



Position Qualification for Mass Care Services
Mass Care Services

DISTRIBUTION OF EMERGENCY SUPPLIES TEAM LEADER

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| RESOURCE CATEGORY | Mass Care Services |
| RESOURCE KIND | Personnel |
| OVERALL FUNCTION | The Distribution of Emergency Supplies (DES) Team Leader manages fixed or mobile emergency supply distribution activities |
| 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 (Drive-Through or Pedestrian Point of Distribution Team or Mobile Distribution Team).2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days4. 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.

Superseded

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| COMPONENT | TYPE 1 | TYPE 2 | NOTES |
|--------------------|---|---|---------------|
| DESCRIPTION | A Type 1 DES Team Leader has overall responsibility for managing distribution activities, whether fixed or mobile, to support an affected population of up to 20,000 people per day | <p>A Type 2 DES Team Leader leads and has overall responsibility for managing distribution activities of a Mobile Distribution, Pedestrian Point of Distribution (POD), or Drive-Through POD Team, to support an affected population of up to 10,000 people per day and:</p> <ol style="list-style-type: none"> 1. Establishes and maintains the team's safety and security standards, proper command and control, and internal and external communications 2. Supervises and directs operations, including loading, unloading, distribution, and resupplying commodities, in an orderly, efficient, and safe manner 3. Maintains accountability for all commodities received, on hand, and distributed 4. Ensures equipment's inspection, maintenance, and safe use 5. Coordinates site operations with the DES Task Force and the Donations Coordination Task Force 6. Communicates and coordinates with the Public Information Officer (PIO) or External Affairs Representative and the Logistics Section <p>When working in a mobile distribution setting:</p> <ol style="list-style-type: none"> 1. Plans mobile delivery routes based on population density, geography, distance between affected populations, delivery vehicle availability, staff availability, and vehicle load capacity 2. Supervises and directs operations such as resupply, traffic flow, and security 3. Ensures each team of distribution workers includes at least one person with a license and authorization to drive the designated vehicle | Not Specified |
| EDUCATION | Not Specified | Not Specified | Not Specified |
| TRAINING | <p>Same as Type 2, PLUS:</p> <ol style="list-style-type: none"> 1. IS-27 Orientation to FEMA Logistics 2. IS-405: Overview of Mass Care/Emergency Assistance 3. IS-703: NIMS Resource Management | <p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-26: Guide to Points of Distribution, or equivalent 2. IS-100: Introduction to the Incident Command System, ICS-100 3. IS-200: Incident Command System for Single Resources and Initial Action Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction | Not Specified |

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| COMPONENT | TYPE 1 | TYPE 2 | NOTES |
|---|---|---|---------------|
| EXPERIENCE | Same as Type 2, PLUS: 1. Conducts staff meetings, delegates tasks, and communicates instructions 2. Understands the emergency distribution role during declared disasters | Knowledge, Skills, and Abilities: 1. Communicates effectively, both verbally and in writing 2. Manages diverse supply operations with workers that may include volunteers and employees 3. Manages multiple priorities and tasks simultaneously 4. Tracks commodities received, on hand, and distributed 5. Maintains industry workplace safety practices and conducts routine inspections of site equipment | Not Specified |
| PHYSICAL/MEDICAL FITNESS | Same as Type 2 | 1. Performs duties under moderate circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 2. Is able to lift up to 50 pounds (lbs.) | Not Specified |
| CURRENCY | Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years | Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years | Not Specified |
| PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS | Not Specified | Not Specified | Not Specified |

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NOTES

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

REFERENCES

1. FEMA, National Incident Management System (NIMS), October 2017
2. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
3. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
4. FEMA, NIMS 508: Donated Goods Warehouse Management Team
5. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
6. FEMA, NIMS 508: Donations Coordination Task Force
7. FEMA, NIMS 509: Donations Coordination Task Force Leader
8. FEMA, NIMS 509: Donations Specialist
9. FEMA, NIMS 508: Drive-Through Point of Distribution Team
10. FEMA, NIMS 508: Pedestrian Point of Distribution Team
11. FEMA, NIMS 509: Mass Care Specialist
12. FEMA, NIMS 508: Mobile Distribution Team
13. FEMA, NIMS 509: State Mass Care Coordinator
14. FEMA, NIMS 509: Volunteer Agency Liaison
15. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017
16. FEMA, National Response Framework, June 2016
17. FEMA and United States Army Corps of Engineers (USACE), Guide to Points of Distribution, January 2009
18. American Red Cross, Bulk Distribution Handbook, 2013
19. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.178(l): Powered Industrial Trucks, latest edition adopted
20. USACE, Local Distribution Point Planning for Commodities, June 2005

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