



Louisiana Urban Search and Rescue Program



Training Program Administration Manual

A. OVERVIEW

Urban Search and Rescue (US&R) involves determining the location, implementing rescue (extrication), and initial medical stabilization of victims trapped in structural collapses or confined spaces or missing due to natural or human caused disasters.

Urban Search and Rescue is considered a "multi-hazard" discipline, as it may be needed for a wide variety of emergencies or disasters, including earthquakes, hurricanes, storms and tornadoes, floods, sink holes, confined space rescue, industrial accidents, transportation accidents, terrorist activities, and hazardous materials releases. The events may be very sudden in onset, as in the case of tornadoes or aircraft disasters.

Members of an Urban Search and Rescue task force must be trained to a high level of proficiency in their discipline and must maintain that level throughout their tenure as a member of a task force. The Louisiana US & R Joint Task Force is composed of positions carrying a multitude of disciplines, requiring a vast amount of subject matter expertise.

B. DEFINITIONS

Enabling Agency – an agency designated by an authority having jurisdiction to represent that authority during urban search and rescue activities. In the case of Louisiana the Enabling Agency is the Louisiana State Fire Marshal's Office.

Louisiana State Urban Search and Rescue Position Descriptions – a document, generated by the Enabling Agency, that states what is required from a Participating Individual, in knowledge, skills, and abilities, to fill each individual position within the Louisiana State Urban Search and Rescue Joint Task Force.

Louisiana State Urban Search and Rescue Program – the vehicle used by the Louisiana Urban Search and Rescue Enabling Agency to develop, coordinate, and maintain the urban search and rescue capability of the State of Louisiana.

Louisiana State Urban Search and Rescue Task Force – the organization that the Louisiana Enabling Agency utilizes to carry out Urban Search and Rescue activities.

Louisiana State Urban Search and Rescue Training Matrix – a document, generated by the Enabling Agency, that condenses into easily readable form, the certification requirements outlined for each individual position within the Louisiana State US & R Joint Task Force in the LA US & R Position Descriptions.

Participating Agency – an agency providing Participating Individuals or items of equipment to the Louisiana State Urban Search and Rescue Program.

Participating Individual – a rostered member of the Louisiana State Urban Search and Rescue Program.

Sponsoring Agency – an Agency that has signed a Memorandum of Agreement with the Enabling Agency to support the Louisiana Urban Search and Rescue Program.

Urban Search and Rescue (US & R) – a discipline of search and rescue that combines multiple skills, positions, and responsibilities to carry out large, complex, and technically difficult search and rescue operations.

C. TASK FORCE DISCIPLINES

The Louisiana US & R JTF is composed of the following technical rescue and support disciplines;

- Technical Rescue
 - Structural Collapse
 - Rope Rescue
 - Confined Space Rescue
- Search
 - Technical
 - Canine
 - Physical
 - Robotic
- Support
 - Logistics
 - Heavy equipment and rigging
 - Structural evaluation
 - Medical Advanced Life Support
- Management
 - Command
 - Planning
 - Safety

D. CONCEPT OF THE OPERATION

The Louisiana US & R Program shall maintain a training program at three levels; individual, US & R discipline specific, and group. The Louisiana State Urban Search and Rescue Coordinator, as the lead representative of the Louisiana US & R Enabling Agency, shall be responsible for planning, developing, and administering the Louisiana US & R Training Program. The LA State US & R Coordinator may delegate the authority to carry out these tasks to qualified members of the LA US & R Program. Training may be carried out at Sponsoring Agency locations or at State US & R training facilities.

E. RESPONSIBILITIES

The Participating Individual and the Sponsoring Agencies shall be responsible for conducting training at the Individual Level. This training shall include the appropriate initial training in accordance with the Louisiana State Training Matrix and Position Descriptions. The Participating Individual and Sponsoring Agencies shall be responsible for conducting technical rescue refresher training, when appropriate for an individual's position on the Task Force, in accordance with the latest edition of the NFPA Standard 1006.

The Participating Individual shall be responsible for providing the LA State US & R Coordinator with the certifications necessary to operate in his/her position in accordance with the current LA State US & R Training Matrix and Position Descriptions.

The Sponsoring and Participating Agencies shall be responsible for providing the LA State US & R Coordinator with documentation proving that each of their Participating Individuals has conducted the appropriate technical rescue refresher training in accordance with the latest edition of the NFPA Standard 1006.

The Enabling Agency (LA State US & R Program) shall be responsible for developing and conducting the discipline specific and group training programs. This will include conducting training sessions, preparing and storing training documentation, developing and maintaining State US & R training sites, and implementing a system for recruiting, training, and documenting a State US & R training cadre.

F. ADMINISTRATION

The Enabling Agency shall establish and develop a standard recruitment process. This process will include elements to ensure that all persons applying for one or more positions on the Louisiana US & R Task Force have the appropriate training and certifications to fill that position in accordance with the LA US & R Training Matrix and Position Descriptions.

Sponsoring and Participating Agencies shall provide their Participating Individuals with the opportunity to attend the appropriate technical rescue refresher training required by the latest edition of the NFPA 1006 to maintain proficiency in that discipline to meet the requirements of the Louisiana Training Matrix and Position Descriptions. The Sponsoring and Participating Agencies shall provide the Enabling Agency with documentation providing proof that the Participating Individuals from those agencies whose positions require technical rescue refresher training have successfully participated in that training during the previous year. This documentation shall be provided in January of each year. The document shall be on Agency letterhead and shall be signed by the Agency's lead training officer. When a Participating Individual is a member of both a Participating Agency and a Sponsoring Agency, the Sponsoring Agency shall be responsible for providing this documentation to the Enabling Agency.

The Enabling Agency shall generate and maintain a Position Descriptions and Training Matrix. The Enabling Agency shall develop a State US & R Training Program. This

program will include, at a minimum, annual discipline-specific training, an annual Full Scale Exercise, State US & R training sites, a rostered cadre of State US & R Instructors, and a system for tracking and documenting State US & R training.

G. **MAINTENANCE**

This document shall be reviewed by the Louisiana State US & R Steering Committee annually.