



Position Description

Job Title: Ambulance or Emergency Medical Task Force Leader
Date: April 2013
Department: Operations & Office of Emergency Management
Status: Non-exempt or Exempt
Reports To: Ambulance Division Supervisor or Group Supervisor

1. **SUMMARY:** As part of the AMR Emergency Response Team (ERT), the Ambulance or Emergency Medical Task Force Leader (TFL) must have the capability and experience to manage, coordinate, and direct the actions of the Ambulance Task Force (ATF) or Emergency Medical Task Force (EMTF) at a wide variety of emergency situations. Task Force (TF) assignments may include but are not limited to: evacuation assistance, emergency call response, inter-facility transports, on-scene stand-by, search and rescue support, hospital or shelter staffing. The TFL must maintain all appropriate records while ensuring the logistical needs of all assigned personnel are met during the entire activation of the TF. The TFL reports work progress, resources status, and other important information to Forward Operating Base (FOB) Incident Command. ERT TFLs are approved by the AMR Office of Emergency Management. During active deployments, this responsibility may be delegated to the Incident Management Team (IMT) at the FOB.
2. **TASK FORCE - DEFINED:** FEMA/NIMS defines two types of Task Forces in its Typed Resource Definitions: Ambulance Task Force and EMS Task Force.
 - 2.1. **AMBULANCE TASK FORCE:** An Ambulance Task Force (ATF) is team of 10 Ambulance Strike Teams or less with a separate supervisor (TFL) and common communications capability. It can be any combination of ambulances (ALS and BLS).
 - 2.2. **EMERGENCY MEDICAL TASK FORCE:** An Emergency Medical Task Force (EMTF) is any combination (within span of control) of resources, (e.g., Ambulances, Rescues, Engines, and Squads) assembled for a medical mission, with common communications and a TFL (supervisor). They must be self-sufficient for 12-hour periods, although may be deployed longer, depending on need. Support elements needed include fuel, security, resupply of medical supplies, and support for a minimum of 11 personnel (depending on staffing of individual units). Vehicle maintenance support is required.
3. **COMPETENCIES:**
 - 3.1. Successfully assume role of TFL and initiate position activities at the appropriate time.
 - 3.2. Influence, guide, and direct assigned personnel to safely accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

- 3.3. Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.
- 3.4. Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

4. RESPONSIBILITIES: The major responsibilities of the TFL are:

- 4.1. Oversee the safety and accountability of TF personnel and equipment
- 4.2. Coordinate the movement of the TF personnel and equipment traveling to and returning from an incident
- 4.3. Supervise the operational deployment of the TF at the incident, as directed by the Division/Group Supervisor, Ground Ambulance Branch Director, Operations Section Chief or Incident Commander
- 4.4. Maintain familiarity with TF personnel and equipment operations, including assembly, response, and direct actions of the assigned units, keeping the team accounted for at all times
- 4.5. Contact appropriate incident personnel with problems encountered on the incident, including mechanical, operational, or logistical issues
- 4.6. Ensure vehicles have adequate communications capability
- 4.7. Prior to deployment, determining approximate mission duration, special circumstances, reporting location and contact information
- 4.8. Ensure completion and submission of ICS documents for timekeeping and demobilization. Maintain Unit/Activity Log using approved forms.
- 4.9. Ensure readiness of self and TF members for assignment.
- 4.10. Ensure availability, qualifications, and capabilities of resources to complete assignment.
- 4.11. Establish organization structure, reporting procedures, and chain of command of assigned resources.
- 4.12. Understand and comply with Incident Command Structure (ICS) and National Incident Management Systems (NIMS) concepts and principles.
- 4.13. Maintain positive public relations during the incident (in coordination with the Public Information Officer).
- 4.14. Establish and maintain positive interpersonal and interagency working relationships.
- 4.15. Review common responsibilities of all applicable Incident Command positions
- 4.16. Review assignments with subordinates and assign tasks.
- 4.17. Monitor work progress and make changes when necessary.
- 4.18. Coordinate activities with adjacent Strike Teams, Task Forces and single resources.
- 4.19. Retain control of assigned resources while in available or out-of-service status.
- 4.20. Submit situation and resource status information as requested.
- 4.21. Participates in exercises to test emergency plans and procedures.
- 4.22. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, anticipating hazards and taking action in a proactive manner to ensure responder safety and health, developing alternative plans, identifying training needs and/or levels of assigned personnel, and recognizing and identifying unsafe acts and operations.
- 4.23. Determine and communicate operational objectives of an incident action plan (IAP) and required resources needed to accomplish the assignment, given a tactical approach from the Operations section, assigned resources, and operational procedures, so that the required resources are identified and communicated to

supervisors, assigned resources are allocated and the assignments are carried out, the tactical assignments are carried out, and the results are monitored and communicated to Command.

- 4.24. Meets with interested groups to explain the emergency preparedness program and to enlist their support and cooperation.

4.25. Responsibilities Enroute

- 4.25.a. Contact and maintain control of all assigned TF resources while enroute to the incident. The decision to travel together will depend on the circumstances of the particular deployment.
- 4.25.b. Introduce TF members at rendezvous or assembly point.
- 4.25.c. Brief TF members on current incident situation, safety issues and potential assignment.
- 4.25.d. Determine and communicate the response route, considering time of day, traffic, food, fueling, traffic impediments caused by the incident.
- 4.25.e. Conduct assessment of the TF readiness and equipment availability.
- 4.25.f. Inspect assigned units and note qualifications of personnel.
- 4.25.g. Notify AMR NATCOM of status and estimated time of arrival (ETA) to incident.

4.26. Responsibilities At Scene

- 4.26.a. Initiate appropriate Unit Log and Check-In ICS forms.
- 4.26.b. Receive incident briefing (including communications and medical plan).
- 4.26.c. Brief TF members on incident and their assignments.
- 4.26.d. Report for line assignment(s) or to a Staging Area as directed.
- 4.26.e. Obtain orientation to hospital locations.
- 4.26.f. Determine preferred travel routes and brief team members.
- 4.26.g. Provide medical care pursuant to scope of practice for which s/he is trained and authorized for the specific incident/jurisdiction.
- 4.26.h. Brief TF members on local/approved protocols and medical control procedures.
- 4.26.i. Determine and identify need for assistance or for corrections of assigned work task during operational period.
- 4.26.j. Facilities, support services, and material at the incident should be provided by Logistics Section, however, these resources may not be in place in the early stages of a disaster so the TFL should insure the TF is self-sufficient for up to 72 hours. Until all incident facilities are established each TFL will coordinate with their respective support services to provide facilities to support the TF.
- 4.26.k. Submit situation and resource status information to supervisor.
- 4.26.l. TFL should keep all TF members together when off-shift unless approved otherwise.

4.27. Responsibilities – Demobilization

- 4.27.a. The Planning Section prepares the demobilization plan and the Logistics Section implements the plan with the assistance of the TFL.
- 4.27.b. No TF member should leave without receiving departure instructions from their TFL.
- 4.27.c. Complete and submit demobilization check-out forms.
- 4.27.d. If unable to replace lost, used or damaged equipment, the TFL shall notify their Incident Agency Representative prior to leaving the incident.

- 4.27.e. The TFL will return all communications and other equipment on loan for the incident.
- 4.27.f. The TFL will validate and submit timekeeping records to appropriate personnel.
- 4.27.g. TF members will review return travel procedures with Task Force Leader.

5. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 5.1. Thorough knowledge of the underlying principles of laws and regulations, criteria and standards dealing with emergency response, homeland security and general emergency preparedness issues.
- 5.2. Thorough knowledge of the National Incident Management System (NIMS).
- 5.3. Thorough knowledge of the Incident Command System (ICS).
- 5.4. Thorough knowledge of the National Response Framework.
- 5.5. Extensive knowledge of the organization and operation of the Emergency Support Function 8 (ESF8) of the emergency management program.
- 5.6. For disaster situations, possesses the education and experience in those areas of patient care that are commensurate with the patient care mission that manages all medical group/branch functions to safely and quickly extricate, triage, treat, and transport all patients according to the incident medical objectives.
- 5.7. For Mass Casualty Events (MCE), is able to allocate scarce resources in a manner that is different from usual circumstances but appropriate to the situation.
- 5.8. Knowledge of the principles, methods and techniques of emergency management planning.
- 5.9. Ability to handle classified information without jeopardizing content.
- 5.10. Must be prepared for 24 hour on-call response.
- 5.11. Must be able to travel to meetings and attend training that may require overnight stays.

6. MINIMUM QUALIFICATIONS:

- 6.1. Must have formal training in prehospital emergency response.
 - 6.1.a. Meets or exceeds hazardous materials awareness level training equivalent to OSHA 1910.120(q)(6)(i) or EPA 40 CFR 311
 - 6.1.b. State certified Emergency Medical Technician or Paramedic.
 - 6.1.c. Successful completion of the minimum terminal learning objectives for Emergency Medical Responder as defined by the National Highway Traffic Safety Administration's National EMS Education Standards.
- 6.2. Active status of legal authority to function as a First Responder or an Emergency Medical Responder granted by a state, the District of Columbia, or U.S. territory.
- 6.3. Should be a current EMS Field Supervisor, Operations Supervisor/Manager or Clinical Education Supervisor (or equivalent of any of these).
- 6.4. One year EMS leadership experience.
- 6.5. Valid State Driver's License
- 6.6. Completion of the following ICS Courses:
 - 6.6.a. ICS 100.b – Introduction to Incident Command
 - 6.6.b. ICS 102.c – Preparing for Federal Disaster Operations: FEMA Response Partners (**strongly recommended but not required**)
 - 6.6.c. ICS 200.b – ICS for Single Resources and Initial Action Incidents
 - 6.6.d. ICS 240.a – Leadership & Influence (**strongly recommended but not required**)
 - 6.6.e. ICS 300 – Intermediate Incident Command
 - 6.6.f. ICS 700.a – NIMS Introduction

- 6.6.g. ICS 701.a – NIMS Multiagency Coordination Systems (MACS)
- 6.6.h. ICS 703.a – NIMS Resource Management
- 6.6.i. ICS 704 – NIMS Communications and Information Management
- 6.6.j. ICS 800.b – National Response Framework
- 6.7. Completion of an Emergency Vehicle Operations Course (EVO), or Coaching the Emergency Vehicle Operator (CEVO), or Defensive Driving Course IV (DDC4), or equivalent.
- 6.8. Immunized in accordance with Center for Disease Control (CDC) core and specific threat as appropriate.
 - 6.8.a. Tetanus and diphtheria (Td) toxoid or Tetanus, diphtheria, and pertussis (Tdap). Receipt of primary series and booster within 10 years. (Recommended)
 - 6.8.b. Documentation of Hepatitis B vaccination series and documentation of a positive titer (antibody to HBsAg) or completion of a “declination” waiver of liability. (Required)

7. STRESS FACTORS:

- 7.1. Occasionally: Repetitive tasks, high pressure, rapidly changing, high-risk environment.
- 7.2. Frequently: Intense tasks, prolonged stand-by periods.

8. PHYSICAL REQUIREMENTS:

- 8.1. Occasionally: Walking, lifting 200 pounds, kneeling, stooping, bending, and leaning.
- 8.2. Frequently: Hearing/listening, clear speech, touching.
- 8.3. Constantly: Sitting, seeing.
- 8.4. Must be healthy enough to function under field conditions, which may include all or some of the following:
 - 8.4.a. Extended (>12hr) shifts, austere conditions (possibly no showers, housing in tents, portable toilets)
 - 8.4.b. Extreme weather conditions (long exposure to heat and humidity, lack of air conditioning, extreme cold, or wet environments)
 - 8.4.c. Long periods of standing
- 8.5. Individuals should not require personal medications that need refrigeration of any kind.
- 8.6. Should not have any physical conditions, impairments, or restrictions that would preclude them from participating in the moving and lifting of patients and/or equipment and supplies.

9. WORKING ENVIRONMENT:

- 9.1. Occasionally: Works alone.
- 9.2. Frequently: Face-to-face contact with others,
- 9.3. Constantly: Works around others, verbal contact with others, inside or outside shift work, day or night hours.

10. MENTAL REQUIREMENTS:

- 10.1. Occasionally: Analyzing, Simple reading, simple math skills,
- 10.2. Frequently: Simple writing, judgment, reasoning, Simple reading, Clerical
- 10.3. Constantly: Decision-making

11. EQUIPMENT USED:

- 11.1. Occasionally: Telephone, fax, copy machine, stapler, computer, printer
- 11.2. Constantly: Two-way radio, maps, cell phones, phones

