

Team Leader Incident Responsibilities

The Team Leader "incident checklist" includes 5 activities. Not all of these will be appropriate for all incidents. This TL checklist covers initial crew briefing and daily activities:

1. New crews arriving to the incident should have an initial briefing that covers expectations of conduct, safety (specific to this response), introduction to the community, and a review of the PIO's Incident Summary. The objective of this briefing is to get everyone "on the same page".
2. Distribute equipment and complete equipment check-out forms (UFST Crew Equipment Checkout Record/UFST Task Specialist Equipment Check-out and Check-in Records). Conduct a refresher on data collection (with specific attention to incident modifications). Provide a list of local health care facility locations for each UFST member.
3. The "short list" of daily TL activities.
4. Keep the Coordinator and community abreast of progress, problems, and modifications to the planned incident response. If crews locate "trees of extreme risk" to the public, the community should be notified with recommendations for immediate action (i.e. restrict access or remove) that includes a recommended deadline that is risk-based and appropriate for the community's staff and the public at-risk. Team Leaders should probably reinspect each of these trees in the field and photographically document the hazard.
5. Copies of daily progress maps, reports, memos, and "extreme risk" tree lists should be posted on the UFST website to document the project. Upload photographs of crews and disaster damage as time permits. See "Incident Response and www.UFST.org".

Team Leader – Incident Activities

		Date	Activity	Actions/Results
1	<input type="checkbox"/>		Crew member briefing: <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safety ▪ Liability issues ▪ Community & incident orientation ▪ Review Coordinator's (PIO) incident summary ▪ Complete all ICS forms applicable 	
2	<input type="checkbox"/>		Distribute and monitor equipment usage by crews. <ul style="list-style-type: none"> ▪ On-site training (refresher) 	
3	<input type="checkbox"/>		Daily Activities: <ul style="list-style-type: none"> ▪ Safety ▪ Crew briefing and assignments ▪ Support crews & equipment throughout the day ▪ Community liaison & PR (as PIO requests) ▪ Download data from GPS units ▪ Create shapefiles and send to GIS Specialist ▪ Create backup of all data ▪ Update progress map ▪ Debrief crews at end of day ✓ Complete ICS forms as applicable ▪ Make "blog" entries at www.UFST.org (the public "face" of UFST) 	
4	<input type="checkbox"/>		Brief State Coordinator and community (as needed) <ul style="list-style-type: none"> ▪ Report progress ▪ Identify trees of extreme risk 	
5	<input type="checkbox"/>		Update www.UFST.org with digital copies: <ul style="list-style-type: none"> ▪ Maps (daily progress) ▪ Reports (draft and final) ▪ Archive data to www.UFST.org ▪ Photographs 	