



**JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF)  
 Infectious Disease Response Unit (IDRU) Hospital Augmentation Team  
 Medical Incident Support Team Member (MIST)**

**Mission:** The TX EMTF MIST team members mission is to deploy into impacted jurisdictions to provide subject matter expertise (SME) in the ESF-8 arena. TX EMTF MIST members will be mission tasked to a TX EMTF IDRU Hospital Augmentation Team. The TX EMTF MIST is responsible for the 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.</li> <li><input type="checkbox"/> Assume the role of MIST.</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"/> Obtain briefing from Command Staff on 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"/> Seek feedback and further information.</li> </ul>
<p><b>Determine the incident objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather additional information on the impacts to the assigned jurisdiction and report to Command Staff.</li> <li><input type="checkbox"/> Determine the need for additional MIST members to achieve a manageable span of control.</li> <li><input type="checkbox"/> Receive assignments and review corresponding Job Action Sheets and position description.</li> </ul>
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all activated positions are documented in the Incident Action Plan (IAP) and on status boards.</li> <li><input type="checkbox"/> Report to mustering point or assigned location.</li> </ul>



## Texas Emergency Medical Task Force

### Job Action Sheet: TX EMTF Hospital Augmentation Team MIST

#### **Documentation**

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

#### **Communication**

- Maintain communication with assigned supervisor or Command Staff

#### **Safety and security**

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



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

##### Activities

- Transfer the MIST 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 hospital.
- 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 (see Incident Action Plan)
- Participate in regular briefings with Command Staff to identify and plan to:
  - Ensure a patient tracking system is established and linked with appropriate outside agencies and the local Emergency Operations Center (EOC).
  - Updates: Missions and movements pending; assets and team statuses
  - STARS
  - ESF 8 Infrastructure assessments as needed.
  - Safety Checks.
- Develop, review, and revise the Incident Action Plan (IAP), or its elements, as needed.
- Verify site location for IDRU Hospital Augmentation Team
  - Point of Contact and Contact info for the facility
- Confirm route to sending facility.
- Verify agency specific vehicle safety checks are completed and full of fuel.
- Review PPE inventory with Safety Officer and Logistics Technician.
  - Complete ops check on battery powered equipment.
- Verify roles are assigned to personnel:
  - Safety Officer / Donning & Doffing Officer
  - Logistics Technician
  - Care providers (RN and Paramedic)
- Conduct Safety Briefing
  - Include convoy traveling as part of Safety Briefing
- Identify a decon and waste disposal plan with Safety Officer.
- Discuss and identify a "PPE Breach" plan with Safety Officer.
- Assist clinical staff with any on-boarding documentation for facility.
- Make contact with facility.
  - Identify patient room any special ingress and/or entrance to the facility.
  - Patient report if needed.
- Team PAR of assets and responders upon arrival at sending facility.
- Verify team members have hydrated and completed medical screening prior to donning PPE.
- Review plan with Safety Officer and team and verify all roles and responsibilities are clearly defined.
  - Verify all hazards involving egress from patients room to decon area have been mitigated.
- Verify Safety Officer has all necessary equipment, supplies and checklist.
- Assume liaison role with facility.



## Texas Emergency Medical Task Force

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- Verify lodging plan with EMTF Coordinator, if needed.
- Ensure that safety measures and risk reduction activities are ongoing and re-evaluate if necessary

#### **Documentation**

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

#### **Resources**

- Request additional resources as needed.

#### **Communication**

- Maintain communication with assigned supervisor or Command Staff

#### **Safety and Security**

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



**Texas Emergency Medical Task Force**

**Job Action Sheet: TX EMTF Hospital Augmentation Team MIST**

**Sustained Operations**

**Activities**

- Transfer the MIST 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 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 (see IAP).
- Assume liaison role with facility.
- Assist team as requested by Group Supervisor with potential duties to include:
  - Reporting to State Coordination Office
  - Reporting of PPE inventory
  - Duties assigned by the Safety Officer
  - Continued facility support and communications of EMTF objectives and mission
  - Integration into facilities command structure specific to IDRU response.
  - Creation of IAP
- Ensure that safety measures and risk reduction activities are ongoing and re-evaluate if necessary

**Documentation**

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

**Resources**

- Request additional resources as needed.

**Communication**

- Maintain communication with assigned supervisor or Command Staff

**Safety and Security**

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



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#### Demobilization/System Recovery

##### Activities

- Transfer the MIST 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 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 (see IAP).
- Assess the plan developed by the Group Supervisor for demobilization of EMTF assets and emergency operations according to the progression of the incident and hospital status.
- Participate in community and governmental meetings and other post-incident discussion and after-action activities.
- Ensure post-incident hospital status updates are scheduled and conducted.
- Ensure implementation of stress management activities and services for staff.
- Participate in staff debriefings to identify accomplishments, response, and improvement issues.

##### Documentation

- Ensure all documentation is provided to assigned supervisor.



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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**