Emergency Operations Center Handbook

Minnesota Metro Region EMS System

Ambulance Strike Team/EMS Taskforce

November 2023

- Code of Conduct (Attached)
- Issue Team Leader AST Supplies/Equipment
- Incident Expectations
- PRE-DEPLOYMENT: Situation Report from Incident Requesting Agency Representative
  - Point of Contact
    - Incident Requesting Agency Representative Name, Title, & Phone Number
  - Priority
    - Emergent or Routine
  - Incident Command Post Communication Method
    - Radio talkgroup and/or phone number(s)
  - Staging
    - Location
    - Ingress/Egress
  - Current Conditions
    - Incident Summary
    - Weather
    - Current Conditions
  - Assignment Expectations
  - Safety Brief
  - Emergency Procedures
    - Report team member illness/injury to Incident Liaison and EMS EOC
    - Establish a Strike Team/Taskforce Leader continuity plan, if needed
  - Uniform Expectations
    - Home agency duty wear
    - No shorts
    - AST issued shirt/vest
- PRE-DEPLOYMENT: Communicate with Team Leader
  - Phone
  - Web/Virtual
  - Radio
- PRE-DEPLOYMENT: Route Planning Support
  - Communications – Radio/Phone during transit
  - Accountability – Periodic check-ins with Team Leader
  - Emergent vs Routine

- o Scheduled Break Times/Locations
- o Fueling
- o Lodging
- IN TRANSIT: Point of Departure Support
    - o Issuing Equipment
    - o Just In Time Training
    - o POD Briefing/Deployment Expectations
- DURING INCIDENT: Support Briefings
    - o Support Team Leader if concerns/questions after briefings
- DURING INCIDENT: Reviewing/Understanding IAP
    - o Support Team Leader if concerns/questions after briefings
- DURING INCIDENT: Working Assigned Function (no self-dispatching/freelancing)
- DURING INCIDENT: Maintaining Accountability
    - o ICS 214 – Unit Activity Log (Completed per Operational Period)
    - o Checking in with Team Leader
    - o Liaison with home agencies
- DURING INCIDENT: Maintain Situational Awareness/Incident Conditions
- POST INCIDENT: Demobilization
    - o Coordinate with Incident Demobilization Plan
    - o Communicate with Team Leader departure time, route, and estimated arrival time to home base
- POST INCIDENT: Documentation/After Action Review
    - o Complete remaining documentation in a timely manner and submit to Incident Planning Section
    - o Coordinate with Team Leader to ensure completion of assignment obligations
    - o Provide feedback and incident review where appropriate