



Texas Emergency Medical Task Force
 Medical Unit Leader (MEDL)
 Job Action Sheet

Purpose

Purpose of the Job Action Sheet is to provide a checklist of all typical tasks that should be performed by a given position/role during an Operational Period.

MEDL

Role and responsibility of the MEDL is to provide medical planning to a wildland fire incident and command and control of TX EMTF WLFS components.

Location/AO: _____

Operational Period: _____

Date: _____

MEDL: _____

Pre-Deployment / Initial Operational Period	<input type="checkbox"/> Read entire JAS <input type="checkbox"/> Ensure deployment paperwork on hand <ul style="list-style-type: none"> ○ Vehicle Placards, CAN Report, ICS forms, etc. <input type="checkbox"/> COMMs checks completed prior to departing for AO <ul style="list-style-type: none"> ○ MSAT, WAVE & VHF <input type="checkbox"/> Joined appropriate GroupMe threads <input type="checkbox"/> Asset Trak device installed / functional [TDEM iPhone Caches] <input type="checkbox"/> Access to TFS Wires and Field Maps as needed <input type="checkbox"/> Check-in with assigned AHJ and/or IC <ul style="list-style-type: none"> ○ Meeting with appropriate IC and LNO, ○ Review staffing/schedules/position assignments <input type="checkbox"/> Develop medical plan and document using ICS 206 <ul style="list-style-type: none"> ○ Communicate plan to all impacted stakeholders <input type="checkbox"/> Communicate radio capabilities with IC and obtain ICS 205 <input type="checkbox"/> Access any needed documents from TX EMTF resource folder <input type="checkbox"/> Determine lodging needs are met for team and coordinate w/ EMTF Coordination Centers as needed <input type="checkbox"/> Verify all assets have required PPE and Fire Shelter <input type="checkbox"/> Verify vehicle assets activated will be able to meet the needs of the incident <input type="checkbox"/> Perform scene size up and request additional assets through the IC and TX EMTF SCO as needed <input type="checkbox"/> Review the layout of the fire including location of resources <ul style="list-style-type: none"> ○ Identify extrication points and landing zones <input type="checkbox"/> Brief assigned assets and complete ICS 205A	FORMS
		<input type="checkbox"/> Staffing, TF Org Chart & Reporting Structure <input type="checkbox"/> 8-Line Report Form <input type="checkbox"/> USDA Forest Service Record of Issues <input type="checkbox"/> TAMFS Preliminary Report of Injury <input type="checkbox"/> Firescope ICS 259 <input type="checkbox"/> CA-1 <input type="checkbox"/> CA-2 <input type="checkbox"/> CA-16 <input type="checkbox"/> ICS Forms: 205A , 206 , 208 , 213 & 214 <input type="checkbox"/> WebEOC Boards: [TX EMTF] <ul style="list-style-type: none"> ○ Personnel Roster ○ Response Resources



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Sustained Operations

- Planning
 - Lodging
 - Medical supply replenishment
 - Vehicle Maintenance
 - Crew swaps and/or replacement
 - Evaluate and modify medical plan as needed
 - Identify area for rehydration/rehab near ambulance unit
 - Ingress/egress and air medical landing zone'
 - Communications Plan
 - Be prepared for an escalating incident
 - Request additional assets or decrease assets to meet the needs of the incident
- Attend and report out at Operational/Shift Briefing
 - Updates: staffing, communications & medical procedures for the incident
 - Local resources available
 - Safety Message: Rehab, hydration & PPE
- Team PAR of assets and responders in AM and arrival in Rehab
- Document in Group Me Command thread and WebEOC on TX EMTF Server:
<https://webeoc.txemtf.org/eoc7/>
- Maintain situational awareness at all times
- Review IAP
- Evaluate team physical and mental health during duration of the incident
- Crew Logistics checks
 - Wildland PPE and Fire Shelter
 - Medical supplies (IV Fluids)
 - VHF Communications
- Crew scheduling / position assignments
 - Swaps coordinated with appropriate EMTF Coordination Center
 - Demob's reported to EMTF SCO and appropriate EMTF Coordination Center
- CAN Report for current Op Period by 07:00 next day
- ICS 214 completed daily
- Participate in daily TX EMTF operations briefing as appropriate
- Assist Fire Supervisor, TFL and/or Division Supervisor w/ completion of injury reports as requested
- Complete accurate & timely documentation of status changes and PAR's in WebEOC Personnel Roster & Response Resources, PARs daily upon departing and arriving at Rehab
- Verbalize PAR's in Group Me Command Thread
- Conduct training with resources as mission allows
 - Incident within an incident ("8 Line") procedures
 - Extrication
 - Major medical
 - Major trauma
 - Cardiac arrest



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Demobilization / Final Operational Period	<ul style="list-style-type: none"><input type="checkbox"/> WebEOC up to date and reflect current statuses<input type="checkbox"/> Check out with appropriate stakeholders: AHJs, IC and LNO<input type="checkbox"/> Collect issued gear / Ensure crews have annotated any damages to vehicles and equipment on appropriate agency documentation<input type="checkbox"/> CAN Reports, 214s, receipts, collected; demobilized assets take 214s home with them<input type="checkbox"/> WebEOC Updated [TX EMTF Server!]<input type="checkbox"/> All personnel will be tracked back to home base;<ul style="list-style-type: none">o Notify Regional EMTF Coordinator when team DEMOB COMPLETE
Links	<p>Resource Folder WebEOC Wires Field Maps TFS Daily Fire Danger NWCG Firescope NOAA/NWS TX Briefing Graphics TDEM Situation Reports TDEM Region Map TX Interagency Coordination Center</p>



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Minimum Equipment

- Appropriate Wildland approved PPE
 - NFPA 1977 compliant helmet
 - NFPA 1977 compliant brush shift
 - NFPA 1977 compliant pants
 - NFPA 1977 compliant boots
 - FR or leather work gloves
 - Fire shelter
- Personal items comparable to TX EMTF Personal Packing List for 7-14 day deployment
- TDEM iPhone w/ Asset Trak enabled and charger
- Laptop, tablet, or rugged computer with internet connectivity capable of utilizing TX EMTF systems- WebEOC, Asset Trak
- VHF capable Mobile and/or Portable Radio(s) with appropriate communications template
- Glow Sticks
- Head lamp(s)
- (1) case of water
- Preferred 4WD vehicle with off road capabilities
- Tent
- Sleeping bag
- Sleeping pad
- 48 hours of food
- Jetboil or equivalent cook system
- Long titanium spoon
- Optional
 - Ice Chest
 - Batteries: 9 v, AA, AAA, C, D
 - Admin Kit- printer, paper, power stirp, extension cords, notepad, sharpies, pens, etc.
 - Vehicle Kit- tire kit, fuses, jumper cables, air compressor, etc.
 - Appropriate VHF radio cloning cable
 - MSAT
 - AED
 - First Aid Kit or Medical Direction BLS kit
 - Compass
 - Signal Mirror
 - Hearing protection
 - Eye protection
 - Extra gloves
 - Cooling towel
 - Carabiners
 - Paracord
 - GPS
 - Wet wipes



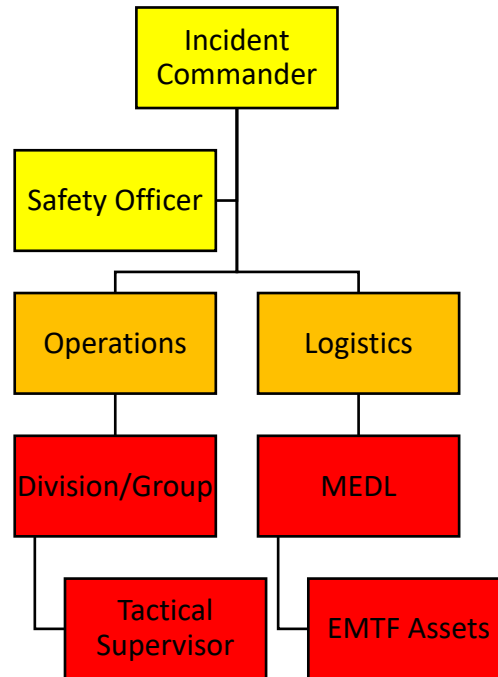
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- Compact camp chair
- Solar charger

Sample Incident Org Chart



NOTES: