



## Texas Emergency Medical Task Force

Position Description: TX EMTF Accountability Technician – Status Check-In Recorder

# **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Accountability Technician – Status Check-In Recorder**

### **Reports to:**

The Accountability Technician – Status Check-In Recorder reports directly to the Mission Tasking Team Leader.

### **Supervises:**

None.

### **Position Specific Requirements:**

The Status Check-In Recorder is responsible for the efficient registration and accountability of assigned assets arriving at the Staging Area. The Status Check-In Recorder and staff establish check-in procedures, gather necessary information on all arriving EMS Units and enter this data into the applicable tracking system. Additionally, the Status Check-In Recorder is responsible for providing the Ambulance Staging Manager, as well as the Operations Section Chief, with the exact number of units currently in the Staging Area and placing those units in the proper status based on equipment and personnel readiness criteria (to include completeness of equipment, crew rest and crew arrival). The Status Check-In Recorder ensures that all vehicles are properly logged and placarded for identification throughout the incident.

### **Qualifications and Skills:**

- + ICS 100, 200, 700
- + Have knowledge of EMS Operations and vehicle types
- + Have a basic knowledge of WebEOC
- + Ability to perform given tasks with minimal supervision
- + Possess a valid driver's license

### **Assigned Duties:**

- + Establish Check-In Area
- + Establish Internet Connectivity for all check-in personnel
- + If unable to establish Internet Connectivity, utilize & maintain other procedures to be transferred once connectivity is established
- + Work with operations to ensure entry of the complete set of data for each unit
- + Maintain standard for data entry on all units as they arrive (ie. Call-sign Format)
- + Determine required resource levels for personnel and equipment at check-in
- + Provide routine updates to ASM and Operations of Units checked in to Staging
- + Maintain Unit/Activity Log (ICS Form 214)
- + Perform additional tasks or duties as assigned