



Kansas Search & Rescue Response System

TASK FORCE LEADER

Position Description

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

The Task Force Leader is responsible for:

- Developing and implementing the task force/team tactical action plan and/or tactical worksheet
- Addressing the coordination, management, and supervision of all task force/team activities; ensuring the development of all task force/team organizational and logistical needs
- Supervising the Search Team Manager; Rescue Team Manager; Medical Team Manager; Logistics Team Manager; Planning Team Manager; Hazardous Materials Team Manager; and Safety Officer
- Receiving briefings and ensuring that all task force/team personnel are kept informed of mission objectives and status changes; providing regular situation reports to the Sponsoring Agency and/or IC/IMT
- Ensuring the completion of all the required reports and records
- Ensuring incident stress management activities are planned and conducted
- Ensuring resource acquisitions are properly processed
- Managing all demobilization and return to readiness issues
- Adhering to all safety procedures
- Performing additional tasks or duties as assigned

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to deploy as a Task Force Leader in the Kansas Search & Rescue Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising all aspects of the task force/team in the disaster environment.

Required Training

The Task Force Leader shall:

- Have and maintain:
 - A comprehensive knowledge of NIMS/ICS; the KSAR Response System; and the FEMA National US&R Response System, including organizational structures, operating procedures, safety practices, terminology, and communications protocols
 - A comprehensive knowledge of the task force/team functions, and urban search and rescue operations, tactics, strategy, and safety considerations
 - An understanding of other disaster response organizations
 - A knowledge of available technology used in support of US&R missions and objectives
 - An awareness of the hazards associated with various disaster environments
 - A knowledge of supervisory and personnel management techniques
- Meet all administrative and general training requirements
- Complete ICS-300 in accordance with the NIMS Training Program
- Complete ICS-400 in accordance with the NIMS Training Program
- Complete the FEMA National US&R Response System Task Force Leader course or equivalent

Recommended Training

The Task Force Leader should:

- Complete the FEMA National US&R Response System Structural Collapse Technician course or equivalent
- Meet all requirements of Structural Collapse Technician per NFPA 1670
- Complete the FEMA National US&R Response System Technical Search Specialist course or equivalent
- Complete the FEMA National US&R Response System Planning Team Training course or equivalent
- Complete the All-Hazards Incident Commander course or equivalent
- Complete the All-Hazards Operations Section Chief course or equivalent
- Complete the All-Hazards Planning Section Chief course or equivalent