



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Ambulance Strike Team Leader (ASTL)

Mission: An ASTL assumes responsibility of TX EMTF Ambulance Strike Team assets assigned activated during a TX EMTF State Mission Assignment. This position is accountable for the quality and efficiency of patient care services provided and the management of allocated resources, effective planning, evaluation, ground EMS transport and administrative problem solving within assigned areas of responsibility. The ASTL collaborates effectively with all TX EMTF assets, personnel, and facility leadership. The ASTL is responsible for the completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

Immediate Response (0 – 2 hours)

Receive appointment

- Gather intelligence, information and likely impact from the sources providing event notification.
- Assume the role of Registered Nurse Strike Team Leader (RNSTL)
- Review this Job Action Sheet
- Review common responsibilities from Deployment Resource Guide

Assess the operational situation

- Receive briefing on initial objectives and issues, including:
 - Size and complexity of the incident
 - Expectations
 - Involvement of outside agencies, stakeholders, and organizations
 - The situation, incident activities, and any special concerns
 - Seek feedback and further information

Activities

- Assist with mustering activities such as quality assurance checks.
- Obtain point of contact (POC) with requesting jurisdiction.
- Obtain roster and begin completing assignments and schedules.
- Participate in any briefings to complete schedule of assignments.
- Complete any pre-departure assignments from EMTF Coordinator and/or TX EMTF State Coordination Office (SCO)
- Verify all safety checks have been completed prior to departing the mustering site.
- Ensure all staff are in appropriate communications threads.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.



Texas Emergency Medical Task Force
Job Action Sheet: Ambulance Strike Team Leader

Communication

- Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor

Safety and security

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



Texas Emergency Medical Task Force
Job Action Sheet: Ambulance Strike Team Leader

Intermediate Response (2 – 12 hours)

Activities

- Complete PAR check of assigned personnel and assets upon arrival at facility and/or rehab location.
- Document all status changes as appropriate in WebEOC Personnel Roster and Response Resources.
- Complete any final quality assurance inspections prior to beginning operations.
 - Vehicle safety
 - Vehicle maintenance
 - Communications equipment
 - Verification inventory based on DSHS approved agency inventory.
- Verify assignments and schedule of staff.
- Conduct initial staff briefing.
- Identify objectives for next operational period.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.
- TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.

Communication

- Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor.

Safety and security

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



Texas Emergency Medical Task Force
Job Action Sheet: Ambulance Strike Team Leader

Extended Response (greater than 12 hours)

Activities

- Transfer the ASTL 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.
- Provide supervision for assigned personnel and jurisdiction liaison as appropriate.
- Document all status changes as appropriate in WebEOC Personnel Roster and Response Resources.
- Anticipate staffing needs and ensure an appropriate level of staff is available as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Facilitate any shift change briefings.
- Ensure compliance with all safety practices and procedures.
- Ensure all staff are kept informed of mission objectives and status changes.
- Identify objectives for next operational period.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.

Communication

- Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor.

Safety and security

- Ensure that patient and personnel safety measures and risk reduction actions are followed.
- Observe all staff and volunteers for signs of stress and inappropriate behavior and address any concerns.



Texas Emergency Medical Task Force
Job Action Sheet: Ambulance Strike Team Leader

Demobilization/System Recovery

Activities

- Transfer the ASTL 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.
- Participate in development of Demobilization Plan as requested by TX EMTF SCO and/or assigned TX EMTF Supervisor.
- Communicate plan to all staff.
- Facilitate travel safety briefing.
- Ensure completion of ICS 225 evaluations for all assigned personnel
- Verify all staff has completed an After-Action Survey, post incident vehicle inspection and any incident specific check-out procedures.
- Complete PAR check for assigned personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-ins.
- Participate in 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.
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by MMU Group Supervisor, 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.
- ICS 225: Complete Incident Performance Rating for all assigned staff and submit to EMTF Coordinator.



Texas Emergency Medical Task Force
Job Action Sheet: Ambulance Strike Team Leader

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