



DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) Registered Nurse Strike Team (RNST)

Purpose

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

Pre-Deployment Responsibilities

- Maintain situational awareness.
- Be familiar with facility/agency process for obtaining authorization to deploy as a member of TX EMTF.
- Have mechanism in place to receive information on readiness level changes, training and exercise opportunities from EMTF Coordination Center.
- Maintain clinical competencies and certifications per employer policy.
- Maintain records for licensure and any applicable certifications.
- Be current on recommended immunizations and any PPE fit-test standards.
- Have "Go-Bag" with Items compatible with approved [EMTF packing list](#) for a 7-14 day deployment.

Primary Responsibilities

- Receive notice of activation, reporting or mustering location, reporting time, and travel instructions, as necessary.
- Get a short description of the type and severity of the incident.
- Special communications instructions. (e.g. GroupMe)
- Monitor incident status via radio, media, social media and other EMTF platforms, as needed.
- Acquire and organize work materials, including appropriate PPE, for yourself.
- Use travel time to rest, if possible.

Secondary Responsibilities

- Upon arrival, check in at assigned check-in location.
- Identify and receive briefing from immediate Supervisor.
- Participate in operations and/or planning meetings as required.
- Receive position assignment and perform duties based on role and EMTF Position Description.
- Maintain communications with assigned Supervisor and follow all accountability procedures.
- Ensure compliance with all safety practices and procedures.



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Tertiary Responsibilities

- Use clear text with ICS and EMTF terminology.
- Complete necessary and required documentation and ICS forms as required.
- Ensure equipment is operational each workday.
- Brief replacements related to operations during shift changes.
- Demobilize, as directed.
- Participate in the after-action processes.

Accountability Procedures

- Check-In
 - All personnel are checked-in on WebEOC Personnel Roster and assigned a resource in WebEOC Response Resources.
- Unity of Command
 - All deployed EMTF members will have one (1) direct Supervisor.
- Span of Control
 - Manageable span of control of 3-7 personnel per Supervisor.
- Resource Tracking
 - Any change in resource status is documented in WebEOC Response Resources by a Supervisor.

Documentation

- Complete an accurate and legible ICS 214 Activity Log daily
- Complete an accurate EMTF CAN Report daily, if required by position
- Ensure accurate and timely completion of WebEOC tasks, if required by position
- Obtain a legible and itemized receipt with proof of payment for all reimbursable expenses
 - Fuel, supplies, lodging
 - 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.
- Submit an incident report to assigned TX EMTF Supervisor for any unusual occurrence.
- Complaints, accidents, injuries, exposures, theft, harassment, etc.



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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