



DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) Ambulance Strike Team (AST)

Purpose

Purpose of this guide is to provide common responsibilities that should be performed by a given position/role for TX EMTF AST operations.

Pre-Deployment Responsibilities
<ul style="list-style-type: none"><input type="checkbox"/> Maintain situational awareness.<input type="checkbox"/> Be familiar with facility/agency process for obtaining authorization to deploy as a member of TX EMTF.<input type="checkbox"/> Have mechanism in place to receive information on readiness level changes, training and exercise opportunities from EMTF Coordination Center.<input type="checkbox"/> Maintain clinical competencies and certifications per agency policy.<input type="checkbox"/> Be current on recommended immunizations and any PPE fit-test standards.<input type="checkbox"/> Have "Go-Bag" with Items compatible with approved EMTF packing list for a 7-14 day deployment.
Primary Responsibilities
<ul style="list-style-type: none"><input type="checkbox"/> Receive notice of activation, reporting or mustering location, reporting time, and travel instructions, as necessary.<input type="checkbox"/> Get a short description of the type and severity of the incident.<input type="checkbox"/> Special communications instructions.<ul style="list-style-type: none">• <i>GroupMe</i> thread(s)<input type="checkbox"/> Monitor incident status via radio, media, social media and other EMTF platforms, as needed.<input type="checkbox"/> Acquire and organize work materials, including appropriate PPE, for yourself.<input type="checkbox"/> Use travel time to rest, if possible.
Secondary Responsibilities
<ul style="list-style-type: none"><input type="checkbox"/> Upon arrival, check in at assigned check-in location.<input type="checkbox"/> Identify and receive briefing from immediate Supervisor.<input type="checkbox"/> Participate in operations and/or planning meetings as required.<input type="checkbox"/> Receive position assignment and perform duties based on role and EMTF Position Description.<input type="checkbox"/> Maintain communications with assigned Supervisor and follow all accountability procedures.<input type="checkbox"/> Ensure compliance with all safety practices and procedures.



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Deployment Resource Guide: Ambulance Strike Team

Tertiary Responsibilities
<ul style="list-style-type: none"><input type="checkbox"/> Use clear text with ICS and EMTF terminology.<input type="checkbox"/> Complete necessary and required documentation and ICS forms as required.<input type="checkbox"/> Ensure equipment is operational each workday.<input type="checkbox"/> Brief replacements related to operations during shift changes.<input type="checkbox"/> Demobilize, as directed.<input type="checkbox"/> Participate in the after-action processes.
Accountability Procedures
<ul style="list-style-type: none"><input type="checkbox"/> Check-In<ul style="list-style-type: none">• All personnel are checked-in on WebEOC Personnel Roster and assigned a resource in WebEOC Response Resources.<input type="checkbox"/> Unity of Command<ul style="list-style-type: none">• All deployed EMTF members will have one (1) direct Supervisor.<input type="checkbox"/> Span of Control<ul style="list-style-type: none">• Manageable span of control of 3-7 personnel per Supervisor.<input type="checkbox"/> Resource Tracking<ul style="list-style-type: none">• Any change in resource status is documented in WebEOC Response Resources by a Supervisor.
Documentation
<ul style="list-style-type: none"><input type="checkbox"/> Complete an accurate and legible ICS 214 Activity Log daily<input type="checkbox"/> Complete an accurate EMTF CAN Report daily, if required by position<input type="checkbox"/> Ensure accurate and timely completion of WebEOC tasks, if required by position<input type="checkbox"/> Obtain a legible and itemized receipt with proof of payment for all reimbursable expenses<ul style="list-style-type: none">• Fuel, supplies, lodging<ul style="list-style-type: none">○ Document the name of the incident, who paid for the expense and purpose of the expense legible on the receipt.○ Take picture or scan the receipt in the event the original is lost.<input type="checkbox"/> Submit an incident report to EMTF Supervisor for any unusual occurrence.• Complaints, accidents, injuries, exposures, theft, harassment, etc.



Texas Emergency Medical Task Force
Deployment Resource Guide: Ambulance Strike Team

Links

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

Notes