

## MASS EVACUEE SUPPORT REGISTRATION AND TRACKING SPECIALIST

<b>RESOURCE CATEGORY</b>	Mass Care Services
<b>RESOURCE KIND</b>	Not Specified
<b>OVERALL FUNCTION</b>	
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>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).</li> <li>2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment</li> <li>3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days</li> <li>4. Requestor may specify any additional qualifications necessary based on incident complexity and needs</li> </ol>

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
<b>DESCRIPTION</b>	<p>The Mass Evacuee Support Registration and Tracking Specialist:</p> <ol style="list-style-type: none"> <li>1. Provides on-site information technology (IT) support, guidance, and training to personnel who register and track disaster survivors at a mass evacuee support site</li> <li>2. 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</li> <li>3. Ensures the AHJ's registration and tracking system is functioning properly on laptops, tablets, or other IT systems</li> <li>4. Provides "just in time" or refresher training, as needed, to assigned registration and tracking personnel</li> <li>5. Coordinates registration and tracking activities with other support teams, task forces, and single resources</li> <li>6. Monitors burn-rate of consumable supplies and coordinates with assigned supervisor, or other designated point of contact, to ensure sufficient supplies are available</li> <li>7. Retains control of assigned IT resources</li> <li>8. Assembles and submits situation and resource status information through the established chain of command</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-703: National Incident Management System Resource Management</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. E0300: ICS-300: Intermediate Incident Command System for Expanding Incidents</li> </ol>	Just-in-time training on AHJ evacuee processes, procedures, and systems.

Superseded

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COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Familiar with using mass evacuation tracking and registration systems</li> <li>2. Ability to lead groups in a formal or informal setting</li> </ol> <p>Experience: Training delivery or instruction in a classroom setting</p>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Performs duties under arduous circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
<b>CURRENCY</b>	<ol style="list-style-type: none"> <li>1. Incident experience or participation in exercises, drills, or simulations within the past year</li> <li>2. Background checks as applicable law permits and requires</li> </ol>	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.
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified

*Superseded*



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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. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016

Superseded