



Incident Support Team – Representative

Position: Incident Support Team – Representative (IST-R)

Background

With the development, and deployment of National Urban Search and Rescue (US&R) Response System (the System) resources, the need for a support team to maximize their effective support to State and local emergency response efforts quickly became evident and the US&R Incident Support Team (IST) was developed to perform such a function. The mission of the IST, when deployed to a disaster requiring Emergency Support Function (ESF) #9 (search and rescue) resources, is to provide Federal, State and local officials with functional expertise in the acquisition and utilization of ESF #9 resources through advice, incident command assistance, management and coordination of US&R resources, and obtaining logistical support.

A successful US&R operation hinges on the interpersonal relationships and effective and efficient communications from activation through demobilization of System resources. Task Force Leaders and IST personnel must possess strong management skills to successfully establish initial operations during an incident. They must coordinate and communicate internally with other System members and externally with local, State and Federal stakeholders.

Within the System is the Advisory Organization, which is comprised of three elements: the Strategic Group, the Advisory Group, and the Advisory Support Group. The Advisory Group is comprised of the Deputy Advisory Group Chair, the three Divisional Task Force representatives, an IST representative and the US&R Branch Project Officers. This group oversees the four Functional Groups, assists with developing strategy, and identifies resources and tactics to accomplish the plan.

Under the direction of the Advisory Group Chair, the Incident Support Team Representative monitors and develops operational and training guidelines, positions descriptions and qualifications, development of supporting technologies, equipment and rostering guidelines, and preparedness activities for the Incident Support Teams. The requirements and criteria for the position are identified in the following categories:

Knowledge

- Possess a working knowledge of the current National Incident Management System/Incident Command System; the National Response Framework; and the DHS/FEMA National US&R Response System, its organizational structure, operating procedures and terminology.
- Possess a working knowledge of the System's organizational structure, operating procedures regulations, policies, and terminology.
- Knowledge of the System's Strategic Plan, Operations Manual, IST Handbook, FOG Manual, Readiness Assessment Program (Self-Evaluation, ARE and OREEP) and Position Task Books.

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- Knowledge of IST, IMAT, IMT, RRCC, NRCC, FSARG and ESF #9 functions/activities.
- Knowledge of the Catastrophic Incident Search and Rescue Addendum (CISAR) and supporting documents.
- Knowledge of cooperative agreements and budgetary process.

Skills

- Skill in developing and maintaining effective professional working relationships.
- Skill in interpersonal relationships.
- Skill in effective oral and written communication.
- Skill in writing, designing and preparing documents.
- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Abilities

- Ability to establish and maintain effective working relationships with members of a group.
- Ability to develop methods to change and improve efficiency and effectiveness.
- Ability to attend meetings, participate on conference calls and complete work products in a timely manner and meet deadlines as required.
- Ability to think strategically and creatively.
- Ability to adjust routine procedures to accommodate challenges or improve processes.
- Ability to read and understand information and ideas presented.