

LA-TF3 Application package 2009  
**LOUISIANA TASK FORCE 3**  
**Application Package**

Dear Applicant:

Thank you for your interest in becoming a member of the Louisiana Task Force 3 (LA-TF3). LA-TF3 is an Intermediate "Type 2" Urban Search & Rescue Task Force. It is a regionally based and managed multi-jurisdictional asset deployed through the State of Louisiana, Governor's Office of Homeland Security and Emergency Preparedness. It is comprised of and staffed by up to 105 emergency services personnel and technical experts (divided into three platoons) from the North Louisiana Region, (parishes within Louisiana Region 7). LA-TF3 members are trained to FEMA standards with a platoon deployment of 35 personnel. Their equipment is equivalent to one-half of a FEMA Type I Task Force.

Urban Search and Rescue (US&R) involves determining the location of victims trapped in confined spaces, implementing rescue (extrication), and initial medical stabilization. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents and collapsed trenches.

Urban Search and Rescue is considered a "multi-hazard" discipline, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, storms, tornadoes, floods, sink holes, trench cave in, confined space rescue, industrial accidents, transportation accidents, and terrorist activities.

LA-TF3 conforms to US&R Operational Procedures that were developed by FEMA. LA-TF3 is comprised of five major functional elements: Search, Rescue, Medical, Logistics, and Planning, Hazmat, and Safety (including associated supervisory positions). The three platoons consist of 35 positions, thereby increasing overall membership to 105 persons.

Members of the LA-TF3 Selection Committee will review your application and all of the attached documents. It can be downloaded from the Shreveport Fire Department and Bossier City Fire Department web sites at [www.shreveportfire.org](http://www.shreveportfire.org) and [www.bossierfire.org](http://www.bossierfire.org). Your application package will be reviewed for training and certification suitable to your prospective assignment to the Team.

LA-TF3's members are organized into three Platoons (Red, White, and Blue). Every month, each platoon will rotate between being on Response Ready, Response Standby, and Training Mode. After initial training, members will be expected to maintain competency in accordance with the applicable consensus standard with their team assignment. For a new member joining the team, depending on his or her previous training and experience, additional training may be required. In order to be "deployable", each member must be fully qualified for their deployment position, per FEMA and LA-TF3's standards, and have participated in the previous quarterly training. Team members will also be held accountable for knowing LA-TF3's Policies and Procedures.

It is preferable that the application be filled out on a computer and then printed for signatures. If the application is handwritten, it must be printed in ink and be very neat and legible.

**The Selection Process will take into consideration the following requirements:**

- Applicant submits a completed LA-TF 3 Application Package
- Applicants must have Applicant's Form signed and attached
- Applicants must have Employer's Form signed and attached
- Applicant successfully passes the Physical Ability Test
- Applicant successfully passes an oral interview and skills assessment
- Applicant successfully passes the application review by the Selection Committee
- All applicants selected for the team may be subject to background checks

**Attach copies or originals of the following, as appropriate: (check as appropriate)**

- Valid Louisiana motor vehicle operator license
- CPR
- First Responder Awareness Level for Hazardous Materials Certificate (or higher)
- Standard First Aid/ EMT/ Paramedic/ MD license or certificates of training
- Engineering Certificate (if Structural Engineer)
- Resume' describing any suitable experiences (optional)

**This application packet (with all original signed attachments) must be returned to:**

**LOUISIANA TASK FORCE 3**

**Attention: Mark Allen**

**6440 Greenwood Road**

**Shreveport, Louisiana 71119**

**\*\*\*DO NOT CALL THE SHREVEPORT OR BOSSIER CITY FIRE DEPARTMENT; YOU WILL BE CONTACTED BASED ON YOUR APPLICATION\*\*\***

**Applicant Information**

**Personal Information Please type or print. Use black ink. Answer all questions**

<i>Last Name</i>	<i>First Name</i>	<i>M</i>	<i>Applicant # ( Initials &amp; last four Social Security)</i>
-			
<i>Address (street, city or town, state, ZIP code)</i>			
<i>Home Telephone</i>	<i>Business Telephone</i>	<i>FAX Number</i>	
e-mail:			
<i>Cellular Telephone</i>	<i>Pager Number</i> <input type="checkbox"/> <i>(check box if alpha-numeric)</i>		
	<i>Pager Company –</i>		
<i>Emergency Contact Name</i>	<i>Relationship</i>		
<i>Address (street, city or town, state, ZIP code)</i>			
<i>Emergency Contact Home Telephone</i>		<i>Pager/Cell Number</i>	
<i>Work Phone</i>			

**Sponsoring Organization/Department/Employer**

Date of Application:
----------------------

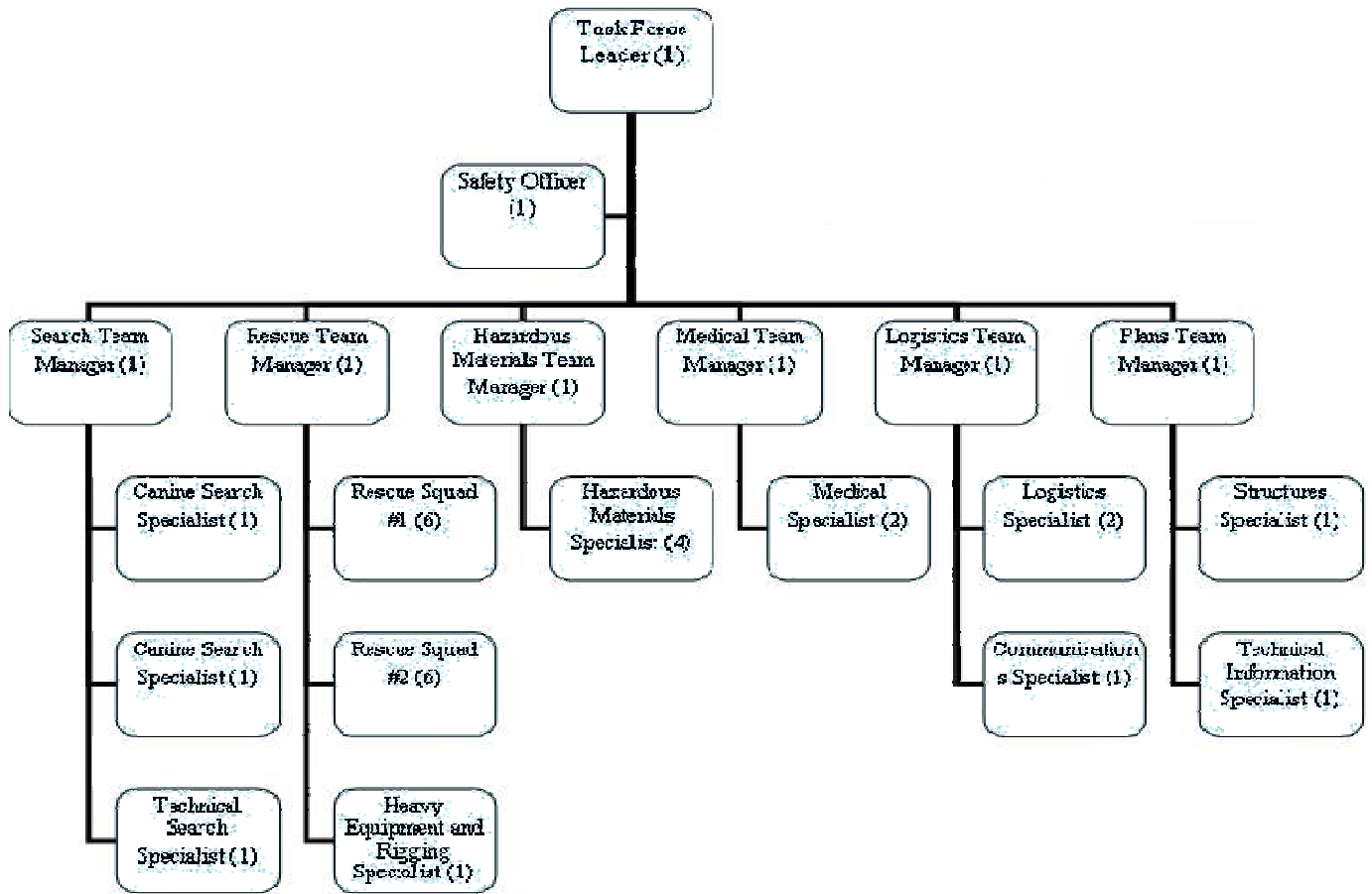
Organization/Department/Employer:	
Organization/ Department/Employer Address:	City: State: Zip:
E-mail Address:	
Business Phone:	Current Position Held in Department or Organization:
Business Fax #:	
How Long with Current Department or Organization:	How Long in Current Field:
From: To:	years months

**LA-TF 3 Position Applied For:**  
***You may pick up to three positions.***  
*(See Minimum requirements for each position page 11)*

**Please prioritize the top 3 positions you are applying for by numerical order**

	Task Force Leader		Safety Officer
	Search Team Manager		Canine Search Specialist
			Technical Search Specialist
	Rescue Team Manager		Rescue Specialist
			Heavy Rigging Specialist
	Haz-Mat Team Manager		Haz-Mat Specialist
	Medical Team Manager		Medical Specialist
	Logistics Manager		Logistics Specialist
			Communications Specialist
	Planning Manager		Structure Specialist
			Technical Information Specialist

### LA TF – 3 Incident Command Structure



**Special Qualifications**

<i>Medical Qualifications (MD, RN, Paramedic, EMT, etc.) Registration # and expiration date:</i>
<i>Special Equipment Licenses (describe- license nos., expiration dates, etc.):</i>
<i>Amateur/Commercial Radio Licensing (provide call sign and license class):</i>
<i>Driver's License (number, expiration date, and class):</i>
Other Team Memberships:
<i>Other Professional Licenses (describe):</i>

**Other Certifications and/or Qualifications** *(check applicable box)*  
*(Copies of Certificates must be attached)*

HAZMAT <input type="checkbox"/> Aware <input type="checkbox"/> Ops <input type="checkbox"/> Tech <input type="checkbox"/> Spclst	Search & Rescue Operations <input type="checkbox"/>	CISD Training <input type="checkbox"/>
<input type="checkbox"/> FFI <input type="checkbox"/> FFII	Canine Operations <input type="checkbox"/> S & R <input type="checkbox"/> Cadaver	Heavy Equipment Operator <input type="checkbox"/>
Rope Rescue <input type="checkbox"/> Aware <input type="checkbox"/> Ops <input type="checkbox"/> Tech	Building Construction Techniques <input type="checkbox"/>	Heavy Rigging   Welding   Torch Cutting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Confined Space <input type="checkbox"/> Aware <input type="checkbox"/> Ops <input type="checkbox"/> Tech	Trench Rescue <input type="checkbox"/> Aware <input type="checkbox"/> Ops <input type="checkbox"/> Tech	<input type="checkbox"/> Speaks <input type="checkbox"/> Reads Language other than English Language(s)
Shoring/Stabilizing <input type="checkbox"/>	Military Aircraft Experience <input type="checkbox"/>	Supervisory Experience <input type="checkbox"/>
Use of Rescue Tools <input type="checkbox"/> Hydraulic <input type="checkbox"/> Pneumatic	Incident Management Training <input type="checkbox"/>	Water Rescue <input type="checkbox"/> Aware <input type="checkbox"/> Ops <input type="checkbox"/> Tech

***(Describe any training and experience checked above)***

The following three pages must be reviewed by the Applicant's physician. The Physician's Certification Form on page 8 must be signed by the Applicant's physician.

### **Characteristics of Urban Search and Rescue Operations**

Structural collapse and rescue operations are performed in very dangerous and physically demanding environments. Personnel involved in Search and Rescue operations must possess the stamina necessary to safely and effectively carry out sustained operations over many hours, often without sleep or sufficient relief.

For LA-TF 3 personnel to safely and effectively perform the duties and missions assigned to the Task Force, each Member must be relied on to be able to perform sustained physical tasks under difficult and dangerous conditions.

TF 3 personnel must possess sufficient strength to transport, handle, and operate heavy tools and equipment. Each Member of the Task Force who enters a collapsed building or the designated hazard zone must be capable of:

1. Negotiating rubble piles and uneven surfaces
2. Working in confined spaces
3. Carrying required equipment
4. Climbing ladders and working at various heights
5. Quickly exiting void spaces to escape dangers associated with the secondary collapse of a structure

All members of LA-TF 3 are required to be physically and medically capable of performing various Search & Rescue tasks. Task performance abilities and individual conformance to mandatory physical standards will be tested annually. Determinations regarding any TF 3 Member's fitness for duty must consider the Member's ability to perform any and all of the critical tasks in a safe and efficient manner, without risking harm to the Team Member, other Team Members, or to the public.

Please ask your physician to review the Critical Tasks and Fitness Standards on page 7, check the applicable box on page 8, and to certify the results on page 8.

## **LA-TF3 Critical Tasks and Fitness Standards Form**

The following physical ability events are a minimum and apply to all Task Force members who enter the hazard zones of an incident such as a collapsed building.

*This Critical Tasks and Fitness Standards Form must be reviewed and page 8 signed by your personal physician. By doing so, your doctor is certifying that he or she knows of **no medical reasons** why you would be unable to participate in the physical ability test. This Physical Ability Test will be conducted at a designated time and place and will basically incorporate the following events:*

### **Event 1: Confined Space Entry**

Crawl through a tube 20 feet long and 24 inches in diameter from one end to the other, then crawl backward to the point of origin.

### **Event 2: Ladder Climb**

Ascend a 35-foot fire department ladder; Touch the top rung with one hand and then descend back to the ground. Do not stop while going up or down the ladder.

### **Event 3: Equipment Carry**

Lift a 50-pound box from an elevated waist high surface, carry it in a walking carry for 200 feet (without putting the box down) and then return the box to the starting point. You must be able to complete this task without dropping the box.

### **Event 4: Tool Carry**

Lift a 45-55 pound hydraulic tool from the lift gate of a truck and place it on the ground. Then return the tool back to the lift gate. This procedure will be repeated ten times, within a two minute time period. Hands may be switched provided the Applicant verbally indicates that switching of hands is desired before actually doing so.

### **Event 5: Balance Beam Walk**

Walk the length of a 12-foot beam that is four inches wide (unsupported and unassisted) without falling off or stepping from the beam.

**Physician's Certification**

**I have:**

Reviewed the medical records of (Applicant's name): \_\_\_\_\_  Yes  No

Personally examined this Applicant within the past year:  Yes  No

**Please check one of the following boxes:**

1.  I certify that, in my professional judgment, I am not aware of any medical reason or condition that would prevent this Applicant from taking the physical abilities test which tests the critical tasks and physical standards listed on page 7.
2.  I certify that, in my professional judgment, this Applicant cannot perform one or more of the listed critical tasks or does not conform to all of the physical standards listed on page 7.

**Other Instructions to Physician:**

VISION- Far visual acuity shall be at least 20/30 binocular, corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles.

PERIPHERAL VISION - Without correction, shall be 140 degrees in the horizontal meridian in each eye.

HEARING- Hearing deficit in the pure tone thresholds in the unaided worst ear SHALL NOT BE:

OR

(1) Greater than 25 dB in three of the four frequencies:

- a. 500 Hz
- b. 1000 Hz
- c. 2000 Hz
- d. 3000 Hz

(2) Greater than 30 dB in any one of the three frequencies:

- a. 500 Hz
- b. 1000 Hz
- c. 2000 Hz

Any other ear condition that results in a person not being able to perform as a member and results in a person being unable to pass a job-specific functional hearing task test or a "hearing in noise" test.

**If you checked Box # 2 directly above, please explain in the space provided below.**

Describe any reasonable accommodations that you believe can be made to permit this Applicant to be able to perform the tasks required, or to be able to substantially conform to the standards required. Attach further documentation to this form, as required.

**Physician's Notes and Comments**

Name of Physician (please print)	Date
Signature of Certifying Physician	Telephone No.
Business Address (street, city or town, ZIP Code)	

**APPLICANT FORM**

Dear Applicant:

Thank you for your interest in joining the Louisiana Urban Search & Rescue Task Force 3 (LA-TF3).

As a member of LA-TF3, you will remain employed by your sponsoring government agency or private employer for salary and benefits. The sponsoring agency, employer, or private individual will be required to provide proof of medical health insurance coverage.

When LA-TF3 is activated as a State of Louisiana asset, your sponsoring government agency will be compensated through the State of Louisiana for your time spent on a US&R deployment. If you are employed by a private employer it will be your responsibility to clarify with your employer how, or if, you will be compensated for your time and/or reimbursed for expenses during training or deployment. Each agency or private employer will determine his or her responsibility for your US&R training expenses.

In the event of a statewide or national emergency, you may be activated for a task force deployment.

If appointed to the Team, you will be required to attend scheduled training, drills, and assist with maintaining and inventorying equipment. As a new member to the team, depending on your previous training and experience, the training hours may be considerably more.

Certification:

As a member of Louisiana Task Force Three, I understand and accept the described compensation and requirement of Medical Health Insurance disclosure described above:

Print Name of the Task Force Member/Applicant:

*Name of Applicant (please print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

**Employer Form**

Dear Employer or Sponsoring Agency:

An employee or volunteer in your organization has expressed interest in joining Louisiana Urban Search & Rescue Task Force Three (LA-TF3).

As a member of LA-TF3, they will remain employed by their sponsoring jurisdiction, or private employer, for salary and benefits. It will be the responsibility of each participating employer (and sponsoring agency, if different) to clarify with their member how, or if, they will be compensated for their time, or reimbursed for expenses during training or deployment. It will also be the responsibility of the employer and/or sponsoring agency to seek reimbursement for subsequent expenses. The sponsoring agency, employer, or private individual will be required to provide proof of Medical Health insurance coverage. In the event of a statewide or national emergency, the applicant may be activated for a task force deployment for a period of days. If the applicant is accepted for membership into LA-TF3, an execution of Affiliate Membership Agreement will be required from their employer.

Print Name of the Task Force Member/Applicant:

Name of Applicant *(please print)*

Name of Sponsoring Agency *(please print)*

Chief Administrator or Owner's Name *(please print)*

Chief Administrator or Owner's Signature: \_\_\_\_\_.

Date: \_\_\_\_\_

**OR**

Full-Time Employer's Name if different *(please print)*

Name of Employer's Corporate Officer or Owner *(please print)*

Signature of Corporate Officer or Owner: \_\_\_\_\_.

Date: \_\_\_\_\_

The following are the minimum training levels, based on the component being applied for, as specified below. For a complete description of the required training levels and responsibilities for the Task Force positions, as well as links to FEMA, please visit LA-TF3's web site at [www.shreveportfire.org](http://www.shreveportfire.org) and [www.bossierfire.org](http://www.bossierfire.org). Selected team members who lack the required training for their appointed position will have to obtain the training based on a schedule approved by LA-TF3.

### ***General Requirements for All Components***

- Basic National Interagency Incident Management Systems (NIIMS) incident command systems course (minimum course I -100, 200, 700, 800)
- Confined Space- Awareness
- Hazardous Materials- Operations
- Certified in at least First Responder
- Currently certified in CPR
- Maintain current inoculations for tetanus
- These are recommendations, if there are not any contraindications: Measles/mumps/rubella (if born after 1957), diphtheria, polio, a current TB test, yearly flu, hepatitis A and B vaccines, and smallpox.
- Must be able to read, write, and speak English

### ***Task Force Leader***

- Comprehensive knowledge of the National Interagency Incident Management System, FEMA National US&R Response System and Completed the FEMA Task Force Management and Coordination Course
- Must have a comprehensive knowledge of the Task Force Team functions, and urban search and rescue operations, tactics, strategy, and safety considerations
- Possess five years of field experience in emergency incident management

### ***Search Manager***

- General knowledge about search operations, including search dogs, area sectoring, search patterns, victim location, marking techniques, search team organization, and operating procedures.
- Basic canine health issues
- Understanding of technical/electronic search device capabilities, limitations, and procedures
- Canine search capabilities, limitations, and procedures
- Basic knowledge of rescue specialist tools and abilities
- Trench Awareness
- Knowledge of supervisory and personnel management skills
- Must have completed rope rescue Operations level in accordance with NFPA 1670

### ***Technical Search Specialist***

- Must have completed the FEMA Structural Collapse Technician Course
- Practical knowledge of the theory and types of building construction
- Practical knowledge of the technical aspects of search theory

### ***Rescue Team Manager***

- Knowledgeable about the development and use of integrated action planning concepts and processes
- knowledge of the practical application of available technology use to support US&R missions and objectives

### ***Rescue Team Manager continued:***

- Knowledge of supervisory and personnel management skills
- Must possess all the qualifications for the Rescue Specialist and Rescue Squad Officer positions
- Strong working knowledge of basic building materials
- Hazardous Materials Technician
- Understanding of the construction techniques utilizing architectural materials, primary un-reinforced masonry, and concrete
- Must possess experience in structural collapse and heavy rescue operations
- Capable of coordinating, managing, and supervising multiple rescue squad operations

### ***Rescue Squad Officer***

- Comprehensive knowledge of urban search and rescue operations and tactics
- Capable of supervising and directing rescue specialists in specific rescue operations
- Current Emergency Medical Technician – equivalent or higher
- Basic knowledge of the construction industry
- Possess all the certifications and requirements of a Rescue Specialist
- Hazardous Materials Technician

### ***Rescue Specialist***

- Current Emergency Medical Technician – equivalent or higher
- Confined Space- Technician
- Trench Rescue - Technician
- Hazardous Materials - Operations
- Structural Collapse-Technician
- NFPA 1670 Rope Rescue Technician
- Must have completed the FEMA Structural Collapse Technician Course

### ***Hazardous Materials Specialist***

- Currently certified as a Hazardous Materials Technician
- Knowledge of data collection techniques and documentation procedures
- Current Emergency Medical Technician or above
- Structural Collapse – Operations
- Extensive knowledge and use of metering devices

### ***Medical Team Manager***

- A licensed physician with current ACLS, ALS, and PALS certification (or equivalent) whose day-to-day medical activities include regular and substantial clinical emergency medicine and pre-hospital medical care
- Determining the medical organizational and logistics needs
- Coordinating, managing, and supervising all medical activities.

### ***Medical Specialist***

- Paramedic or Nurse
- Certified in BTLS, ACLS, and PALS regimens
- Knowledge and understanding of medical conditions common to US&R
- Knowledge of general rescue operations at structural collapse sites, hurricanes, and other such disasters

### ***Canine Specialist***

- Canine evaluation approved and certified by FASAR or FEMA
- Practical knowledge of the technical aspects of search theory
- Practical knowledge of the theory and techniques of searching collapsed structures
- Completed the FEMA Canine Search Specialist Course, or equivalent
- NFPA 1670 Rope Rescue – Awareness

### ***Heavy Equipment and Rigging Specialist***

- Extensive knowledge of rigging techniques to assist in victim rescue or stabilization of collapsed building
- Knowledge of the operational characteristics and capabilities of cranes, back hoes, front-end loaders, dump trucks, etc.
- Knowledge of heavy construction techniques and methods and procedures used in the demolition of structures
- Extensive knowledge of heavy rigging operations to include, but not limited to:
  - Use and application of all rigging tools
  - Knowledge of lift capacity assessment
  - Interpretation of specification charts
  - Knowledge of lift engineering applications
  - Knowledge on the use of anchoring systems
- Knowledge of shoring methods and materials
- Knowledge of universal hand signals for heavy equipment use
- Knowledge and use of cutting torches and related welding equipment
- Demonstrated experience in heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or other applicable field

### ***Structural Specialist***

- Structural engineering degree
- Successful completion of FEMA Structural Collapse Technician course
- Comprehensive knowledge of all building materials
- Knowledge of the behavior of structures under adverse loading conditions

### ***Technical Information Specialist***

- Understanding of computer hardware and software
- Technical writing and communication skills
- Data collection and documentation procedures
- Use of visual media; i.e., video recorders, audio recorders, and still photography

### ***Communication Specialist***

- Understanding of communications technologies
- Advanced radio and telecommunications skills
- Knowledge of radio protocols and operational disciplines
- Knowledge of amateur radio skills and operations, land mobile radio, telephone, and satellite systems

### ***Safety Officer***

- Demonstrates understanding of pertinent State and Federal OSHA requirements
- Extensive experience in the position of Safety Officer in a local, State or Federal government agency
- Awareness of public health and industrial hygiene considerations
- Knowledge of field sanitation procedures
- Basic awareness of the applicable OSHA standards
- Rope Rescue – Operations
- Completed the FEMA Structural Collapse Technician course
- Basic training course in incident stress management

### ***Planning Manager***

- Must have Incident Management System training in one or more of the following areas: Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, or Plans Section Chief
- Must be proficient in task force records management
- Proficient with information systems to include, but not limited to: computers, application software, and computer peripherals
- Proficient in task force records management
- Must be able to effectively communicate orally and in writing

### ***Logistics Manager***

- General knowledge of basic building materials
- General awareness of behavior of structures under adverse loading conditions
- Must have a knowledge of supervisory and personnel management skills
- Must have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the LA-TF3 Mobilization Manual
- Extensive knowledge of establishing a base of operations

### ***Logistics Specialist***

- Must have a comprehensive knowledge of the equipment inventory and tracking procedures, as defined in the FEMA US&R Property Accountability System
- Have experience and training in personal safety in confined spaces, and in below-grade, compromised conditions
- Must have mechanical aptitude and the ability to maintain and perform equipment repairs in the field
- Ability to keep good records and documentation