



# **Strike Team/Taskforce Leader Handbook**

**Minnesota Metro Region EMS System**

**Ambulance Strike Team/EMS Taskforce**



**November 2023**

# Metro Region EMS System Ambulance Strike Team

## STRIKE TEAM/TASKFORCE LEADER Handbook

- Code of Conduct (Attached)
- Personal Go-Bag Packing List (Attached)
- Team Leader Supplies/Equipment (Attached)
- PRE-DEPLOYMENT: Situation Report from EOC
  - 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: Reporting to EMS EOC
  - Phone
  - Web/Virtual
  - Radio
- PRE-DEPLOYMENT: Route Planning (EOC will assist)
  - Communications – Radio/Phone during transit
  - Accountability – Periodic check-ins with team/roll call
  - Emergent vs Routine

- Scheduled Break Times/Locations
- Fueling
- Lodging
- IN TRANSIT: Point of Departure Management
  - Issuing Equipment to Operators
  - Just In Time Training of Equipment
  - POD Briefing/Deployment Expectations
- AT INCIDENT: Attending/Providing Briefings
  - Attend Operational Briefings
  - Understand/Review IAP and Work Functions
  - Disseminate Task, Location, and Objective to Operators
- AT INCIDENT: Work Assigned Function (no self-dispatching/freelancing)
- AT INCIDENT: Maintain Accountability
  - ICS 214 – Unit Activity Log (Completed per Operational Period)
  - Checking in with teams (Regular/Scheduled during work cycle)
- AT INCIDENT: Maintain Situational Awareness/Incident Conditions
- POST INCIDENT: Demobilization
  - Coordinate with Incident Demobilization Plan
  - Communicate with EMS EOC departure time, route, and estimated arrival time to home base
- POST INCIDENT: Documentation/After Action Review
  - Complete remaining documentation in a timely manner and submit to Incident Planning Section
  - Coordinate with EMS EOC to ensure completion of assignment obligations
  - Provide feedback and incident review where appropriate