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## **II. SYSTEM OVERVIEW**

### **A. SYSTEM COMPONENTS**

The following provides a simplified illustration and description of the primary Federal, State, and local entities and working locations that the MST and associated resources.

<b>Response Unit</b>	<b>Facility/Location</b>
Chief of Field Operations (CFO)	Field Office and/or OEP/EOC
Management Support Team (MST)	Field Office and/or disaster scene
Disaster Medical Assistance Team (DMAT)	Disaster Scene & Base of Operations (BoO)
Disaster Mortuary Operational Response Team (DMORT)	Disaster Scene & BoO
Veterinary Medical Assistance Team (VMAT)	Disaster Scene & BoO
National Medical Response Team (NMRT/WMD)	Disaster Scene & BoO
DMAT Specialty Teams and other HHS health and medical response resources	Disaster Scene & BoO
Local Incident Response Organizations (i.e. Fire Department)	State, Regional and Local EOCs and Disaster Scene

**Figure 2-1 Response Unit Locations**

#### **1. MST Coordination and Command**

The CFO provides coordination between the MST Leader, and the Regional Health Administrator (RHA) and the Emergency Response Team (ERT) ESF #8 Leader. Depending on the primary Federal or local agency responsible, the reporting chain may be different. This information will be provided by the OEP/EOC to the MST Leader prior to departure to the field.

A CFO will be assigned to the OEP/EOC when more than one CFO and MST are assigned to separate disasters, or the MSTs working the same disaster are working in different regions or areas some distance apart. The CFO at the OEP/EOC will provide coordination between the CFO(s) as required and keep the RHA(s) informed of all activities affecting their region.

## **II. SYSTEM OVERVIEW**

### **A. SYSTEM COMPONENTS**

#### **2. MST Operations Section**

The Operations Section is managed by the Operations Section Chief who is responsible for the implementation of the tactical portion of the Action Plan. Branch Directors are added to the Operations Section organization when its necessary to reduce the span of control (3-7 positions) between the Operations Section Chief and Division Supervisors. Division Supervisors manage Team Leaders who in turn manage their assigned teams and recommend operational objectives for inclusion into the Action Plan. See Unit III-F - MST Expanded Operations Section for a more detailed explanation of how the MST organization may be expanded.

#### **3. MST Planning Section**

The Planning Section is responsible for gathering, receiving, and processing information to prepare strategic, tactical action and demobilization plans; conducting planning meetings; preparing resource status and briefings; monitoring plan accomplishment; identifying the need for technical specialists; preparing situation reports (SITREPs), and coordinating the Phase I After Action Review (AAR). See Unit IX-B-1 - After Action Review - Phase I for more information.

#### **4. MST Logistics Section**

The Logistics Section provides all supplies and support necessary for the MST and health and medical team operations. This includes establishing and maintaining all communication systems, arranging for meals if necessary, maintaining facilities, and arranging lodging. Provides transportation for all MST activities on the disaster and anticipates future needs.

## **II. SYSTEM OVERVIEW**

### **A. SYSTEM COMPONENTS**

#### **5. MST Administrative/Finance Section**

The Administrative/Finance Section is responsible for all aspects of timekeeping, compensation and claims, travel reimbursement claims, procurement, and the coordination of administrative support needs in the various MST Sections.

This section posts time records from documents provided by Team Leaders. Compensation cases are documented here for MST personnel requiring medical attention in hospitals and for the documentation and initial investigation of claims against the Federal government as a result of HHS health and medical activities. The Procurement Unit Leader assists the Medical Supply Unit Leader and others in obtaining resources and supplies not readily available over the counter.

### **B. ORGANIZATION CHARTS**

A MST response may be divided into two levels. The initial response, depending on the direction from the OEP/EOC, may consist of the full organization or may be modified according to need.

## II. SYSTEM OVERVIEW

### B. ORGANIZATION CHARTS

#### 1. Advance Element of the MST (MST-A)

For an initial activation where rapid deployment is required an advance element of the MST organization may be activated. The Management Support Team - Advanced Element (MST-A) consists of a minimum of 4 essential positions. Their purpose is to assess the scope of the incident, identify potential facilities for a BoO, and identify and begin coordination with local officials. The core group uses this information to determine the need for additional HHS health and medical response resources to augment the MST and to request specialty teams as needed to meet the health and medical needs of the disaster. See figure 2-2.

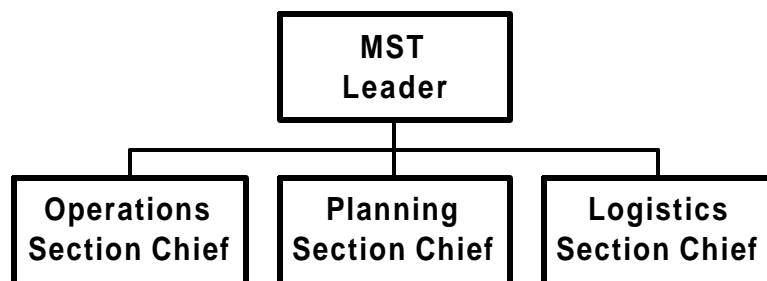


Figure 2-2 MST Advance Element

## II. SYSTEM OVERVIEW

### B. ORGANIZATION CHARTS

#### 2. Full MST

For a major disaster the deployment of the full MST may be required. Positions should be doubled where necessary if the deployment requires 24-hour operation. The following charts depict the initial and full deployments of the MST. Positions may be added depending on the specific needs of the requesting agency during the initial activation or by changes in need during the deployment. The full MST is composed of 28 functional experts and arranged in the following manner:

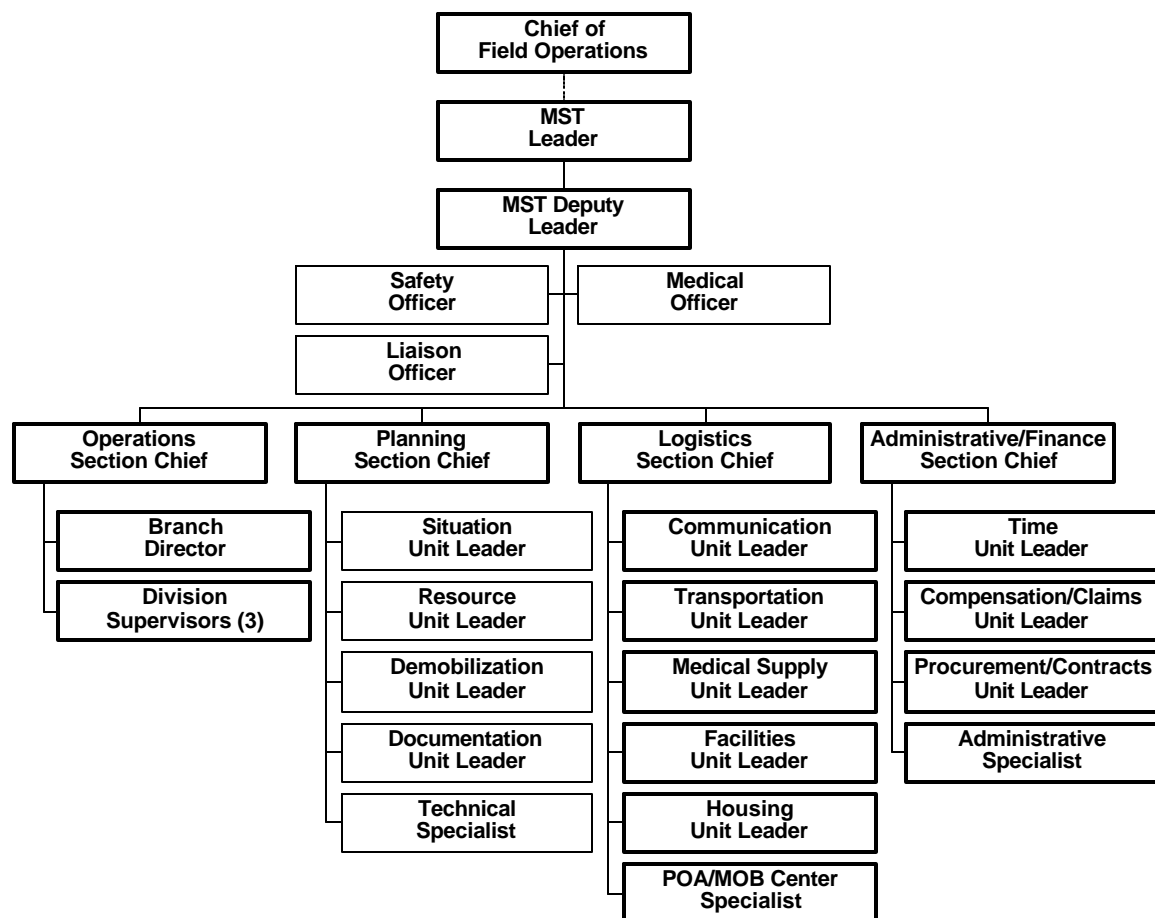


Figure 2-3 MST Organization

## **II. SYSTEM OVERVIEW**

### **C. GENERAL FUNCTIONAL RESPONSIBILITIES**

The MST and the supporting functional elements are identified by the categories of Management and Command, Command Staff, General Staff, Branch Directors, Division Supervisors, Unit Leaders, and other support positions of Technical Specialists and Administrative Specialists. All of these positions and their respective responsibilities are outlined in this section and in more detail in Units VII - Position Descriptions and VIII - Operational Checklists.

The management element may include a local department, the RHA, Coordinating Official, Incident Commander (IC), CFO.

Command consists of the MST Leader and Deputy with the Safety, Medical, and Liaison Officers. The General Staff Section Chiefs are in Operations, Planning, Logistics, and Administrative/Finance. The following gives an overview of these positions and their responsibilities:

#### **1. Management Element**

The CFO:

- Gives disaster objectives and priorities to the MST Leader for the development of the Action Plan;
- Participates in MST planning meetings, briefings and team meetings;
- Reviews and approves the Action Plan for each operational period to review accomplishment and tactical actions to meet established objectives;
- Reviews all plans and actions to assure all efforts are in accordance with established standards and practices; and
- Assures completion of the Phase I AAR and is responsible for the planning and Phase II AAR.

## II. SYSTEM OVERVIEW

### C. GENERAL FUNCTIONAL RESPONSIBILITIES

#### 2. Command

The MST Leader and Deputy:

- Provides leadership to the MST Command and General Staff;
- Manages planning meetings and briefings;
- Reviews and recommends the MST Action, Demobilization and other Plans for approval by the CFO; and
- Participates in the Phase I AAR, the Phase I Final Report and assists the CFO in developing the Phase II AAR agenda and process.

#### 3. MST Command Staff

The MST Command Staff consists of the Safety, Medical, and Liaison Officers.

Safety Officer:

- Provides specialized safety coordination and direction between all elements of the MST and specialty teams;
- Provides written safety direction in the Action Plan and assists the Medical Officer with the Medical Plan;
- Has the authority to stop any activity performed in an unsafe or hazardous manner;
- Participates in planning meetings, briefings and other team meetings; and
- Participate in the Phase I and Phase II AAR.

## II. SYSTEM OVERVIEW

### C. GENERAL FUNCTIONAL RESPONSIBILITIES

#### 3. MST Command Staff (Continued)

##### Medical Officer:

- Is the senior medical person on the MST coordinating medical support and direction;
- Ensures quality health and medical operations on all teams;
- Provides medical liaison with the Federal, State and local medical community;
- Provides health and medical surveillance on the MST;
- Prepares and approved with the Safety Officer the medical portion of the Action Plan;
- Provides coordination between the various health and medical elements of the MST;
- Assures security for pharmaceuticals while transported and in use by the MST and health and medical teams;
- Coordinates medical direction to remote sites not staffed by a physician;
- Responsible for checking the currency and specific licensures for all assigned HHS medical personnel; and
- Participates in planning meetings, briefings and other team meetings in the Phase I and Phase II AAR.

##### The Liaison Officer:

- Coordinates with assisting and cooperating agencies working with the MST;
- Keeps these agencies informed through their agency representatives of activities affecting the agencies they represent;
- Briefs agency representatives about strategic and operational objectives;
- Provides assisting and cooperating agency input for the Demobilization Plan;
- Keeps the MST Leader and Staff informed of issues that arise through discussion with other agencies, which may effect the planning and execution of MST objectives;
- Participates in planning meetings, briefings and other team meetings; and
- Participate in the Phase I and Phase II AAR.

## II. SYSTEM OVERVIEW

### C. GENERAL FUNCTIONAL RESPONSIBILITIES

#### 4. MST General Staff

The General Staff consists of chiefs managing the Operations, Planning, Logistics, and Administrative/Finance Sections.

##### Section Chiefs:

- Responsible for implementing the Action Plan for their functional area;
- Participate in planning meeting and briefings;
- Provide supervision and direction to personnel in their section;
- Report current accomplishments to the MST Leader;
- Recommend changes in operational planning to meet current and future objectives;
- Make suggestions concerning objectives for future operational periods; and
- Lead their section in the Phase I AAR and participate in the Phase II AAR.

#### 5. General Staff Support Positions

##### Branch Directors:

- Branch Directors are used in Operations and in other sections when the number of Division Supervisors assigned to a shift exceeds recommended span of control of 3 to 7;
- Branch Directors have previous training and experience in the medical activities in their branch;
- Branches are organized by like function;
- Participate in planning meeting and briefings;
- Provide supervision and direction to personnel in Division Supervisors;
- Report current accomplishments to the Operations Section Chief;
- Recommend changes in tactics and operational planning to meet current and future objectives; and
- Participate in the Phase I AAR.

## II. SYSTEM OVERVIEW

### C. GENERAL FUNCTIONAL RESPONSIBILITIES

#### 5. General Staff Support Positions (Continued)

##### Division Supervisors:

- Division Supervisors are used in the Operations Section to provide direction and supervision to health and medical team leaders;
- Division Supervisors have previous training and experience in the medical activities in their branch;
- Divisions are arranged by geographic boundaries;
- Participate in planning meeting and briefings;
- Provide supervision and direction to health and medical team leaders;
- Report current accomplishments to the Branch Director;
- Recommend changes in tactics and operational planning to meet current and future objectives; and
- Participate in the Phase I AAR.

##### Unit Leaders:

- Perform specific unit assignments within the Planning, Logistics or Administrative/Finance Sections;
- May participate in planning meeting and briefings;
- Provide supervision and direction to Administrative Specialists;
- Report current accomplishments to the Section Chief;
- Recommend changes in tactics and operational planning to meet current and future objectives; and
- Participate in the Phase I AAR.

## **II. SYSTEM OVERVIEW**

### **C. GENERAL FUNCTIONAL RESPONSIBILITIES**

#### **6. Other Support Positions**

Technical Specialists:

- Have licensure or other written certification pertaining to the skill or expertise; and
- Report to the Planning Section for assignment and when assignment is completed report back to the Planning Section for reassignment or demobilization.

Administrative Specialists:

- Report to the Administrative/Finance Section for their office automation assignment; and
- May be assigned to other Sections and when assignments are complete return to the Administrative/Finance Section for reassignment or demobilization.

All MST members receive performance evaluations and those who supervise others prepare performance evaluations as part of the demobilization process.

## **II. SYSTEM OVERVIEW**

### **D. ALERT AND RETURN TO READINESS PROCESS**

The MST maintains a degree of readiness for alert and activation through the coordination of the OEP/EOC in preparation for possible assignment. This ensures that team personnel and the MST cache are able to begin travel to an assigned destination within 2 hours of activation. The MST is equipped and prepared for assignments for up to 21-days.

When the MST assignment is drawing to a close, a written demobilization plan is prepared and reviewed by the MST Leader and approved by the CFO and RHA after consultation with the lead agency.

The Demobilization Plan process assures:

- That cache items are refurbished and items in short supply are ordered;
- Performance evaluations are completed;
- Stress debriefings are considered, implemented and continued as needed;
- The on-site AAR is completed and the process for the AAR II is underway;
- Travel arrangements are made to assure prompt return of all resources to avoid delays; and
- Return travel for all returning health and medical response resources is in accordance with priorities established in the Demobilization Plan and approved by the CFO.

Refer to Unit IX - Demobilization for more information on the demobilization plan and process.