



**JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF)
 Infectious Disease Response Unit (IDRU) Pre-Hospital Team Medical Incident
 Support Team Member (MIST)**

Mission: The TX EMTF MIST team members mission is to deploy into impacted jurisdictions to provide subject matter expertise (SME) in the ESF-8 arena. TX EMTF MIST members will be mission tasked to a TX EMTF IDRU Pre-Hospital IDRU Team. The TX EMTF MIST is responsible for the completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

Immediate Response (0 – 2 hours)
<p>Receive appointment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification. <input type="checkbox"/> Assume the role of MIST. <input type="checkbox"/> Review this Job Action Sheet. <input type="checkbox"/> Review common responsibilities from Deployment Resource Guide.
<p>Assess the Operational Situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from Command Staff on objectives and issues, including: <ul style="list-style-type: none"> • Size and complexity of the incident. • Expectations. • Involvement of outside agencies, stakeholders, and organizations. • The situation, incident activities, and any special concerns. <input type="checkbox"/> Seek feedback and further information.
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather additional information on the impacts to the assigned jurisdiction and report to Command Staff. <input type="checkbox"/> Identify sending and receiving facility for IDRU Transport and/or Site Facility for IDRU Hospital Augmentation Team. <input type="checkbox"/> Determine the need for additional MIST members to achieve a manageable span of control. <input type="checkbox"/> Receive assignments and review corresponding Job Action Sheets and position description.
<p>Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all activated positions are documented in the Incident Action Plan (IAP) and on status boards. <input type="checkbox"/> Report to mustering point or assigned location.



Texas Emergency Medical Task Force
Job Action Sheet: TX EMTF Pre-Hospital Team MIST

Documentation

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

Communication

- Maintain communication with assigned supervisor or Command Staff

Safety and security

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



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Intermediate Response (2 – 12 hours)

Activities

- Transfer the MIST 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 hospital.
- 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 (see Incident Action Plan)
- Participate in regular briefings with Command Staff to identify and plan to:
 - Ensure a patient tracking system is established and linked with appropriate outside agencies and the local Emergency Operations Center (EOC).
 - Updates: Missions and movements pending; assets and team statuses
 - STARS
 - ESF 8 Infrastructure assessments as needed.
 - Safety Checks
- Develop, review, and revise the Incident Action Plan (IAP), or its elements, as needed.
- Verify location of sending and receiving facility
 - Point of Contact and Contact info for each location
- Confirm route to sending facility.
- Verify agency specific vehicle safety checks are completed and full of fuel.
- Review PPE inventory
 - Complete ops checks on battery powered equipment.
- Verify roles are assigned to personnel:
 - Safety Officer / Donning & Doffing Officer
 - EMS Operator / Driver
 - Provider #1
 - Provider #2
 - LNO to communicate w/ sending and receiving facility.
- Conduct Safety Briefing
 - Include convoy traveling as part of Safety Briefing
 - Verify EMS team has change of clothes post-decon
- Identify a decon and waste disposal plan.
- Discuss and identify a “PPE Breach” plan.
- Ensure EMS team has a plan to complete a required PCR.
- Verify lodging plan with EMTF Coordinator, if needed.
- Ensure that safety measures and risk reduction activities are ongoing and re-evaluate if necessary

Documentation

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



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Resources

- Request additional resources as needed.

Communication

- Maintain communication with assigned supervisor or Command Staff

Safety and Security

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



Texas Emergency Medical Task Force
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Sending Facility Operations

Activities

- Transfer the MIST 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 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 (see IAP).
- Make contact with sending facility.
- Identify any special ingress and/or entrance to the facility.
- Patient report if needed.
- Team PAR of assets and responders upon arrival at sending facility.
- Upon arrival at sending facility make contact w/ staff.
- Identify patient room and ingress.
- Develop patient transfer plan including egress.
- Verify team members have hydrated and completed medical screening prior to donning PPE.
- Discuss transport plan with patients' family.
- Review plan with Safety Officer and team and verify all roles and responsibilities are clearly defined.
- Verify all hazards involving egress from patients' room to EMS unit have been mitigated.
- Verify Safety Officer has all necessary equipment, supplies and checklist.
- Discuss and identify route for transport and communicate with all convoy drivers.
- Identify any need for law enforcement escort and request as needed.
- Identify and mitigate any potential hazards during transport.
- Identify alternate routes.
- Verify with Safety Officer that patient has been loaded safely into unit with no risk of exposure to providers.
- Once EMS unit is prepared to transport verify route and begin transport.

Documentation

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

Resources

- Request additional resources as needed.



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Communication

- Maintain communication with assigned supervisor or Command Staff
- Maintain communications and prioritizing safety during travel to sending facility.

Safety and Security

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



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Receiving Facility Operations

Activities

- Transfer the MIST 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 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 (see IAP).
- Report to sending facility and make contact with leadership.
- Report ETA and any changes in patient condition
- Identify any special ingress and/or entrance to the facility.
- Patient report if needed.
- Develop patient transfer plan.
- Develop decon plan for EMTF assets.
- Maintain communications with receiving facility and Transport Team.
- Team PAR of assets and responders upon arrival at receiving facility
- Review plan with Safety Officer and team and verify all roles and responsibilities are clearly defined.
- Verify all hazards involving egress to patients' room have been mitigated.
- Verify Safety Officer has all necessary equipment, supplies and checklist.

Documentation

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

Resources

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

Communication

- Maintain communication with assigned supervisor or Command Staff
- Maintain communications and prioritizing safety during travel to sending facility.

Safety and Security

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



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Demobilization/System Recovery

Activities

- Transfer the MIST 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 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 (see IAP).
- Assess the plan developed by the Group Supervisor for demobilization of EMTF assets and emergency operations according to the progression of the incident and hospital status.
- Participate in community and governmental meetings and other post-incident discussion and after-action activities.
- Ensure post-incident hospital status updates are scheduled and conducted.
- Ensure implementation of stress management activities and services for staff.
- Participate in staff debriefings to identify accomplishments, response, and improvement issues.

Documentation

- Ensure all documentation is provided to assigned supervisor.



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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