury reports, chronological recording of events from alert to return home, Task Force action planning, and completed mission forms. The information collected should be easily transferred to the After-Action Report using the format listed above. For more information on the After-Action Report and format, see Appendix M – Task Force Planning.

F. US&R SYSTEM RETURN TO STATE OF READINESS

The US&R Task Force is expected to return to its initial state of readiness within two weeks after the conclusion of a mission. This is to ensure the optimal readiness of the SCERTF State US&R Response System soon after a disaster response has been concluded. The only exception would be if specialized equipment is being repaired or replaced by the distributor within this time frame. In cases of over two weeks, the Task Force should notify SCEMD of their status.

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X. US&R SYSTEM PROGRAM MAINTENANCE

The Task Force must be prepared ahead of time in the event of deployment and all members have the responsibility of insuring their familiarity with the procedures of this manual.

B. MOBILIZATION MANUAL

1. Notification

At all times, twenty-four hours a day, seven days a week, there will be an assigned SCERTF Duty Officer who acts as the daily operations chief of the organization and is authorized to make decisions on the behalf of the Program Director. The Duty Officer is also the initial Point of Contact for the Task Force. All personnel authorized to act as Duty Officer will be issued communications gear enabling the SEOC to contact them upon the need for activation. Personnel performing as Duty Officer shall provide secondary means of contact for the SEOC at all times; i.e. pager, home or office number. The Duty Officer may also be assigned to respond as part of the Incident Support Team, or the Point-of-Departure Management Team, depending upon incident need.

The Duty Officer will have the ability to alert Task Force assets using their assigned communications gear. If, for some reason, the assigned Duty Officer is unable to immediately perform their assignment, they shall contact another qualified individual from the roster to establish continuity of command.

2. Identification of positions required to support the mobilization.

All Task Force members will be assigned to a platoon; two platoons make up each deployable Task Force. For each month, a duty calendar will be created showing the “first-out” platoons responsible for response if a deployment is requested. On each day, the Duty Officer will have a roster of available personnel as produced by the personnel management database.

Assets will be notified and deployed as necessary to mitigate the incident. In most cases, this will require the mobilization and response of sufficient assets to staff one full 70-man Task Force (two platoons). There may be reasons why a full response is not necessary; certain positions may be omitted, but only upon approval of the responding Task Force Leader.

The primary plan for contact is the use of an text paging system. Personnel will reply to their direct SCERTF supervisor within ten minutes of receiving communications either accepting the mission or declining.

3. Procedures for response of Incident Support Team.

An Incident Support Team (IST) roster shall be established daily for achieving an immediately deployable asset as part of the US&R Program Plan. As agreed upon in that plan, activation of the IST will meet the requirement of having US&R assets anywhere in the State within a target time of two hours, depending upon infrastructure impact.

Personnel staffing the IST will respond directly to the incident or to the jurisdiction’s Emergency Operations Center, depending upon the incident commander’s request, to perform liaison with the affected jurisdiction. The IST shall be available to provide communications resources; to advise on State resources; and to gather intelligence on the incident for aiding in the Task Force decision-making process.

IST personnel will also be able to provide advice on incident mitigation if requested by the incident commander and are generally supposed to provide whatever assistance reasonable for disaster relief.

The IST will be minimally staffed with the following positions:

- IST Commander
- IST Operations Section Chief
- IST Planning Section Chief
- IST Logistics Section Chief

Depending upon incident complexity, the Duty Officer may request an additional "alarm" of personnel to staff the following positions:

- IST Structures Specialist
- IST Medical Unit Manager
- IST POA/Mobilization Center Specialist

4. Procedures for relief and back fill of Task Force personnel.

A roster is established daily for achieving an immediately deployable Task Force. Personnel who are unavailable should insure their direct SCERTF supervisor is advised as early before their assigned day as possible. Accordingly, if a supervisor has a vacancy, he can arrange for coverage in advance.

Members are then expected to respond if they are assigned in a "first-out" status and are ordered to deploy. Declining a mission while assigned to the "first-out" roster should only be for immediate illness or injury or in the case of a family emergency. In the event a supervisor is unable to achieve a full roster for his squad, he shall call the next qualified member in rotation until he has a full team, or until thirty minutes have elapsed. In either event, the supervisors shall then contact their Section Manager. Section Managers shall call immediately to the Duty Officer to report that either all assets are available, or that there are deficiencies that must be resolved. The Duty Officer can then help make recommendations to resolve deficiencies if necessary.

If a disaster impacts any particular sponsoring agencies, Task Force personnel who are members of those agencies are not to be deployed. In that event, backfill personnel should be acquired by the supervisor using the same process as if they have an unavailable member.

5. Team assembly and briefing point.

Upon receiving a deployment order, personnel will respond to their assigned positions. Depending upon the mission location, personnel may be ordered to report directly to a staging area near the incident (example: if the member does not pass Columbia en route to the incident location). Personnel may be ordered to report to the POD in Columbia, or they may report to a pre-determined regional POD where transportation will be arranged to meet, in order to minimize response of personally owned vehicles.

6. Personnel in-processing method.

Upon arrival at their assigned POD, personnel shall be logged into the accountability system and given an assignment and supervisor. Personnel forms will be completed including: Appropriate medical information, contact and waiver/consent for treatment, Worker's Compensation forms, PPE/Bag Checklist.

7. Canine waiver and health certificate

All canines must be in good health and have a current health certificate from a licensed veterinarian to deploy. In order for the canines to ride un-caged in a military aircraft, they must have a waiver stating such. A copy of this waiver is available from the Air Force and should be carried in the cache as well as placed in the Task Force's Mobilization Manual. The letter must be available on short notice at the POD prior to aircraft loading.

8. Cache management and assembly method.

Upon receiving a deployment order, the assigned POD Management Team shall proceed to the cache base to begin preparation for transport. This team has two components; Cache Management and Personnel Management. When additional personnel arrive at the POD, they can be tasked with assisting these personnel in their various assignments. A TF member assigned as the Loadmaster will organize the tasks and determine what gets loaded first, depending upon mission needs. They will also check off that equipment is on board. Drivers of tractor-trailer combination vehicles must be trained and possess current Class "A" CDL Licenses with appropriate endorsements. Their first responsibility is to check their assigned apparatus for roadworthiness and insure it is ready for response, then to assist in loading the truck. The loaders determine the load as instructed by the Loadmaster and load the truck. Identified "gofers" will pick up items that have been secured by pre-assigned purchase agreements, or other items identified as necessary for the deployment, and deliver them to the cache loading site. Once this is complete, they will notify the assigned Logistics Manager and await further orders.

Personnel Management is comprised of a Processing Officer and aides (as available), a Recording Officer, and two (2) Loadmaster/Drivers. More personnel can be tasked to assist these personnel as well, once personnel begin to arrive at the POD for deployment. When personnel arrive at the POD they will receive their mission paperwork, including time sheets, medical check-off, etc. Personnel are to complete their forms and return them to the Processing Officer. The personnel there will review the paperwork to insure accuracy and file the forms, then advise the Recording Officer who will enter the personnel on the manifest and assign them a team and vehicle. At that point, personnel are in the system and are not to leave their team unless they have notified their supervisor. They report to their vehicle, where the Loadmasters direct the loading of personal gear for departure, then they can assist with the tasks assigned. There will be no free-lancing of personnel; strict accountability will be maintained at all times.

The assigned officer-in-charge of the PMT will maintain contact with the Duty Officer to advise the IST on ready status.

9. Procedures for appropriating non-stocked items (medicines, etc.).

Most of the cache will be kept pre-loaded on the apparatus. There are, however, items that will be secured by pre-authorized purchase agreements (perishable medical supplies, batteries) that need loading. The loadmaster will ensure that cache items are secured to keep from shifting in transit. The loaded apparatus will deploy to a designated Point of Arrival (POA). Once the Task Force has reached its POA, the IST Point of Arrival/Mobilization Center (POA/Mob Center) Specialist should meet the apparatus and arrange for off-loading. Where facilities permit, the POA and the mobilization center may be the same facility.

For travel by air, the Task Force will assemble and report to a pre-determined Point of Departure (POD), usually an airfield, within four hours. The loadmaster will ensure that the Task Force equipment cache is packaged and palletized in conformance with all military regulations controlling air cargo and hazardous materials (HAZMAT) movement. The loaded aircraft will deploy to a designated Point of Arrival (POA), normally a military airfield. Once the Task Force has reached its POA, the IST Point of Arrival/Mobilization Center (POA/Mob Center) Specialist should meet the aircraft and arrange for off-loading and

transportation to the designated mobilization center. Where facilities permit, the POA and the mobilization center may be the same facility.

10. Press and media issues.

For more information on mobilization, see Appendix N – Task Force Mobilization.

B. CACHE MAINTENANCE

SCERTF shall establish a program to maintain the cache readiness. This program includes:

1. Request Process

SCERTF will adhere to all applicable state and federal laws in regard to acquiring equipment and apparatus for Task Force use. SCERTF will utilize applicable standards and regulations in the selection and use of the same equipment. A list of applicable standards can be found in Appendix O, References.

Annually, a budget will be prepared by the Director and approved by the MOBCOM of which part will cover equipment and apparatus. Within that section, funds shall be allocated in the following priority in order to meet our mission statement; 1) Maintenance and/or replacement of cache list items to maintain compliance with safety regulations, 2) Maintenance and/or replacement of cache list items to maintain compliance with current FEMA Task Force standards, 3) Maintenance and/or replacement of existing equipment or apparatus, 4) New purchases to enhance safety, 5) Other new purchases.

MOUs will be secured for many of the perishable or consumable items on the Task Force Cache List. Upon deployment, a pre-filled purchase order shall be on file for those items so that the SCERTF Logistics Manager can rapidly execute the MOU and arrange for the acquisition of supplies.

Unbudgeted items that have been demonstrated as necessary (innovative, enhances safety, or expedites victim removal and transport to definitive care) can be evaluated and presented for potential purchase or submitted for purchase in the following year's budget.

Budgeted items will be purchased following State purchasing regulations. Upon approval of the budget, any new purchases will be researched and the proper procedures followed in order to obtain said items. Maintenance and/or replacement funds shall be maintained and a running total kept regarding the remaining funds available in that part of the budget.

2. Allocation

All allocated items shall be reviewed by the Training Coordinator to determine if training on the item is necessary to insure proper operation, to meet manufacturer requirements, or to comply with state or federal regulations. If in fact, the item requires this training, the Training Coordinator shall insure that this training occurs either by scheduling the training or coordinating the training with the Task Force Leaders.

3. Regular maintenance schedule for cache items.

US&R equipment is expensive. The Task Force does not have unlimited funds. All Task Force personnel have a responsibility to the taxpayers and to our customers to take care of our equipment. As identified in the Rules and Regulations, failure to take care of assigned equipment or apparatus will be held on an equal standing with deliberately damaging or misusing equipment and will be disciplined accordingly.

The Lead Logistics Manager will supervise the inventory and maintenance of the Cache Inventory. The SCERTF shall maintain at minimum the Cache List approved by FEMA and listed in Appendix T, Facilities and Equipment, Task Force Cache Inventory. A schedule will be established for teams to perform inventory and familiarization with sections of the cache. Each member will be required to attend at least one scheduled inventory session per year.

The Lead Logistics Manager, assisted by the POD Management Team and other assigned Logistics personnel will insure the appropriate cache items are brought on deployment as noted in the Task Force Operations Manual.

Deficiencies in equipment or missing items shall be reported to the Lead Logistics Manager within 24 hours of detection so that arrangements can be made for maintenance or replacement. The Lead Logistics Manager should be notified by e-mail, notifying him of the item in question, its location/assignment, the problem noted, and how the problem occurred. A contact person should be identified with their contact number so that a follow up can occur. If the item causes a significant deficit in response capability, the Director or the Duty Officer shall be immediately notified.

If a sponsor organization uses equipment as authorized by the Director and the incident is designated a State or Federal Disaster, that organization may be eligible for funds to compensate for the use of that equipment or apparatus. SCERTF fully encourages and supports organizations to file for reimbursement in these cases, but is not authorized or funded to make those reimbursements from our budget. If a sponsor organization needs assistance in obtaining reimbursement form a qualifying event, the designated agent should contact the SCERTF Deputy Director for guidance, but SCERTF does not accept responsibility for filing or obtaining those funds.

If a sponsor department is authorized to use equipment, either to reinforce response, or because equipment is in repair, etc. and the equipment is being used as a back-up, the State will reimburse that department if that equipment is damaged or lost. Regardless of loss, the department is entitled to receive federal reimbursement (if the incident is federalized) for the use of that equipment during a federal disaster.

Private agencies or individuals who offer equipment or apparatus for use must have secured an MOU specifying the terms of agreement prior to use. No personally owned equipment will be replaced or reimbursed without having prior authorization for use.

4. Procedures for computerized and hard copy inventory updates.

Purchases shall be made by the Lead Logistics Manager as delegated by the Director. During daily operations, all purchases will be approved by the Director, Deputy Director, or Lead Logistics Manager. During operational deployment, purchases will be approved through the assigned Task Force Logistics Manager as delegated by the Task Force Leader. All ordered items shall be shipped directly to the SCERTF Lead Logistics Manager, Department of Fire and Life Safety, 141 Monticello Trail, Columbia, SC 29203, unless alternative arrangements have been approved in advance by the Director. Upon receipt, the Lead Logistics Manager or designee will check the items against the packing list and add the items to the Cache Inventory. When the item has been added to the Cache Inventory, it can be allocated to the appropriate location, apparatus, or member as necessary.

The Lead Logistics Manager shall maintain a database of all durable items with item description, make, model, serial number, quantity, size, and location allocated. A database will also be maintained of the Cache Inventory, noting items on hand, quantity, size, and location allocated. All items issued to members shall also be inventoried in a database for ready recall if that information is necessary.

NO ITEM SHALL BE ALLOCATED TO ANY PERSON, LOCATION, OR UNIT WITHOUT HAVING BEEN LOGGED INTO THE APPROPRIATE DATABASE FOR INVENTORY. THIS INFORMATION IS VITAL FOR RECOVERY OF FUNDS FROM LOSS AND FOR ASSET MANAGEMENT.

5. Periodic tool and equipment exercise to ensure proper operation.

All tools and equipment shall be operated and exercised on a monthly basis to check for proper operation and readiness. A schedule shall be established by the Lead Logistics Manager and coordinated with the Deputy Director and the Task Force Leaders to insure each platoon conducts two tool checkouts per year (six platoons x two sessions = 12 total sessions). This session can be dove-tailed into a business meeting, but shall count toward training of personnel in tool and equipment familiarization.

The Lead Logistics Manager shall develop procedures for the routine inspection and maintenance of tools and equipment using manufacturer's recommendations. Each item in the cache shall have a file associated with it advising on these procedures. All personnel shall be familiar with the routine inspection and maintenance of tools and equipment for their assigned section (Rescue, Search, Planning/Tech Support, Logistics, Medical, HAZMAT) as specified by the procedure.

6. Rotation periods for items with an anticipated life (batteries, medicines, etc.).

Each item in the cache database shall be identified as to whether or not it requires periodic rotation. If the item meets that requirement, it shall be entered into the Maintenance Calendar to insure that the item is maintained at the proper interval. Batteries shall be rotated at least annually, unless manufacturer's recommendations or anecdotal experience specify more frequent intervals. All medications with expiration dates shall be rotated out of stock at the monthly session prior to expiration, so that there are no expired medications in stock prior to the next session.

7. Procedures for checking out cache equipment for training, maintenance, etc.

Procedures for checking out cache equipment for training or maintenance shall be established by the Lead Logistics Manager. At no time shall any equipment be removed from the cache without confirming its removal with the Lead Logistics Manager or his designee. If at any time the removal of an item from the cache affects the deployment status of the Task Force, the Duty Officer shall be immediately notified. It will then be the Duty Officer's responsibility to notify Senior Staff of the deficiency, and again upon return to normal status.

8. Procedures for post-mission and post-training cache rehabilitation.

Upon completion of training or maintenance, the Lead Logistics Manager or designee shall be contacted and advised of the return of items to the cache. Any damage or loss of tools or equipment shall be reported to the Lead Logistics Manager. If the damage or loss is severe enough to impact operations, the Duty Officer, and by turn the Senior Staff, shall be notified and advised on the situation. The Director, under consultation with the Senior Staff shall work toward solving the problem through equipment or tool loan or other method until the problem is resolved.

C. TRAINING AND EXERCISES

SCERTF shall establish a program to develop and conduct routine training to ensure the effectiveness of tactical operations and coordination within the Task Force. Separate maintenance skills training should be addressed to ensure the efficiency of the Task Force. The purpose of this plan is to establish minimum and suggested training requirements for all members of the South Carolina Emergency Response Task

Force. The plan will define general guidelines for all members. The plan will also define minimum and suggested requirements for each position as established in the Task Force Operations Manual.

Periodic multi-Task Force training exercises should be conducted to ensure the effectiveness of the US&R Response System. The focus of these training sessions should exercise the activation and mobilization procedures and evaluate the integration of different Task Forces in disaster situations.

The Task Force Training Coordinator will be responsible for administering the training plan and any associated programs to meet the training requirements necessary to maintain Task Force readiness. The South Carolina Emergency Response Task Force Program Management Group will oversee the administration of this training plan.

The training needs of the Task Force indicate the many and varied tasks that the mission requires. The various types of situations and environments that the Task Force may be called upon to operate require a wide diversity of knowledge and skills. Assessments will be made of the certifications and training received by the submitting applicants. A baseline minimum of training will be established, these “basic” training requirements will provide a platform to build required skills to the advanced level.

Training will consist of didactic and practical skills evolutions conducted by Task Force designated trainers. These trainers may consist of Task Force members or instructors secured by the Task Force for specific training. Training will be conducted primarily at the facilities of the SCFA and other locations throughout the state. Task Force members may also be sent to other locations throughout the country to participate in other types of specialized training.

The training requirements for the Task Force will be determined by the Task Force Training Coordinator along with the leadership team. They will establish monthly, quarterly and yearly training requirements for initial as well as annual refresher training.

Funding for training exists solely by authorization of the annual budget, or through special grants. Courses required for Task Force ratings shall be paid for by the Task Force if it is part of the member’s primary rating. Courses for additional ratings will be considered on a case-by-case basis if funds allow and the need exists. Members may take training toward additional ratings if paid for by other sources and apply that training toward those additional ratings if they wish.

Budget priorities for training fall in these categories, highest to lowest:

- Certifications for compliance with regulations and/or laws as they apply to the Task Force
- Train-the-Trainer
- Certifications for compliance with each member’s identified primary Training Plan
- Cross-over training for additional ratings beyond each member’s primary Training Plan if the additional rating assists in filling a vacancy
- Cross-over training for additional ratings beyond each member’s primary Training Plan for the member’s personal experience

1. Individual Training

GENERAL REQUIREMENTS

- All team members shall be trained in basic Incident Command Systems as defined by the National Incident Management System (NIMS).
- All team members shall be trained in Basic Life Support and Cardiopulmonary Resuscitation.
- All team members shall be trained to the minimum Hazardous Materials Awareness Level as specified in OSHA 29 CFR 1910.120.
- All team members shall be trained to the minimum of Confined Space Awareness Level as specified in NFPA 1670, most recent edition.
- All team members shall be trained to the minimum of Structural Collapse Awareness level as specified in NFPA 1670, most recent edition.
- All team members shall be trained in Critical Incident Stress recognition, initial management and the Task Force Critical Incident Stress program.
- All team members shall have respiratory protection and respirator training as specified by OSHA 29 CFR 1910.134.

The requirements for BLS/CPR and annual respiratory protection training shall be met by the member's sponsoring agency and documented on the TF Member Requirements Form, to be confirmed annually and a copy placed in the member's personnel file. All of the other requirements shall be confirmed by the Task Force Training Coordinator and documented in the member's personnel file.

In regard to certifications that affect a member's Task Force ratings, each member shall maintain certifications they had in possession when they were appointed to the Task Force through training in their sponsoring agency (i.e.; a member who serves as a Medical Specialist shall maintain their Paramedic certification through their own department's recertification program).

If a certification lapses, the member shall lose their Task Force rating affected by the certification lapse. If a member holds multiple ratings, the member may be able to continue participating on the Task Force so long as the other ratings are not affected by the loss of certification. However, if the member does not possess multiple ratings, or the certification affects all of their ratings, the member shall be suspended until they can achieve recertification. If a member remains suspended for lack of certification for more than 90 days, they will be counseled by the Director, and possibly removed from the Task Force.

Members may apply for other ratings in order to remain on the Task Force if there is a vacancy in that rating, but the training that they must acquire to be re-classified will not be funded by the Task Force unless funds exist for that purpose.

INITIAL TRAINING PROGRAM

The Initial Training Program is designed to meet the requirements of new Task Force members as they are assigned to the team. The intent is to set up a logical path of progressive training so that members of

the Task Force become operationally competent in a defined amount of time after appointment as a member of the Task Force.

It shall be the responsibility of the Program Management Group to administer this program through the Task Force Training Coordinator. The Task Force Training Coordinator shall be responsible for maintaining all records associated with the initial training.

- **PHASE I -** Upon application approval, each new candidate will have their personnel training records reviewed by the Task Force Training Coordinator. The training records will be compared with the requirements set forth in the Task Force Training Plan. From this review, an individual training plan will be developed which will ensure that the new member meet Task Force requirements in a reasonable amount of time.

- **PHASE II-** When the individual training plan is developed the Task Force Training Coordinator will review the plan with the individual member. The Task Force Training Coordinator will administer the completion of the individual training plan.

- **PHASE III-** The Task Force Training Coordinator shall monitor the progression of the new member to verify the completion of this initial training plan.

MINIMUM TRAINING REQUIREMENTS

All Task Force members shall undergo the following minimum training to integrate themselves into the Task Force:

- Task Force Orientation and Operations, US&R Incident Command (16hrs)
- Basic Hazard Assessment (16 hrs.)
- Basic Technical Search Operations (16 hrs.)
- Breaching, Breaking, Cutting, and Burning Operations (32 hrs.)
- Emergency Shoring Operations (40 hrs.)

2. Specific Training Programs

The Task Force Training Coordinator, or his designee, shall review individual training programs to ensure they meet the intended requirements for each position.

The Program Management Group realizes there are many programs presented that meet the requirements previously outlined in the training plan. The goal of the Training Coordinator and Program Management Group is to ensure a high-quality training program that meets requirements designated by FEMA and the minimum standards identified by NFPA 1670, most recent edition.

A. Task Force Leader
- USAR Incident Management System
- USAR Incident Safety
- FEMA Task Force Leaders Training
- Hazardous Materials Operations
- WMD Operations Training

B. Assistant Task Force Leader
- USAR Incident Management System

- USAR Incident Safety
- FEMA Task Force Leaders Training
- Hazardous Materials Operations
- WMD Operations Training

C. Safety Officer
- USAR Incident Management System
- Incident Safety Officer
- USAR Incident Safety
- Hazardous Materials Operations
- Confined Space Operations
- Structural Collapse Operations
- WMD Operations training
- Medical First Responder Training

D. Search Team Manager
- FEMA Canine Specialist Training
- FEMA Search Specialist Training
- Hazardous Materials Operations
- WMD Operations Training
- USAR Incident Management Systems
- Medical First Responder

E. Canine Search Specialist
- FEMA Canine Specialist Training
- Hazardous Materials Operations
- WMD Operations Training

F. Technical Search Specialist
- FEMA Technical Search Specialist Training
- Hazardous Materials Operations Training
- Confined Space Operations
- WMD Operations Level Training

G. Rescue Team Manager
- USAR Incident Management System
- Rope Rescue Technician
- Confined Space Rescue Technician
- Trench Rescue Technician
- Vehicle and Machinery Rescue Technician
- Water Rescue Awareness
- Hazardous Materials Operations
- WMD Operations Training
- FEMA Rescue Specialist Training
- Medical First Responder

H. Rescue Squad Officer
- USAR Incident Management System
- Rope Rescue Technician
- Confined Space Technician
- Trench Rescue Technician
- Vehicle and Machinery Rescue Technician

- Water Rescue Awareness
- Hazardous Materials Operations
- WMD Operations Training
- FEMA Rescue Specialist Training
- Medical First Responder

I. Heavy Rig And Equipment Specialist
- USAR Incident Management System
- Rope Rescue Operations
- Structural Collapse Operations
- FEMA Heavy Rigging and Equipment Specialist Training
- Hazardous Materials Operations
- WMD Operations

J. Medical Team Manager
- FEMA Medical Team Training
- USAR Incident Management System
- Hazardous Materials Operations
- WMD Operations Training
- WMD for Medical Specialist Training

K. Medical Specialist
- FEMA Medical Team Training
- Hazardous Materials Operations
- WMD Operations
- WMD for Medical Specialist Training

L. Hazardous Materials Manager and Specialist
- USAR Incident Management System
- Hazardous Materials Technician
- Rope Rescue Operations
- Confined Space Operations
- Structural Collapse Operations
- WMD Technician Training

M. Plans Team Manager
- USAR Incident Management System
- FEMA Plans Officer Training
- Hazardous Materials Operations
- WMD Operations Training

N. Structures Specialist
- Structural Collapse Operations
- Hazardous Materials Operations
- WMD Operations Training
- FEMA Structure Specialist training

O. Technical Information Specialist
- Hazardous Materials Operations
- WMD Operations Training
- FEMA Tech Info Specialist Training

P. Logistics Team Manager

- Hazardous Materials Operations
- FEMA Communications Specialist Training
- FEMA Logistics Specialist Training
- WMD Operations Training

Q. Communications Specialist
- USAR Incident Management System
- Hazardous Materials Operations
- WMD Operations Training

R. Logistics Specialist
- Hazardous Materials Operations
- WMD Operations Training
- FEMA Logistics Specialist Training

3. Team Training

Team training shall be conducted regionally on a regular basis. At least twice per year, each platoon shall be scheduled to perform an equipment and tool familiarization at the Cache Base. This session can be also used for conducting essential team business. Each member shall attend at least one equipment and tool familiarization with their platoon per year. Deviation from attending at least one session with the member's normally assigned platoon shall only occur with the expressed permission of the Director.

In addition, at least once per year, each Task Force Group shall conduct a two-day (or more) deployment exercise, provided funds have been allocated.

4. Task Force Training Schedule

The Task Force Training Coordinator, or his designee, shall prepare and issue a training schedule. This schedule will be the Task Force training schedule and will supplement the individual schedule issued to each member.

To meet the requirements for Task Force training it may be necessary for individuals or groups of Task Force members to attend training, at facilities or sites, out of state. This training will be scheduled by the Task Force Training Coordinator and approved by the Program Management Group.

It is intended for the Task Force to meet, a minimum, of once per quarter to conduct combined training sessions. Each Task Force designated team (ex. Blue, Red Teams) shall meet as a group; this is to ensure that operations on the emergency scene are carried out in a competent, efficient and seamless manner.

There shall also be an annual Task Force training drill conducted to ensure operational competence and readiness for deployment.

5. Training Records

Training records shall be maintained for each individual member of the Task Force. It shall be the responsibility of the designated Task Force Training Coordinator to maintain these individual training records. Individual training records shall contain the training date, duration of training, location, training session title, name of instructor(s), & any comments concerning the training session necessary to ensure accurate documentation.

Training records shall also be maintained for combined Task Force training sessions. It shall be the responsibility of the designated Task Force Training Coordinator to maintain these Task Force training

session records. Combined Task Force training records shall contain the training date, duration of training, training location, training session title, name of Instructor(s), Task Force attendance roster, and any comments concerning the training session necessary to ensure accurate documentation.

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