



# AMBULANCE STRIKE TEAM STANDARD OPERATING GUIDELINES

Texas Emergency Medical Task Force





Texas Emergency Medical Task Force  
 Standard Operating Guidelines: TX EMTF Ambulance Strike Team

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**SCOPE**

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

**PURPOSE**

To establish guidelines of activated TX EMTF AST 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 AST Operations but to establish objectives to complete a mission. Each EMTF and its AST 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 TX EMTF member agency is responsible for the storage, operations, licensing, training, insurance, registration, and maintenance of each AST unit.
- There is a minimum of one (1) TX EMTF AST operational within each EMTF.
- The TX EMTF Operations Sub-Committee currently meets four-six (4-6) times annually and evaluates operations, maintenance, supplies, equipment, and guidelines.
- A TX EMTF AST or individual AST unit is activated with a (SMA) to the TX EMTF SCO issued by DSHS.

### ASSUMPTIONS

- Each EMTF has a regional Work Group that focuses on training, operations and planning.
- TX EMTF AST's participates in local, regional and Statewide training focusing on facility evacuations, and Mass Casualty Incident (MCI) response.

### EQUIPMENT AND SUPPLIES

AST equipment and supplies are the responsibility of each member agency based on their local policies, protocols and procedures.

### TYPING

Team composition and level of care for an approved SMA are based on approved typing from the Operations Sub-Committee, and Executive Committee. Each AST unit will provide service based on the units DSHS license.

The current Ambulance Typing document can be found in Appendix A.

Current Ambulance Position Descriptions can be found in Appendix B.

### 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, and guidelines.
- TX EMTF SCO
  - Maintaining situational awareness.
  - Activating a TX EMTF AST or AST Unit with an approved SMA.
  - Maintaining any applicable budget.
  - Procurement of equipment and supplies based on projects approved by the



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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 AST activation.
- Development of improvement plan based on AAR items in collaboration with the Operations Sub-Committee.
- EMTF Coordination Center(s)
  - Maintaining situational awareness.
  - Recruiting and retention of TX EMTF members.
  - Conduct regional Work Group meetings focusing on operations, training, and planning.
  - Participate in regional meetings, tabletop exercises, and/or seminars focused on the care and transport of a patients specific to AST operations.
  - Rostering and demobilization of TX EMTF AST and/or AST Unit from a SMA.
  - Reporting any status change that impacts readiness, i.e. out of service, training or usage.
- TX EMTF AST owners
  - Existing member agency with executed TX EMTF Memorandum of Understanding
  - Maintaining situational awareness and constant state of ambulance readiness.
  - Maintain adequate roster of competent ambulance providers.
  - Have policies and procedures regarding staffing and activations for AST training and operations.
  - Provide all fleet maintenance aspects for the ambulance including preventative maintenance according to manufacturer's recommendations.
  - Maintain adequate inventory of medical supplies according to approved DSHS Inventory.
  - Complete and maintain all necessary DSHS licensure requirements.
  - Have medical procedures, inventory and protocols approved to provide the appropriate level of care based on DSHS provider license during AST operations.
  - Participate in any regional and State TX EMTF Sub-Committee, Task Force and/or Work Group meetings and training activities.
  - Verify a mechanism is in place to receive information and/or activation from the EMTF Coordination Center.
  - TX EMTF AST 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.
  - Participate in any EMTF Coordination Center led rostering drills.



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### PRE-DEPLOYMENT ACTIVITIES

It is incumbent upon each TX EMTF to ensure that TX EMTF AST 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 AST 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 EMTF Coordinators to AST owners:

- AWARENESS
  - There is potential that an incident has or will occur triggering a TX EMTF response.
  - AST operators are encouraged maintain situational awareness.
- STANDBY
  - There is potential that an incident has or will occur triggering a TX EMTF response.
  - AST operators 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
  - An incident has occurred and a SMA has been issued by DSHS to the TX EMTF SCO

### STATE MISSION ASSIGNMENT TASKING

A TX EMTF AST 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

AST 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.



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### PERSONNEL ROSTERING

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

Each 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 EMTF Coordination Centers will be requested to poll for availability from AST owners. Each 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 ambulance will be documented in the TX EMTF WebEOC platform in Response Resources.

For planning purposes, once an AST is activated for a no-notice event the ambulance 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 AST 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 the initial deployment. Any member that demobilizes prior to fourteen (14) consecutive days of activation will require a twenty-four (24) hour period of rest before an additional activation. Any member activated between fourteen (14) and twenty-one (21) consecutive days will require a forty-eight (48) hour period of rest before an additional activation.

### MUSTERING

AST owners may utilize predetermined or adhoc 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 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.



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**COMMAND OPERATIONS**

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

TX EMTF AST'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, Ambulance 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.

**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 an 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 AST 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.

**AST SUPERVISION**

Operating under NIMS principles, each AST unit will be integrated into the Incident Command System (ICS) structure implemented by the State and its deploying EMTF. To maintain a manageable span of control three to seven (3-7) each AST will have an assigned Ambulance Strike Team Leader (ASTL).



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To ensure organized operations through an incident command structure, the AST 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.

TX EMTF AST Job Action Sheets can be found in Appendix C

## 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 AST personnel 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 AST, 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 AST should be developed at the time of mobilization. Criteria for making the determination that the assets are 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.



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- 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.
  - “AST 3-31 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.
- 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 CURRENT TYPING**

**RESOURCE: Ambulance Typing**

CATEGORY: Public Health & Medical (ESF #8)

Minimum Capabilities:		MICU	ALS	BLS	Critical Care	Bariatric Transport
Component	Metric					
Overall Function	Primary Mission	Capable of providing medical transport and evacuation services at the MICU level per DSHS license.	Capable of providing medical transport and evacuation services at the ALS level per DSHS license.	Capable of providing medical transport and evacuation services at the BLS level per DSHS license.	Ground transport of patients with one or more of the following IV infusions: vasopressors; vasoactive compounds; antiarrhythmics; fibrinolytics; tocolytics; blood or blood products and/or any other parenteral pharmaceutical unique to the patient's special health care needs; and  (B) one or more of the following special monitors or procedures: mechanical ventilation; multiple monitors; cardiac balloon pump; external cardiac support (ventricular assist devices, etc.); any other specialized device, vehicle, or procedure unique to the patient's health care needs. <sup>1</sup>	Ground ambulance transport and care of patients requiring specialized equipment due to weight and/or girth based on DSHS licensure of vehicle.
	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.				

BLS, ALS & MICU units, equipment & personnel credentialing are per DSHS licensing (TX Administrative Code 157.11)

<sup>1</sup> Centers for Medicare and Medicaid Services definition of Critical Care or Specialty Care Transport



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<b>RESOURCE: Ambulance Typing</b>						
CATEGORY: Public Health & Medical (ESF #8)						
Minimum Capabilities:		MICU	ALS	BLS	Critical Care	Bariatric Transport
Component	Metric					
Mobilization	Availability	24/7 Response Capable <sup>2</sup>				
	Operationally Capable (once on scene)	Immediately				
Capacity	Sustained Operations	72 Hours				
	Level of Care	Based on DSHS licensure				
	Number of Patients	Two (2) patients or more based on ambulance configuration			One (1) Patient	
	Deployment Duration	24/7 Mission Operations <sup>2</sup>				
	Number of Accompanying Care Givers <sup>3</sup>	Accommodations can be made to support additional providers, care teams, service animals or pets, as necessary based on agency protocol or procedure <sup>3</sup> .				
Equipment	Vehicle	Based on vehicle manufactured year KKK-A-1822 or CAAS Ground Vehicle Standards				
	Emergency Warning Systems					
	Oxygen Supply Systems					
	Climate Control Systems					
	Stretcher Mounting Systems					
	On-board Power Generation	Not required				
	Specialty Equipment	Equipment as defined by agencies DSHS MICU Inventory	Equipment as defined by agencies DSHS ALS Inventory	Equipment as defined by agencies DSHS BLS Inventory	12-Lead EKG monitor capable of wave form capnography monitoring; Minimum of 1 IV Pump to administer an infusion; Mechanical ventilator capable of providing adult	Transport stretcher with maximum weight capacity of 1600 pounds when stretcher is lowered to the ground; ramp and winch system for loading stretcher when lowered; or lift equivalent

<sup>2</sup> Based on agency crew rest policies and state commercial drivers licensing regulations.

<sup>2</sup> Based on agency crew rest policies and state commercial drivers licensing regulations.

<sup>3</sup> 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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<b>RESOURCE: Ambulance Typing</b>						
CATEGORY: Public Health & Medical (ESF #8)						
Minimum Capabilities:		MICU	ALS	BLS	Critical Care	Bariatric Transport
Component	Metric					
					and pediatric ventilation, providing volume or pressure regulated ventilation (or equivalent) in multiple modes (e.g. A/C, SIMV, PRVC, or proprietary mode) to manage different types of patient ventilator needs, providing non-invasive continuous pressure support (CPAP) with the ability to do bi-level support and/or high flow nasal cannula strongly preferred, ability to see and monitor real time airway pressures (PIP), and able to set alarms identifying critical ventilation failures; Associated supplies to operate the above. Invasive line monitoring preferable with cardiac monitor.	
Personnel	Number of Crew <sup>3</sup>	Two [2] Crew Members			Two-Three [2-3] Crew Members per unit per agency protocols to meet typing criteria	

<sup>3</sup> 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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<b>RESOURCE: Ambulance Typing</b>						
CATEGORY: Public Health & Medical (ESF #8)						
Minimum Capabilities:		MICU	ALS	BLS	Critical Care	Bariatric Transport
Component	Metric					
	Certification Requirements	Minimum [1] DSHS certified EMT-Paramedic credentialed by agency to provide ALS care & [1] EMT-Basic	Minimum [1] DSHS certified EMT-Intermediate or EMT-Paramedic credentialed by agency to provide ALS care & [1] EMT-Basic	Minimum 2 DSHS certified EMT-Basic	One currently certified EMT-Basic and one currently certified or licensed paramedic with the additional training as defined by evidence of successful completion of post-paramedic education, training, and appropriate periodic skills verification in management of patients on ventilators, 12 lead EKG and/or other critical care monitoring devices, drug infusion pumps, and cardiac and/or other critical care medications, or any other specialized procedures or devices determined at the discretion of the EMS provider's medical director.	Number of Care Givers:  Certified personnel to meet the DSHS licensing requirements of the unit.
	Crew Augmentation Capability	Capable of Accommodating Patient Care by Nurses, Advanced Providers and/or Physicians			One currently certified EMT-Basic and one currently certified or licensed paramedic accompanied by at least one of the following: a Registered Nurse with special knowledge of the patient's care needs; a certified Respiratory Therapist; a licensed physician; or any other licensed health care professional designated by the medical direction.	Capable of Accommodating Patient Care by Nurses, Advanced Providers and/or Physicians



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<b>RESOURCE: Ambulance Typing</b>						
<b>CATEGORY: Public Health &amp; Medical (ESF #8)</b>						
<b>Minimum Capabilities:</b>		<b>MICU</b>	<b>ALS</b>	<b>BLS</b>	<b>Critical Care</b>	<b>Bariatric Transport</b>
<b>Component</b>	<b>Metric</b>					
Command and Control		A TX EMTF Ambulance Strike Team consist of three to seven (3-7) ambulances with a designated Strike Team Leader (ASTL) in a separate vehicle with like communications.				
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 preferred but not required				
	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 specific deployment <sup>4</sup>				
	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 support coordinated by the EMTF Coordinators and or SCO if needed.				

<sup>4</sup> 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.

\*Full Wildland PPE to NFPA 1977 or as determined by the Safety Officer and/or the needs of the deployment recommended but not required for WLFS activations.

\*Basic Wildland Certification (S130/S190) preferred but not required for WLFS activations.

**APPENDIX B POSITION DESCRIPTIONS**



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**POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF)  
Group Supervisor**

**Reports to:**

The TX EMTF Group Supervisor reports to the TX EMTF Operations Manager, TX EMTF Task Force Leader (TFL) or the TX EMTF State Coordination Office (SCO) if no other command positions are staffed.

**Supervises:**

The TX EMTF Group Supervisor assumes overall responsibility for their assigned TX EMTF component to include its personnel and assets such as:

- + TX EMTF Ambulance Strike Team Leader(s) (ASTL)
- + TX EMTF AMBUS Crew Chief(s)
- + TX EMTF Mobile Medical Unit (MMU)
- + Team of TX EMTF Medical Incident Support Team (MIST) and/or TX EMTF Medical Incident Support Team Leader (MIST-L)
- + TX EMTF Registered Nurse Strike Team Leader(s) (RNSTL)
- + Medical Unit Leader(s) (MEDL)
- + TX EMTF Infectious Disease Response Unit (IDRU) Pre-Hospital Transport Team
- + TX EMTF IDRU Hospital Augmentation Team

**Position Specific Requirements:**

The TX EMTF Group Supervisor assumes responsibility for their assigned component and its team in times of readiness and deployments during an activation of TX EMTF by the TX Department of State Health Services (DSHS). This position is accountable for the quality and efficiency of patient care services provided and the management of allocated resources, effective planning, evaluation, and administrative problem solving within assigned areas of responsibility. The TX EMTF Group Supervisor 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.
- + O-305 All-Hazards Incident Management Team preferred but not required.
- + A background in pre-hospital and/or hospital emergency medicine.
- + A background in wildland firefighting for MEDL Group Supervisor
- + MMU Group Supervisor: Must have current State of TX Nursing License, CPR, ACLS and PALS/ENPC cards, PHTLS/TNCC/ATCN or equivalent, CEN preferred but not required.
  - o Minimum of five years in emergency medicine with some managerial experience.
- + A comprehensive knowledge of the TX EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.
- + A comprehensive knowledge of TX EMTF Force functions, tactics, strategy, and safety considerations.
- + Successfully completed TX EMTF MIST Training.
- + Successfully completed S-359 Medical Unit Leader course for Wildland Fire Support operations.



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- + 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.
- + Completed an initial EMTF IDRU Training course if assigned an IDRU Activation preferred but not required.
- + Approved by TX EMTF State Coordination Office to function as *IDRU Trainer* preferred but not required.
- + Proven competency in donning and doffing of TX EMTF approved PPE (Personal Protective Equipment) if assigned an IDRU Activation.
- + Individual with unique qualifications recognized and approved by the region's RAC Executive Director and Group Supervisors.
- + Declared fit for duty by sponsoring entity.

### Assigned Duties:

- + Make daily division assignments for medical unit staff and provide supervision for personnel and other medical resources.
- + Implementing the Task Force Medical Operations Plan
- + Ensure medical unit staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Interacting with the Operations Sections Chief &/or IST Leader for coordination of all Task Force activities and support requirements.
- + Provide leadership on incident medical resource decision making.
- + Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + Determine staffing, rescue, extraction, and treatment procedures based on evolving incident complexity and operational need.
- + 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 Safety and Operations functional areas to communicate significant limitations to response capacity and/or emerging health trends.
- + Providing regular situation reports to the Task Force Leader and/or State Coordination Office.
- + Preparing and maintaining records and reports, as required.
- + 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.
- + Anticipate staffing needs and ensure an appropriate level of medical support providers 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 Medical Plan (ICS 206 WF)
  - o Patient Care Reports (PCRs)
  - o Incident Personnel Performance Rating.



## **Texas Emergency Medical Task Force**

### **Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

- 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 medical unit.
- ✚ Ensuring incident stress management activities are conducted.
- ✚ Ensuring resource requests are properly processed.
- ✚ Coordinate TX EMTF team logistics such as medical supply replenishment, vehicle and equipment maintenance, food, and lodging.
- ✚ Works with local officials during operational periods
- ✚ Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

## **POSITION DESCRIPTIONS: TX Emergency Medical Task Force (TX EMTF) Ambulance Strike Team Leader (ASTL)**

### **Reports to:**

TX EMTF Group Supervisor or TX EMTF Task Force Leader (TFL).

### **Supervises:**

Strike Team assets and personnel.

### **Position Specific Requirements:**

A TX EMTF ASTL assumes responsibility of TX EMTF Ambulance Strike Team (AST) assets assigned activated during an activation of the TX EMTF by the TX Department of State Health Services (DSHS). This position is accountable for the quality and efficiency of patient care services provided and the management of allocated resources, effective planning, evaluation, ground EMS (Emergency Medical Services) transport and administrative problem solving within assigned areas of responsibility. The TX EMTF ASTL collaborates effectively with all TX EMTF assets, personnel, and leadership. 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 (Memorandum of Agreement) with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 300, 700, 800
- + Valid TX Driver's license
- + Ability to read maps and utilize other navigational systems.
- + Be able to be flexible, improvise, share information to resolve conflicts and solve problems.
- + Possess good interagency coordination skills and work well with various technical components and other organizations.
- + Complete an approved ASTL course.
- + Completion of TX EMTF Medical Incident Support Team (MIST) course is preferred but not required.
  - o Required if an individual has not completed an ASTL course.
- + Minimum of one year experience as agency Supervisor or Officer.
- + A comprehensive knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + 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.



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

**Assigned Duties:**

- + Makes division assignments for assigned Strike Team and provide supervision for personnel and other medical resources.
- + Ensure assigned Strike Team adheres to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Coordination of all Task Force activities and support requirements.
- + Provide leadership on incident medical resource decision making.
- + 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.
- + 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 medical support providers 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 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 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
- + Performing additional tasks and duties, as assigned during a mission.



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

## **POSITION DESCRIPTIONS: TX Emergency Medical Task Force (TX EMTF) Ambulance Strike Team Unit (AST Unit)**

### **Reports to:**

TX EMTF Ambulance Strike Team Leader (ASTL), TX EMTF Medical Unit Leader (MEDL) and/or TX EMTF Group Supervisor

### **Supervises:**

None.

### **Position Specific Requirements:**

The TX EMTF AST Unit is responsible for packaging, transport, and care based on agency approved policies, procedures, and protocols during an activation of the TX EMTF by the TX Department of State Health Services (DSHS). All TX EMTF AST Unit personnel are responsible for mobilization and demobilization of all its support units. TX EMTF AST Unit personnel must have the ability to work in high stress potential adverse conditions with no guarantee of regular scheduled breaks or meals. TX EMTF IDRU staff will be required to meet all the above functioning in TX EMTF approved Personal Protective Equipment (PPE) for the care and transport of a patient with or suspected of having a High Consequence Infectious Disease (HCID).

### **Qualifications and Skills:**

- + Be actively employed by an agency with a signed EMTF MOA (Memorandum of Agreement) with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 700, 800
- + Certified and credentialed by sponsoring agency Medical Director to meet the staffing requirements per the agencies DSHS ambulance license.
- + Completion of initial TX EMTF IDRU Training Course for TX EMTF IDRU activation.
- + Meets the qualifications of National Wildfire Coordinating Group (NWCG) Firefighter Type 2 preferred but not required for TX EMTF Wildland Fire Support (WLFS) activations.
  - o L-180, Human Factors in the Wildland Fire Service
  - o S-130, Firefighter Training
  - o S-190, Introduction to Wildland Fire Behavior
  - o RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR)
- + Proven competency in donning and doffing of TX EMTF approved PPE for TX EMTF IDRU activation.
- + An awareness of the hazards associated with various disaster environments.
- + Knowledge of the TX EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.
- + Declared fit for duty by sponsoring entity.



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

**Assigned Duties:**

- + Provide safe and effective patient care and clinical tasks during a TX EMTF State Mission Assignment (SMA).
- + Provide patient care and performs clinical tasks within the standard scope of care while in TX EMTF approved PPE during an TX EMTF IDRU activation.
- + Complete any required quality assurance checks.
- + Maintains accurate patient care records and documentation.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extract, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Manage Risk
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Maintain all required incident documentation generated through operation of the incident medical unit.
- + Assist with mobilization and demobilization of any TX EMTF equipment and supplies.
- + Performing additional tasks and duties, as assigned by TX EMTF Supervisor.



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team  
**APPENDIX C JOB ACTION SHEETS**



## **DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) Ambulance Strike Team (AST)**

### **Purpose**

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

<b>Pre-Deployment Responsibilities</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain situational awareness.</li> <li><input type="checkbox"/> Be familiar with facility/agency process for obtaining authorization to deploy as a member of TX EMTF.</li> <li><input type="checkbox"/> Have mechanism in place to receive information on readiness level changes, training and exercise opportunities from EMTF Coordination Center.</li> <li><input type="checkbox"/> Maintain clinical competencies and certifications per agency policy.</li> <li><input type="checkbox"/> Be current on recommended immunizations and any PPE fit-test standards.</li> <li><input type="checkbox"/> Have "Go-Bag" with Items compatible with approved <a href="#">EMTF packing list</a> for a 7-14 day deployment.</li> </ul>
<b>Primary Responsibilities</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive notice of activation, reporting or mustering location, reporting time, and travel instructions, as necessary.</li> <li><input type="checkbox"/> Get a short description of the type and severity of the incident.</li> <li><input type="checkbox"/> Special communications instructions.           <ul style="list-style-type: none"> <li>• GroupMe thread(s)</li> </ul> </li> <li><input type="checkbox"/> Monitor incident status via radio, media, social media and other EMTF platforms, as needed.</li> <li><input type="checkbox"/> Acquire and organize work materials, including appropriate PPE, for yourself.</li> <li><input type="checkbox"/> Use travel time to rest, if possible.</li> </ul>
<b>Secondary Responsibilities</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon arrival, check in at assigned check-in location.</li> <li><input type="checkbox"/> Identify and receive briefing from immediate Supervisor.</li> <li><input type="checkbox"/> Participate in operations and/or planning meetings as required.</li> <li><input type="checkbox"/> Receive position assignment and perform duties based on role and EMTF Position Description.</li> <li><input type="checkbox"/> Maintain communications with assigned Supervisor and follow all accountability procedures.</li> <li><input type="checkbox"/> Ensure compliance with all safety practices and procedures.</li> </ul>



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**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.



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**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](#)
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- [TDEM Region Map](#)

**Notes**



Texas Emergency Medical Task Force

Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Group Supervisor**

**Mission:** The TX EMTF Group Supervisor is responsible for managing and supervising all aspects of an EMTF mission, both operational and managerial, from the time of activation through the return to the home jurisdiction under the direction of a TX EMTF Task Force Leader (TFL), if assigned. Responsibilities include accountability of personnel and equipment as well as overseeing the delivery of safe and effective patient care within the Task Force. The TX EMTF Group Supervisor is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

<b>Immediate Response (0 – 2 hours)</b>
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification.</li> <li><input type="checkbox"/> Assume the role of Group Supervisor</li> <li><input type="checkbox"/> Review this Job Action Sheet</li> <li><input type="checkbox"/> Review common responsibilities from Deployment Resource Guide</li> </ul>
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify Command Staff in Coordination with Task Force Leader: <ul style="list-style-type: none"> <li>• Deputy Group Supervisor</li> <li>• Safety Officer</li> <li>• Operations Manager</li> <li>• Logistics Manager</li> <li>• Planning Manager</li> </ul> </li> <li><input type="checkbox"/> Brief Command Staff on initial objectives and issues, including: <ul style="list-style-type: none"> <li>• Size and complexity of the incident</li> <li>• Expectations</li> <li>• Involvement of outside agencies, stakeholders, and organizations</li> <li>• The situation, incident activities, and any special concerns</li> <li>• Determine logistical load plan in coordination with EMTF Coordinator</li> <li>• Assist with mustering activities such as equipment and supply quality assurance checks.</li> <li>• Development of travel plan to include convoy order, route and communications.</li> <li>• Complete safety briefing prior to departing mustering point.</li> <li>• Obtain roster and begin completing assignments and schedules.</li> <li>• Ensure all staff are in appropriate communications threads.</li> <li>• Begin assessing site location with TFL, Safety Officer and Logistics Manager to determine layout, ingress, egress, helipad location and resupply.</li> <li>• Verify all safety checks have been completed prior to departing the mustering site.</li> <li>• Seek feedback and further information.</li> </ul> </li> </ul>



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

<p><b>Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all activated positions are documented in Personnel Roster, Response Resources and on status boards.</li> <li><input type="checkbox"/> Activation of Asset Trak devices</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 201: Initiate the Incident Briefing form.</li> <li><input type="checkbox"/> ICS 208: Assign or complete a Safety Briefing.</li> <li><input type="checkbox"/> ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.</li> </ul>
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Communication</b>  <i>Maintain communication with TX EMTF SCO</i></p>
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that appropriate safety measures and risk reduction activities are initiated.</li> <li><input type="checkbox"/> Ensure that ICS 215A – Incident Action Plan Safety Analysis is completed and distributed.</li> </ul>

<p><b>Intermediate Response (2 – 12 hours)</b></p>
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete PAR check with Safety Officer of all personnel and assets upon arrival at MMU site.</li> <li><input type="checkbox"/> Team &amp; safety briefing completed prior to beginning operations.</li> <li><input type="checkbox"/> Verify assignments and schedule of staff.</li> <li><input type="checkbox"/> Communicate and post organizational chart.</li> <li><input type="checkbox"/> Conduct staff briefing and communicate assignments and objectives prior to site becoming operational.</li> <li><input type="checkbox"/> Advise the EMTF SCO and local jurisdiction when EMTF assets are operations.</li> <li><input type="checkbox"/> Identify objectives for next operational period</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Action Plan (IAP) Quick Start <ul style="list-style-type: none"> <li>• ICS 202: Initiate the Incident Briefing form.</li> <li>• ICS 204: Assign or complete the Assignment List as appropriate.</li> <li>• ICS 207: Assign or complete the Organizational Chart for assigned positions.</li> <li>• ICS 208: Assign or complete a Safety Briefing</li> <li>• ICS 213: Document all communications on a General Message Form</li> <li>• ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.</li> </ul> </li> <li><input type="checkbox"/> ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request additional assets as needed.</li> </ul>
<p><b>Communication</b>  <i>Maintain communication with TX EMTF SCO</i></p>
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that patient and personnel safety measures and risk reduction actions are followed</li> </ul>



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

**Extended Response (greater than 12 hours)**

**Activities**

- Transfer the Group Supervisor 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 that an Incident Action Plan (IAP) is developed for each operational period, approved, and provided to Command Staff for operational period briefings.
- Ensure briefings are being conducted regularly.
- Anticipate staffing needs and ensure an appropriate level of medical support providers are available and staged as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Conduct briefing with Safety Officer and verify all Safety quality assurance inspections are completed.
- Conduct briefing with Logistics Manager and verify all logistical needs are being met.
- Facilitate any shift change briefings.
- Participate in any TX EMTF and/or local jurisdiction briefings.
- Maintain communications with TX EMTF SCO and any assigned MIST members assigned to support ESF-8 functions within the area of operation.
- 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 202: Initiate the Incident Briefing form.
  - ICS 204: Assign or complete the Assignment List as appropriate.
  - ICS 207: Assign or complete the Organizational Chart for assigned positions.
  - ICS 208: Assign or complete a Safety Briefing
  - 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**

- Authorize resources as needed or requested by Command Staff

**Communication**

*Maintain communication with TX EMTF SCO*



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

**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

**Demobilization/System Recovery**

**Activities**

- Transfer the Group Supervisor 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 Safety Officer and Logistics Manager.
- Communicate plan to all staff.
- Execute safe and efficient demobilization of MMU site.
- Verify any support service providers have been notified to cease service.
- Assist TFL with development of travel plan to include convoy order, route, and communications.
- Participate in travel safety briefing.
- Complete PAR check with Safety Officer of all personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-ins.
- 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  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**Links**

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- [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) Ambulance Strike Team Leader (ASTL)

**Mission:** An ASTL assumes responsibility of TX EMTF Ambulance Strike Team assets assigned activated during a TX EMTF State Mission Assignment. This position is accountable for the quality and efficiency of patient care services provided and the management of allocated resources, effective planning, evaluation, ground EMS transport and administrative problem solving within assigned areas of responsibility. The ASTL collaborates effectively with all TX EMTF assets, personnel, and facility leadership. The ASTL is responsible for the completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

<b>Immediate Response (0 – 2 hours)</b>
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification.</li> <li><input type="checkbox"/> Assume the role of Registered Nurse Strike Team Leader (RNSTL)</li> <li><input type="checkbox"/> Review this Job Action Sheet</li> <li><input type="checkbox"/> Review common responsibilities from Deployment Resource Guide</li> </ul>
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receive briefing on initial objectives and issues, including:           <ul style="list-style-type: none"> <li>▪ Size and complexity of the incident</li> <li>▪ Expectations</li> <li>▪ Involvement of outside agencies, stakeholders, and organizations</li> <li>▪ The situation, incident activities, and any special concerns</li> <li>▪ Seek feedback and further information</li> </ul> </li> </ul>
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist with mustering activities such as quality assurance checks.</li> <li><input type="checkbox"/> Obtain point of contact (POC) with requesting jurisdiction.</li> <li><input type="checkbox"/> Obtain roster and begin completing assignments and schedules.</li> <li><input type="checkbox"/> Participate in any briefings to complete schedule of assignments.</li> <li><input type="checkbox"/> Complete any pre-departure assignments from EMTF Coordinator and/or TX EMTF State Coordination Office (SCO)</li> <li><input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site.</li> <li><input type="checkbox"/> Ensure all staff are in appropriate communications threads.</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li><input type="checkbox"/> TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor</li> </ul>
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that appropriate safety measures and risk reduction activities are initiated.</li> </ul>



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**Intermediate Response (2 – 12 hours)**

**Activities**

- Complete PAR check of assigned personnel and assets upon arrival at facility and/or rehab location.
- Document all status changes as appropriate in WebEOC Personnel Roster and Response Resources.
- Complete any final quality assurance inspections prior to beginning operations.
  - Vehicle safety
  - Vehicle maintenance
  - Communications equipment
  - Verification inventory based on DSHS approved agency inventory.
- Verify assignments and schedule of staff.
- Conduct initial staff briefing.
- Identify objectives for next operational period.

**Documentation**

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.
- TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.

**Communication**

- Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor.

**Safety and security**

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

**Extended Response (greater than 12 hours)**

**Activities**

- Transfer the ASTL 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.
- Provide supervision for assigned personnel and jurisdiction liaison as appropriate.
- Document all status changes as appropriate in WebEOC Personnel Roster and Response Resources.
- Anticipate staffing needs and ensure an appropriate level of staff is available as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Facilitate any shift change briefings.
- Ensure compliance with all safety practices and procedures.
- Ensure all staff are kept informed of mission objectives and status changes.
- Identify objectives for next operational period.

**Documentation**

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- TX EMTF Conditions, Actions, Needs (CAN) Report for each twenty-four (24) period.



**Texas Emergency Medical Task Force**  
**Standard Operating Guidelines: TX EMTF Ambulance Strike Team**

**Communication**

- Maintain communication with TX EMTF SCO and/or assigned TX EMTF Supervisor.

**Safety and security**

- Ensure that patient and personnel safety measures and risk reduction actions are followed.
- Observe all staff and volunteers for signs of stress and inappropriate behavior and address any concerns.

**Demobilization/System Recovery**

**Activities**

- Transfer the ASTL 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.
- Participate in development of Demobilization Plan as requested by TX EMTF SCO and/or assigned TX EMTF Supervisor.
- Communicate plan to all staff.
- Facilitate travel safety briefing.
- Ensure completion of ICS 225 evaluations for all assigned personnel
- Verify all staff has completed an After-Action Survey, post incident vehicle inspection and any incident specific check-out procedures.
- Complete PAR check for assigned personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-ins.
- Participate in final briefing prior to release of staff and perform "hot wash" of incident and provide any final demobilization instructions.
- Verify all staff has completed an After-Action Survey.
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by MMU Group Supervisor, 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.
- ICS 225: Complete Incident Performance Rating for all assigned staff and submit to EMTF Coordinator.



Texas Emergency Medical Task Force  
Standard Operating Guidelines: TX EMTF Ambulance Strike Team

**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**