

## IV. POSITION REQUIREMENTS

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## **IV. POSITION REQUIREMENTS**

Figure 4-1 Minimum Training Requirements for ESF#8 Positions

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## **IV. POSITION REQUIREMENTS**

This unit of the Operations System Description Manual contains the position descriptions for those organizations that comprise the EST, ERT, and the ROC, as they relate to the ESF#8 health and medical disaster response. This unit will also describe the general requirements incumbents of each position must have, definition of the terms used in the position descriptions, and the minimum training requirements. Position descriptions for those positions in the OEP/EOC, MST, and the NDMS response teams can be found in the operations manual developed for each of these respective organizational elements. Therefore, HHS personnel, who meet the requirements for any of the following ESF#8 positions, could perform similar positions on a health and medical response to incidents not meeting the requirements of the Stafford Act for a disaster declaration.

When requested, HHS responds outside the scope of the Stafford Act with health and medical assistance to incidents in support to other agencies. This authority is vested in MOU and Support Plans approved by the agency managers. Included for each position is a description of duties, skills, knowledge, abilities, and training requirements incumbent of the position must possess.

### **A. GENERAL REQUIREMENTS**

The following are general standards and performance requirements all members of the EST, ERT, and ROC must meet in addition to the specific requirements identified in their individual position descriptions.

All incumbents of the positions described in this unit are expected to be physically qualified to perform the duties of the position in various climates and work assignments without endangering their health or the health of others. In addition to the specific physical fitness requirement identified for each position, the incumbent must also meet the health standards established in the HHS pamphlet, CCPM No. 46, "Guiding Medical Standards for the Commissioned Corps of the U.S. Public Health Service."

## **IV. POSITION REQUIREMENTS**

### **A. GENERAL REQUIREMENTS**

Must be aware of the signs, symptoms and corrective measures for extended incident stress syndrome;

Knowledge of the medical, health and human resources functions of the various Federal and State agencies and community service organizations that will be assisting in a disaster situation;

Familiarity with ESF#8 responsibilities in the FRP;

Experience with the medical, health and human services requirements of disaster situations;

Must be available on short notice to mobilize within two hours of request and be prepared for a response assignment lasting up to 21 days;

Must understand and adhere to safe working practices and procedures as required in the urban disaster environment;

Must have a working knowledge of ICS;

Possess strong skills in interpersonal relations and the ability to interact with people of diverse backgrounds;

Must be able to communicate effectively both orally and in writing;

Must have a basic understanding of communications and office automation systems (portable radios, pagers, cellular phones, computers) and HHS methodologies for electronic transfer of information;

Must be familiar with the C/B Health and Medical Services Support Plan for the Federal response to acts of C/B terrorism; and

Must be familiar with the MOU between HHS and NTSB for providing health and medical services for aviation disasters.

## IV. POSITION REQUIREMENTS

### B. TERMS AND DEFINITIONS

The following is a description of various terms and definitions that are used in the position descriptions.

#### 1. General

Certification – A written process that is used to confirm that an individual is qualified to perform in a specified position(s).

Experience - Satisfactory performance evaluations from previous assignments in the position or function being considered.

Qualified individual - A person who has been certified as having met all training, experience, and fitness requirements for the position.

#### 2. Physical Fitness

Arduous physical fitness requirement - The duties of the position require primary field work performed by individuals with above average endurance and physical conditioning. Occasional demands for extraordinarily strenuous activities over extended periods of time. Activities include walking, climbing, twisting, bending and moderate lifting with the work pace set by the disaster situation. Long hours of work may be necessary.

Moderate physical fitness requirement - The duties require occasional field work performed by individuals with average endurance and physical conditioning. Individuals usually set their own pace. Disasters occasionally demand moderately strenuous activity over long periods of time. Activities include standing for long periods, walking, stooping, and moderate lifting. Long hours of work may be necessary.

## IV. POSITION REQUIREMENTS

### B. TERMS AND DEFINITIONS

#### 2. Physical Fitness (Continued)

*Light physical fitness* - The duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring individuals to be in basic good health. Individuals almost always govern the extent and pace of their physical activity. The activities may include climbing (such as stairs), standing, operating a vehicle, some bending, stooping, or light lifting. Long hours of work may be necessary.

#### 3. Knowledge, Skills and Abilities

*Knowledge* – Refers to an organized body of information, usually of a factual or procedural nature which if applied, makes adequate performance on the job possible. There are three broad levels of knowledge that are used throughout the position descriptions.

*Working knowledge of* - Individuals comprise an awareness of the subject matter to a level of understanding a majority of terms and definitions associated with the subject. Can generally define the subject but has had little or no formal training or experience.

*Extensive knowledge of* - Individuals have a wide or considerable extent of knowledge of the subject matter. Has received some formal training and some work related experience in the subject matter.

*Comprehensive knowledge of* - Individuals have had a wide range of experience in the subject matter to a level to be considered a subject matter expert.

## IV. POSITION REQUIREMENTS

### B. TERMS AND DEFINITIONS

#### 3. Knowledge, Skills and Abilities (Continued)

Skill - Refers to the proficient manual, verbal or mental manipulation of data or things. Skill can be readily measured by a performance test where quantity and quality of performance are tested, usually within an established time limit. Examples of proficient manipulation of things are; skill in typing or in operating a vehicle. Examples of proficient manipulation of data are; skill in keeping track of multiple resources, times and locations, events or activities, priorities, and deadlines in the disaster environment.

Ability - Refers to the power to perform an observable activity at the present time. Ability is evidenced through activities and behaviors that are similar to those required to perform on the job, e.g., ability to plan and organize work, and participate in singular tasks to create a group solution, recommendation or plan.

### C. TRAINING REQUIREMENTS

Qualification for a specific position identified in this unit depends upon training, experience and demonstrated ability. When certified by the employee's agency manager for a specific position, the individual must meet all prerequisites for the position and be qualified to perform them. The following table displays the minimum training requirements for each of the ESF#8 positions described in this unit.

## IV. POSITION REQUIREMENTS

### C. TRAINING REQUIREMENTS

	EST Training	Computer Applications	Intermediate ICS	HHS Legal Response Authorities	HHS Response Teams	FRP	State Health Profiles	ERT Training	Media Relations	PDA and RNA	Action Planning	HHS Recovery Procedures	HHS/FEMA Procurement	ROC Training
EST ESF#8 Leader	X	X	X	X	X	X					X			
EST ESF#8 Deputy	X	X	X	X	X	X					X			
ERT ESF#8 Leader		X	X	X	X	X	X	X	X	X	X			
ERT ESF#8 Deputy		X	X	X	X	X	X	X	X	X	X			
ERT ESF#8 PIO				X	X	X			X					
ERT ESF#8 Operations			X	X	X	X	X	X		X				
ERT ESF#8 Planning & Recovery					X	X		X			X	X		
ERT ESF#8 Admin/Finance					X	X		X						
ERT ESF#8 Logistics					X	X		X					X	
ROST ESF#8 Leader				X	X	X	X			X	X			X
ROST ESF#* Resources/Situation		X			X	X					X			X

Figure 4-1 Minimum Training Requirements for ESF#8 Positions

### D. POSITION DESCRIPTIONS

#### 1. Emergency Support Team (EST)

Position descriptions have been developed for the following EST positions:

EST ESF#8 Leader; and  
 Deputy EST ESF#8 Leader.

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**EST ESF#8 LEADER**  
POSITION DESCRIPTION

**Functional Description**

Represents ESF#8 by serving as the critical communications link between Federal response agencies, OEP/EOC, ROC(s), and DFOs. Serves as primary ESF#8 contact for the issuance of mission assignments by FEMA during initial time period before FEMA region begins issuance process, for the delivery of health and medical disaster assistance. This position reports to the EST Operations Section Chief but indirectly is accountable to the Director, OEP.

**Description of Duties**

Receives Mission Assignments for health and medical response from EST Operations Section Chief and initiates action on those Mission Assignments;  
Determines cost estimates associated with Mission Assignments originating in the EST;  
Develops Mission Assignment tracking log and tracks accomplishments of mission assignments;  
Participates in EST meetings during the development of Action Plans, response strategies, and briefings;  
Develops ESF#8 input to the FEMA daily SITREP;  
Prepares and submits ESF#8 Functional Plan for inclusion in the EST Action Plan for each Operational Period;  
Coordinates ESF#8 support to other ESF primary agencies as requested;  
Briefs EST Director and EST Operations Section Chief, on ESF#8 response and potential issues;  
Tasks other supporting ESFs in the EST for assistance when required;  
Keeps EST Emergency Services Branch Chief informed of the progress of ESF#8 response activities;  
Maintains Activity Log of actions taken and key issues addressed;  
Coordinates deployment of ESF#8 representative on interagency rapid needs assessment process; and  
Analyzes assessment data to determine potential ESF#8 response needs.

**EST ESF#8 LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Comprehensive knowledge of ESF#8 organization, and response capabilities;  
Extensive knowledge of health and medical response capabilities of the supporting ESFs;  
Comprehensive knowledge of the organizational structure and operations of the EST;  
Comprehensive knowledge of FEMA Mission Assignment and tasking procedures;  
Extensive knowledge of Windows, Microsoft Office and email systems;  
Understands FEMA Headquarters badging, access and security requirements;  
Comprehensive knowledge of the FRP;  
Extensive knowledge of ICS;  
Extensive knowledge of the C/B Services Support Plan;  
Extensive knowledge of HHS/NTSB MOU for response to aviation disasters; and  
Comprehensive knowledge of NDMS response teams' organizational structure, mission capabilities and equipment complement.

**Skills**

Skilled at developing short and concise written briefings;  
Acquired skills in efficient use of Microsoft Office computer programs and email systems;  
Skilled at providing oral briefings;  
Possess strong skills in interpersonal relations and the ability to interact with diverse agencies; and  
Basic understanding of HHS methodologies for electronic transfer of information.

**Abilities**

Work independently with little supervision;  
Use sound judgement and make critical decisions in a stressful work environment;  
Analyze situation assessment reports and develop alternative response actions for EST Operations Section Chief consideration;  
Supervise a small work force; and  
Must meet light fitness for deployment requirement.

**EST ESF#8 LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FEMA sponsored EST training course;  
Computer applications, specifically Microsoft Office environment;  
ICS intermediate curriculum;  
Trained in the various legal authorities under which HHS responds to disasters and emergencies;  
HHS response teams organizational structure and capabilities;  
Experience on at least two HHS disaster responses;  
Trained in the basic mechanisms and structures by which the Federal government conducts response activities as described in the FRP; and  
Action Planning Process.

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**EST DEPUTY ESF#8 LEADER**  
POSITION DESCRIPTION

**Functional Description**

Assists EST ESF#8 Leader in providing communications link between Federal response agencies, OEP/EOC, ROC(s), and DFOs. Serves as EST ESF#8 Leader in the absence of the designated EST ESF#8 Leader.

This position serves as an alter ego to the EST ESF#8 Leader and is filled only when the disaster situation requires the presence of 2 EST ESF#8 representatives to meet the demands of scheduled meetings, documentation, reporting requirements, and shift schedules. Works under the direction of the designated EST ESF#8 Leader.

**Description of Duties**

- Receives Mission Assignments for health and medical response from EST Operations Section Chief and initiates action on those Mission Assignments;
- Determines cost estimates associated with Mission Assignments originating in the EST;
- Develops Mission Assignment tracking log and tracks accomplishments of Mission Assignments;
- Participates in EST meetings during the development of Action Plans, alternative strategies, and briefings;
- Develops ESF#8 input to the FEMA daily SITREP;
- Prepares and submits ESF#8 Functional Plan for inclusion in the EST Action Plan for each Operational Period;
- Provides ESF#8 support to other EST ESF primary agencies as requested;
- Briefs EST Director and EST Operations Section Chief on ESF#8 response and potential issues;
- Tasks other supporting EST ESFs for assistance when required;
- Keeps EST Emergency Services Branch Chief informed of the progress of ESF#8 response activities;
- Maintains Activity Log of actions taken and key issues addressed;
- Coordinates deployment of ESF#8 representative on interagency rapid needs assessment process; and
- Analyzes assessment data to determine potential ESF#8 response needs.

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**EST DEPUTY ESF#8 LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Comprehensive knowledge of ESF#8 organization, and response capabilities;  
Extensive knowledge of health and medical response capabilities of the supporting ESFs;  
Comprehensive knowledge of the organizational structure and operations of the EST;  
Comprehensive knowledge of FEMA Mission Assignment and tasking procedures;  
Extensive knowledge of Windows, Microsoft Office and email systems;  
Understands FEMA Headquarters badging, access and security requirements;  
Comprehensive knowledge of the FRP;  
Extensive knowledge of the ICS;  
Extensive knowledge of the C/B Services Support Plan;  
Extensive knowledge of HHS/NTSB MOU for response to aviation disasters; and  
Comprehensive knowledge of NDMS response teams' organizational structure, mission capabilities and equipment complement.

**Skills**

Skilled at developing short and concise written briefings;  
Acquired skills in efficient use of Microsoft Office computer programs and email systems;  
Skilled at providing oral briefings;  
Possess strong skills in interpersonal relations and the ability to interact with diverse agencies; and  
Basic understanding of HHS methodologies for electronic transfer of information.

**Abilities**

Work independently with little supervision;  
Use sound judgement and make critical decisions in a stressful work environment;  
Analyze situation assessment reports and develop alternative response actions for EST Operations Section Chief consideration;  
Supervise a small work force; and  
Must meet light fitness for deployment requirement.

**EST DEPUTY ESF#8 LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FEMA sponsored EST training course;  
Computer applications, specifically Microsoft Office Environment;  
ICS intermediate curriculum;  
Trained in the various legal authorities under which HHS responds to disasters and emergencies;  
HHS response teams organizational structure and capabilities;  
Experience on at least two HHS disaster responses;  
Trained in the basic mechanisms and structures by which the Federal government conducts response activities as described in the FRP; and  
Action Planning Process.

## **IV. POSITION REQUIREMENTS**

### **D. POSITION DESCRIPTIONS**

#### **2. Emergency Response Team (ERT)**

Position descriptions have been developed for the following ERT positions:

- ERT ESF#8 Team Leader;
- Deputy ERT ESF#8 Team Leader;
- ERT ESF#8 Public Information Officer;
- ERT ESF#8 Operations Section Chief;
- ERT ESF#8 Planning/Recovery Section Chief;
- ERT ESF#8 Administrative/Finance Section Chief; and
- ERT ESF#8 Logistics Section Chief.

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**ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION

**Functional Description**

Reports to the RHA and assists in coordinating the health/medical response activities within the affected State disaster impacted area.

**Description of Duties**

Maintains liaison to the State and local health and medical officials;  
Determines staffing needs for ESF#8 presence at DFO to accomplish coordination with other ESFs and ERT functions;  
Reviews and approves all documents committing HHS health and medical response resources;  
Participates in ERT Action Planning meetings and other strategy meetings as directed by the FCO;  
Monitors financial obligations incurred by HHS response activities;  
Approves requests for all regional ESF#8 resource mobilization and demobilization activities;  
Provides supervision to subordinates in the ERT organization;  
Approves final Action Plans, resource orders and resource releases of HHS resources;  
Represents ESF#8 and is responsible for insuring effective communication with the FCO, SCO and other ESFs;  
Insures appropriate information flow to the RHA, OEP/EOC, and MST;  
Negotiates with FEMA/GSA for the office space and communications/logistical support necessary to adequately conduct the ERT ESF#8 business activities in the DFO;  
Maintains an Activity Log of important decisions and issues;  
Contributes toward the development of After Action Reviews;  
Conducts an evaluation of the effectiveness of individual team members;  
Conducts briefings on ESF#8 response activities as requested;  
Assures development of ESF#8 input to FEMA SITREP;  
Recommends response strategies for RHA approval;  
Keeps ERT Operations Section Chief informed of progress of ESF#8 missions and activities; and  
Coordinate deployment of ESF#8 representative on interagency rapid needs assessment process.

**ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Comprehensive knowledge of the FRP;  
Extensive knowledge of the impacted State's operational plan for health and medical response to a disaster;  
Comprehensive knowledge of the ERT organizational structure and functions;  
Comprehensive knowledge of the NDMS;  
Extensive knowledge of HHS agreements with external agencies (FBI, NTSB, etc.);  
Extensive knowledge of the ICS;  
Extensive knowledge of HHS and FEMA required disaster forms and reports;  
Extensive knowledge working with news media to achieve positive results; and  
Extensive knowledge of rapids needs assessment process.

**Skills**

Interpersonal skills which insure effective negotiation of sensitive issues with Federal, State and local health officials;  
Demonstrated skill in oral and written communication, leadership and information management;  
Skilled at developing short and concise written briefings;  
Acquired skills in efficient use of Microsoft Office computer programs and email systems;  
Skilled at providing oral briefings; and  
Basic understanding of HHS methodologies for electronic transfer of information.

**Abilities**

Identify critical response issues and facilitate discussions with Federal, State and local health officials to initiate appropriate health and medical response actions;  
Able to work long hours in a highly stressful environment;  
Delegate responsibility and authority to accomplish specific tasks assigned to the health and medical support function;  
Able to manage a complex ESF#8 response operation; and  
Must meet light fitness for deployment.

**ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FRP training, specifically the ESF#8 Annex;  
Orientation to State Health Profiles of States within affected HHS region;  
ERT orientation and exercises;  
Trained in the various legal authorities under which HHS responds to disasters and emergencies;  
ICS intermediate curriculum;  
Working with news media;  
FEMA Preliminary Damage Assessment and rapid needs assessment process;  
Computer applications, specifically Microsoft Office environment;  
HHS response teams organizational structure and capabilities; and  
Action Planning Process.

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**DEPUTY ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION

**Functional Description**

Reports to and assists the ERT ESF#8 Team Leader in directing and coordinating the health/medical response activities within the affected State disaster impacted area. Serves as alter ego to the ERT ESF#8 Team Leader with full authority to assume management responsibilities when ERT ESF#8 Team Leader is unavailable.

**Description of Duties**

Assists ERT ESF#8 Team Leader in maintaining liaison to the State and local health and medical officials;  
Briefs ERT ESF#8 Team Leader on issues, concerns and trends involving the ESF#8 disaster response;  
Helps determine staffing needs for ESF#8 presence at DFO;  
Participates in ERT Action Planning meetings and other strategy meetings as directed by the ERT ESF#8 Team Leader;  
Assists in monitoring financial obligations incurred by ESF#8 response activities;  
Provides supervision to subordinates in the ERT ESF#8 organization;  
Approves final Action Plans, resource orders and resource releases when delegated this authority by ERT ESF#8 Team Leader;  
Represents ESF#8 and is responsible for insuring effective communication with the FCO, SCO and other ESFs;  
Insures appropriate information flow to the RHA, OEP/EOC, and MST;  
Maintains an Activity Log of important decisions and issues;  
Contributes toward the development of After-Action Reviews;  
Conducts an evaluation of the effectiveness of individual team members;  
Briefs ERT ESF#8 staff on current events, policy, procedures and areas of concern at the request of the ERT ESF#8 Team Leader;  
Assures development of ESF#8 input to FEMA SITREP;  
Recommends response strategies for RHA approval;  
Keeps ERT Operations Section Chief informed of progress of ESF#8 missions and activities; and  
Coordinate deployment of ESF#8 representative on interagency rapid needs assessment process.

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**DEPUTY ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Comprehensive knowledge of the FRP;  
Extensive knowledge of the impacted State's operational plan for health and medical response to a disaster;  
Comprehensive knowledge of the ERT organizational structure and functions;  
Comprehensive knowledge of the NDMS;  
Working knowledge of HHS agreements with external agencies (FBI, NTSB, etc.);  
Extensive knowledge of the NIIMS ICS;  
Extensive knowledge of HHS and FEMA required disaster forms and reports;  
Extensive knowledge working with news media to achieve positive results; and  
Extensive knowledge of health and medical rapid needs assessment process.

**Skills**

Interpersonal skills which insure effective negotiation of sensitive issues with Federal, State and local health officials;  
Demonstrated skill in oral and written communication, leadership and information management;  
Skilled at developing short and concise written briefings;  
Acquired skills in efficient use of Microsoft Office computer programs and email systems;  
Skilled at providing oral briefings; and  
Basic understanding of HHS methodologies for electronic transfer of information.

**Abilities**

Identify critical response issues and facilitate discussions with Federal, State and local health officials to initiate appropriate health and medical response actions;  
Able to work long hours in a highly stressful environment;  
Delegate responsibility and authority to accomplish specific tasks assigned to the health and medical support function;  
Able to manage a complex ESF#8 response operation; and  
Must meet light fitness for deployment requirement.

**DEPUTY ERT ESF#8 TEAM LEADER**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FRP training, specifically the ESF#8 Annex;  
Orientation to State Health Profiles of States within affected HHS region;  
ERT orientation and exercises;  
Trained in the various legal authorities under which HHS responds to disaster and emergencies;  
ICS intermediate curriculum;  
Working with news media;  
FEMA Preliminary Damage Assessment and rapid needs assessment process;  
Computer applications, specifically Microsoft Office environment;  
HHS response teams organizational structure and capabilities; and  
Action Planning Process.

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**ERT ESF#8 PUBLIC INFORMATION OFFICER**  
POSITION DESCRIPTION

**Functional Description**

Coordinates with FEMA EIMAO, any releases of information to the news media and other appropriate agencies about the health and medical response to the disaster. Reports to the ERT ESF#8 Team Leader.

**Description of Duties**

- Develops media releases for the approval of the ERT ESF#8 Team Leader;
- Responds to all internal and external requests for information concerning the ESF#8 operation and its participating agencies;
- Serves as the ESF#8 liaison to the EIMAO and coordinates all news releases with the FEMA JIC;
- Serves as the liaison with the media and arranges for coverage of ESF#8 personnel, agencies, and events when necessary;
- Assists in development of or secures published public service announcements for dissemination to the media and the public;
- Assists the ERT ESF#8 Team Leader in arranging and scheduling visits to the disaster area by senior HHS officials;
- Advises the ERT ESF#8 Team Leader about public information opportunities and maintaining media relationships;
- Serves as the principal media contact point for ESF#8 at the DFO and in the field;
- Promotes and fosters general public understanding of the programs and policies of ESF#8 response and recovery operations; and
- Maintains PIO Activity Log.

**Knowledge**

- Comprehensive knowledge of the principles, methods, practices and techniques of communication that enable the member to function as the principal technical authority on all public affairs and community problems and issues;
- Extensive knowledge of the health and medical responsibilities of HHS and the ESF#8 Federal supporting Departments and Agencies;
- Comprehensive knowledge of the NDMS and the capabilities of the response teams;
- Comprehensive knowledge of the HHS Public Affairs program in order to provide information to news media while complying with HHS policies concerning the release of information on HHS response activities;

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**ERT ESF#8 PUBLIC INFORMATION OFFICER**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge (Continued)**

Extensive knowledge of the C/B Services Support Plan; and  
Extensive knowledge of HHS/NTSB MOU for response to aviation disasters.

**Skills**

Skilled in developing written materials to convey information concerning the complex needs of disaster victims;  
Skilled in responding orally to criticism of established parameters of medical response based on needs identified by the State and its request for assistance;  
Skilled in establishing and maintaining effective working relationships with individuals and groups interested in or affected by the decisions made by the ERT ESF#8 Team Leader and the RHA;  
Skilled in exercising diplomacy and poise in addressing highly sensitive or controversial issues so as not to misconvey the views and decisions of the ERT ESF#8 Team Leader, RHA, or the OEP; and  
Skilled in analyzing feedback from the media and public and developing recommendations to improve the internal operation of the DFO and enhance the image of the entire ESF#8 response and recovery effort.

**Abilities**

Must be flexible and innovative in analyzing data received to determine the best method of providing reliable information to the public. Must be able to use past experiences and seasoned judgement to deviate from acceptable communication outlets when sensitive and controversial issues arise;  
Can develop other alternative methods of communication appropriate for specific issues or problems; and  
Must meet light fitness for deployment requirement.

**Training Requirements**

Working with news media;  
Experience in working with news media during disaster response;  
Trained in the various legal authorities under which HHS responds to disasters and emergencies;  
Trained in the development of news releases;  
HHS response teams organizational structure and capabilities; and  
FRP orientation.

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## ERT ESF#8 OPERATIONS SECTION CHIEF POSITION DESCRIPTION

### Functional Description

Manages all internal ERT ESF#8 operations within the DFO. Reports to the ERT ESF#8 Team Leader.

### Description of Duties

- Establish ESF#8 operational procedures at the DFO;
- Specify communication requirements from field operation to OEP;
- Establish and track ESF#8 mission assignments till closure;
- Coordinate continuity of operation from ROC to DFO;
- Recommend response actions to ERT ESF#8 Team Leader;
- Coordinate actions of other ESF#8 sections relating to response activity;
- Brief ERT ESF#8 Team Leader as to status of all mission assignments and requests for Federal assistance;
- Analyze assessment reports received in DFO to verify adequacy of HHS response efforts;
- Provide support for MST field operations;
- Task MST in accordance with direction in mission assignments;
- Provide planning data to the CFO;
- Coordinate directly with MST Liaison on issues involving ERT and field operations;
- Maintain close coordination with FEMA Mission Assignment Coordinator;
- In the absence of the ERT ESF#8 Team Leader and the Deputy ERT ESF#8 Team Leader, serves as the acting manager of all ESF#8 activities;
- Task other Federal agencies within DFO for support;
- Coordinate for ESF#8 with Emergency Services Branch and FEMA Operations Section; and
- Maintains daily Activities Log.

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**ERT ESF#8 OPERATIONS SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Extensive knowledge of the Stafford Act, and FRP;  
Comprehensive knowledge of all operational plans and procedures relating to disaster operations and mission assignment management;  
Extensive knowledge of the public health care system and how it functions within disaster response and recovery;  
Extensive knowledge in the NIIMS ICS;  
Extensive knowledge of the MST, and all types of HHS health and medical response teams;  
Extensive knowledge of Time-Phased Force Deployment System (TPFDL);  
Extensive knowledge of Federal public health and mental assets;  
Comprehensive knowledge of the NDMS;  
Extensive knowledge of rapid needs assessment processes; and  
Extensive knowledge in the management of DFO Health Care unit.

**Skills**

Demonstrated skills in management of multi-agency operations and complex emergency response taskings and coordination;  
Experience in emergency management, Federal/State interoperability, and problem solving techniques;  
Skilled in developing strategic programs, operational plans, and delivery methodology to respond to multiple disaster situations; and  
Skilled in the use of computer technology and communications relating to disaster management.

**Abilities**

Capable of working long and stressful hours in sometimes austere conditions;  
Can develop a sense of teamwork among diverse groups of trained and untrained responders;  
Can provide clear and concise directions to untrained responders in order to develop their capability to work with little or no supervision; and  
Must meet moderate fitness for deployment requirement.

**ERT ESF#8 OPERATIONS SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FRP training;  
ICS intermediate curriculum;  
FEMA Preliminary Damage Assessment and rapid needs assessment process  
ERT orientation and exercises;  
Trained in the legal authorities under which HHS responds to disasters;  
HHS response teams organizational structures and capabilities; and  
State Health Profiles of the States in the affected HHS region.

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**ERT ESF#8 PLANNING AND RECOVERY SECTION CHIEF**  
POSITION DESCRIPTION

**Functional Description**

Develops response and recovery plans for health and medical disaster activities in Presidentially declared disasters. Reports to the ERT ESF#8 Team Leader.

**Description of Duties**

- Develop response and recovery plans;
- Lead ESF#8 planning meetings;
- Develop demobilization plans;
- Evaluate disaster response data;
- Coordinate all required reporting procedures;
- Serve as primary contact point for FEMA Information and Planning Section;
- Coordinate all recovery activities with DFO, State, MST, OEP and regional office;
- Establish DFO visual planning data requirements (charts, maps etc.) for use by ERT ESF#8 staff;
- Complete daily Functional Plan;
- Complete daily SITREPs;
- Establish historical records system;
- Integrate all Sections Activity Logs into a consolidated ERT ESF#8 master Activity Log;
- Maintain Planning Section Activity Log;
- Develop briefing charts and statistical database;
- Work with State agencies to identify recovery budget requirements;
- Coordinate integrated response and recovery operations; and
- Develop and complete disaster After-Action Report.

**Knowledge**

- Extensive knowledge of the FRP;
- Comprehensive knowledge of response capabilities of DMATs, VA response elements, DoD medical capabilities, and other supporting Federal agencies;
- Extensive knowledge of HHS and other Federal public health and mental health response assets;
- Comprehensive knowledge of recovery principles including budgeting, coordination, and implementation of multi-agency recovery programs;
- Comprehensive knowledge of the Action Planning Process;

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**ERT ESF#8 PLANNING AND RECOVERY SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge (Continued)**

Extensive knowledge of FEMA's Information and Planning reporting requirements;  
Extensive knowledge of the ERT organizational structure and functions;  
Extensive knowledge of rapid needs assessment process;  
Extensive knowledge of the C/B Services Support Plan; and  
Extensive knowledge of HHS/NTSB MOU for response to aviation disasters.

**Skills**

Skilled in the development of comprehensive multi-agency response and recovery plans encompassing all 15 health and medical functional areas as outlined in the FRP;  
Experience in dealing with multiple State and Federal agencies under stressful and time constrained situations;  
Understands computer programs, including Geographic Information System (GIS), to be used in the development of situational and status charts;  
Skilled in applying the ICS planning principles in the development of health and medical daily Action Plans; and  
Skilled in developing meeting agendas, managing, and facilitating planning meetings.

**Abilities**

Develop complex plans and programs that are flexible, usable at local/State levels and meet constricted response time schedules;  
Write brief, clear, and concise, situation statements for inclusion in Functional Plans and SITREPs;  
Conduct crisp situation briefings; and  
Must meet light fitness for deployment requirement.

**Training Requirements**

Action Planning Process;  
Trained in the basic mechanisms and structures by which the Federal government conducts response activities as described in the FRP;  
Orientation to NDMS response team capabilities;  
HHS disaster recovery operations and processes; and  
ERT orientation and exercises.

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## ERT ESF#8 ADMINISTRATIVE/FINANCE SECTION CHIEF POSITION DESCRIPTION

### Functional Description

Supervises, organizes, and directs the ESF#8 administrative and financial activities of the ERT. Reports to the ERT ESF#8 Team Leader.

### Description of Duties

Coordinates with the ERT ESF#8 Team Leader, the RHA, and OEP on the acquisition, release and replacement of staff;  
Maintains daily sign-in/out log;  
Maintains time and attendance record for all disaster workers, certifies hours worked and provides documentation to workers' timekeepers;  
Processes staff in and out, including coordination with Logistics Section for transportation and lodging arrangements;  
Orients new staff to the DFO operation;  
Develops work and paper flow charts as needed;  
Establishes and maintains the ERT ESF#8 filing system;  
Maintains adequate supplies, including forms;  
Collects and distributes ERT ESF#8 mail;  
Maintains section Activity Log;  
Provides support to ERT ESF#8 Operations Section Chief in development of cost estimates on mission assignments, requests for Federal assistance and taskings;  
Monitors, verifies and tracks expenditures for mission assignments, Requests for Federal Assistance and taskings;  
Provides current status information on expenditures to the Operations Section Chief;  
Verifies scope and dollar level of mission assignments within ESF#8;  
Maintains all financial records relative to ERT ESF#8 activities;  
Advises HHS and supporting agencies on procedures and required documentation to secure reimbursement and closing out of RFAs;  
Provides technical procurement advice to the ERT ESF#8 Team Leader and other ESF#8 sections;  
Assists in securing vendors;  
Executes purchase documents; and  
Coordinates with OEP Financial Management Officer on all financial and procurement activities.

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**ERT ESF#8 ADMINISTRATIVE/FINANCE SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Knowledge**

Extensive knowledge of the complexities of administering FRP funded medical and human needs relief program to disaster victims;  
Extensive knowledge of HHS cost accounting systems;  
Comprehensive knowledge of the principles, methods, techniques and systems of financial management;  
Comprehensive knowledge of contract administration and termination techniques sufficient to administer and close out contracts;  
Extensive knowledge of price-cost analysis techniques and cost estimating relationships sufficient to evaluate proposals and prepare pre-negotiation positions;  
Extensive knowledge of the ERT organizational structure and functions; and  
Extensive knowledge of the NDMS.

**Skills**

Skilled in developing and tracking the overall administrative activities of health and medical operation in a disaster environment;  
Skilled in maintaining current and accurate financial records; and  
Possesses negotiating skill to negotiate contracts and purchase agreements with vendors.

**Abilities**

Plan, organize, and coordinate numerous diverse tasks and "short turn-around" work assignments;  
Analyze work problems having an administrative, financial or procurement aspect;  
Apply sound judgement in the resolution of administrative, financial and procurement problems;  
Establish and maintain effective working relationships with individuals/agencies throughout the ERT organization; and  
Must meet light fitness for deployment requirement.

**ERT ESF#8 ADMINISTRATIVE/FINANCE SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

Experience in working with HHS cost accounting and financial management programs and processes;  
ERT orientation and exercises;  
HHS response teams organizational structure and capabilities; and  
Trained in the basic mechanisms and structures by which the Federal government conducts response activities as described in the FRP.

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**ERT ESF#8 LOGISTICS SECTION CHIEF**  
POSITION DESCRIPTION

**Functional Description**

Provides facilities, services, and materiel in support of ERT ESF#8 operations. Reports to the ERT ESF#8 Team Leader.

**Description of Duties**

Advise ERT ESF#8 staff on current service and support capabilities;  
Maintain liaison and coordination with FEMA Logistics Section;  
Estimate future service and support requirements;  
Coordinate logistics support needs of ESF#8 health and medical response teams with MST Logistics Section Chief;  
Insure communications plan is prepared and distributed;  
Coordinate and process requests for additional resources;  
Receive Demobilization Plan from ERT ESF#8 Planning Section and facilitate the demobilization of excess HHS health and medical response resources;  
Ensure an equipment accountability system is established;  
Provide lodging and transportation arrangements for ERT ESF#8 personnel;  
Assist in the establishment of the DFO Health Unit if requested by FEMA; and  
Determines and designs office space requirements for ERT ESF#8 staff and coordinates with FEMA Logistics Section in obtaining and establishing these requirements.

**Knowledge**

Extensive knowledge of emergency medical services supply and medical equipment components particularly associated with NDMS response team operations;  
Comprehensive knowledge of the logistics function of the ERT ESF#8;  
Extensive knowledge of FEMA's TPFDL.;  
Extensive knowledge of the ERT organizational structure and functions;  
Working knowledge of contract administration and vendor supply processes.

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**ERT ESF#8 LOGISTICS SECTION CHIEF**  
POSITION DESCRIPTION (CONTINUED)

**Skills**

Skilled in developing office schematics to get maximum utilization of available office space;  
Skilled in designing communications connectivity for use by ERT ESF#8 staff and possibly HHS field operations; and  
Analytical skills in determining most cost-effective approaches to providing a wide array of logistical support.

**Abilities**

Troubleshoot and repair communication failures;  
Anticipate future service and support requirements and prepare contingency plans for anticipated logistical needs;  
Provide technical information on:  
    Adequacy of communications systems currently in operation;  
    Geographic limitation on communications systems;  
    Equipment capabilities/limitations;  
    Amount and types of equipment available; and  
    Anticipated problems in the use of communications equipment.  
Maintain inventory of supplies and equipment, especially accountable property;  
Prepare and administer schedules to maximize use of available transportation; and  
Must meet moderate fitness for deployment requirement.

**Training Requirements**

Orientation to NDMS response teams capabilities;  
ERT orientation and exercises;  
FEMA logistical ordering and procurement procedures;  
HHS logistical ordering and procurement procedures; and  
Trained in the basic mechanisms and structures by which the Federal government conducts response activities as described in the FRP.

## **IV. POSITION REQUIREMENTS**

### **D. POSITION DESCRIPTIONS**

#### **3. Regional Operations Support Team (ROST)**

Position descriptions have been developed for the following ROST positions:  
ROST ESF#8 Representative; and  
ROST ESF#8 Resources/Situation Officer.

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**ROST ESF#8 REPRESENTATIVE**  
POSITION DESCRIPTION

**Functional Description**

Represents ESF#8 by serving as the liaison between the HHS RCG at the ROC and representatives of other ESFs at the ROC during the early stages of a disaster response. Coordinates and facilitates the health and medical response to the disaster or emergency until the ERT is fully established in the field. Reports to the RHA.

**Description of Duties**

- Develops SITREPs for RHA review;
- Receives Mission Assignments from FEMA and forwards them to RHA who initiates action on those Mission Assignments;
- Coordinates with OEP/EOC on those Mission Assignments requiring NDMS resources or other HHS health and medical response resources unavailable in the region;
- Determines cost estimates for Mission Assignments and maintains an Action Tracking Log of Mission Assignments;
- Keeps RHA apprised of HHS health and medical response resources and potential issues;
- Tasks other supporting ESFs for assistance when required.
- Maintains an Activity Log;
- Provides liaison and coordination with ERT-A ESF#8 who is conducting an initial assessment of the HHS health and medical needs of the affected State;
- Responds to requests for information from the media, general public, VIPs and members of Congress. If it cannot be adequately answered, will refer inquiries to the appropriate source such as the RCC or regional Public Affairs Officer;
- Supervises the Resources/Situation Officer if one is assigned;
- Serves as principal point of contact for HHS health and medical response resources with the SEOC until reliable communications with the ESF#8 ERT-A is established with the SEOC;
- Briefs ROC Director and other ROC ESFs on the HHS health and medical response; and
- Coordinates Mission Assignments and taskings with ESF#8 EST Team Leader.

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**ROST ESF#8 REPRESENTATIVE**  
**POSITION DESCRIPTION (CONTINUED)**

**Knowledge**

Comprehensive knowledge of the HHS health and medical response resources and their capabilities;  
Extensive knowledge of the medical, health and human resources functions of the various supporting ESFs;  
Comprehensive knowledge of the operations and function of the FEMA ROC;  
Comprehensive knowledge of FEMA Mission Assignment and tasking procedures;  
Extensive knowledge of the affected State(s) Health Profiles describing the State(s) health and medical response structure, points of contact, and response capability;  
Extensive knowledge of the NDMS response teams capabilities and organizational structure;  
Comprehensive knowledge of the MST organization and structure;  
Comprehensive knowledge of the FRP;  
Extensive knowledge of the rapid needs assessment process; and  
Extensive knowledge of basic public health principles.

**Skills**

Experience with the medical health and human services requirements of disaster situations;  
Appropriate technical and professional background; and  
Skilled at conducting short, concise briefings.

**Abilities**

Develop thorough and concise SITREPs in a short time frame;  
Work independently with little supervision;  
Use sound judgement and make critical decisions in a stressful work environment;  
Analyze situation assessment reports and develop alternative response actions for RHA consideration; and  
Must meet light fitness for deployment requirement.

**ROST ESF#8 REPRESENTATIVE**  
POSITION DESCRIPTION (CONTINUED)

**Training Requirements**

FRP training, specifically the ESF#8 Annex;  
ROC training and exercises;  
FEMA Preliminary Damage Assessment and the rapid needs assessment process;  
HHS health and medical response teams organizational structure and capabilities;  
Orientation to State Health Profiles within affected HHS region;  
Legal authorities under which HHS responds to disasters and emergencies; and  
Action Planning Process.

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**ROST ESF#8 RESOURCE/SITUATION OFFICER**  
POSITION DESCRIPTION

**Functional Description**

Provides staff support to the ROC ESF#8 Representative by maintaining records on the resource and situation of HHS health and medical response resources. Assists in record keeping and development of ESF#8 forms and reports. Reports to the ROST ESF#8 Representative.

**Description of Duties**

- Maintains the status of all assigned HHS health and medical response resources to the disaster;
- Develops displays and charts showing current HHS health and medical response activities and posts or distributes as necessary;
- Maintain file of all official forms and reports;
- Serve as liaison with FEMA ROC Information and Planning Section;
- Maintains a status-keeping system indicating current location and status of all HHS health and medical assigned resources, and maintenance of a master list, e.g. supervisory personnel, response teams, etc.;
- Serve as message center for incoming phone calls and faxes; and
- Provide duplication services, attend meetings, prepare briefings etc. as directed by the ESF#8 ROC Representative.

**Knowledge**

- Extensive knowledge of office equipment. (copiers, fax machines, printers etc.);
- Working knowledge of HHS health and medical response team organization and capabilities;
- Working knowledge of ERT, EST, MST and OEP/EOC organizational structure and responsibilities;
- Extensive knowledge of ROC organization and operational procedures; and
- Working knowledge of FEMA planning process.

**Skills**

- Skilled in computer graphics and word processing documents using the established HHS and FEMA official software programs;
- Experience in establishing hard copy and computer filing systems for easy access to information; and
- Skilled at developing and managing an office work environment beginning with initial set-up.

**ROST ESF#8 RESOURCE/SITUATION OFFICER**  
POSITION DESCRIPTION (CONTINUED)

**Abilities**

Work independently on numerous diverse tasks;  
Read word documents and make proper editorial and grammatical changes;  
Develop organization charts and displays;  
Decipher and translate 24 hour military time to standard clock time; and  
Must meet light fitness for deployment requirement.

**Training Requirements**

HHS health and medical response teams organizational structure and capabilities;  
Orientation to FRP;  
ROC orientation;  
FEMA Action Planning Process;  
Experience in HHS clerical processes and methodologies; and  
Computer applications, specifically Microsoft Office environment.