



Texas Emergency Medical Task Force

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

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

Reports to:

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

Supervises:

None.

Position Specific Requirements:

The Status Check-Out Recorder is responsible for the efficient check-out and accountability of assigned assets departing from the Staging Area. The Status Check-Out Recorder and staff establish check-out procedures, gather necessary information on all departing EMS Units and enter this data into the applicable tracking system. The Status Check-Out 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-Out 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-out
- + Provide routine updates to ASM and Operations of Units checked out of Staging
- + Maintain Unit/Activity Log (ICS Form 214)
- + Perform additional tasks or duties as assigned