

### **Team Leader Incident Responsibilities**

The Team Leader "incident checklist" includes 9 activities. Not all of these will be appropriate for all incidents. This TL checklist covers initial crew briefing and daily activities:

1. General duties & requirements
2. Health & welfare of the team
3. 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".
4. Distribute equipment and complete equipment logs (ICS form or other). Conduct a refresher on data collection (with specific attention to incident modifications).
5. Review the "short list" of daily TL activities.
6. 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.
7. Develop required plans, compile daily data, and create appropriate reports.
8. Work with assigned PIO to provide accurate and timely public information.
9. Copies of daily progress maps, reports, memos should be posted through ArcGIS on-line to document the project. Upload photographs of crews and disaster damage as time permits.

Team Leader – Incident Activities

	Date	Activity	Actions/Results	
□		Assumes responsibility for the safety and welfare of assigned personnel during the incident assignment: <ul style="list-style-type: none"> <li>▪ Review Job Hazard Analysis daily with field crews.</li> <li>▪ Establishes standard by personal example.</li> <li>▪ Recognize potential hazards and mitigates hazardous situations.</li> <li>▪ Safety (tour of duty, driving, PPE, communications, etc.)</li> <li>▪ Ensure adequate rest is obtained. Ensure ADA requirements are being met.</li> <li>▪ Develops an assignment safety plan/briefing.</li> </ul>		<b>1</b>
□		Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> <li>▪ Creates a work environment that provides diversity and equal opportunity for all personnel assigned.</li> <li>▪ Provides equal assignment opportunities.</li> <li>▪ Monitors and evaluates progress based on expected work standards.</li> <li>▪ Addresses individual agency values and policies throughout incident assignment.</li> </ul>		<b>2</b>
□		Crew member briefing: <ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safety (job Hazard Analysis)</li> <li>▪ Liability issues</li> <li>▪ Community &amp; incident orientation</li> <li>▪ Review Coordinator's (PIO) incident summary</li> <li>▪ Complete all ICS forms applicable</li> </ul>		<b>3</b>
□		Distribute and monitor equipment usage by crews. <ul style="list-style-type: none"> <li>▪ On-site training (refresher)</li> <li>▪ UFST Tree Risk Specialist (TRAQ Instructor)</li> </ul>		<b>4</b>

	Date	Activity	Actions/Results	
□		<p>Daily Activities:</p> <ul style="list-style-type: none"> <li>▪ Safety</li> <li>▪ Crew briefing and assignments</li> <li>▪ Support crews &amp; equipment</li> <li>▪ Community liaison &amp; PR (as PIO requests)</li> <li>▪ Sync data from tablets to AGOL</li> <li>▪ Create backup of all data</li> <li>▪ Update progress map</li> <li>▪ Debrief crews at end of day</li> <li>✓ Complete personnel forms as applicable</li> </ul> <p>Other general duties:</p> <ul style="list-style-type: none"> <li>▪ Maintains daily contact with all team members.</li> <li>▪ Supervises daily operations of the Urban Forest Strike Team.</li> <li>▪ Updates the local unit on a regular basis of the situation and progress of the team.</li> <li>▪ Attends or conducts meetings, briefings, and critiques.</li> <li>▪ Interacts with local, state, federal, and tribal staff level managers as needed.</li> <li>▪ Understands, is sensitive to, and can demonstrate a high level of interest in interdepartmental concerns.</li> <li>▪ Coordinates team activities with local, state, and federal agencies and tribes.</li> <li>▪ Promotes team building and interaction.</li> <li>▪ Develops and maintains a close working relationship with various agency information staff and area wide public affairs specialists, as needed.</li> <li>▪ Monitors local attitudes, political concerns, and activities and adjusts programs to ensure effectiveness in meeting objectives.</li> </ul>		<b>5</b>
□		<p>Brief State Coordinator and community (as needed)</p> <ul style="list-style-type: none"> <li>▪ Report progress</li> <li>▪ Identify trees of extreme risk</li> </ul>		<b>6</b>
□		Responsible for the development of required plans, compilation of data,		<b>7</b>

	Date	Activity	Actions/Results	
		<p>and creation of appropriate reports:</p> <ul style="list-style-type: none"> <li>▪ Develops communication plan and focused material to communicate information needed to meet objectives.</li> <li>▪ Assesses needs in relation to weather conditions, trends, human-caused hazards, or other information needed to meet objective.</li> <li>▪ Reviews cooperative agreements, as needed, and ensures all agencies are included in team's efforts.</li> <li>▪ Collects and maintains tree evaluation data collected by team members and generates appropriate reports.</li> <li>▪ Maintains close contact with agency administrative/purchasing personnel to ensure fiscal integrity and makes adjustments as necessary.</li> <li>▪ Keeps accurate records as to all expenditures and prepares requests for additional funding for approval by the requesting unit.</li> <li>▪ Develops and approves operating plans.</li> <li>▪ Initiates assessment process that includes evaluating problems, recommending organization needs to address concerns, setting objectives, and addressing fiscal needs.</li> <li>▪ Maintains close working relationship with the requesting unit managers.</li> <li>▪ Defines the procurement practices with the requesting agency that will be used and followed.</li> <li>▪ Maintains records and documentation of activities and accomplishments.</li> </ul>		
		<p>Work with assigned PIO to:</p> <ul style="list-style-type: none"> <li>▪ Presents a positive, professional image to the public and the media during interviews.</li> <li>▪ Informs the public on urban storm damage evaluation protocol and possible prevention techniques.</li> <li>▪ Follows established information protocol for information releases.</li> <li>▪ Ensures releases are timely and accurate.</li> <li>▪ Establishes external communication protocols with affected publics.</li> </ul>		<b>8</b>

	Date	Activity	Actions/Results	
<input type="checkbox"/>		Update ArcGIS online with digital copies: <ul style="list-style-type: none"><li>▪ Maps (daily progress)</li><li>▪ Reports (draft and final)</li><li>▪ Photographs</li></ul>		9