



Texas Emergency Medical Task Force

Position Description: TX EMTF Safety Officer

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Safety Officer (SOF)

Reports to:

The TX EMTF SOF will report to a TX EMTF Ambulance Staging Manager (ASM), TX EMTF Task Force Leader (TFL), or a TX EMTF Group Supervisor.

Supervises:

N/A.

Position Specific Requirements:

The TX EMTF SOF is responsible for monitoring the overall operation of an incident from a risk management perspective and providing recommendations to mitigate hazards to provide for the welfare of assigned personnel and assets during an activation of the TX EMTF by the TX Department of State Health Services (DSHS). The TX EMTF SOF may function as a member of the Command Team or may be a single resource. The TX EMTF SOF collaborates effectively with all TX EMTF assets and personnel. Requires the ability to define problems, collect and review data, and draw conclusions. TX EMTF personnel must have the ability to work in a non-traditional medical environment, in potentially adverse conditions with no guaranteed regular scheduled breaks or meals.

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.
- + L-954 All Hazards Safety Officer preferred but not required.
- + Knowledge and familiarization with safety and risk management.
- + 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 TX EMTF functions, tactics, strategy, and safety considerations.
- + Successfully completed TX EMTF Medical Incident Support (MIST) Training.
- + Completed an initial TX EMTF Infectious Disease Response Unit (IDRU) Training course if assigned a TX EMTF IDRU Activation.
- + Approved by TX EMTF State Coordination Office to function as TX EMTF *IDRU Trainer*
- + Proven competency in donning and doffing of TX EMTF approved Personal Protective Equipment (PPE) if assigned a TX EMTF IDRU Activation.
- + 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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- + Declared fit for duty by sponsoring entity.

Assigned Duties:

- + Monitor incident operations and advise the assigned TX EMTF Supervisor on matters relating to the health and safety of incident resources.
- + Correct unsafe acts or conditions through the regular line of authority, although direct intervention will be used to immediately correct a dangerous situation.
- + Post safety information around site, as appropriate.
- + Monitor fatigue throughout incident personnel and make recommendations on operational period lengths to ensure work/rest guidelines are followed.
- + Conduct periodic inspections of operational facilities.
- + Review Incident Action Plans (IAPs) to ensure safety issues have been identified and mitigations put in place.
- + Monitor food, potable water, security, supply, and sanitation service inspections.
- + Monitor driver or operator qualifications especially with specialized equipment such as All-Terrain Vehicles (ATVs), Utility Terrain Vehicles (UTVs) and forklifts.
- + Monitor air operations and coordinate with air operations staff to ensure aircraft use is essential and effective.
- + Monitor incident roads and driving conditions to provide for safe use by personnel.
- + Monitor health and wellness of incident personnel including fatigue, illness, injury, property damage trends, excess stress, etc., and ensure mitigations are in place.
- + Advise and assist TX EMTF Command Team of their risk management roles and responsibilities.
- + Establish a common operating picture around risk with incident leadership and resources.
- + Analyze proposed and select strategic alternatives from a risk management perspective. Prepare the Safety Message (ICS 208) for the IAP.
- + Review the IAP for safety implications.
- + Coordinate with Command Team to develop the IAP Safety Analysis (ICS 215A or equivalent).
- + Review, provide input, and approve Medical Plan (ICS 206).
- + Initiate and/or conduct accident investigations for injuries, vehicle, and equipment damage, and near misses.
- + Participate in planning process and advocate effective risk management.
- + Use the risk management process to detect hazards, assess risk, and implement and monitor controls to support effective risk-based decision-making.
- + Identify human factors that may increase risk to incident personnel and make suggestions to correct those factors.
- + Function as subject matter expert on the risk management process and be prepared to advise and assist leadership and incident personnel.
- + Functions effectively as "Donning and Doffing Officer" during a TX EMTF IDRU activation.
- + Provide just-in-time PPE donning and doffing training during a TX EMTF IDRU activation.
- + 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.



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- + 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 Conditions, Actions, Needs (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.
- + Performing additional tasks and duties, as assigned during a mission.