



MASS EVACUEE SUPPORT REGISTRATION AND TRACKING SPECIALIST

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Mass Evacuee Support Registration and Tracking Specialist provides on-site information technology (IT) support, guidance, and training to personnel who register and track disaster survivors at a mass evacuee support site
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Mass Evacuee Support Site Team or Mass Evacuee Support Management Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 3. Requestor may specify any additional qualifications necessary based on incident complexity and needs

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Mass Evacuee Support Registration and Tracking Specialist:</p> <ol style="list-style-type: none"> 1. Uses the systems and processes of the Agency Having Jurisdiction (AHJ) to support the registration and tracking of disaster survivors at mass evacuee support sites 2. Ensures the AHJ's registration and tracking system is functioning properly on laptops, tablets, or other IT systems 3. Provides "just in time" or refresher training, as needed, to assigned registration and tracking personnel 4. Coordinates registration and tracking activities with other support teams, task forces, and single resources 5. Monitors burn-rate of consumable supplies and coordinates with assigned supervisor, or other designated point of contact, to ensure sufficient supplies are available 6. Retains control of assigned IT resources 7. Assembles and submits situation and resource status information through the established chain of command 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-703: National Incident Management System Resource Management 5. IS-800: National Response Framework, An Introduction 6. ICS-300: Intermediate Incident Command System for Expanding Incidents 	Just-in-time training on AHJ evacuee processes, procedures, and systems.



Position Qualification for Mass Care Services
Mass Care Services

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills, and Abilities: 1. Familiar with using mass evacuation tracking and registration systems 2. Ability to lead groups in a formal or informal setting Experience: Training delivery or instruction in a classroom setting	Not Specified
PHYSICAL/MEDICAL FITNESS	Arduous	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every year 2. Background checks as applicable law permits and requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within past 12 months; sex-offender registry check; and a local, state, and a local, state, and national criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



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NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS, 509: Mass Care Specialist
2. FEMA, NIMS, 508: Mass Evacuee Support Management Team
3. FEMA, NIMS, 509: Mass Evacuee Support Management Team Leader
4. FEMA, NIMS, 508: Mass Evacuee Support Site Team
5. FEMA, NIMS, 509: Mass Evacuee Support Site Team Leader
6. FEMA, National Incident Management System (NIMS), October 2017
7. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017