

Team Leader Pre-Deployment Responsibilities

The Team Leader "pre-deployment checklist" includes 5 activities. Not all of these will be appropriate for all incidents and it assumes that TLs have sufficient notification before crew mobilization to accomplish these tasks. This is a critical step in mobilization and it should be a rare event that doesn't provide time for this to occur:

1. Assemble, review, and understand all current Team Leader checklists. Contact UFST Advisory Committee representative and/or state U&CF Coordinator to learn of local rules, responsibilities, or guidelines for the incident. Confirm the duration of deployment. Determine whether agency uniforms are to be worn or not, if agency photo identification is required, and seasonal clothing needs (i.e. for cold or hot weather). Obtain a Resource Order identifying needs for deployment (i.e. credit card, cell phone, phone card, etc.). Create/update Job Hazard Analysis, identifying the most likely hazards for the time of year. Obtain a list of local health care facilities in the local area as well as addresses and phone numbers.
2. Make contact with the state U&CF Coordinator (and/or out-going Team Leader) to determine status of their "checklist" and identify any significant deficiencies in community involvement or support. Discuss travel and accommodations for crews. Set date for TL pre-crew mobilization visit and briefing.
3. Inspect the "Toolbox" before your agency prepares it for shipment. Make certain that you have appropriate purchasing capability as requested by the resource order for consumables not included in the toolbox (e.g. paint, water, routine office supplies).
4. As soon as crew members have been identified, review their training and incident response history at www.UFST.org. You will be able to print a report for each crew member that includes contact information and UFST history.
5. Contact Urban Forestry South or the USDA FS regional office in Atlanta regarding the IT Toolbox, additional Team Toolboxes and cellular telephone shipments to the incident command center or state U&CF Coordinator.

Team Leader – Pre-Deployment

| | | Date | Activity | Actions/Results |
|---|--------------------------|------|--|-----------------|
| 1 | <input type="checkbox"/> | | Obtain and assemble information and materials needed for assignment: <ul style="list-style-type: none"> ▪ Checklists ▪ Any pertinent guidelines, local rules and responsibilities ▪ Anticipated assignment duration ▪ Clothing requirements ▪ Resource order ▪ Create/update Job Hazard Analysis ▪ Obtain list of local health care providers and locations | |
| 2 | <input type="checkbox"/> | | Contact U&CF State Coordinator and/or current Team Leader to check on status of local liaison actions: <ul style="list-style-type: none"> ▪ Disaster scale ▪ Contacts ▪ Preliminary actions taken ▪ Facilities, and support ▪ Crew accommodations, travel | |
| 3 | <input type="checkbox"/> | | Inspect the "Tool Box" content against checklist; Plan for local purchases. | |
| 4 | <input type="checkbox"/> | | Review UFST list of respondents at www.UFST.org : <ul style="list-style-type: none"> ▪ Contact information ▪ Training & response history | |
| 5 | <input type="checkbox"/> | | Confirm equipment shipments: <ul style="list-style-type: none"> ▪ State UFST "Toolbox" (i.e. Supports 5 crews) ▪ Additional regional "Toolboxes" (i.e. Contact UFS at Athens) ▪ Regional "IT Toolbox" ▪ Cellular phones (i.e. From UFS at Athens) | |