



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU) Group Supervisor

Mission: The Mobile Medical Unit (MMU) Group Supervisor is responsible for managing and supervising all aspects of a MMU mission, both operational and managerial, from the time of activation through the return to the home jurisdiction. Responsibilities include accountability of personnel and equipment as well as overseeing the delivery of safe and effective patient care within the MMU. The MMU 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.

Immediate Response (0 – 2 hours)

Receive appointment

- Gather intelligence, information and likely impact from the sources providing event notification.
- Assume the role of MMU Group Supervisor
- Review this Job Action Sheet
- Review common responsibilities from Deployment Resource Guide

Assess the operational situation

- Identify Command Staff in Coordination with Task Force Leader:
 - Deputy Group Supervisor
 - Safety Officer
 - Operations Manager
 - Logistics Manager
 - Planning Manager
 - MMU Charge Nurse
- Brief Command Staff on initial objectives and issues, including:
 - Size and complexity of the incident
 - Expectations
 - Involvement of outside agencies, stakeholders, and organizations
 - The situation, incident activities, and any special concerns
- Determine logistical load plan in coordination with EMTF Coordinator
- Assist with mustering activities such as equipment and supply quality assurance checks.
- Development of travel plan to include convoy order, route and communications.
- Complete safety briefing prior to departing mustering point.
- Obtain roster and begin completing assignments and schedules.
- Ensure all staff are in appropriate communications threads.
- Begin assessing site location with TFL, Safety Officer and Logistics Manager to determine layout, ingress, egress, helipad location and resupply.
- Identify and assign a Charge Nurse for each shift.
- Verify any support services such as trash disposal, bathrooms, hygiene, medical resupply, food and lodging are initiated.



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- Verify contents of Pharmacy Cache with the designated Pharmacy Tech
- Verify all safety checks have been completed prior to departing the mustering site
- Seek feedback and further information

Activities

- Ensure all activated positions are documented in Personnel Roster, Response Resources and on status boards.
- Activation of Asset Trak devices

Documentation

- ICS 201: Initiate the Incident Briefing form.
- ICS 208: Assign or complete a Safety Briefing
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Resources

- N/A

Communication

- Maintain communication with TX EMTF SCO

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated.
- Ensure that ICS 215A – Incident Action Plan Safety Analysis is completed and distributed



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Intermediate Response (2 – 12 hours)

Activities

- Complete PAR check with Safety Officer of all personnel and assets upon arrival at MMU site.
- Conduct site walk-through with Logistics Manager and Safety Officer to verify planned site layout.
- Team & safety briefing completed prior to setup.
- Manage a safe and efficient buildout of MMU site with Safety Officer and Logistics Manager.
- Conduct walk-through of completed site with Logistics Manager and Safety Officer.
- Verify all safety checklists have been completed by Safety Officer.
- Verify assignments and schedule of staff.
- Communicate and post organizational chart.
- Create and post site map.
- Conduct staff briefing and communicate assignments and objectives prior to site becoming operational.
- Advise the EMTF SCO and local jurisdiction when site is open and ready to accept patients.
- Identify objectives for next operational period

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

- Assignment of EMS transport capable assets

Communication

- Maintain communication with TX EMTF SCO*

Safety and security

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



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Extended Response (greater than 12 hours)

Activities

- Transfer the MMU 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.
- Manage all MMU operations.
- Make daily staff assignments for medical unit staff and provide supervision for personnel and other medical resources.
- 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.
- Round in all care areas throughout the shift.
- Verify all medical records are stored in a manner to protect patients' privacy.
- 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



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Documentation

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 - ICS 208: Assign or complete a Safety Briefing
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- 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*

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



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Demobilization/System Recovery

Activities

- Transfer the MMU 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



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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