

**Travis County Emergency Services District No. 9**  
**Westlake Fire Department**

**Standard Operating Procedure**

**Subject: Survivor Services Transition Team**

**Effective Date: May 1, 1997**

**Authorized By: Chief Paul Barker      Date: May 11, 2000**

---

**I. Purpose**

To establish policies and procedures for the implementation and utilization of the Department's Survivor Services Transition Team (SSTT).

**II. Policy**

- A. It is the policy of this Department that the Survivor Services Transition Team is an integral part of our fire suppression and emergency medical service activities and shall respond accordingly.
- B. Survivor Services shall be located within the Support Services Group and shall report to the Support Services Group Coordinator who reports directly to the Chief in the Chain of Command. On-scene they shall report to the Incident Commander and seek guidance from the EMS personnel who are assisting with the patients or victims.
- C. During all emergency situations, SSTT personnel shall wear official Department clothing that clearly identifies that they are with the Westlake Fire Department

**III. Procedure**

A. Response:

- SSTT personnel shall respond automatically to all deaths and structure fires.
- SSTT personnel shall also be prepared to respond to major trauma events when requested by the Incident Commander. As soon as practical after units are on scene at a major trauma event, SSTT personnel should come up on the air and ask the IC if SSTT services are needed on scene.
- SSTT personnel shall report to the IC upon arrival on scene.

B. Protocols:

- All survivor services shall be performed in cooperation with the Travis County Victim Services (TCVS) Division of the Sheriff's office and under the guidance of Dr. Kay Allensworth of our Department.
- The SSTT personnel on scene shall request TCVS response and shall remain on scene to provide interim survivor support. Upon arrival of TCVS, SSTT personnel shall transition survivor care to TCVS, if necessary, and support their work until cleared from the scene.
- All SSTT personnel shall be trained to provide the level of services authorized by TCVS.