



## **DEPLOYMENT RESOURCE GUIDE: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU)**

### **Purpose**

Purpose of this guide is to provide common responsibilities that should be performed by a given position/role for EMTF MMU 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 facility/agency policy.
- Be current on recommended immunizations and any PPE fit-test standards.
- Have "Go-Bag" with Items compatible with approved [EMTF packing list](#) for a 7-14 day deployment.

#### **Primary Responsibilities**

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

#### **Secondary Responsibilities**

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



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**Tertiary Responsibilities**

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

**Accountability Procedures**

- Check-In
  - o All personnel are checked-in on WebEOC Personnel Roster and assigned a resource in WebEOC Response Resources
- Unity of Command
  - o All deployed EMTF members will have one (1) direct Supervisor
- Span of Control
  - o Manageable span of control of 3-7 personnel per Supervisor
- Resource Tracking
  - o 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
  - o Fuel, supplies, lodging
    - Document the name of the incident, who paid for the expense and purpose of the expense legible on the receipt
    - Take picture or scan the receipt in the event the original is lost
- Submit an incident report to EMTF Supervisor for any unusual occurrence
- Complaints, accidents, injuries, exposures, theft, harassment, etc



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**Links**

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

**Notes**