



## **JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) AMBUS Crew Chief**

**Mission:** The TX EMTF AMBUS Crew Chief assumes overall responsibility for the AMBUS and its crews in times of readiness and deployments. This position is accountable for the quality and efficiency of patient care services, provided the management of allocated resources, and effective planning, evaluation and administrative problem solving within assigned areas of responsibility. The TX EMTF AMBUS Crew Chief collaborates effectively with his/her crew, Ambulance Strike Teams and Leaders, and other healthcare professionals associated to the deployment. The TX EMTF AMBUS Crew Chief is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

<b>Immediate Response (0 – 2 hours)</b>
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification. Assume the role of AMBUS Crew Chief</li> <li><input type="checkbox"/> Review this Job Action Sheet</li> <li><input type="checkbox"/> Review common responsibilities from Deployment Resource Guide</li> </ul>
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify AMBUS Team:             <ul style="list-style-type: none"> <li>• AMBUS Operator</li> <li>• AMBUS Loadmaster</li> <li>• AMBUS Crew Members</li> </ul> </li> <li><input type="checkbox"/> Receive briefing Command Staff on initial objectives and issues, including:             <ul style="list-style-type: none"> <li>• Size and complexity of the incident</li> <li>• Expectations</li> <li>• Involvement of outside agencies, stakeholders, and organizations</li> <li>• The situation, incident activities, and any special concerns</li> </ul> </li> <li><input type="checkbox"/> Assist with mustering activities such as equipment and supply quality assurance checks.</li> <li><input type="checkbox"/> Development of travel plan to include convoy order, route and communications.</li> <li><input type="checkbox"/> Complete safety briefing prior to departing mustering point.</li> <li><input type="checkbox"/> Ensure all staff are in appropriate communications threads.</li> <li><input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site</li> <li><input type="checkbox"/> Seek feedback and further information</li> </ul>
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all activated positions are documented in Personnel Roster, Response Resources and on status boards.</li> <li><input type="checkbox"/> Complete MSAT test.</li> </ul>



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**Documentation**

- ICS 201: Evaluate the Incident Briefing form if available.
- ICS 208: Assign or complete a Safety Briefing.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.

**Resources**

N/A

**Communication**

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

**Safety and security**

- Ensure that appropriate safety measures and risk reduction activities are initiated.



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**Intermediate Response (2 – 12 hours)**

**Activities**

- Complete PAR check of all personnel and assets upon arrival at site.
- Team & safety briefing completed prior to beginning operations.
- Conduct staff briefing and communicate assignments and objectives prior to active operations.
- Identify objectives for next operational period

**Documentation**

- Incident Action Plan (IAP) Quick Start
  - ICS 204: Assign or complete the Assignment List as appropriate.
  - ICS 207: Complete the Organizational Chart for assigned positions as delegated.
  - ICS 208: Assign or complete a Safety Briefing in coordination with Safety Officer or designate.
  - ICS 213: Document all communications on a General Message Form
  - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Resources**

- Request additional assets as needed.

**Communication**

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

**Safety and security**

- Ensure that patient and personnel safety measures and risk reduction actions are followed



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**Extended Response (greater than 12 hours)**

**Activities**

- Transfer the AMBUS Crew Chief role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
  - Address any health, medical, or safety concerns.
  - Address political sensitivities, when appropriate.
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Ensure briefings are being conducted regularly.
- Anticipate staffing needs and ensure an appropriate level of staffing is available as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Conduct briefing with AMBUS Operator and verify all quality assurance inspections are completed.
- Conduct briefing with AMBUS Crew Members and verify all logistical needs are being met.
- Facilitate any shift change briefings.
- Participate in any TX EMTF and/or local jurisdiction briefings.
- Ensure compliance with all safety practices and procedures.
- Complete an accurate legible ICS 214 Activity Log
- Complete or provide metrics to facilitate completion of TX EMTF CAN Report
- Ensure accurate and timely completion of WebEOC tasks.
- Ensure all staff are kept informed of mission objectives and status changes



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**Documentation**

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  - ICS 208: Assign or complete a Safety Briefing in coordination with Safety Officer or designate.
  - ICS 213: Document all communications on a General Message Form
  - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Resources**

- Request resources as needed or requested by Command Staff

**Communication**

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

**Safety and security**

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Manager
- Provide for personnel rest periods and relief.
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques



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**Demobilization/System Recovery**

**Activities**

- Transfer the AMBUS Crew Chief role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
  - Address any health, medical, or safety concerns.
  - Address political sensitivities, when appropriate.
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Receive Demobilization Order from TFL and/or TX EMTF SCO.
- Approve notification of demobilization to the EMTF staff when the incident is no longer active or can be managed using local resources
- Develop Demobilization Plan in coordination with TFL, Safety Officer and Operations Manager if assigned.
- Communicate plan to all staff.
- Execute safe and efficient demobilization of AMBUS.
- Assist TFL or Group Supervisor with development of travel plan to include convoy order, route and communications.
- Participate in travel safety briefing.
- Complete PAR check of all personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-in's.
- Conduct final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Verify all staff has completed an After-Action Survey and all Supervisors have completed an ICS 225 for all assigned personnel.
- Ensure implementation of stress management activities and services for staff
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by EMTF Coordination Center and/or TX EMTF SCO.

**Documentation**

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis



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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**