

**Louisiana Urban Search and Rescue Incident Support Team
STANDARD OPERATING GUIDELINES**

SOG Number IST01-001-19	Revision 0	Replaces N/A	Effective Date 27 Nov 19	Page 1 of 5
Activation				

Approvals

Ruel Douvillier 
State US & R Coordinator (Print / Sign)

27 Nov 19
Date

Table of Contents

<u>Section</u>	<u>Page</u>
1.0 Purpose	2
2.0 Scope	2
3.0 Responsibility	2
4.0 Safety	2
5.0 Associated Documentation	2
6.0 Definitions	2
7.0 Procedure.....	3

SOG Number IST01-001-19	Revision 0	Replaces N/A	Page 2 of 5
Title Activation			

1.0 PURPOSE

- 1.1 This SOG is intended to outline the procedures governing the deployment of the Louisiana Urban Search and Rescue Incident Support Team on missions in or out of the State of Louisiana.

2.0 SCOPE

- 2.1 This SOG is intended to provide guidelines for personnel managing strategic and tactical operations with the Louisiana Urban Search & Rescue Incident Support Team. It is not intended to take the place of experience and common sense, but to provide management personnel with guidelines in functioning during Louisiana US & R missions.

3.0 RESPONSIBILITY

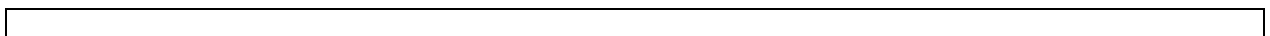
- 3.1 The Louisiana Urban Search and Rescue Coordinator is responsible for ensuring that this SOG is carried out and that all staff is trained to a standard and for updating and disseminating this SOG as needed.
- 3.2 All Command and General staff members are responsible for executing those responsibilities outlined in this SOG.

4.0 SAFETY

- 4.1 Only personnel trained in and familiar with the responsibilities involved shall be assigned to the available positions.
- 4.2 A Safety Officer shall be provided at all incidents in order to assure that scene safety is observed.

5.0 ASSOCIATED DOCUMENTATION

- 5.1 TF01-002-19 Operations SOG
- 5.2 TF01-003-19 Logistics SOG
- 5.3 TF01-004-19 Administration SOG
- 5.4 TF01-005-19 Training SOG
- 5.5 TF01-006-19 Uniform SOG
- 5.6 TF01-007-19 Medical SOG
- 5.7 CFR Title 44, Chapter I, Subchapter D, Part 208, Subpart D
- 5.8 NFPA Standard 1006, 2013 Edition
- 5.9 NIMS Resource Typing Definitions for Mass Search and Rescue Operations; US & R Incident Support Team
- 5.10 9356.2 PR FEMA Urban Search and Rescue Incident Support Team Operations Manual



SOG Number IST01-001-19	Revision 0	Replaces N/A	Page 3 of 5
Title Activation			

6.0 DEFINITIONS

- 6.1 After-Action Review (AAR)-a structured process, whereby the participants of an event, incident or operation, examine with the objective of an organizational learning process, how the event or operation was managed and conducted, extract lessons learned and propose corrective remedies. AAR may also be an acronym for After-Action Report, which is a written summary of the contents of the After-Action Review.
- 6.2 Field Operations Guide (FOG)-a written manual that contains the essential information required to perform specific assignments or functions.
- 6.3 Louisiana Urban Search and Rescue Task Force-an organization, sponsored by the Louisiana Office of the State Fire Marshal, composed of different US & R agencies and personnel throughout the State that are activated as needed.
- 6.4 Sponsoring Agency-an organization contributing personnel and/or equipment to the Louisiana US & R system.
- 6.5 Urban Search and Rescue (US & R)-a search and rescue asset made up of various disciplines and capable of responding to any technical rescue mission

7.0 PROCEDURE

7.1 ORGANIZATION

- 7.1.1 The Louisiana Urban Search & Rescue Incident Support Team is composed of trained and experienced personnel from the State of Louisiana. This team is activated and deployed as needed.

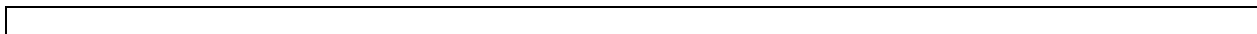
7.2 CAPABILITIES

- 7.2.1 The primary purpose of the Louisiana Urban Search & Rescue Incident Support Team (IST) is to provide operational management for the State of Louisiana US & R Task Force. In order for the IST to be able to function in this capacity, it must develop and maintain the following capabilities:

- ICS management
- Operational logistical support
- Heavy equipment acquisition and logistical support
- Structural integrity assessments
- Hazardous materials assessment (to include WMD)
- Communications with assigned task forces and with host elements
- Resource accountability, maintenance, and equipment procurement
- Documentation
- Public Information dissemination

- 7.2.2 In addition, the IST must be structured to be able to operate under the following guidelines:

- Continuous operation in two 12-hour shifts
- Self-sufficiency for at least 72 hours



SOG Number IST01-001-19	Revision 0	Replaces N/A	Page 4 of 5
Title Activation			

- Report on scene within 6 hours of activation
- Evaluated, standardized training for all personnel
- Cross-training for all personnel
- Standard or Field operating guidelines
- Operate within the National Incident Management System (NIMS)

7.3 ADVISORY

7.3.1 Whenever the Louisiana State Urban Search and Rescue Coordinator is notified of a pending event that may require State US & R resources, he/she shall notify via email all components of the State US & R Program of that pending event.

7.4 ALERT

7.4.1 When the Louisiana State Urban Search & Rescue Coordinator determines that a planned or unplanned event is occurring that may require the use of Louisiana Urban Search & Rescue assets, he/she will issue an Alert to the Task Force and the Incident Support Team.

7.4.2 Upon the issuance of an Alert, the State US & R Coordinator shall consult with the Louisiana State Fire Marshal to determine the advisability of activating all or part of the Incident Support Team.

7.5 ACTIVATION

7.5.1 Once an incident commander has determined that Louisiana US & R resources are needed, he/she shall notify the local ESF-9 representative to request Task Force activation. The request for activation shall be made through the Office of the State Fire Marshal.

7.5.2 It is the responsibility of the affected parish to provide at time of request the following situational information:

- Location of the incident
- Authority having jurisdiction
- Type of incident (Structural collapse, water rescue, etc.)
- Scale of incident (Level one, two, or three)
- Estimated number of victims
- Location of Staging Area or Base of Operations
- Any logistical support available to support the Task Force

7.5.3 The Louisiana US & R Coordinator shall determine the level of response required by the Task Force.

7.5.3.1 A level one response (collapse of one or more light frame structures, etc.) shall bring the Task Force organized as a NIMS Type III or IV team.

7.5.3.2 A level two response (collapse of one or more reinforced masonry structure, etc.) shall bring the Task Force organized as a NIMS Type II team.

SOG Number IST01-001-19	Revision 0	Replaces N/A	Page 5 of 5
Title Activation			

7.5.3.3 A level three response (collapse of a heavy wall, heavy floor, pre-cast, or extremely large structure, or the collapse of an excessive number of any type of structures) shall bring the Task Force organized as a NIMS Type I team.

7.5.4 The Office of the State Fire Marshal, having determined to partially or fully activate the IST, shall issue an activation order, via telephone or electronically, designating the time and place of deployment. IST members shall accept or decline the deployment within 30 minutes of notification.

7.5.5 The LA State US & R Coordinator shall organize the IST members into the positions necessary to manage the impending mission

7.5.6 The organized IST members shall be responsible for, at a minimum, preparing a Point of Departure and an initial Incident Action Plan for the alerted task forces.

7.5.7 The IST shall consider the following:

7.5.7.1 Convoy to POA organization and support

7.5.7.2 Logistical support for task forces at the incident site

7.5.7.3 Incident information gathering

7.5.7.4 Forward deployment of an IST representative

7.5.7.4 BOO and FOB locations and support needs

7.5.8 The Incident Support Team shall transmit a Daily Summary Report to the Office of the State Fire Marshal and to all Sponsoring Agencies. This report shall consist of the number of personnel involved from each agency, a concise report of the day's activities, and a report of any items of special note.

7.6 INCIDENT MANAGEMENT

7.6.1 During the operational phase of the incident the Incident Support Team shall manage the task forces assigned to it, provide operational support as needed, and coordinate with outside agencies in accordance with the best practices established by the NIMS and ICS systems.

7.7 DEMOBILIZATION

7.7.1 Once the Incident Commander, in consultation with the Task Force Leader, has determined that there is no longer a need for the Task Force to remain on the scene, a Task Force-specific release shall be signed by the Incident Commander, and the Task Force shall be returned to the control of the Office of the State Fire Marshal. The Incident Support Team shall establish a demobilization site that shall conduct the following procedures at a minimum:

7.7.1.1 Equipment safety checks

7.7.1.2 Ensuring personnel travel safety requirements are met

7.7.1.3 All appropriate incident documentation is completed

7.7.1.4 An AAR or hot wash of the incident is conducted

