

VaDF

MISSION ESSENTIAL

TASK LIST

(METL)

1 APRIL 2000

The following list of Mission Essential Tasks is the revision as of 1 APRIL 2000. These METLs may be used for unit training at any time and at all levels.

0 PERFORM EMERGENCY OPERATIONS

0-3 Alert and Activate Assigned Personnel

- a. Determine reporting location, time, and required individual equipment.
- b. Activate unit alerting roster.
- c. Report personnel availability.
- d. Prepare unit orders for personnel for State Active Duty or Training Duty as required.
- e. Sign in personnel as they report for duty.
- f. In process personnel.
- g. Stand-by personnel

04 Ensure Troop Safety

- a. Account for all personnel.
- b. Ensure personnel are on orders.
- c. Operating in structural damage areas.
- d. Identify clothing and equipment required for severe weather and describe its use.

06 Map Familiarization

- a. Read and interpret a state road map.
- b. Read and interpret a VOOT county road map.
- c. Read and interpret a commercial local map book (ADC)
- d. Read and interpret Legends, Scales, & etc. on all above maps.

09 Perform Tactical Route March

- a. Brief route and order of march to unit.
- b. Brief responsibilities during the march.
- c. Make crew assignments
- d. Move out unit in an orderly manner.
- e. Keep track of position.
- f. Halt for rest, water, food, and fuel as required.
- g. Notify HQ's when destination reached.
- h. Report any critical enroute problems.

0-10 Perform Command and Control of Forces

- a. Receive a five (5) paragraph Operations Order (OPORD).
- b. Assign units to tasks.
- c. Makes scheduled unit SITREPs.
- d. Reports updated personnel unit status and situation
- e. Maintains current map with situation and unit locations.
- f. Maintains current status boards.
- g. Obtains current weather.
- h. Determines support requirements.
- i. Prepares VaDF Field Messages.
- j. Unit journal.

0-23 Perform First Aid for VaDF Personnel

- a. Perform the initial or primary survey.
- b. Maintain an open airway.
- c. Stabilize the neck and back against movement.
- d. Perform one rescuer adult CPR
- e. Stop bleeding and dress wounds appropriately, including impaled objects.
- f. Identify and treat for shock.
- g. Take action to prevent heat or cold injury or illness.
- h. Identify and treat heat illness.
- i. Identify and treat hypothermia
- j. Stabilize and splint fractures and sprains.
- k. Identify and take initial actions for diabetic emergency.
- l. Treat burns.
- m. Treat insect bites, stings, and tick attachment, and take initial actions for snakebite.
- n. Take initial action for seizures
- o. Take initial action for choking.
- p. Identify and take initial actions for heart related problems.
- q. Locate telephone for 911 emergency.

0-26 Demobilize Assigned Units

- a. Out-process all personnel from SAD & notify commands of termination.
- b. Initiate any worker compensation claims
- c. Complete any required pay and reimbursement vouchers or forms.

0-30 Ensure Family Readiness For Disasters

- a. Assemble family home and vehicle emergency kits
- b. Develop a family disaster emergency plan.
- c. Identify emergency evacuation routes for the family.

1 ARMORY TAKEOVER

1-1 Assume Control of State Armories.

- a. Designate members of Armory Takeover Team & alternates.
 - 1. VaDF personnel assume responsibility for facilities and property at National Guard armories at which no National Guard units remain.
- b. Have Armory Takeover Team ready to perform mission.
 - 1. VaDF personnel are alerted by the Armory Commander and are requested to assume control of the Armory. The following actions are taken:

- a. Confirm State Active Duty authorized.
- b. VaDF unit Commander, First Sergeant, and Supply Sergeant (or Cdr.'s other designee) report to the Armory as requested and establish contact with the VMRNG personnel designated to do handover.
- c. Non-mobilized equipment is inventoried by the Unit and VaDF. Clear facilities room by room and area by area.
- d. Ensure Armory users and information file is up to date.
- e. Inspect building.
- f. Receive building keys.
- g. Establish appropriate duty roster to ensure facility is manned or checked as required. Request augmentation if required.

1-2 Coordinate Armory Takeover

- a. Use predetermined procedures as practiced in REMOBE's.
- b. VaDF personnel are alerted by the Division Commander and are requested to assume control of the Armory. The following actions are taken:
 - 1. Confirm State Active Duty authorized.
 - 2. VaDF unit Commander, First Sergeant, and Supply Sergeant (or other designee's) report to the Armory as requested and establish contact with the VMRNG personnel designated to do hand-over.
 - 3. Non-mobilized equipment is inventoried by the Unit and VaDF. Clear facilities room by room and area by area.
 - 4. Ensure Armory users and information file is up to date.
 - 5. Inspect building.
 - 6. Receive building keys.
 - 7. Establish appropriate duty roster to ensure facility is manned or checked as required. Request augmentation if required.

1-3 Return Control Of State Armories to VaRNG Units

- a. Transfer property back to V~RNG unit commander.

7 EMERGENCY COMMUNICATIONS

7-1 Interface Communications with Other Agencies

- a. Have proper radio equipment to communicate with VaRNG and other State agencies.
- b. VaDF communications includes a number of licensed Amateur Radio operators. These individuals have the capability to bridge VaDF and agency communications with the Radio Amateur Civil Emergency Service (RACES).
- c. Test comms capabilities on a regular schedule with these other stations.

7-3 Provide Emergency Deployable Radio Communications

- a. Have proper radio equipment available and ready to deploy.
- b. Provide plan for transport of comms equipment to area of need.

7-4 Perform Emergency Communications

- a. Set up a Communications Center with proper radio equipment.
- b. Set up proper antenna systems.
- c. Have adequate power supplies.
- d. Set up a NET and test capabilities.

1. Long Haul High Frequency: VaDF High frequency stations provide a statewide communications net that can be used to relay disaster messages anywhere in Virginia. Complete HF radio stations with transmitters, power supplies; antennas, cabling, and two person operator teams can be deployed by air or road wherever needed.
2. Short Distance Tactical Communications: VaDF has limited capability to support communications needs within a disaster area using Very High Frequency and Citizens Band radios. Citizens Band capability provides a way to communicate with the general public and provide instructions and gather information.

7-5 Operate a Communications Center

- a. Set and maintain proper staffing levels for all commo equipment.
- b. Maintain staff journal and commo logs.
- c. Test capabilities on a regular basis.

These METL's are the only ones remaining in the VaDF. All other METL listings are obsolete and should be disregarded.