Team Leader Deployment Responsibilities

The Team Leader "deployment checklist" includes 8 activities. Not all of these will be appropriate for all incidents. This is the checklist for the pre-crew mobilization visit:

1. The first Team Leader (TL) to respond to the incident should probably arrive at least 2 days before crews are scheduled. This will depend somewhat on community support and work that the U&CF Coordinator has accomplished; the TL check-in with the Coordinator (task #2, Pre-Deployment Checklist) will help guide this decision. Subsequent TLs to the incident will probably only need 1 day before their crews arrive unless the command center is being relocated, or community support is changing. The most important function of this pre-visit is to get a complete briefing from the Coordinator (or out-going TL) and fully understand the objectives and status of the incident response.
2. Review the standard UFST protocols appropriate for this response.
3. And, determine how protocols will meet the community's objectives as stated.
4. The first TL will either work with the Coordinator, the community, Urban Forestry South, state forestry agency GIS, and/or the GIS Specialist assigned to the incident to assemble data and prepare a base map for the incident project. The base map will support community reporting, UFST crews (i.e. daily progress maps), and FEMA debris reimbursement requests (by the community). For street tree risk assessments and debris estimation the street centerline layer is a minimum requirement. Obtaining this data from the community or regional planning agency is preferable to using Tiger® files from the US Census. All other layers are important, but not absolutely necessary. For park or campus risk assessments building footprint, edge of pavement, sidewalk, and other infrastructure layers can be extremely helpful and every effort should be made to obtain this information if available. When all else fails, NAIP photography from your state's GIS clearinghouse is useful (but not an exact substitute). For any GIS data obtained make certain that you get the metadata for each layer; specifically you will need the 1) projection, 2) datum, and 3) lineal units (i.e. meters or feet). When GIS layers are in a "geographic projection" this indicates that the spatial data is in decimal degrees (DD; i.e. Lat/Long) and datum will be the only metadata attribute needed. Other metadata (of less importance) is the source of the data and history of its development. See "Team Leader's Guide to GIS & GPS" for details.
5. Also develop (or review) the disaster area GIS layer that will define and prioritize UFST crew work on the incident. If the area being assessed does not have a distinguishable boundary (e.g. a park boundary), then this must be developed even if the level of accuracy is limited.
6. Unload the IT Toolbox (or equipment assembled for the incident) and get all equipment charging and running. If an IT Specialist is assigned, assist them to get a good understanding of the IT components and operation (e.g. especially network connections, Internet access, and printing). On GPS units there should be **only 1** feature file (UFST_risk.FEA) and all previously collected data should be deleted.
7. Using the standard (or most recent) UFST feature file (or data collection forms), edit feature file so that it is specific to this incident and community (i.e. species list). **Important:** Field test any changes to the feature file to ensure desired outputs.
8. Using the UFST "Project Creation Checklist & Guide", create or review the incident response project for this community. For paper-based protocols this will include a filing system, and for GPS-based protocols this will include the necessary laptop PC folders for efficient handling, processing and archiving of data collected by the crews.

Team Leader – Deployment

		Date	Activity	Actions/Results
1	☐		Arrive 1-2 days before crews to meet with State Coordinator, city personnel, FEMA representatives, or… Meet with out-going Team Leader, State Coordinator, city personnel, FEMA representatives for briefing.	
2	☐		Determine/review appropriate UFST protocol(s): ▪ Debris estimation ▪ Risk ▪ Risk & FEMA debris	
3	☐		Review community objectives vis-à-vis UFST protocols.	
4	☐		Get/review GIS data (**or, work with GIS Specialist**): ▪ Street centerlines ▪ Community boundary ▪ Park boundaries ▪ NAIP Photography ▪ Building footprints ▪ Sidewalks ▪ Park amenities (i.e. Infrastructure) ▪ High resolution aerial photographs	
5	☐		Create/review disaster area GIS layer(s): ▪ Review progress ▪ Establish priorities	
6	☐		Organize and prepare equipment for crew arrival: ▪ Laptops ▪ GPS units ✓ One feature file (UFST_risk) ✓ Remove all previous data ▪ Cell phones	
7	☐		Edit/review GPS feature file.	
8	☐		Create/review response project file structure on laptop.	