

New Jersey EMS Task Force Application Package

Thank you for your interest in becoming a member of the New Jersey EMS Task Force (NJEMSTF). The EMSTF is a volunteer specialized EMS team in New Jersey funded by the New Jersey Department of Health and Senior Services (DHHS), the Urban Areas Security Initiative (UASI), and the U.S. Department of Homeland Security's (DHS) Office for Domestic Preparedness (ODP).

Our mission is to provide New Jersey and the region with highly trained, and well-equipped personnel; along with, specialized EMS and other resources to support operations at major incidents and pre-planned events using a well coordinated, robust all-hazards approach. This team will be coordinated through the New Jersey Office of Emergency Management and the New Jersey Department of Health & Senior Services.

Your application and attached documents will be reviewed by the NJEMSTF administration.

Upon verification of all materials, you will be contacted to arrange for an interview.

You will be notified if you are a successful candidate for the team.

Please complete enclosed application package and forward to:

**NJ Department of Health and Senior Services
Office of Emergency Medical Services
EMS Task Force Application Processing
P.O. Box 360
Trenton, New Jersey 08625**

Revision December 2008

Basic Job/Position Descriptions for Personnel Applying for Appointment to the EMSTF:

The selection of members to serve on the EMSTF will be based on a competitive application and selection process for all positions with the exception of the Task Force Leaders, Planning Team Managers and Public Information Officer(s). The EMSTF Advisory Board will appoint the Task Force Leaders. The State Planners of the EMSTF will serve as the Planning Team Managers. The PIO is assigned as needed by the Task Force Leader during an event.

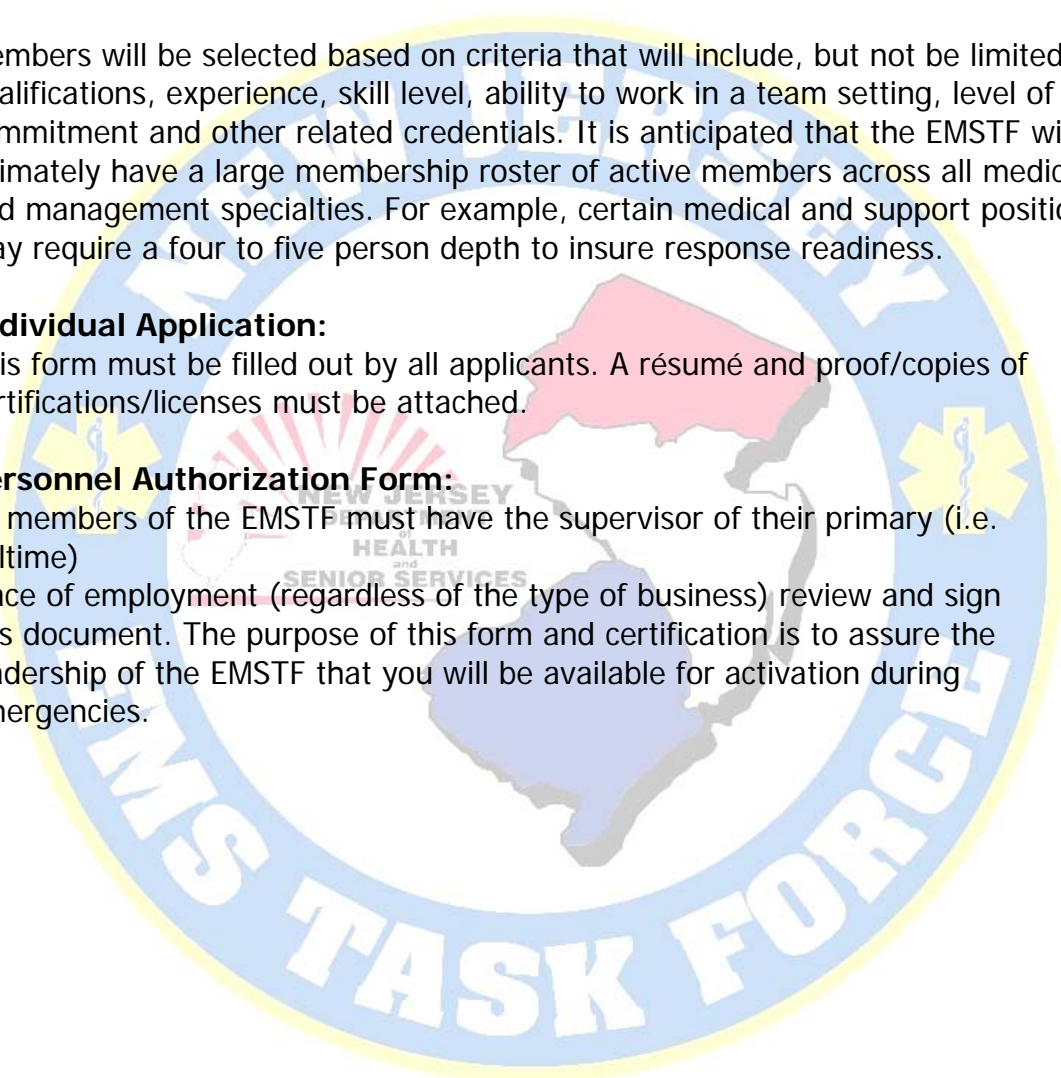
Members will be selected based on criteria that will include, but not be limited to: qualifications, experience, skill level, ability to work in a team setting, level of commitment and other related credentials. It is anticipated that the EMSTF will ultimately have a large membership roster of active members across all medical and management specialties. For example, certain medical and support positions may require a four to five person depth to insure response readiness.

Individual Application:

This form must be filled out by all applicants. A résumé and proof/copies of certifications/licenses must be attached.

Personnel Authorization Form:

All members of the EMSTF must have the supervisor of their primary (i.e. fulltime) place of employment (regardless of the type of business) review and sign this document. The purpose of this form and certification is to assure the leadership of the EMSTF that you will be available for activation during emergencies.



New Jersey EMS Task Force Brief Position Descriptions – Minimum Requirements

In the administrative chain of command, the staff or specialist will report to an **officer** (an individual who leads a certain group), who will report to a **manager** (an individual who oversees a specific function), who will report to the assigned **task force leader**. The Task Force Coordinator oversees all the administrative roles of each Task Force Leader.

Basic Requirements for all Position Descriptions:

- Must be at least 18 years of age.
- Must be a citizen of the United States.
- Must maintain a current and unrestricted license, certification, or registration where required by the Team position.
- Must be available to report to a pre-designated Assembly Point within three (3) hours for an initial assignment of up to 72-hours.
- Must be individually self-sufficient for at least 24-hours, (food and water).
- Must maintain current inoculations for diphtheria/tetanus (or tetanus only if there is a contra-indication to diphtheria), Hepatitis B, measles/mumps/rubella (if born after 1957), and polio.
- Must be physically fit to handle the rigors of disaster environments.
- Must have prior approval from employer to participate on the EMSTF and attend scheduled training.
- Agree to attend at least 50% of team business/training meetings and exercises.
- Must meet all individual Team qualifications for the appropriate position.
- Must adhere to the EMSTF Code of Conduct.

The Safety Officer is responsible for the anticipation, identification, and assessment of hazardous and unsafe conditions. This includes developing measures to reduce risks in order to enhance personnel safety and accountability. ICS I-300, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, OSHA HazMat Safety Officer or their equivalents are required.

The Task Force Chaplain is responsible for pastoral services associated with staff, disaster victims and their families. ICS I-200, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required. Graduation from a seminary with accredited or associated membership in the American Association of Theological Schools and ordination or denominational equivalent in a recognized ministry preferred.

The Medical Team Operations Manager manages all facets of direct medical care and treatment of victims who have been injured or are ill due to a disaster or major emergency. ICS I-300, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space Awareness, Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required. Five years of related experience in medical management preferred.

The Chief Medical Officer oversees and provides direct medical care to disaster victims as well as coordinates activities with local physician resources. The Physician Go-Team Chief Medical Officer may also provide medical consultation to other health care providers. Doctor of Medicine (M.D.) or Doctor of Osteopathy (U. S. or Canada) or foreign medical graduate with unrestricted licensure to practice medicine, valid and unrestricted State licensure to practice medicine, Board-Eligible (BE) or Board-Certified (BC) in clinical specialty, Advanced Trauma Life Support (ATLS) certification, Advanced Cardiac Life Support (A CLS) certification, Advanced Pediatric Life Support (PALS) certification, ICS I-300, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Physician Go-Team performs direct medical care to victims of a disaster under the licensure, supervision, and guidance of the Physician Go-Team Chief Medical Officer. Doctor of Medicine (M.D.) or Doctor of Osteopathy (U. S. or Canada) or foreign medical graduate with unrestricted licensure to practice medicine, valid and unrestricted State licensure to practice medicine, Board-Eligible (BE) or Board-Certified (BC) in clinical specialty, Advanced Trauma Life Support (ATLS) certification, Advanced Cardiac Life Support (ACLS) certification, Advanced Pediatric Life Support (PALS) certification, ICS I-300, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS

Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required. The applicant must meet the moderate physical fitness requirement for this position. The Mass Care Officer oversees and performs a variety of Advanced Life Support (ALS) and Basic Life Support (BLS) health care activities during a disaster or major emergency. State and/or National Registry certification at the EMT-P level, ICS I-300, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Mass Care Specialist (EMT) performs a range of BLS care duties during a disaster or major emergency. State and/or National Registry certification at the EMT-B level, ICS I-200, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Mass Care Specialist (Paramedic/Nurse) performs a range of ALS and BLS care duties during a disaster or major emergency. State and/or National Registry certification at the EMT-P level, ICS I-200, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Hazardous Material Officer oversees and performs a range of medical care duties during a disaster or major emergency with special focus on Hazardous Materials incidents. State and/or National Registry certification at the EMT-B or EMT-P level, certified Hazardous Materials Technician per OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, have knowledge of data collection techniques and documentation procedures in accordance with OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, meet the requirements for confined space entry in accordance with OSHA Standard CFR 29. 1910.146 - Confined Space Entry Permit, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Hazardous Materials Specialist performs a range of medical care duties during a disaster or major emergency with special focus on Hazardous Materials incidents. Certified Hazardous Materials Technician per OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, have knowledge of data collection techniques and documentation procedures in accordance with OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, meet the requirements for confined space entry in accordance with OSHA Standard CFR 29. 1910.146 - Confined Space Entry Permit, State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The USAR Officer oversees and performs a range of medical care duties during a disaster or major emergency with special focus on Urban Search and Rescue environments. The USAR Officer directly supports and operates under the auspices of the NJTF-1 USAR team during activation at their discretion. State and/or National Registry certification at the EMT-P level, specialized USAR training, ICS I-200, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space Awareness, Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The USAR Specialist performs a range of medical care duties during a disaster or major emergency with special focus on Urban Search and Rescue environments. The USAR Specialist directly supports and operates under the auspices of the NJTF-1 USAR team during activation at their discretion. State and/or National Registry certification at the EMT-P level, specialized USAR training, ICS I-200, Hazardous Materials Awareness and Operations, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space Awareness, Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Tactical Officer oversees and performs a range of medical care duties during a disaster or major emergency with special focus on law enforcement or dignitary protection events. State and/or National Registry certification at the EMT-P level, CONTOMS, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required. The

applicant must meet the arduous physical fitness requirement for this position. The Tactical Specialist performs a range of medical care duties during a disaster or major emergency with special focus on law enforcement or dignitary protection events. State and/or National Registry certification at the EMT-P level, CONTOMS, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Logistics Team Manager plans, directs, controls, and manages equipment and supply operations for the EMSTF following activation, during deployment, and return to home base. ICS I-400, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required. Five years of related experience in logistics or medical management preferred.

The Technology Officer manages all non-medical technology equipment of the EMSTF and is the primary consultant to the EMSTF Administration on all nonmedical technology topics and equipment, as to its suitability to specific applications and its safety, maintenance, and operational issues. Project management experience, technology infrastructure implementation, experience with specialty emergency vehicle production, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Incident Dispatcher is responsible for managing all radio and telephone communications for the EMSTF during a deployment. BTC/EMD, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required. The applicant must meet the moderate physical fitness requirement for this position.

The Technical Information Specialist is responsible for documenting, tracking and retrieving all pertinent information. Information required during an incident may include video, audio, printed, or other digitally stored data, which can be recorded or supplied to the command staff for evaluation. Significant computer and internet technologies experience, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Communications Specialist is responsible for managing the communications system for the NJEMSTF during incident operations.

Responsibilities for the communications specialists include frequency management, installation, operation and maintenance of communications systems during incident operations, as well as coordinating communications with other appropriate entities. BTC/EMD, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Technology Support Specialist is responsible for all technology used by the EMSTF during operations not related to radio or telecommunications. This specialist will activate, deploy, maintain, and troubleshoot all power sources, computers, data networking connectivity equipment, Internet access equipment, and I/O equipment that can acquire, display, or record data during an incident. Significant computer, communications, and internet technologies experience, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Special Equipment Officer oversees the Special Operation Vehicles, Trailers, and Mass Care Trucks and other equipment which are components of the EMSTF. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required. The applicant must meet the moderate physical fitness requirement for this position. The Special Equipment and Structures Team Specialist supports the Special Operation Vehicles, Trailers, Mass Care Trucks and assorted specialty equipment. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Staging and Accountability Officer is responsible for the Staging Area Management staff and associated equipment including accountability systems. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Staging and Accountability Specialist staffs the staging areas, and performs accountability of staff and resources. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their

equivalents are required.

The *Planning Officer* assists with the planning activities of the EMSTF during a deployment. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-400, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

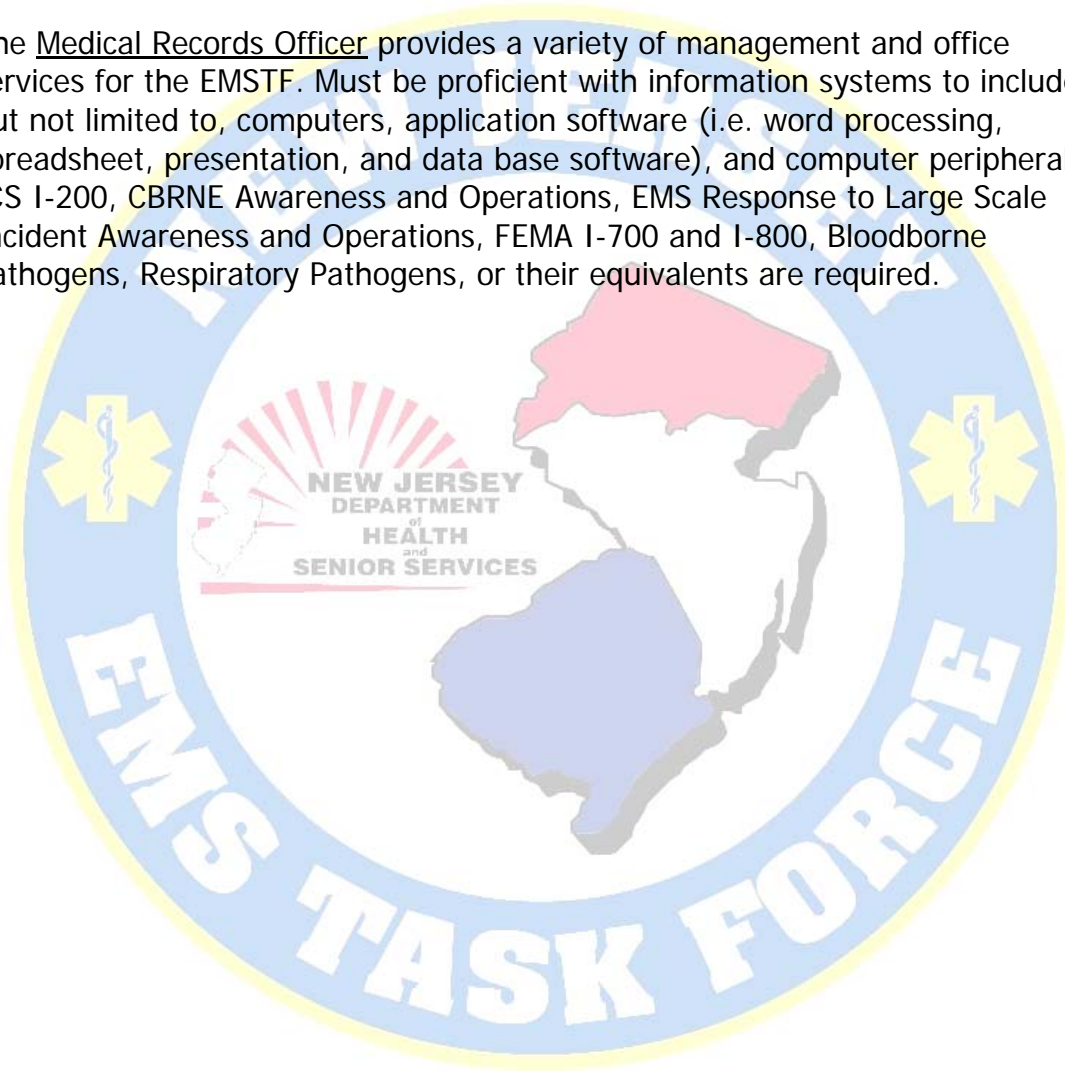
The *Planning Team Specialist* assists with the planning activities of the EMSTF during a deployment. State and/or National Registry certification at the EMT-B or EMT-P level, ICS I-400, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required. The applicant must meet the moderate physical fitness requirement for this position. The Training Officer performs administrative work in planning, organizing and directing the training programs for EMSTF personnel. State and/or National Registry certification at the EMT-P level, AHA ACLS PALS and CPR Instructor, BTLs/PHTLS Instructor, ICS I-200 Instructor, Hazardous Materials Awareness and Operations Instructor, CBRNE Awareness and Operations Instructor, EMS Response to Large Scale Incident Awareness and Operations Instructor, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The *Training and Exercise Design Team Specialist* designs, plans, executes and evaluates training and exercises. State and/or National Registry certification at the EMT-B or EMT-P level, AHA ACLS PALS and CPR Instructor (certification dependant), BTLs/PHTLS Instructor, ICS I-200 Instructor, CBRNE Awareness and Operations Instructor, Hazardous Materials Awareness and Operations Instructor, EMS Response to Large Scale Incident Awareness and Operations Instructor, Confined Space and Structural Collapse Awareness, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The *Finance and Administration Team Manager* oversees and provides all administrative and financial functions for the operation of the EMSTF while on a deployment. Must be proficient with information systems to include, but not limited to, computers, application software (i.e. word processing, spreadsheet, presentation, and data base software), and computer peripherals. ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens or their equivalents are required.

The Administrative Officer provides a variety of management and office services for the EMSTF. Must be proficient with information systems to include, but not limited to, computers, application software (i.e. word processing, spreadsheet, presentation, and data base software), and computer peripherals. ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.

The Medical Records Officer provides a variety of management and office services for the EMSTF. Must be proficient with information systems to include, but not limited to, computers, application software (i.e. word processing, spreadsheet, presentation, and data base software), and computer peripherals. ICS I-200, CBRNE Awareness and Operations, EMS Response to Large Scale Incident Awareness and Operations, FEMA I-700 and I-800, Bloodborne Pathogens, Respiratory Pathogens, or their equivalents are required.



New Jersey EMS Task Force Individual Membership Application

Personal Information

Primary Position/Assignment Requested _____

Secondary Position/Assignment Requested _____

Tertiary Position/Assignment Requested _____

Name (First) _____ (Middle) _____ (Last) _____

Address _____

City/Town _____ State _____ Zip Code _____

Date of Birth ____ / ____ / ____

Email Address _____

Home Telephone _____ Business Telephone _____

Mobile Telephone _____ Pager Number _____

Employer _____ Position _____

Employer Address _____

City/Town _____ State _____ Zip Code _____

Employer Telephone _____

Driver's License Number _____ State _____ Expiration _____

Emergency Contact Information - Contact #1

Name _____ Relationship _____

Address _____

City/Town _____ State _____ Zip Code _____

Home Phone _____ Other Phone _____

Emergency Contact Information - Contact #2

Name _____ Relationship _____

Address _____

City/Town _____ State _____ Zip Code _____

Home Phone _____ Other Phone _____

Qualifications & Training Information

(Hard copies of training certification must accompany application)

Medical Certification Level EMT MICP _____ MICN _____ MD _____

Incident Command System I-100 I-200 I-300 ICS Specialty

Hazardous Materials Awareness Operations Technician

Domestic Preparedness CBRNE Awareness Operations

EMS Response to LSI Awareness Operations

FEMA IS-700 IS-800

Emergency Management Training (NJSP OEM, FEMA) _____

Firefighter / Law Enforcement Experience _____

Other Training / Experience _____

Exercise Design & Evaluation Experience (Check off all that apply)

TTX

Functional

Full Scale Exercise

HIPPA Education: Yes No Date _____

Communications Training:

Basic Telecommunications (BTC) Emergency Medical Dispatcher (EMD)

List Instructorships

Military Experience

Requirements

As an applicant/member of the NJEMSTF, you must be able to wear and successfully pass a N-95 and an APR fit-test. Do you have any limitation to this?

No Yes

If YES, please explain _____

As a NJEMSTF applicant/member, I agree and understand that I may be deployed for a time frame up to seventy-two (72) hours. Yes Initial _____

As a NJEMSTF applicant/member, I attest that have never been convicted of a felony crime and understand that conviction of such offense would preclude me from membership on the team. Yes Initial _____

As a NJEMSTF applicant/member, I agree and understand that I must posses a valid driver’s license with driving privileges in New Jersey to operate EMSTF vehicles. Yes Initial _____

As a NJEMSTF applicant/member, I agree and understand that I must have a physician verify that I can complete the critical tasks and fitness standards. Yes Initial _____

As a NJEMSTF applicant/member, I agree and understand that without my employer’s approval, I cannot be part of the task force. Yes Initial _____

Signature _____ **Date** _____

I certify that all information in my application, including attachments factually true, and honestly presented.

Please Attach:

- Resume outlining experience
- Certifications/License copies and/or proof

Return all items to:
 NJ Department of Health and Senior Services
 Office of Emergency Medical Services
 EMS Task Force Application Processing
 P.O. Box 360
 Trenton, NJ 08625

New Jersey EMS Task Force Personnel Authorization Form

Applicant Name: _____

Address: _____

Telephone: _____

Employer: _____

Address: _____

Telephone: _____

The individual named above is requesting to be a member of the New Jersey EMS Task Force (NJEMSTF), a statewide EMS response team assigned to the New Jersey Department of Health and Senior Services (NJDOHSS) and the New Jersey Office of Emergency Management.

To be a participant on this team, all members are required to attend training sessions and be available for emergency deployment to man-made and/or natural disasters.

I approve of the emergency activation of:

(Print name of applicant) _____ with full understanding of the following:

- Immunities and benefits of team members and compensation for injuries in the line of duty are governed by state law.
- Salary, compensation and other benefits during activation are at the discretion of the employer and should be fully disclosed to the employee.
- Team members may be activated for emergency response for periods up to seven-two (72) hours.

I agree to release the individual named above, when called upon, for emergency response when activated by the New Jersey Office of Emergency Management or Department of Health and Senior Services.

Print Name of Supervisor _____

Signature of Supervisor/Department Head _____

Date _____