



Texas Emergency Medical Task Force

Position Description: TX EMTF Ambulance Staging Manager

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Ambulance Staging Manager

Reports to:

The Ambulance Staging Manager reports to the Staging Area Manager, the EMS Group Supervisor, Operations Manager, Regional Medical Operations Center, or the Task Force Leader, depending on the organizational chart.

Supervises:

The Ambulance Staging Manager is primary responsible for providing management and oversight of the Ambulance Staging Area, both in the pre-deployment / marshalling area, as well as in forward deployed Type III & IV staging locations within their operational area during the incident.

Position Specific Requirements:

The ASM is responsible for the care and maintenance of the facilities which are being utilized for staging, to include all contractual, environmental, and legal considerations between the landowner and the operation. The Ambulance Staging Manager will maintain an operational base camp (if necessary) and provide for all logistical needs of EMS units and support personnel assigned. This includes, but is not limited to fuel, medical supplies, medical gas, food, water, hygiene, communications and maintenance. He/she is also responsible for accountability of all units in staging, assigned personnel and logistical resources assigned to his/her area.

Qualifications and Skills:

- + ICS 100, 200, 300, 400, 700
- + Hold current certification as an Emergency Medical Technician or higher
- + Complete Ambulance Strike Team Leader Course
- + Complete Ambulance Staging Management Team Course
- + Have working knowledge of statewide incident management in Texas
- + Active in EMTF Staging state work group

Assigned Duties:

- + Establish Staging Area layout
- + Determine any support needs for equipment, feeding, sanitation and security
- + Establish check-in and check-out functions as appropriate
- + Ensure posted signs for identification and traffic control
- + Request maintenance service for equipment at Staging as appropriate
- + Respond to requests for resource assignment
- + Obtain and issue receipts for radios, equipment and supplies distributed and received
- + Determine required resource levels for personnel and equipment at staging
- + Maintain and provide status to Resource Unit of all resources in Staging Area
- + Maintain Staging Area in orderly condition (to include environmental condition)
- + Demobilize Staging Area in accordance with the Incident Demobilization Plan
- + Maintain Unit/Activity Log (ICS Form 214)



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- + Conducts Operational Period briefings to ASMT leadership
- + Maintains an operational period work chart for staging area
- + Perform additional tasks or duties as assigned