



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



# REGISTERED NURSE STRIKE TEAM STANDARD OPERATING GUIDELINES

Texas Emergency Medical Task Force





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

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## Texas Emergency Medical Task Force Standard Operating Guidelines: TX EMTF Registered Nurse Strike Team

### SCOPE

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

### PURPOSE

This SOG is designed to ensure the uniform and orderly deployment of the RNST component of the TX EMTF.

### INTENT

The intent of this SOG is to:

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

### OBJECTIVES

- Maintain situational awareness.
- Complete any required member entity facility training and maintain required nursing certifications as stated in TX EMTF Registered Nurse Position Description.
- 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 maximize provider safety.
- Maintain accountability of all deployed personnel and assets.
- Maintain communications with all impacted stakeholders including but not limited to TX DSHS, TX Division of Emergency Management (TDEM), TX EMTF SCO, TX EMTF Coordination Center, local Regional Advisory Council, and its Medical Operation Center, local jurisdiction, local Emergency Management, and facilities involved in operations.
- Provide efficient and effective patient care while focusing on safety.
- Establish an effective command structure to meet the needs of the incident.

### 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).
- The State of TX has 624 miles of coastline, 1,254 miles of international borders and eight (8) different climate classifications.
- The TX EMTF Operations Sub-Committee currently meets six (6) times annually and evaluates training curriculum, supplies, equipment, and guidelines.
- TX EMTF RNST is activated with a (SMA) to the TX EMTF SCO issued by DSHS.

### ASSUMPTIONS

In order to ensure consistency and brevity this SOG makes the following assumptions:

- Each EMTF is responsible for executing a TX EMTF Memorandum of Agreement (TX EMTF MOA) with hospital partners for personnel.



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- Each EMTF is responsible for the rostering of deployable RNST personnel.
- All TX EMTF RNST personnel are declared fit for duty by their home facility.
- Each EMTF has a regional RNST Workgroup that focuses on regional recruitment, training, team composition, and planning.
- RNST team members participate in annual regional training.
- TX EMTF will pre-identify the Registered Nurse Strike Team Leader (RNSTL), ensuring each has the appropriate training to serve in that role.
- Team members are expected to be trained in National Incident Management System (NIMS).
- The RNST will assist with healthcare response when routine capabilities are or may become overwhelmed or inoperable.
- TX EMTF will activate qualified and capable RNST personnel with an approved SMA from DSHS to match the requesting jurisdictions specialty request if applicable.
- This expanded health care delivery system is developed and used in conjunction with local emergency management, emergency medical services, healthcare resources, and public health agencies.

### MISSION

The mission of the RNST is to augment and support the needs of an impacted community with temporary staff support configured to the incident occurring.

### TYPING

Team composition is based on approved typing from the Operations Sub-Committee, and Executive Committee.

The current RNST typing document can be found in Appendix A.

Current RNST Position Descriptions can be found in Appendix B.

### ROLES AND RESPONSIBILITIES

- DSHS
  - Lead State Agency.
  - Responsible for issuing a SMA to the TX EMTF SCO.
- TX EMTF Executive Committee
  - Responsible for final approval of budget, SOG's, and guidelines.
- TX EMTF Operations Sub-Committee
  - Creation of guidelines and SOG's
- TX EMTF Medical Directors Sub-Committee
  - Collaborates with TX EMTF Operations Sub-Committee on guidelines and SOG's.
- TX EMTF SCO
  - Maintaining situational awareness.
  - Activating a TX EMTF RNST.
  - Maintaining any applicable budgets.
  - Facilitating Operations Sub-Committee in collaboration with the Operations Sub-Committee Chair and Co-Chair.



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- Documentation maintenance and storage.
- Facilitating After Action Review (AAR) of TX EMTF RNST activation.
- Development of improvement plan based on AAR items in collaboration with the Operations Sub-Committee.
- TX EMTF
  - Maintaining situational awareness.
  - Recruiting and maintaining TX EMTF RNST team rosters.
  - Conducting annual training if applicable.
  - Conduct and facilitate regional RNST Workgroup meetings focusing on recruiting and planning.
  - Participate in regional meetings, tabletop exercises, and/or seminars focused on RNST operations.
  - Rostering and demobilization of TX EMTF RNST assets and personnel.
- TX EMTF RNST team members
  - Actively employed and credentialed by an existing member agency with executed TX EMTF MOA.
  - Maintaining situational awareness.
  - Complete any required TX EMTF RNST training.
  - Participate in any regional TX EMTF RNST Work Group and training activities.
  - Maintain fit for duty standards as defined by facility policy.
  - Verify a mechanism is in place to receive information and/or activation from the EMTF Coordination Center.
  - TX EMTF RNST team members sponsoring facility will be reimbursed according to current TX EMTF reimbursement parameters during a SMA.
  - Dress in TX EMTF uniform or facility uniform according to individual agency policy during a SMA activation.

### LICENSES & CERTIFICATIONS \*DRAFT\*

The TX EMTF is not a credentialing body and it is the responsibility of the sponsor facility to ensure all deployed personnel have and maintain current licenses and certifications for the positions for which they are deploying. TX EMTF reserves the right to request and evaluate training and certifications to determine a deployed member meets specific qualifications per approved Typing and/or requesting jurisdictions needs.

### PRE-DEPLOYMENT ACTIVITIES

It is incumbent upon each TX EMTF to ensure that TX EMTF RNST team members are adequately prepared to perform at their highest level under the dynamic and often adverse circumstances faced in disaster medical operations. Each TX EMTF is responsible for facilitating this readiness, and ensuring the highest level of preparedness for the TX EMTF RNST component.

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.



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### 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 may be communicated by EMTF Coordinators to RNST team members:

- AWARENESS
  - There is potential that an incident will occur triggering a TX EMTF response.
  - RNST team members are encouraged increase situational awareness.
- STANDBY
  - There is potential that an incident will occur triggering a TX EMTF response.
  - RNST team members are encouraged to increase situational awareness.
  - Pre-rostering of leadership positions and assets 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 RNST activation can be requested by a local jurisdiction on behalf of a local facility 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 most appropriate TX EMTF(s).

### LOCAL TASKING

N/A

### 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 EMTF is responsible for maintaining rosters of qualified and deployable RNST team members. Rostering and staffing plans may be impacted by the resources available to each EMTF. Each EMTF should have appropriate relationships with the facilities to contribute resources to the formation of the RNST team roster.



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Each EMTF 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 for RNST staff as well as any TX EMTF Incident Management Team if applicable. Each EMTF will be responsible for reporting all availability to the TX EMTF SCO as activation assignments begin. The goal in polling across all eight (8) EMTF's is to identify the closest and most appropriate personnel to fill specific roles. Personnel from multiple EMTFs may be activated to fill a TX EMTF RNST activation.

All activated personnel will be documented in the TX EMTF Personnel Roster. Assets (i.e. vehicles and trailers) activating will be documented in TX EMTF Response Resources. For planning purposes, once RNST staff and any RNSTL positions are assigned, each activated member will have six (6) hours to report to a pre-determined muster point.

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 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 assigned EMTF Coordinator approval.

### **MUSTERING**

RNST teams may utilize predetermined or adhoc mustering points which will be determined upon activation. These sites are *not* considered base camps, rather a common meeting area for final deployment tasks to be completed such as equipment checks, trailer 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 EMTF Coordinator and/or RNSTL will conduct a safety briefing focusing on travel and current situational awareness of the assigned Area of Operation (AO).



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### TRAVEL

Travel by the TX EMTF RNST may be accomplished in caravan and/or convoy style. The make-up of the travel convoy will be at the discretion of the TX EMTF RNSTL and/or EMTF Coordinator. The route to the deployment area will be at the discretion of the TX EMTF RNSTL and/or EMTF Coordinator based on current situational awareness. The travel plan and communications plan during travel will be communicated to all personnel within the convoy during the safety briefing. If traveling in a convoy, 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 RNSTL and/or 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 EMTF. However, the following general guidelines can be assumed to apply in most deployments.

TX EMTF RNST Teams will follow an appropriate incident command system structure. Intervening levels of command may be inserted as incident scope affects the span of control at the discretion of the requesting facility.

As a part of any deployment, RNST 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 TX EMTF Supervisor or the TX EMTF SCO. 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, HICS forms or TX EMTF specific documentation. A ICS 214 Activity Log shall be completed by each person for each twenty-four (24) hour operational period deployed. The TX EMTF RNSTL shall also complete a Conditions, Actions & Needs (CAN) report daily and submit it to the TX EMTF SCO by 0800 the next operational period. 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



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- 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

### SCOPE OF PRACTICE

RNST staff activated under a DSHS SMA will follow standard scope of practice guidelines based on their current license under the requesting facilities policies and procedures.

### ON-BOARDING

RNST staff will be required to participate in any on-boarding processes by the requesting facility. This process may include but not limited to the following:

- Electronic Medical Record (EMR) access and any associated training.
- Issue of identification any associated secured access badge
- Verification of licensure and certifications.
- Verification of immunizations and/or titers based on the requesting facilities policies and procedures.
- Any additional actives as requested by the requesting facilities policies, procedures, and Human Resources Department.

To expedite the on-boarding process activated RNST personnel will be required to provide various documents during the mobilization phase. See Appendix C for the TX EMTF Onboarding Checklist.

### SAFETY CONSIDERATIONS

All RNST staff 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. Deployed RNST staff will follow their sponsoring entities policies and procedures and may be requested to adhere to any additional processes pertaining to exposures and/or injuries as specified by the requesting facilities Occupational Health Department.

### RNST SUPERVISION

Operating under NIMS principles, each RNST will be integrated into the Hospital Incident Command System (HICS) structure implemented by the requesting facility. Consistent with the ICS, each RNST will have an assigned RNSTL to achieve a manageable span of control based on approved Typing.



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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 RNST.

TX EMTF RNST Job Action Sheets can be found in Appendix D

### **SUPPLIES AND EQUIPMENT**

Any additional or mission specific supplies will be determined by the SMA or EMTF leadership to meet the needs of the incident. Any specialized or specific supplies and/or equipment may be issued by the deploying EMTF Coordinator.

### **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 RNST personnel will be added to the preferred platform along with other TX EMTF stakeholders such as the TX EMTF SCO and TX EMTF Coordinators.

### **DEMOBILIZATION**

A strategy for demobilization of the RNST should be developed at the time of mobilization. Criteria for making the determination that the assets are no longer necessary should 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 whenever possible.

The Demobilization process should 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. Demobilization of TX EMTF Assets and/or personnel 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 (resupply, cleaning and/or maintenance) will be performed.
  - Any borrowed or issued equipment from the operational site will be returned.



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- 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.
  - "RNST 3-31 beginning demob and enroute to EMTF 3 warehouse with an ETA of 15:40".
- Personnel will update the messaging platform thread during travel to include any delays in demobilization.
- 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**



# Texas Emergency Medical Task Force

Registered Nurse Strike Team

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RESOURCE: Registered Nurse Strike Team (RNST)		
CATEGORY: Emergency Medical Services (ESF #8);		
Minimum Capabilities:		Registered Nurse Strike Team
Component	Metric	
Overall Function		Augmentation of a hospital's capabilities to care for a patient with a/suspected high-consequence infectious disease.
Mobilization	Availability	<6 Hours
Operationally Capable		2 hours upon arrival at the site
Personnel	Number of Personnel	Based on the requesting facility.
	Team Composition <sup>1</sup>	Based on quantity from requesting facility. A RN Strike Team Leader will be required to maintain a manageable span of control from three to five (3-5) RN's.
Equipment	Equipment	Will be based on the request of the requesting jurisdiction.
	Transport Vehicles	Appropriate personnel transport vehicle(s) to meet above asset and personnel
	Communications	TDEM iPhone device enabled with Asset Trak and EMTF APP profile- Group Me, Pulsara, WAVE, WebEOC
Travel		Appropriate lodging, food, and hygiene arrangements for deployed team are the responsibility of the home facility with support coordinated by the EMTF Coordinators and or SCO if needed
Safety	Immunizations	Recommended all personnel should have current influenza/coronavirus, tetanus/diphtheria, and Hepatitis A & B series immunizations. Any additional immunizations will be based on the requesting facilities policies, procedures, and Occupational Health Department.

<sup>1</sup> Team composition will be based on the requesting jurisdiction in collaboration with the requesting facility for quantity and any specialized RN's such as but not limited to Emergency Department, Obstetric, Labor and Delivery, Pediatrics, Intensive Care Unit, Orthopedics, etc. involved in patient care.



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	PPE	Any specialized PPE based on the requesting facilities policies, procedures, and Occupational Health Department.
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**APPENDIX B CURRENT POSITION DESCRIPTIONS**

## **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Registered Nurse Strike Team Leader (RNSTL)**

### **Reports to:**

The TX EMTF RNSTL will report to a TX EMTF Task Force Leader (TFL) or the RMOC.

### **Supervises:**

A TX EMTF Registered Nurse Strike Team (RNST), partial or complete assigned to a facility to augment patient care.

### **Position Specific Requirements:**

A TX EMTF RNSTL assumes accountability of TX EMTF Registered Nurse (RN) assigned to a facility to augment patient care. This position is accountable for 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 RNSTL collaborates effectively with all TX EMTF assets, personnel, and facility 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 potential 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 regional EMTF Agency.
- + ICS 100, 200, 300, 400, 700, 800.
- + Valid TX Driver's license
- + Must have a valid Texas nursing license (or compact state license), and match typing specialty of the Nurse Strike Team with two years' unit specific experience in healthcare, or other qualified RNs currently providing critical care within their facility.
- + Current BLS, ACLS and PALS/ENPC cards and additional training certifications to match typing and/or requesting facilities specialty.
- + Minimum of one year experience as nursing supervisor.
- + Completion of TX EMTF MIST course is preferred but not required.
- + A comprehensive knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + An understanding of other disaster response organizations.



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- + 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.

### **Assigned Duties:**

- + Make daily division assignments for medical unit staff and provide supervision for assigned personnel.
- + Ensure medical unit staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Interacting with the receiving facility 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.
- + 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 RMOC
- + 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.



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- TX EMTF CAN Report
- ✚ Updates to TX EMTF WebEOC Personnel Roster and Response Resources
- ✚ Maintain all required incident documentation generated through operation of the incident medical unit.
- ✚ Ensuring incident stress management activities are conducted.
- ✚ Ensuring resource requests are properly processed.
- ✚ Coordinate TX EMTF team logistics such as travel, food and lodging.
- ✚ Works with local officials during operational periods
- ✚ Performing additional tasks and duties, as assigned during a mission.



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**POSITION DESCRIPTIONS: Texas Emergency Medical Task Force  
(TX EMTF) Registered Nurse (RN)**

**Reports to:**

TX EMTF Mobile Medical Unit (MMU) Charge Nurse, TX EMTF Group Supervisor, or TX EMTF Registered Nurse Strike Team Leader (RNSTL).

**Supervises:**

None.

**Position Specific Requirements:**

The TX EMTF RN provides for all aspects of patient care in emergency situations as directed, and makes critical decisions based on assessment and experience while activated as part of a MMU, IDR, or Registered Nurse (RNST) Strike Team of the TX EMTF by the TX Department of State Health Services (DSHS). The TX EMTF RN performs clinical tasks within the standard scope of care and maintains clear and accurate documentation. All team members, including the TX EMTF RN, are responsible for assisting in mobilization and de-mobilization of all its support units. RNs must have the ability to define problems, collect and review data, and draw conclusions. All staff must have the ability to work in a non-traditional medical facility, in potential adverse conditions with no guarantee of regular scheduled breaks or meals. All team members must understand they may be required to rest in coed quarters during TX EMTF MMU deployments. TX EMTF IDR staff will be required to meet all the above functioning in TX EMTF approved Personal Protective Equipment (PPE) for the care 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 TX EMTF Memorandum of Agreement (MOA) with the EMTF Agency).
- ✦ ICS 100, 200, 700, 800 or Hospital Incident Command System (HICS) equivalent.
- ✦ Must have a valid Texas nursing license (or compact state license), and must be actively practicing as a registered nurse in a critical care setting and/or specialty unit based on the request for a TX EMTF RNST: e.g., Pediatrics, Labor and Deliver, ICU, Etc.
- ✦ Current BLS, ACLS and PALS/ENPC cards and additional training certifications to match typing and/or requesting facilities specialty.



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- Any other certifications required by requesting facility to complete the on-boarding process of a RNST 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.

### **Mobile Medical Unit Qualifications**

- ✚ TNCC/ATCN is preferred but not required.
- ✚ Approved by the TX EMTF MMU Group Supervisors for TX EMTF MMU activation.

### **Infectious Disease Response Unit Qualifications**

- ✚ Completion of initial TX EMTF IDRU Training Course for TX EMTF IDRU activation.
- ✚ Proven competency in donning and doffing of TX EMTF approved PPE for TX EMTF IDRU activation.

### **Assigned Duties:**

- ✚ Provide patient care within the TX EMTF structure and performs clinical tasks within the standard scope of care.
- ✚ Provide patient care and performs clinical tasks within the standard scope of care.
- ✚ 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.
- ✚ Identify and Mitigate risk for the health and safety of TX EMTF members and general public.
- ✚ 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.



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**APPENDIX D JOB ACTION SHEETS**



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Registered Nurse Strike Team  
Standard Operating Guidelines

**DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) Registered Nurse Strike Team (RNST)**

**Purpose**

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

**Pre-Deployment Responsibilities**

- Maintain situational awareness.
- Be familiar with facility/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 employer policy.
- Maintain records for licensure and any applicable certifications.
- 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. (e.g. GroupMe)
- Monitor incident status via radio, media, social media and other EMTF platforms, as needed.
- Acquire and organize work materials, including appropriate PPE, for yourself.
- Use travel time to rest, if possible.





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### 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 assigned TX 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

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**APPENDIX C TX EMTF RN ONBOARDING CHECKLIST**



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**Purpose**

This is a checklist that is needed by every member on the RNST who will be accessing patient records, documenting on patients, and the hospital where they will be working. All of this information should be transmitted for each member prior to the RNST leaving the EMTF muster point for deployment. This information should be transmitted to the POC or the Human Resource Department contact. This information is extremely confidential to the members.

<b>1. Demographics</b>	Full, Legal Name:	
	Date of Birth:	
	E-Mail Address:	
	Mobile Number:	
<b>2. Current Employment Details</b>	Hospital of Record (HOR):	
	HOR Contact Information:	
	Current Position:	
	Supervisor POC:	
	Phone/E-Mail:	
	Shot Record/Titers POC:	
	Phone/E-Mail:	
<b>3. Licensing &amp; Certifications</b>	Nursing License and issuing State:	
	Certifications: (list) BLS, ACLS, PALS, CEN, TCRN, TNCC, ENPC, ABLIS, etc.	



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<b>4. Items to Bring</b>	<input type="checkbox"/> State Issued Photo ID <input type="checkbox"/> Nursing License <input type="checkbox"/> Copies/Pictures of Certifications/Credentials <input type="checkbox"/> May be asked for Shot / Titters Records
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