

NERT Position Description: Emergency Responder – Staging Area Command Leaders

ICS Command Roles

This is an overview of the ICS leaders. A leader will be most effective when they fill support roles listed in the Staging Area Command Post Support Volunteers document. All leaders maintain a Unit/Activity Log (ICS Form 214)

Task Force Leader

The Neighborhood Coordinator is the designated Task Force Leader (TFL). However, during activation for a disaster, the first person to arrive at the Staging Area is the temporary TFL until the designated or a more qualified person arrives. The TFL stays at the command post throughout post-disaster activities. If the TFL has to leave, the position must be delegated to another qualified volunteer.

The TFL assumes the overall responsibility to accumulate, organize, and prioritize emergency information; assign teams to assist victims and mitigate hazards; communicate critical needs to the assigned Battalion Station; and relay updated and helpful information to area residents.

Section Leaders

Planning Leader

The Planning Leader is responsible for receiving incident information, evaluating incidents, assigning incidents to Operations to dispatch Field teams, and updating the TFL. The Planning Leader sees that a team response plan is drafted and prepares information for briefings. The Planning Leader will function as the Operations Leader, coordinating the Operations Teams, if the Staging Area Command Post is short volunteers or until a separate Operations Leader is identified.

Operations Leader

The Operations Leader assigns, directs and monitors the Field Teams based on information and directions received from the Planning Section.

Logistics Leader

The Logistics Leaders provides facilities, services, and materials & supplies in support of the incident and coordinate and process requests for additional resources. This includes items for both the Staging Area and Field teams. In NERT, the Logistics section also tracks personnel, checking in NERT volunteers as they arrive in the Staging Area and tracking as they are assigned.

Spontaneous volunteers that have been registered through the SF Department of Human Resources (DHR) system can report in to Logistics and then might be used in team response when paired with a NERT volunteer.

Administration Leader

The Administration Leader compiles all records of NERT team activities during the response, including any receipts from team expenses or donations, collecting them periodically throughout the response and checking them for legibility and completeness. Administration organizes all documents at the conclusion of the response and brings them to designated SFFD personnel.