

## SHELTER FACILITIES SUPPORT TEAM LEADER (NQS)

TYPE	TYPE 1	TYPE 2
<b>DESCRIPTION</b>	Same as Type 2, PLUS: Coordinates all necessary onsite logistical support for shelter operations with a shelter population of more than 2,000 persons and: 1. Directly supervises two or more Type 2 Shelter Facilities Support Team Leaders serving in deputy roles; a Type 3 Shelter Facilities Support Team Leader could substitute for one of the Type 2 deputy positions 2. Leads and oversees two or more deputies and 10 to 20 shelter staff members engaged in various facility support functions 3. Manages work assignments for building technicians, vendors, and contractors and ensures that they perform all contracted services satisfactorily	Same as Type 3, PLUS: Oversees facility systems and maintenance for a shelter population of 500 to 2,000 persons and: 1. Directly supervises a Type 3 Shelter Facilities Support Team Leader and a facilities support group of 5 to 10 shelter staff 2. Identifies and fills shelter facility support staffing requirements 3. Oversees and manages all facilities maintenance work within the shelter 4. Supports Authority Having Jurisdiction (AHJ) negotiations for facility support services with outside contractors or vendors
<b>CATEGORY</b>	<b>CRITERIA</b>	<b>CRITERIA</b>
<b>EDUCATION</b>	Not Specified <b>NOTES:</b> Not Specified	Not Specified
<b>TRAINING</b>	Same as Type 2 <b>NOTES:</b> Identified equivalent trainings should meet or exceed course learning objectives.	Same as Type 3
<b>EXPERIENCE</b>	Same as Type 2, PLUS: Knowledge, Skills, and Abilities: 1. Advanced logistics management knowledge 2. Advanced knowledge of building systems operations 3. Leadership skills and demonstrated ability to manage team operations 4. Ability to function as a project manager for contracted building services  Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Type 1 Shelter Facilities Support Team Leader, or equivalent AHJ documentation 2. Experience working as a facility manager, or equivalent 3. Experience managing a facilities support staff 4. Experience leading a Logistics Section or Logistics Unit for a minimum of one week during a disaster response operation  <b>NOTES:</b> Not Specified	Same as Type 3, PLUS: Knowledge, Skills, and Abilities: 1. Ability to oversee the maintenance and operation of plumbing, electrical, heating, and cooling systems 2. Applied environmental health management skills  Experience: 1. Successful completion of the NQS PTB for the NIMS Type 2 Shelter Facilities Support Team Leader, or equivalent AHJ documentation 2. Experience overseeing facilities operations 3. Direct supervisory experience with personnel 4. Experience working with, and contracting for services with, outside vendors 5. Experience conducting shelter operations at a decision-making level in a facility of at least 250 residents on at least one large incident within the past five years
<b>PHYSICAL/MEDICAL FITNESS</b>	Same as Type 2 <b>NOTES:</b> Not Specified	Same as Type 3



TYPE	TYPE 1	TYPE 2
CURRENCY	Same as Type 2	Same as Type 3
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified
	NOTES: Not Specified	

Superseded



TYPE	TYPE 3	TYPE 4
DESCRIPTION	<p>Same as Type 4, PLUS: Oversees facility operations, resource management, and maintenance support for a shelter population of 250 to 500 persons and:</p> <ol style="list-style-type: none"> <li>1. Applies problem-solving skills to facilities and property management issues</li> <li>2. Coordinates the provision, delivery, and oversight of sanitation and maintenance services, which may include coordination with outside contractors and vendors, per AHJ direction</li> <li>3. Works with the Shelter Manager to ensure that the facility meets environmental, health, and safety standards</li> <li>4. Determines supply and equipment needs</li> <li>5. Orders, receives, distributes, stores, and accounts for supplies and equipment, at the approval of the AHJ</li> <li>6. Directs the allocation and use of space and onsite resources</li> <li>7. Leads a facility support staff</li> </ol>	<p>The Type 4 Shelter Facilities Support Team Leader provides basic logistics and maintenance support for a shelter population of fewer than 250 persons and:</p> <ol style="list-style-type: none"> <li>1. Inspects and surveys the overall facility, including utility systems such as power, gas, heating, cooling, and water</li> <li>2. Informs the Shelter Manager or facility owner of facility problems and works to mitigate concerns</li> <li>3. Supports the shelter with supplies, resource ordering, and inventory tracking</li> <li>4. Ensures provision of custodial services to keep the facility safe and sanitary</li> </ol>
CATEGORY	CRITERIA	CRITERIA
EDUCATION	<p>Not Specified</p> <p><b>NOTES:</b> Not Specified</p>	<p>Not Specified</p>
TRAINING	<p>Same as Type 4</p> <p><b>NOTES:</b> Identified equivalent trainings should meet or exceed course learning objectives.</p>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-27: Orientation to Federal Emergency Management Agency (FEMA) Logistics</li> <li>2. IS-100: Introduction to the Incident Command System (ICS), ICS-100</li> <li>3. IS-200: ICS for Single Resources and Initial Action Incidents</li> <li>4. IS-405: Overview of Mass Care/Emergency Assistance</li> <li>5. IS-700: National Incident Management System (NIMS), An Introduction</li> <li>6. IS-800: National Response Framework (NRF), An Introduction</li> <li>7. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> <li>8. E0417: Mass Care/Emergency Assistance Shelter Field Guide Training, American Red Cross Shelter Operations and Simulation, or equivalent training, at the AHJ's determination</li> </ol>

Superseded



TYPE	TYPE 3	TYPE 4
EXPERIENCE	Same as Type 4, PLUS: Knowledge, Skills, and Abilities: 1. Understanding of facilities operations, such as electrical, water, and sewage 2. Familiarity with procurement processes and inventory management systems 3. Understanding of health and sanitation requirements related to cleaning, disposal, and recycling procedures and identifying vector control issues  Experience: 1. Successful completion of the NQS PTB for the NIMS Type 3 Shelter Facilities Support Team Leader, or equivalent AHJ documentation 2. Experience in staff management and administration	Knowledge, Skills, and Abilities: Basic knowledge of logistical support needs for shelter operations  Experience: 1. Successful completion of the NQS PTB for the NIMS Type 4 Shelter Facilities Support Team Leader, or equivalent AHJ documentation 2. Resource management experience related to disaster operations within the past five years 3. Familiarity with basic inventory management systems
	NOTES: Not Specified	
PHYSICAL/MEDICAL FITNESS	Same as Type 4	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time
	NOTES: Not Specified	
CURRENCY	Same as Type 4	Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified
	NOTES: Not Specified	

Superseded

## ORDERING SPECIFICATIONS OR DESIGNATIONS

---

1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Shelter Facilities Support Team)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days
6. Requestor may specify any additional qualifications necessary based on incident complexity and needs

## REFERENCES

---

1. FEMA, National Qualification System (NQS) Position Task Book for Shelter Facilities Support Team Leader, latest edition adopted
2. FEMA, NIMS 508: Evacuation Shelter
3. FEMA, NIMS 508: Long-Term Shelter
4. FEMA, NIMS 508: Short-Term Shelter
5. FEMA, Commonly Used Sheltering Items & Services Listing (CUSI-SL), August 2011
6. FEMA, Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
7. FEMA, National Incident Management System (NIMS), October 2017
8. FEMA, NIMS Guideline for the NQS, November 2017
9. FEMA, National Response Framework, June 2016
10. International Association of Venue Managers (IAVM)/American Red Cross, Mega-Shelter Planning Guide, October 2010
11. National Mass Care Council (NMCC), Shelter Guidance Aid and Shelter Staffing Matrix, October 2010
12. NMCC, Multi-Agency Sheltering/Sheltering Support Planning Template (MASPT), October 2014
13. U.S. Department of Justice (DOJ), Americans with Disabilities Act (ADA) Checklist for Emergency Shelters, July 2007
14. U.S. DOJ, Guidance on the 2010 ADA Standards for Accessible Design, September 2010

## NOTES

---

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

**Superseded**