

## TABLE OF CONTENTS

### I. INTRODUCTION

A. PURPOSE.....	I-1
B. MISSION STATEMENT.....	I-1
C. BACKGROUND.....	I-2
1. Stafford Act.....	I-2
2. Public Health Services Act and Aviation Disaster Family Assistance Act.....	I-3
3. Immigration and Nationality Act (INA).....	I-3
4. Presidential Decision Directive 39 (PDD-39).....	I-4
5. Memorandum of Understanding (MOU) with the Department of Defense (DoD).....	I-4
6. Individual States.....	I-5
D. DEVELOPMENT CRITERIA.....	I-6
E. CONCEPT OF OPERATIONS.....	I-7

### II. SYSTEM OVERVIEW

A. SYSTEM COMPONENTS.....	II-1
1. MST Coordination and Command.....	II-1
2. MST Operations Section.....	II-2
3. MST Planning Section.....	II-2
4. MST Logistics Section.....	II-2
5. MST Administrative/Finance Section.....	II-3
B. ORGANIZATION CHARTS.....	II-3
1. Advance Element of the MST (MST-A).....	II-4
2. Full MST.....	II-5
C. GENERAL FUNCTIONAL RESPONSIBILITIES.....	II-6
1. Management Element.....	II-6
2. Command.....	II-7
3. MST Command Staff.....	II-7
4. MST General Staff.....	II-9
5. General Staff Support Positions.....	II-9
6. Other Support Positions.....	II-11
D. ALERT AND RETURN TO READINESS PROCESS.....	II-12

## TABLE OF CONTENTS

### III. GENERAL CONCEPT OF OPERATIONS

A. MANAGEMENT SUPPORT TEAM CAPABILITIES .....	III-1
B. ACTIVATION.....	III-3
C. MST INTERACTIONS.....	III-4
1. Health and Human Services (HHS) Health and Medical Response Resources .....	III-4
2. Lead Agency Emergency Operations Center (EOC).....	III-4
3. Office of Emergency Preparedness/Emergency Operations Center (OEP/EOC).....	III-5
4. Regional Health Administrator (RHA).....	III-5
5. Regional Coordinating Group (RCG) .....	III-5
6. Federal Response Organization .....	III-6
7. State/Local Emergency Operations Center (EOC) .....	III-7
8. Point of Arrival/Mobilizations (POA/MOB) Centers .....	III-7
9. Rapid Needs Assessment Process.....	III-7
10. Health and Human Services (HHS) Health and Medical Specialty Teams.....	III-8
D. DEPLOYMENT STRATEGIES .....	III-8
E. LOCATION WITHIN THE LOCAL COMMAND ORGANIZATION .....	III-10
F. MST EXPANDED OPERATIONS SECTION .....	III-11
1. Rapid Needs Assessment Process Information Flow .....	III-12
2. Rapid Needs Assessment Process Information Flow within the Emergency Response Team (ERT) .....	III-12
G. MST OPERATIONS .....	III-14
1. Command and Control .....	III-14
2. Coordination of MST Resources .....	III-14
3. Subdivision of Personnel .....	III-15
4. MST Management Element .....	III-15
5. Multi-State/Multi Region Command and Control.....	III-16
H. DEMOBILIZATION .....	III-17
I. INDIVIDUAL PERFORMANCE RATINGS.....	III-17

### IV. FUNCTIONAL RESPONSIBILITIES

A. MANAGEMENT AND COORDINATION .....	IV-1
B. COMMAND AND COMMAND STAFF.....	IV-2
1. MST Safety Officer .....	IV-3
2. MST Medical Officer .....	IV-3
3. MST Liaison Officer .....	IV-3
C. GENERAL STAFF .....	IV-4
1. MST Operations Section .....	IV-4
2. MST Planning Section .....	IV-4
3. MST Logistics Section.....	IV-6
4. MST Administrative/Finance Section .....	IV-9
D. TEAM PLANNING PROCESS .....	IV-10

---

## TABLE OF CONTENTS

### V. ADMINISTRATION

A. FACILITIES AND SPACE REQUIREMENTS .....	V-1
B. ADDITIONAL FACILITY REQUIREMENTS .....	V-4
C. MST EQUIPMENT CACHE.....	V-4
D. PERSONAL EQUIPMENT LIST .....	V-5
1. Department of Health and Human Services (HHS) Provided Items .....	V-5
2. Personal Gear and Equipment .....	V-5

### VI. POSITION REQUIREMENTS

A. GENERAL REQUIREMENTS .....	VI-1
B. TRAINING AND CERTIFICATION REQUIREMENTS.....	VI-4
1. Important Terms .....	VI-4
2. Training Requirements .....	VI-6

### VII. POSITION DESCRIPTIONS

A. COMMAND STAFF .....	VII-1
B. OPERATIONS.....	VII-14
C. PLANNING .....	VII-21
D. LOGISTICS.....	VII-30
E. ADMINISTRATIVE/FINANCE .....	VII-42

### VIII. OPERATIONAL CHECKLISTS

A. COMMAND STAFF .....	VIII-1
B. OPERATIONS.....	VIII-19
C. PLANNING .....	VIII-25
D. LOGISTICS.....	VIII-34
E. ADMINISTRATIVE/FINANCE .....	VIII-44

---

## TABLE OF CONTENTS

### IX. DEMOBILIZATION

A. DEMOBILIZATION.....	IX-1
B. RETURN TO READINESS.....	IX-3
1. After Action Review (AAR) – Phase I.....	IX-4
2. After Action Review (AAR) – Phase II.....	IX-5
3. After Action Review (AAR) Report Format.....	IX-5
4. Equipment Accountability.....	IX-8

### X. PREPAREDNESS

A. PERSONNEL SELECTION AND PERFORMANCE.....	X-1
---	-----

### APPENDIX A – ACRONYMS

### APPENDIX B – TERMS AND DEFINITIONS

### APPENDIX C – CACHE INVENTORY

### APPENDIX D – FORMS, REPORTS AND GUIDES

---

## **TABLE OF FIGURES**

Figure 2-1	Response Unit Locations .....	II-1
Figure 2-2	MST Advance Element.....	II-4
Figure 2-3	MST Organization .....	II-5
Figure 3-1	Local Incident Command System Organization.....	III-10
Figure 3-2	MST Expanded Operations Section.....	III-11
Figure 3-3	Rapid Needs Assessment Process Information Flow through ERT ESF#8 .....	III-13
Figure 4-1	Chain of Management and Command.....	IV-2
Figure 4-2	Sample planning process and schedule for an operational period .....	IV-11
Figure 5-1	Typical MST Personnel Locations.....	V-2
Figure 6-1	MST Training Requirements Matrix.....	VI-8