



AMBUS STANDARD OPERATING GUIDELINES

Texas Emergency Medical Task Force



Texas Emergency Medical Task Force
 Standard Operating Guidelines: AMBUS

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SCOPE

This Standard Operating Guideline (SOG) addresses the mission profile of the TX Emergency Medical Task Force (EMTF) AMBUS component under a State Mission Assignment (SMA) from the TX Department of State Health Services (DSHS).

PURPOSE

To establish guidelines of activated TX EMTF AMBUS personnel and assets for the care, treatment and ground EMS transport as activated by the TX Department of State Health Services (DSHS). The purpose of this document is not to create a procedure for AMBUS Operations but to establish objectives to complete a mission. Each EMTF and its AMBUS owners are tasked with planning, training, and exercises within their region to establish operational plans with the participating stakeholders.

INTENT

The intent of this SOG is to:

- Establish Objectives
- Establish Situation and Planning Assumptions
- Define Roles and Responsibilities

OBJECTIVES

- Maintain situational awareness and constant state of readiness.
- Complete an effective activation of qualified providers to complete a State Mission Assignment.
- Focus on safety and ensure all protective measures are in place to minimize provider and patient injury.
- Maintain accountability of all deployed personnel and assets.
- Maintain communications with all impacted stakeholders including but not limited to TX Department of State Health Services, TX Division of Emergency Management, TX EMTF SCO, TX EMTF Coordination Center, local Regional Advisory Council, and its Medical Operation Center, jurisdiction, local Emergency Management, and facilities involved in operations.
- Provide safe and effective patient care and EMS transport while focusing on safety.
- Establish an effective command structure to meet the needs of the incident.



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SITUATION

- This document is to be considered a living document which may be updated as needed based on best practices, new equipment, and After-Action Review (AAR) recommendations.
- This document will be maintained by the TX EMTF State Coordination Office (SCO).
- Since 1953 the State of TX has the most Major Disaster Declarations in the nation with 102
- One (1) disaster every 8.2 months
- The State of TX has 624 miles of coastline, 1,254 miles of international borders and eight (8) different climate classifications.
- Each AMBUS owner was pre-identified by their local EMS to operate an AMBUS.
- Each AMBUS owner is responsible for the storage, operations, licensing, training, insurance, registration, and maintenance of the AMBUS.
- There are currently eighteen (18) AMBUSES operational throughout the State of TX and the TX EMTF Program.
- There is a minimum of one (1) TX EMTF AMBUS operational within each EMTF.
 - See [Appendix A](#) for current map of AMBUS locations.
- The TX EMTF Operations Sub-Committee currently meets four-six (4-6) times annually and evaluates operations, maintenance, supplies, equipment, and guidelines.
- Each AMBUS maintains a DSHS *Specialty License* for providing EMS transport.
- A TX EMTF AMBUS is activated with a (SMA) to the TX EMTF SCO issued by DSHS.

ASSUMPTIONS

- Each EMTF has a regional AMBUS Work Group that focuses on training, operations and maintenance. team composition, and planning.
- TX EMTF AMBUSES participate in local, regional and Statewide training focusing on facility evacuations, Mass Casualty Incident (MCI) response and the safe loading and unloading of the asset.

EQUIPMENT AND SUPPLIES

AMBUS equipment and supplies are the responsibility of each AMBUS owner based on their local policies, protocols and procedures. TX EMTF AMBUS approved minimum equipment list can be found in [Appendix B](#).

TYPING

Team composition for an approved SMA are based on approved typing from the Operations Sub-Committee, and Executive Committee. Personnel ratios may be very for local and/or mutual aid usage by each AMBUS owner based on their own policies and procedures. At a minimum, all AMBUS' can provide Mobile Intensive Care Unit level of care with some units exceeding that level with ventilators and IV infusion pumps based on their approved protocols by their Medical Director.

The current AMBUS Typing document can be found in [Appendix C](#).



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Current AMBUS Position Descriptions can be found in [Appendix D](#).

ROLES AND RESPONSIBILITIES

- DSHS
 - Lead State Agency.
 - Responsible for issuing a SMA to the TX EMTF via the SCO.
- TX EMTF Executive Committee
 - Responsible for final approval of budget, policies, guidelines, and guidelines.
- TX EMTF SCO
 - Maintaining situational awareness.
 - Activating a TX EMTF AMBUS with an approved SMA.
 - Maintaining a budget for AMBUS maintenance projects and refurbishments.
 - Maintaining AMBUS specifications in coordination with the Operations Sub-Committee.
 - Procurement of equipment and supplies based on project approved by the Operations Sub-Committee and EMTF Executive Committee.
 - Facilitating Operations Sub-Committee in collaboration with the Operations Sub-Committee Chair and Co-Chair.
 - Documentation maintenance and storage.
 - Facilitating After Action Review of TX EMTF AMBUS activation.
 - Development of improvement plan based on AAR items in collaboration with the Operations Sub-Committee.
 - Coordination and any reimbursement related to scheduled AMBUS driver training in collaboration with TX EMTF Coordination Center(s).
- TX EMTF Coordination Center(s)
 - Maintaining situational awareness.
 - Recruiting and selecting TX EMTF AMBUS owners.
 - Conduct regional AMBUS Work Group meetings focusing on maintenance, operations, training, and planning.
 - Participate in regional meetings, tabletop exercises, and/or seminars focused on the care and transport of a patients specific to AMBUS operations.
 - Rostering and demobilization of TX EMTF AMBUS from a SMA.
 - Reporting any status change that impacts readiness, i.e. out of service, training or usage.
- TX EMTF AMBUS owners
 - Existing member agency with executed TX EMTF Memorandum of Understanding
 - Maintaining situational awareness and constant state of AMBUS readiness.
 - Maintain adequate roster of competent AMBUS Operators, Crew Chiefs, and providers.
 - Have policies and procedures regarding staffing and activations for AMBUS training and operations.
 - Provide all fleet maintenance aspects for the AMBUS including preventative maintenance according to manufacturer's recommendations.



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- Maintain adequate inventory of medical supplies according to approved DSHS Inventory.
- Complete and maintain all necessary requirements for a DSHS *Specialty Vehicle* license.
- Have medical procedures, inventory and protocols approved to provide MICU level of care during AMBUS operations.
- Participate in any regional and State TX EMTF Operations Sub-Committee, Task Force and/or Work Group meetings and training activities.
- Participate in monthly TX EMTF MSAT radio test.
- Verify a mechanism is in place to receive information and/or activation from the TX EMTF Coordination Center.
- TX EMTF AMBUS sponsoring agency will be reimbursed according to current TX EMTF reimbursement parameters.
- Dress in TX EMTF uniform or agency uniform according to individual agency policy during a SMA activation.
- Report any usage of the AMBUS to their home TX EMTF Coordination Center
- Report to their home TX EMTF Coordination Center when the AMBUS is out of service and the reason for the status change.

PRE-DEPLOYMENT ACTIVITIES

It is incumbent upon each TX EMTF to ensure that TX EMTF AMBUS owners are adequately prepared to perform at their highest level under the dynamic and often adverse circumstances faced in disaster operations. Each TX EMTF and its Coordinator are responsible for facilitating this readiness, ensuring the highest level of preparedness for the TX EMTF AMBUS component's response.

These documents have been developed through the deployment experience of disaster responders from across the state and may be used as a starting point for each TX EMTF to ensure their team members have the tools necessary for an efficient and successful completion of their missions.

TX EMTF READINESS LEVELS

TX EMTF utilizes action-based readiness levels to communicate changes in situational awareness that create potential of activation for TX EMTF Coordination Centers and its members. The TX EMTF SCO communicates changes in readiness levels based on current situational awareness for weather and any other identifiable threat to public safety. The following readiness levels are communicated by TX EMTF Coordinators to AMBUS owners:

- **AWARENESS**
 - There is potential that an incident has or will occur triggering a TX EMTF response.
 - AMBUS are encouraged maintain situational awareness.
- **STANDBY**
 - There is potential that an incident has or will occur triggering a TX EMTF response.
 - AMBUS owners are encouraged to increase situational awareness.
 - Pre-rostering of leadership positions will occur.
- **ALERT**
 - An incident has occurred, and activation of TX EMTF personnel and assets are imminent.
- **ACTIVATION**



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- An incident has occurred and a SMA has been issued by DSHS to the TX EMTF SCO

STATE MISSION ASSIGNMENT TASKING

A TX EMTF AMBUS activation can be requested by a jurisdiction per guidelines for requesting assistance as stated in the TX Government Code Chapter 418 and completing a State of TX Asset Request (STAR) online in the TX Division of Emergency Management WebEOC platform. The STAR will be submitted to the TX State Operations Center (SOC) who will task the request to DSHS. DSHS will then confer the request with the TX EMTF SCO and then assign a State Mission Assignment (SMA) to the TX EMTF SCO once all information regarding the request have been gathered and an approval has been granted. The TX EMTF SCO will assign the SMA to the closest, most appropriate TX EMTF(s).

LOCAL TASKING

AMBUS owners can provide mutual aid as well as local usage based on their own policies and procedures. Please note any mutual aid response or local usage is not eligible for reimbursement by the Lead RAC.

DEPLOYMENT TIME GOALS

It is the goal of the TX EMTF to be an agile, rapid response force dedicated to the health and safety of the citizens of Texas and others. In the following sections, timely, efficient, modular and prepackaged activations and deployments are the goal of the TX EMTF.

PERSONNEL ROSTERING

Each TX EMTF Coordinator is responsible for maintaining contact information for the purposes of notifications and rostering for each of their AMBUS owners. Rostering and staffing plans may be impacted by the resources available to each EMTF.

Each TX EMTF Coordination Center has processes and procedures for notifying members of readiness level changes. As readiness levels change members are notified and take the appropriate actions based on situational awareness. In the event of a readiness level change to Alert or Activation TX EMTF Coordination Centers will be requested to poll for availability from AMBUS owners. Each TX EMTF will be responsible for reporting all availability to the TX EMTF SCO to begin activation assignments. The goal in polling across all eight (8) EMTF's is to identify the closest, most appropriate asset for an activation.

All activated personnel will be documented in the TX EMTF WebEOC platform in Personnel Roster. The AMBUS will be documented in the TX EMTF WebEOC platform in Response Resources.

For planning purposes, once an AMBUS owner is activated for a no-notice event the AMBUS will have two (2) hours to report to a pre-determined muster point or directly to the scene of the incident. It is expected that AMBUS owners will use on-duty personnel for a no-notice activation.

TX EMTF members are expected to deploy for a minimum of seven (7) days to establish consistency and continuity with operations. TX EMTF Member Crew swaps are encouraged to begin scheduling at seven (7) days from initial deployment. After fourteen (14) days activated members will be required to complete demobilization with a twenty-four (24) hour period before an additional



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activation. TX EMTF members are required to complete demobilization by day twenty-one (21) of the initial activation with a forty-eight (48) hour period before an additional activation. Any member activated greater than twenty-one (21) days will require member agency and deployed TX EMTF Coordinator approval.

MUSTERING

AMBUS owners may utilize predetermined or ad hoc mustering points which will be determined upon activation by their TX EMTF Coordinator. These sites are *not* considered base camps, rather a common meeting area for final deployment tasks to be completed such as equipment checks, assignment of specialized communications equipment and verification of qualifications. Each EMTF shall select sites that are lit and allow overnight parking which is secured for cases where team members have arrived in their personal vehicles at the mustering point.

While at the mustering point the assigned Supervisor and TX EMTF Coordinator will conduct a safety briefing focusing on travel and safety.

TRAVEL

Travel by the TX EMTF assets will be accomplished in convoy style. The make-up of the convoy will be at the discretion of the assigned Supervisor or a designated Convoy Leader. The route to the deployment area will be at the discretion of the TX EMTF Supervisor based on current situational awareness. The travel plan and communications plan during travel will be communicated to all personnel and assets within the convoy during the safety briefing. All vehicles in the convoy will have multiple forms of communications available with pre-identified channels.

Teams should anticipate efficient travel. Stops for non-mission essential reasons are discouraged and should be at the discretion of the designated Convoy Leader. Assets should travel at the best, safe speed of the slowest unit in the convoy. Road and weather safety should be considered by all.

COMMAND OPERATIONS

It is beyond the scope of this document to address all operational concerns of resources deployed as part of TX EMTF. However, the following general guidelines can be assumed to apply in most deployments.

TX EMTF AMBUS's will follow an appropriate incident command system structure. Intervening levels of command may be inserted as incident scope affects the span of control.

As a part of any deployment, AMBUS personnel should be prepared to perform a variety of missions, both in and out of the scope of normal daily operations. Concerns related to assigned missions should be forwarded to their assigned Supervisor. At all times, it is the intention of the TX EMTF to "Be Helpful, Be Nice" in all interactions with the public as well as fellow healthcare provider and affected region stakeholders.



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DOCUMENTATION

Command Operations should be documented on appropriate ICS forms or TX EMTF specific documentation. An ICS 214 Activity Log shall be completed by each person for each twenty-four (24) hour operational period deployed. The completed ICS 214 will be returned to the member entity to be included in any reimbursement documentation and may be requested from a TX EMTF Supervisor during active operations. Documentation should be accurate and legible with the following documented on an ICS 214:

- Start of Operational Period
- Beginning workday
- Operational checks of equipment and vehicles
- Any deviance from standard operations identified in the checks.
- Identification of lost, stolen and/or damaged equipment and/or vehicles
- Anything that incurs a reimbursable expense
- Any assigned missions to include disposition, number of patient contacts, number of patients treated, and number of patients transported.
- Any travel
- Ending workday with "available for immediate recall" while activated on a SMA.
- Briefings, meetings, phone calls, text messages related to operations.
- Unusual incidents during operations.
- Interactions with jurisdictional and/or State of TX officials.
- End of Operational Period

SAFETY CONSIDERATIONS

All TX EMTF AMBUS activities involve variables and unknowns which may have a substantial impact on the health and welfare of staff members. These potential risks require frequent identification, assessment, analysis, and planning to minimize their impact. Risks should be assessed based on the likelihood of occurrence and potential severity.

AMBUS SUPERVISION

Operating under NIMS principles, each AMBUS will be integrated into the Incident Command System (ICS) structure implemented by the State and its deploying EMTF.

To ensure organized operations through an incident command structure, the AMBUS will have a clearly defined reporting structure. This structure may be provided within the organization of TX EMTF, by an overarching support team, or by infrastructure from a jurisdiction having authority.

Consistent with the ICS, each staff position should receive a job action sheet (JAS), which is a simple checklist that describes the role, responsibility, and reporting structure of each position within the ICS structure. These forms should be prepared in advance of the incident for rapid distribution to participating staff on their arrival to the site.

TX EMTF AMBUS Job Action Sheets can be found in [Appendix E](#)



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COMMUNICATIONS

TX EMTF will utilize an instant messaging platform, designated by the TX EMTF SCO, to provide real time situational awareness and a tool for verifying accountability. All TX EMTF AMBUS Crew Chief's will be added to the preferred platform along with other TX EMTF stakeholders such as the TX EMTF SCO and TX EMTF Coordinators.

Mechanisms for internal communication between associated staff may be determined by each AMBUS, and may include at a minimum cellular, radio and satellite phone capability. The primary mode of radio communications will be on VHF radio band using the TX Interoperability Plan.

DEMOBILIZATION

A strategy for demobilization of the AMBUS should be developed at the time of mobilization. Criteria for making the determination that the AMBUS is no longer necessary shall be at the discretion of the requesting jurisdiction.

Demobilization will be based upon tasking to the deployed EMTF's. Demobilization may occur at the deployment staging area or regional mustering point according to the deployed EMTF Coordinator. Demobilization should not occur directly from field assignments. Exceptions will be the discretion of the EMTF Supervisor. The EMTF Supervisor will ensure that personnel of the unit will have a comprehensive demobilization briefing and ensure that all incident specific paperwork and forms have been completed appropriately. Travel from the deployment region during demobilization will be convoy style, along prescribed routes.

The Demobilization process shall always include a completed After-Action Survey by the deployed member and an ICS 225 Incident Personnel Performance Rating completed by the deployed members assigned Supervisor. TX EMTF Assets and/or personnel demobilization will be documented in the TX EMTF WebEOC Response Resources and Personnel Roster by their deploying TX EMTF Coordinator. The following process has been adopted to ensure an efficient and safe demobilization of EMTF assets and personnel:

- Assets and/or personnel are released from duty by the requesting jurisdiction.
 - Can also be a pre-scheduled "Last Workday."
- All personal items will be packed, and any equipment rehab will be performed.
 - Any borrowed or issued equipment from the operational site will be returned.
 - Document any lost, stolen and/or damaged equipment and/or vehicles on a ICS 214 prior to beginning demobilization.
- Assets and/or personnel will be in a rehab status and begin travel during daylight hours the next day.
 - EMTF personnel and assets will not be released for demobilization and travel during darkness unless authorized by their deploying TX EMTF Coordinator.
- Assets and/or personnel will begin demobilization the next day after a completed rest cycle.
- Once Assets and/or personnel begin demobilization travel it will be posted on the existing messaging platform thread that demobilization has begun, destination and estimated time of arrival.
 - "MPV 3-01 beginning demob and enroute to EMTF 3 warehouse with an ETA of 15:40".
- Assets and/or personnel will update the messaging platform thread during travel to include any delays in demobilization.



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- Assets and/or personnel will be responsible for scheduling a time and location to return any issued equipment to their deploying TX EMTF Coordinator.
- All personnel will complete demobilization once they arrive at their home of residence or other pre-determined destination, with acknowledgement by their deploying TX EMTF Coordinator, and documenting on the TX EMTF assigned messaging platform thread.



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APPENDIX A AMBUS LOCATIONS



Texas Emergency Medical Task Force AMBUS Program

EMTF 1

MPV 1-01
University Medical Center EMS
MPV 1-02
Amarillo Fire

EMTF 9

MPV 9-01
Elite Medical Transport
MPV 9-03
Reeves County ESD 1&2

EMTF 8

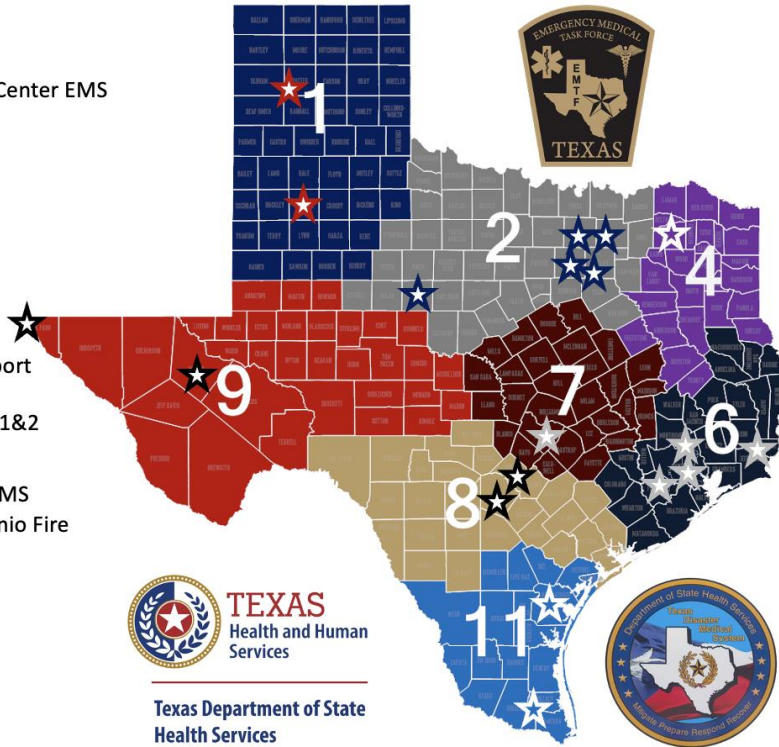
MPV 8-01 Schertz EMS
MPV 8-02 San Antonio Fire

EMTF 11

MPV 11-01
Weslaco Fire
MPV 11-02
Corpus Christi Fire



Texas Department of State
Health Services



EMTF 2

MPV 2-01 Frisco Fire
MPV 2-02 Flower Mound Fire
MPV 2-03 Cedar Hill Fire
MPV 2-04 MedStar
MPV 2-05 Abilene Fire

EMTF 4

MPV 4-01 Hopkins County EMS

EMTF 7

MPV 7-01 Austin Travis County EMS

EMTF 6

MPV 6-01 Atascocita Fire
MPV 6-02 Houston Fire
MPV 6-03 Fort Bend County EMS
MPV 6-04 Acadian Ambulance Service





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APPENDIX B AMBUS MINIMUM EQUIPMENT LIST



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Item	PAR
AED	2
Cardiac Monitor (DEFIB Capable)	
Wireless Vital Signs Monitors (#)	10
Long Spine Board - onboard / access to	5 / 20
Pt. CO Monitoring capability	1
Stretchers	2
Suction Units (Pt.)	4
Wheelchair Tie-down Capability (# WC)	5
VHF InterOp Mobile Radio	1
MSAT (dedicated to AMBUS)	1
MSAT TG: STRAC 1	Yes
SOC notification of AMBUS	Yes
Fire Extinguishers (10lbs ABC/equiv)	2
Generator: 20/30kW onboard	1
Veh. CO Monitoring	2
**items below are not part of the MEL	
No Notice Bed Capacity	
Item	
Ventilator(s)	
Narcotic Locked Box (mounted) carry Narcotics: how?	
MSAT TG: GSmart	
MSAT TG: InterAgency	
MSAT TG: TxSmart	
MSAT TG: WEST	
WiFi Gateway (InMotion-Rocket)	
Cellular Repeater	
Ipad	
Laptop w Internet	
A/C & Light Cages	
Bumper: Front Step	
Bumper: Rear Step	
Driver A/C	
GPS or Navs	
Preventive Maintenance Plan	
Vehicle Replacement plan	



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APPENDIX C CURRENT TYPING

RESOURCE: Medical Ambulance Bus (AMBUS) / Multiple Patient Vehicle					
CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
Overall Function	Primary Mission	Capable of providing advanced medical transport and evacuation services during a state large scale disaster.			
	Alternate Missions	Capable of response to Mass Casualty Incidents utilizing existing agreements.			
		Additional capabilities for incident support for ALL Hazards, Rehabilitation, Point of Dispensing and other Appropriate Missions.			
Mobilization	Availability ¹	24/7 Response Capable ¹			
	Operationally Capable (once on scene)	Immediately			
Capacity	Level of Care	Mobile Intensive Care Capable [Must be licensed as a Specialty Care Ambulance by DSHS]			
	Number of Patients	Configurable to support up to:			
		Maximum of 20 Litter Patients		Minimum of 12 Litter Patients	
		24 Seated Patients		12 or Less Seated Patients	
		a combination therein (to include wheelchairs & isolettes)			
	Deployment Duration	24/7 Mission Operations ²			
Sustained Operations	72 hours				
Number of Accompanying Care Givers ³	Accommodations can be made to support additional Passengers, care teams, service animals or pets, as necessary ³				
Equipment	Vehicle	Custom ambulance, DSHS licensed "Specialty Vehicle", with advance medical monitoring and equipment, integrated electrical, plumbed oxygen, onboard suction, communication systems, and patient loading ramp and winch			

¹ Includes time required for vehicle configuration, personnel response, supply/equipment loading and pre-movement inspection.

² Based on agency crew rest policies and state commercial drivers licensing regulations.

³ Number of Crew and Number of Accompanying Care Givers is based on the number of physical seats with NFPA/KKK compliant restraint systems.



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RESOURCE: Medical Ambulance Bus (AMBUS) / Multiple Patient Vehicle					
CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
	Special Equipment	Ventilator(s) and IV Pump(s) and providers capable and credentialed of operating equipment	N/A	Ventilator(s) and IV Pump(s) and providers capable and credentialed of operating equipment	N/A
	Emergency Warning Systems	Lighting and Audible warning system: Flashing emergency lights [minimum 4 red alternately flashing] at the highest and widest points, multiple points on each side and at least one, 110-120 decibels, multi-tone siren and air powered horns			
	On-board Power Generation	On-board 20 kW diesel generator capable of running all onboard systems and external electrical needs		On-board generator capable of running all onboard systems and external electrical needs	
	Oxygen Supply Systems	Integrated system capable of providing oxygen to all patients, including ventilator and CPAP patients			
	Climate Control Systems	Equipped with A/C and Heat systems			
	Mounting Systems	At least two Stretcher Mounts, Litter mounts, Wheelchair, Equipment, Isolette mounting/track system		At least one Stretcher Mounts Litter mounts, Wheelchair, Equipment, Isolette mounting/track system	
	Operational Fuel Load	48 hours of fuel - 100 gal. diesel and DEF (dependent on load and utilization)		48 hours of fuel - 50 gal. diesel and DEF (dependent on load and utilization)	
Personnel	Number of Crew ³	(6) Crew Members		(4) Crew Members	
		Identified Positions/Roles: [may assign more than one role to a single crew member]			
		Licensed Vehicle Driver Operator			
		Crew Chief			
	Loadmaster				
Command & Control	One (1) Command Staff is separate vehicle with like communications.				



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RESOURCE: Medical Ambulance Bus (AMBUS) / Multiple Patient Vehicle					
CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
	Crew Augmentation Capability	Capable of Accommodating Patient Care by Nurses, Advanced Providers and/or Physicians			
	Certification Requirements	Number of Care Givers:		Number of Care Givers:	
		Four (4) with a minimum of two (2) Paramedics credentialed by sponsoring agency to operate at ALS level		Two (2) with a minimum of one (1) Paramedic credentialed by sponsoring agency to operate at ALS level	
Communications	Radio Systems	Integrated with Local and Regional EMS and Fire Radio Systems (VHF, UHF, 700, 800 and/or 900)			
	Satellite Systems	Satellite Radio and Telephone System (MSAT) and/or Star Link			
	Other	TDEM iPhone device enabled with Asset Trak and EMTF APP profile- Group Me, Pulsara, WAVE, WebEOC			
Safety	PPE	Appropriate PPE as determined by the Safety Officer and/or the needs of the deployment ⁴			
	Immunizations	Recommended all personnel should have current influenza/coronavirus, tetanus/diphtheria, and Hepatitis A & B series immunizations.			
Travel		Appropriate lodging, food, and hygiene arrangements for deployed team are the responsibility of the home agency with assistance coordinated by the EMTF Coordinators and or SCO if needed ⁵			

⁴ To include: ANSI compliant reflective vest, eye protection, ear protection, gloves and other appropriate safety equipment. PPE consistent with OSHA 1910.134 & 1910.1030 requirements.

⁵ Unless otherwise specified by the SCO at mobilization



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CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
Overall Function	Primary Mission	Capable of providing advanced medical transport and evacuation services during a state large scale disaster.			
	Alternate Missions	Capable of response to Mass Casualty Incidents utilizing existing agreements.			
		Additional capabilities for incident support for ALL Hazards, Rehabilitation, Point of Dispensing and other Appropriate Missions.			
Mobilization	Availability ¹	24/7 Response Capable ⁶			
	Operationally Capable (once on scene)	Immediately			
Capacity	Level of Care	Mobile Intensive Care Capable [Must be licensed as a Specialty Care Ambulance by DSHS]			
	Number of Patients	Configurable to support up to:			
		Maximum of 20 Litter Patients		Minimum of 12 Litter Patients	
		24 Seated Patients		12 or Less Seated Patients	
		a combination therein (to include wheelchairs & isolettes)			
	Deployment Duration	24/7 Mission Operations ⁷			
Sustained Operations	72 hours				
Number of Accompanying Care Givers ³	Accommodations can be made to support additional Passengers, care teams, service animals or pets, as necessary ⁸				
Equipment	Vehicle	Custom ambulance, DSHS licensed "Specialty Vehicle", with advance medical monitoring and equipment, integrated electrical, plumbed oxygen, onboard suction, communication systems, and patient loading ramp and winch			

⁶ Includes time required for vehicle configuration, personnel response, supply/equipment loading and pre-movement inspection.

⁷ Based on agency crew rest policies and state commercial drivers licensing regulations.

⁸ Number of Crew and Number of Accompanying Care Givers is based on the number of physical seats with NFPA/KKK compliant restraint systems.



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RESOURCE: Medical Ambulance Bus (AMBUS) / Multiple Patient Vehicle					
CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
	Special Equipment	Ventilator(s) and IV Pump(s) and providers capable and credentialed of operating equipment	N/A	Ventilator(s) and IV Pump(s) and providers capable and credentialed of operating equipment	N/A
	Emergency Warning Systems	Lighting and Audible warning system: Flashing emergency lights [minimum 4 red alternately flashing] at the highest and widest points, multiple points on each side and at least one, 110-120 decibels, multi-tone siren and air powered horns			
	On-board Power Generation	On-board 20 kW diesel generator capable of running all onboard systems and external electrical needs		On-board generator capable of running all onboard systems and external electrical needs	
	Oxygen Supply Systems	Integrated system capable of providing oxygen to all patients, including ventilator and CPAP patients			
	Climate Control Systems	Equipped with A/C and Heat systems			
	Mounting Systems	At least two Stretcher Mounts, Litter mounts, Wheelchair, Equipment, Isolette mounting/track system		At least one Stretcher Mounts Litter mounts, Wheelchair, Equipment, Isolette mounting/track system	
	Operational Fuel Load	48 hours of fuel - 100 gal. diesel and DEF (dependent on load and utilization)		48 hours of fuel - 50 gal. diesel and DEF (dependent on load and utilization)	
Personnel	Number of Crew ³	(6) Crew Members		(4) Crew Members	
		Identified Positions/Roles: [may assign more than one role to a single crew member]			
		Licensed Vehicle Driver Operator			
		Crew Chief			
	Loadmaster				
Command & Control	One (1) Command Staff is separate vehicle with like communications.				



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RESOURCE: Medical Ambulance Bus (AMBUS) / Multiple Patient Vehicle					
CATEGORY: Public Health & Medical (ESF #8)					
Minimum Capabilities:		Type I	Type II	Type III	Type IV
Component	Metric				
	Crew Augmentation Capability	Capable of Accommodating Patient Care by Nurses, Advanced Providers and/or Physicians			
	Certification Requirements	Number of Care Givers:		Number of Care Givers:	
		Four (4) with a minimum of two (2) Paramedics credentialed by sponsoring agency to operate at ALS level		Two (2) with a minimum of one (1) Paramedic credentialed by sponsoring agency to operate at ALS level	
Communications	Radio Systems	Integrated with Local and Regional EMS and Fire Radio Systems (VHF, UHF, 700, 800 and/or 900)			
	Satellite Systems	Satellite Radio and Telephone System (MSAT) and/or Star Link			
	Other	TDEM iPhone device enabled with Asset Trak and EMTF APP profile- Group Me, Pulsara, WAVE, WebEOC			
Safety	PPE	Appropriate PPE as determined by the Safety Officer and/or the needs of the deployment ⁹			
	Immunizations	Recommended all personnel should have current influenza/coronavirus, tetanus/diphtheria, and Hepatitis A & B series immunizations.			
Travel		Appropriate lodging, food, and hygiene arrangements for deployed team are the responsibility of the home agency with assistance coordinated by the EMTF Coordinators and or SCO if needed ¹⁰			

⁹ To include: ANSI compliant reflective vest, eye protection, ear protection, gloves and other appropriate safety equipment. PPE consistent with OSHA 1910.134 & 1910.1030 requirements.

¹⁰ Unless otherwise specified by the SCO at mobilization

APPENDIX D POSITION DESCRIPTIONS



Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) AMBUS Crew Chief

Reports to:

TX EMTF Task Force Leader (TFL), TX EMTF Group Supervisor or TX EMTF Operations Manager if assigned.

Supervises:

TX EMTF AMBUS Crew Members

Position Specific Requirements:

The TX EMTF AMBUS Crew Chief assumes overall responsibility for the TX EMTF AMBUS and its crews in times of readiness and deployments. This position is accountable for the quality and efficiency of patient care services, providing the management of allocated resources, and effective planning, evaluation and administrative problem solving within assigned areas of responsibility. The TX EMTF AMBUS Crew Chief collaborates effectively with his/her crew, Ambulance Strike Teams and Leaders, and other healthcare professionals associated with the deployment. 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:

- + Actively employed by an agency with a signed EMTF MOA (Memorandum of Agreement) with the lead RAC (Regional Advisory Council).
- + ICS 100, 200, 300, 700, 800.
- + A knowledge of TX EMTF functions, tactics, strategy, and safety considerations.
- + An awareness of the hazards associated with various disaster environments.
- + 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.
- + Currently holds a supervisory level or higher within their organization.
- + Successfully completed an Ambulance Strike Team Leader Course preferred but not required.
- + Successfully completed an TX EMTF Medical-Incident Support Team (MIST) course preferred but not required.
- + Successfully completed an TX EMTF Ambulance Staging Management Team course preferred but not required.
- + A knowledge of supervisory and personnel management techniques.
- + A knowledge of diplomatic planning and problem solving.
- + Understand all aspects of AMBUS operations.
- + Declared fit for duty by sponsoring entity.
- + Be able to read maps and utilize other navigation systems.
- + Working knowledge of Triage.



**Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS**

Assigned Duties:

- + Assist with developing and implementing the TX EMTF Operations Plan.
- + Ensuring the development of all Task Force organizational and logistical needs.
- + Addressing the coordination, management, and supervision of all Task Force activities.
- + Interacting with the Medical Operations Sections Chief &/or IST Leader for impacted jurisdiction.
- + Coordination of all TX EMTF MMU activities and support requirements.
- + Receiving briefings and ensuring that all personnel are
 - o kept informed of mission objectives and status changes.
 - o Providing regular situation reports to the assigned TX EMTF Supervisor.
 - o Preparing and maintaining records and reports, as required.
 - o Performing additional tasks and duties, as assigned during a mission.
 - o Adhering to all safety procedures.
- + Ensuring the completion of all the required reports and maintenance of records.
- + Ensuring incident stress management activities are conducted.
- + Ensuring resource requests are properly processed.
- + Preparing performance evaluations for assigned personnel (ICS-225).
- + Make daily assignments for TX EMTF AMBUS staff and provide supervision for personnel and other medical resources.
- + Ensure TX EMTF AMBUS staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Provide leadership on incident medical resource decision making.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Providing regular situation reports to the Task Force Leader and/or State Coordination Office.
- + Preparing and maintaining records and reports, as required.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Anticipate staffing needs and ensure an appropriate level of staffing is 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 Medical Plan (ICS 206 WF)
 - o Patient Care Reports (PCRs)
 - o Incident Personnel Performance Rating.
 - o TX EMTF CAN (Conditions, Actions, Needs) Report
- + Updates to TX EMTF WebEOC Personnel Roster and Response Resources.
- + Maintain all required incident documentation generated through operation of the incident.
- + 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.
- + Oversees TX EMTF AMBUS operations during times of deployment and training.
- + Works with local officials during operational periods.



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- + Maintains all documentation and records during MMU operations.
- + Participates in regional and State Sub-Committee, Task Force and/or Work Group meetings and trainings.
- + Assist in patient care when needed.
- + Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS

POSITION DESCRIPTIONS: TX Emergency Medical Task Force (TX EMTF) AMBUS Operator

Reports to:

The TX EMTF AMBUS Crew Chief.

Supervises:

None unless specified by TX EMTF AMBUS Crew Chief.

Position Specific Requirements:

The TX EMTF AMBUS Operator assumes overall responsibility for safely operating the AMBUS during routine and emergency operations. The TX EMTF AMBUS Operator oversees that the pre-deployment checks are done at the beginning of every operational period and as needed during deployments. The TX EMTF AMBUS Operator collaborates effectively with his/her Crew Chief and crew during AMBUS operations. 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 EMTF MOA with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 700, 800
- + Minimum Texas Class B Exempt Driver's License.
- + Department of State Health Services (DSHS) EMS certification.
- + Approved and/or certified by home agency for driving and operating the AMBUS.
- + Successful completion of an Emergency Vehicle Operations Course or agency equivalent.
- + Successful completion of an TX EMTF AMBUS Driving Course preferred but not required.
- + A knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + An awareness of the hazards associated with various disaster environments.
- + A knowledge of diplomatic planning and problem solving.
- + Understand of AMBUS loading and unloading plan and able to develop load plan based on patient conditions.
- + Understand multi-destination procedures in relation to the AMBUS.
- + Declared fit for duty by sponsoring entity.
- + Be able to read maps and utilize other navigation systems.



**Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS**

Assigned Duties:

- + Operate all medical, mechanical and communication equipment on the AMBUS.
- + Basic upkeep and maintenance of the AMBUS.
- + Completion of all applicable vehicle inspections.
- + Successfully deploy the AMBUS loading ramps, patient stretchers and wheelchair restraint system.
- + Make assignments for the safe loading and unloading of a TX EMTF AMBUS.
- + Provide patient care as needed.
- + Implementing the Task Force Operations Plan
- + Interacting with TX EMTF Command Staff for coordination of all Task Force activities and support requirements.
- + Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Coordinate with TX EMTF AMBUS Crew Chief to communicate significant limitations to response capacity and/or emerging health trends.
- + Providing regular situation reports to the TX EMTF AMBUS Crew Chief.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Complete, authorize, ensure timeliness of, and route as required:
 - o Activity Log (ICS 214).
 - o Patient Care Reports (PCRs)
- + Maintain all required incident documentation generated through operation of the incident.
- + Ensuring incident stress management activities are conducted.
- + Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) AMBUS Loadmaster

Reports to:

The TX EMTF AMBUS Crew Chief.

Supervises:

AMBUS Crew Members

Position Specific Requirements:

The TX EMTF AMBUS Loadmaster assumes overall responsibility for the quick and efficient loading and unloading of patients during and AMBUS operations during State, Regional and local deployments. The TX EMTF AMBUS Loadmaster collaborates effectively with his/her crew and other healthcare professionals associated during the loading and unloading of the AMBUS. The TX EMTF AMBUS Loadmaster 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 potential adverse conditions with no guaranteed regular scheduled breaks or meals.

Qualifications and Skills:

- + Actively employed by an agency with a signed EMTF MOA with the lead RAC.
- + ICS 100, 200, 700, 800
- + Department of State Health Services (DSHS) Paramedic certification credentialed by agency Medical Director to provide care at the Advanced Life Support (ALS) level
- + A knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + 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.
- + Understand of AMBUS loading and unloading plan and able to develop load plan based on patient conditions.
- + Successfully completed an Ambulance Strike Team Leader Course preferred but not required.
- + Understand multi-destination procedures in relation to the AMBUS.
- + Declared fit for duty by sponsoring entity.
- + Be able to read maps and utilize other navigation systems.
- + Working knowledge of Triage.



**Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS**

Assigned Duties:

- + Operate all medical equipment and communication equipment on the AMBUS.
- + Successfully deploy the AMBUS loading ramps, patient stretchers and wheelchair restraint system.
- + Make assignments for the safe loading and unloading of a TX EMTF AMBUS.
- + Implementing the Task Force Operations Plan
- + Interacting with TX EMTF Command Staff for coordination of all Task Force activities and support requirements.
- + Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Coordinate with TX EMTF AMBUS Crew Chief to communicate significant limitations to response capacity and/or emerging health trends.
- + Providing regular situation reports to the TX EMTF AMBUS Crew Chief.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Anticipate staffing needs and ensure an appropriate level of providers are available 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 Patient Care Reports (PCRs)
- + Maintain all required incident documentation generated through operation of the incident medical unit.
- + Ensuring incident stress management activities are conducted.
- + Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force
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POSITION DESCRIPTIONS: TX Emergency Medical Task Force (TX EMTF) AMBUS Crew Member

Reports to:

The TX EMTF AMBUS Crew Chief.

Supervises:

None unless specified by TX EMTF AMBUS Crew Chief.

Position Specific Requirements:

The TX EMTF AMBUS Crew Member assumes overall responsibility for performing safe and effective patient care during AMBUS operations as directed by approved agency policies, procedures, and protocols. The TX EMTF AMBUS Crew Member will complete any assigned inspections completed as assigned and all medical equipment is in a constant state of readiness. The TX EMTF AMBUS Crew Member collaborates effectively with his/her team and other healthcare providers and during AMBUS operations. 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 EMTF MOA with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 700, 800
- + Four (4) AMBUS Crew Members are required for any approved State Mission Assignment (SMA).
 - o Minimum of two (2) crewmembers must have Department of State Health Services (DSHS) Paramedic certification credentialed by agency Medical Director to provide care at the Advanced Life Support (ALS) level.
- + A knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + An awareness of the hazards associated with various disaster environments.
- + A knowledge of diplomatic planning and problem solving.
- + Understand of AMBUS loading and unloading plan and able to develop load plan based on patient conditions in coordination with the AMBUS crew.
- + Understand multi-destination procedures in relation to the AMBUS.
- + Declared fit for duty by sponsoring entity.



**Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS**

Assigned Duties:

- + Operate all medical, mechanical and communication equipment on the AMBUS.
- + Completion of all applicable vehicle inspections.
- + Successfully deploy the AMBUS loading ramps, patient stretchers and wheelchair restraint system.
- + Provide patient care as needed.
- + Implementing the Task Force Operations Plan
- + Interacting with TX EMTF Command Staff for coordination of all Task Force activities and support requirements.
- + Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Coordinate with TX EMTF AMBUS Crew Chief to communicate significant limitations to response capacity and/or emerging health trends.
- + Providing regular situation reports to the TX EMTF AMBUS Crew Chief.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Complete, authorize, ensure timeliness of, and route as required:
 - o Activity Log (ICS 214).
 - o Patient Care Reports (PCRs)
- + Maintain all required incident documentation generated through operation of the incident.
- + Ensuring incident stress management activities are conducted.
- + Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS
APPENDIX E JOB ACTION SHEETS



DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) AMBUS

Purpose

Purpose of this guide is to provide common responsibilities that should be performed by a given position/role for TX EMTF AMBUS operations.

Pre-Deployment Responsibilities

- Maintain situational awareness.
- Be familiar with agency process for obtaining authorization to deploy as a member of TX EMTF.
- Have mechanism in place to receive information on readiness level changes, training, and exercise opportunities from EMTF Coordination Center.
- Maintain clinical competencies and certifications per facility/agency policy.
- Participate in training and exercise opportunities to maintain competencies on AMBUS operations.
- Be current on recommended immunizations and any PPE fit-test standards.
- Have "Go-Bag" with Items compatible with approved [EMTF packing list](#) for a 7-14 day deployment.

Primary Responsibilities

- Receive notice of activation, reporting or mustering location, reporting time, and travel instructions, as necessary.
- Get a short description of the type and severity of the incident.
- Special communications instructions.
 - o *GroupMe* thread(s)
- Monitor incident status via radio, media, social media and other EMTF platforms, as needed.
- Acquire and organize work materials, including appropriate PPE, for yourself.
- Complete all required safety and equipment inspections.
- Ensure AMBUS is in a constant state of readiness.
- Use travel time to rest, if possible.

Secondary Responsibilities

- Upon arrival, check in at assigned check-in location.
- Identify and receive briefing from immediate Supervisor.
- Participate in operations and/or planning meetings as required.
- Receive position assignment and perform duties based on role and EMTF Position Description.
- Maintain communications with assigned Supervisor and follow all accountability procedures.
- Ensure compliance with all safety practices and procedures.



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Tertiary Responsibilities

- Use clear text with ICS and EMTF terminology.
- Complete necessary and required documentation and ICS forms as required.
- Ensure equipment is operational each workday.
- Brief replacements related to operations during shift changes.
- Demobilize, as directed.
- Participate in the after-action processes.

Accountability Procedures

- Check-In
 - All personnel are checked-in on WebEOC Personnel Roster and assigned a resource in WebEOC Response Resources
- Unity of Command
 - All deployed EMTF members will have one (1) direct Supervisor.
- Span of Control
 - Manageable span of control of 3-7 personnel per Supervisor
- Resource Tracking
 - Any change in resource status is documented in WebEOC Response Resources by a Supervisor

Documentation

- Complete an accurate and legible ICS 214 Activity Log daily.
- Complete an accurate EMTF CAN Report daily, if required by position
- Ensure accurate and timely completion of WebEOC tasks, if required by position
- Obtain a legible and itemized receipt with proof of payment for all reimbursable expenses.
 - Fuel, supplies, lodging
 - Document the name of the incident, who paid for the expense and purpose of the expense legible on the receipt.
 - Take picture or scan the receipt in the event the original is lost.
- Submit an incident report to EMTF Supervisor for any unusual occurrence.
- Complaints, accidents, injuries, exposures, theft, harassment, etc.



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Links

[Resource Folder](#)
[WebEOC](#)
[Asset Trak](#)
[NOAA/NWS TX Briefing Graphics](#)
[NOAA/NWS Forecast Maps](#)
[NOAA/NWS Hurricane Center](#)
[NOAA/NWS Storm Prediction Center](#)
[TX EMTF Website](#)
[TDEM Situation Reports](#)
[TDEM Region Map](#)

Notes



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) AMBUS Crew Chief

Mission: The TX EMTF AMBUS Crew Chief assumes overall responsibility for the AMBUS and its crews in times of readiness and deployments. This position is accountable for the quality and efficiency of patient care services, provided the management of allocated resources, and effective planning, evaluation and administrative problem solving within assigned areas of responsibility. The TX EMTF AMBUS Crew Chief collaborates effectively with his/her crew, Ambulance Strike Teams and Leaders, and other healthcare professionals associated to the deployment. The TX EMTF AMBUS Crew Chief is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

Immediate Response (0 – 2 hours)
<p>Receive appointment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification. Assume the role of AMBUS Crew Chief <input type="checkbox"/> Review this Job Action Sheet <input type="checkbox"/> Review common responsibilities from Deployment Resource Guide
<p>Assess the operational situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify AMBUS Team: <ul style="list-style-type: none"> • AMBUS Operator • AMBUS Loadmaster • AMBUS Crew Members <input type="checkbox"/> Receive briefing Command Staff on initial objectives and issues, including: <ul style="list-style-type: none"> • Size and complexity of the incident • Expectations • Involvement of outside agencies, stakeholders, and organizations • The situation, incident activities, and any special concerns <input type="checkbox"/> Assist with mustering activities such as equipment and supply quality assurance checks. <input type="checkbox"/> Development of travel plan to include convoy order, route and communications. <input type="checkbox"/> Complete safety briefing prior to departing mustering point. <input type="checkbox"/> Ensure all staff are in appropriate communications threads. <input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site <input type="checkbox"/> Seek feedback and further information
<p>Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all activated positions are documented in Personnel Roster, Response Resources and on status boards. <input type="checkbox"/> Complete MSAT test.



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Documentation

- ICS 201: Evaluate the Incident Briefing form if available.
- ICS 208: Assign or complete a Safety Briefing.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.

Resources

N/A

Communication

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated.

Intermediate Response (2 – 12 hours)

Activities

- Complete PAR check of all personnel and assets upon arrival at site.
- Team & safety briefing completed prior to beginning operations.
- Conduct staff briefing and communicate assignments and objectives prior to active operations.
- Identify objectives for next operational period

Documentation

- Incident Action Plan (IAP) Quick Start
 - ICS 204: Assign or complete the Assignment List as appropriate.
 - ICS 207: Complete the Organizational Chart for assigned positions as delegated.
 - ICS 208: Assign or complete a Safety Briefing in coordination with Safety Officer or designate.
 - ICS 213: Document all communications on a General Message Form
 - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Resources

- Request additional assets as needed.

Communication

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

Safety and security

- Ensure that patient and personnel safety measures and risk reduction actions are followed



Texas Emergency Medical Task Force
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Extended Response (greater than 12 hours)

Activities

- Transfer the AMBUS Crew Chief role, if appropriate
 - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Ensure briefings are being conducted regularly.
- Anticipate staffing needs and ensure an appropriate level of staffing is available as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Conduct briefing with AMBUS Operator and verify all quality assurance inspections are completed.
- Conduct briefing with AMBUS Crew Members and verify all logistical needs are being met.
- Facilitate any shift change briefings.
- Participate in any TX EMTF and/or local jurisdiction briefings.
- Ensure compliance with all safety practices and procedures.
- Complete an accurate legible ICS 214 Activity Log
- Complete or provide metrics to facilitate completion of TX EMTF CAN Report
- Ensure accurate and timely completion of WebEOC tasks.
- Ensure all staff are kept informed of mission objectives and status changes

Documentation

- Incident Action Plan (IAP) Quick Start
 - ICS 204: Assign or complete the Assignment List as appropriate.
 - ICS 207: Complete the Organizational Chart for assigned positions as delegated.
 - ICS 208: Assign or complete a Safety Briefing in coordination with Safety Officer or designate.
 - ICS 213: Document all communications on a General Message Form
 - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Resources

- Request resources as needed or requested by Command Staff

Communication

- Maintain communication with TX EMTF Task Force Leader or Group Supervisor if assigned.

Safety and security

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Manager
- Provide for personnel rest periods and relief.
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques



**Texas Emergency Medical Task Force
Standard Operating Guidelines: AMBUS**

Demobilization/System Recovery

Activities

- Transfer the AMBUS Crew Chief role, if appropriate
 - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Receive Demobilization Order from TFL and/or TX EMTF SCO.
- Approve notification of demobilization to the EMTF staff when the incident is no longer active or can be managed using local resources
- Develop Demobilization Plan in coordination with TFL, Safety Officer and Operations Manager if assigned.
- Communicate plan to all staff.
- Execute safe and efficient demobilization of AMBUS.
- Assist TFL or Group Supervisor with development of travel plan to include convoy order, route and communications.
- Participate in travel safety briefing.
- Complete PAR check of all personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-in's.
- Conduct final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Verify all staff has completed an After-Action Survey and all Supervisors have completed an ICS 225 for all assigned personnel.
- Ensure implementation of stress management activities and services for staff
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by EMTF Coordination Center and/or TX EMTF SCO.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis



Texas Emergency Medical Task Force
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Links

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

Notes