



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU) Safety Officer (SOF)

Mission: The MMU SOF is responsible for monitoring the overall operation of an incident from a risk management perspective and providing recommendations to mitigate hazards in order to provide for the welfare of assigned resources. The MMU SOF may function as a member of the Command Team or may be a single resource.

Immediate Response (0 – 2 hours)

Receive Appointment

- Gather intelligence, information and likely impact from the sources providing event notification
- Assume the role of Safety Officer
- Review this Job Action Sheet
- Review common responsibilities from Deployment Resource Guide

Assess the Operational Situation

- Obtain briefing from the Task Force Leader (TFL) and/or MMU Group Supervisor on:
 - Size and complexity of incident
 - Stakeholder expectations
 - Incident objectives
 - Involvement of outside agencies, stakeholders, and organizations
 - The situation, incident activities, and any special concerns

Determine the incident objectives, tactics, and assignments

- Participate in any development of travel plan with EMTF Coordinator and MMU Group Supervisor.
- Receive planned location of MMU site and begin researching any potential hazards or threats.
- Establish contact with local jurisdiction(s), as appropriate to access any pertinent safety information
- Provide information to the Task Force Leader including safety-related capabilities and limitations



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Activities

- Determine safety risks of the incident and response activities to patients, EMTF personnel, and public as well as to the environment for the planned MMU site.
- Evaluate the planned site for incident hazards and identify vulnerabilities.
- Advise the Command Team of any unsafe conditions and corrective recommendations.
- Specify the type and level of personal protective equipment (PPE) to be used by personnel to ensure their protection, based on the incident or hazard.
- Participate in any development of travel plan with EMTF Coordinator and MMU Group Supervisor.
- Participate in any pre-departure safety briefings.
- Verify all vehicle safety checks have been completed prior to departing the mustering site.
- Complete any additional pre-departure assignments from MMU Group Supervisor.

Documentation

- ICS 208: Assign or complete a Safety Briefing
- ICS 213: Document all communications on a General Message Form
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- ICS 215A: Complete the Incident Action Plan (IAP) Safety Analysis; document identified safety issues, mitigation strategies and assignments

Communication

- Maintain communication with TX EMTF Command Team*

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated
- Determine safety risks of the incident and response activities to patients, TX EMTF personnel and visitors as well as to the hospital and the environment
- Advise Command Team of any unsafe conditions and corrective recommendations
- Evaluate building or incident hazards and identify vulnerabilities
- Specify type and level of personal protective equipment (PPE) to be utilized by staff to ensure their protection, based on the incident or hazardous condition



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Intermediate Response (2 – 12 hours)

Activities

- Transfer the Safety Officer 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, and safety concerns
 - Address political sensitivities, when appropriate
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A)
- Complete PAR check of assigned personnel and assets upon arrival at MMU site and report results to MMU Group Supervisor.
- Conduct site walk-through with Logistics Manager and MMU Group Supervisor to verify planned site layout.
- Participate in team & safety briefing prior to setup.
- Monitor and participate in the safe and efficient buildout of MMU site.
 - Assess operations and practices of staff; terminate and report any unsafe operation or practice; recommend corrective actions to ensure safe service delivery.
- Conduct walk-through of completed site with MMU Group Supervisor and Logistics Manager.
- Complete all safety checklists and report results to MMU Group Supervisor.
- Post non-entry signage around unsafe or restricted areas, as needed
- Attend all briefings and Incident Action Plan (IAP) meetings to gather and share incident and site safety requirements
- Monitor operational safety of decontamination operations, if applicable
- Ensure that safety team members, if assigned, identify and report all hazards and unsafe conditions
- Continue to assess safety risks of the incident to all personnel, the operational site, and the environment
- Ensure proper equipment needs are met and equipment is properly functioning throughout the response
- Attend all command briefings and Incident Action Plan (IAP) meetings to gather and share incident and operational site information
- Contribute safety issues, activities, and goals to the IAP
- Advise Command Team of any unsafe conditions and corrective recommendations

Documentation

- ICS 208: Modify ICS Incident Safety Briefing as needed
- ICS 213: Document all communications on a General Message Form
- ICS 214: Continue to document all actions and observations on the Activity Log on a continual basis
- ICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the IAP



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Communication

- Maintain communication with TX EMTF Command Team*

Safety and Security

- Ensure that appropriate safety measures and risk reduction activities are initiated.
- Determine safety risks of the incident and response activities to patients, TX EMTF personnel and visitors as well as to the site and the environment.
- Advise Command Team of any unsafe conditions and corrective recommendations
- Evaluate building or incident hazards and identify vulnerabilities.
- Specify type and level of personal protective equipment (PPE) to be utilized by staff to ensure their protection, based on the incident or hazardous condition.
- Obtain non-entry signage around unsafe or restricted areas, as needed.
- Continue to assess safety risks of the incident to all personnel, the operational site, and the environment.
- Ensure proper equipment needs are met and equipment is properly functioning throughout the response.



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Extended Response (greater than 12 hours)

Activities

- Transfer the Safety Officer 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, and safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A).
- Continually reassess the safety risks of the extended incident to patients, EMTF personnel, and public and to the environment.
- Identify corrective actions and revise the ICS 215A: Incident Action Plan (IAP) Safety Analysis.
- Attend all briefings and IAP meetings to gather and share incident and operational site information.
- Advise Command Team of any unsafe conditions and corrective recommendations.
- Observe EMTF personnel and volunteers for signs of stress and inappropriate behavior.
- Respond to any reports of stress or inappropriate behavior.
- Contribute safety issues, activities, and goals to the IAP as needed beyond ICS 215A: Incident Action Plan (IAP) Safety Analysis.

Documentation

- ICS 204: Document assignments and operational period objectives on Assignment List
- ICS 208: Modify ICS Incident Safety Briefing as needed
- ICS 213: Document all communications on a General Message Form
- ICS 214: Continue to document all actions and observations on the Activity Log on a continual basis
- ICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the IAP

Communication

- Maintain *communication with EMTF Command Team*

Safety and Security

- Continue to assess EMTF operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery.
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.
- Observe all staff and volunteers for signs of stress and inappropriate behavior.
- Respond to any reports of stress or inappropriate behavior



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Demobilization/System Recovery

Activities

- Transfer the Safety Officer 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, and safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A).
- As objectives are met and needs for incident related safety decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, as applicable.
- Ensure the return or retrieval of equipment and supplies used during the response.
- Participate in development of Demobilization Plan as requested by MMU Group Supervisor.
- Monitor and participate in the safe and efficient demobilization of MMU site.
- Develop travel plan In coordination with MMU Group Supervisor and/or TFL.
- Complete all required safety checks prior to departing the MMU site.
- Complete PAR check for assigned personnel and assets upon returning to original mustering location.
- Participate in final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Complete an ICS 225 for any assigned personnel.
- Participate in stress management and after-action debriefings.
- Brief the TFL on current problems, outstanding issues, and follow-up requirements.
- Review of pertinent position activities and operational checklists
- Recommendations for procedure changes
- Accomplishments and issues
- Participate in any formal the after-action processes as request by MMU Group Supervisor, EMTF Coordination Center and/or TX EMTF SCO.

Documentation

- ICS 208: Modify ICS Incident Safety Briefing as needed.
- ICS 213: Document all communications on a General Message Form
- ICS 214: Continue to document all actions and observations on the Activity Log on a continual basis
- ICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the IAP
- Ensure all documentation is submitted to MMU Group 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