



Texas Emergency Medical Task Force

Position Description: TX EMTF Planning Manager

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Planning (Plans) Manager

Reports to:

The TX EMTF Plans Manager will report to a TX EMTF Task Force Leader (TFL) or the TX EMTF State Coordination Office (SCO).

Supervises:

TX EMTF Medical Incident Support Team (MIST) members of an EMTF Planning Section.

Position Specific Requirements:

The TX EMTF Plans Manager manages all aspects of incident planning, situation and resource status, and demobilization of an incident during an activation of the TX EMTF by the TX Department of State Health Services (DSHS). The Planning Manager supervises members of the Planning Section. The TX EMTF Manager is part of the TX EMTF Command Team and reports to the TX EMTF TFL under typical incident organizations.

Qualifications and Skills:

- + Be actively employed by an agency with a signed TX EMTF Memorandum of Agreement (MOA) with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 300, 400, 700, 800
- + Valid TX Driver's license
- + O-305 All-Hazards Incident Management Team preferred but not required.
- + E/L-962 All-Hazards Plans Section Chief preferred but not required.
- + FEMA IS-201 preferred but not required.
- + Knowledge and familiarization with the Incident Action Plan and development of plan
- + A comprehensive knowledge of the TX EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.
- + A background in pre-hospital and/or hospital emergency medicine.
- + A comprehensive knowledge of the TX EMTF functions, tactics, strategy, and safety considerations.
- + Successfully completed TX EMTF MIST Training.
- + An understanding of other disaster response organizations.
- + Knowledge of the practical application of available technology used to support missions and objectives including WebEOC & Comms equipment.
- + An awareness of the hazards associated with various disaster environments.
- + A knowledge of supervisory and personnel management techniques.
- + A knowledge of diplomatic planning and problem solving.



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Assigned Duties:

- + Establish and maintain incident planning cycle. Communicate expected times for briefings, planning meetings, and team meetings to other section chiefs.
- + Organize planning meeting location and ensure necessary materials are available.
- + Facilitate meetings and briefings during the planning cycle.
- + Establish information requirements and reporting schedules for section.
- + Monitor incident status and coordinate with other command and general staff members to develop alternative strategies.
- + Manage the preparation of strategies and plans for the incident and submit incident status reports.
- + Identify kind, type, and quantity of resources necessary to achieve objectives.
- + Determine need for any specialized resources in support of the incident.
- + Request additional personnel, supplies, services, and equipment within the established ordering processes for efficient operations within the section.
- + Maintain a master list of all resources (e.g., key supervisory personnel, primary and support resources, etc.).
- + Supervises and configures the Planning section with units and single resources as necessary based on changes in incident situation and resource status.
- + Establish specific information collection activities as necessary (e.g., weather, fire behavior, environmental, toxins, etc.).
- + Ensure the collection, processing, and organizing of all incident information.
- + Prepare, collect, evaluate, disseminate, and use incident information to develop the TX EMTF Incident Action Plan (IAP).
- + Coordinate with all sections to assure the IAP as proposed can be implemented and supported by available resources and reconcile any differences.
- + Supervise or accomplish preparation and distribution of the IAP. Obtain elements from other appropriate sections within established time frames.
- + As needed, prepare future projections of incident growth, maps, and intelligence.
- + Report any significant changes in status information, providing accurate and current situation and resource status information with accurate maps.
- + Identify or reaffirm incident objectives throughout the assignment.
- + Implement, describe, and utilize necessary agency policy, legal and fiscal constraints, and political considerations to be used in the planning meeting to review adequacy of strategic plans.
- + Maintain accurate and up-to-date incident files, provide duplication services, and ensure proper storage of incident files for legal, analytical, and historical purposes.
- + Ensure all incident reports and narratives are completed and debrief Agency Administrator (as directed) upon completion of the incident.
- + Identify and Mitigate risk for the health and safety of TX EMTF members and general public.
- + Account for and monitor health, safety, and welfare of assigned personnel.



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- + Anticipate staffing needs and ensure an appropriate level of support staff are available and staged as needed throughout the incident.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Complete, authorize, ensure timeliness of, and route as required:
 - o General Message (ICS 213).
 - o Activity Log (ICS 214).
 - o Incident Personnel Performance Rating.
 - o TX EMTF CAN Report
- + Updates to TX EMTF WebEOC Personnel Roster and Response Resources
- + Maintain all required incident documentation generated through operation of the incident medical unit.
- + Ensuring incident stress management activities are conducted.
- + Ensuring resource requests are properly processed.
- + Coordinate TX EMTF team logistics such as travel, food, and lodging.
- + Works with local officials during operational periods
- + Manage Risk
- + Performing additional tasks and duties, as assigned by TX EMTF Supervisor.