

Team Leader Responsibilities

Establishing Base of Operations

- Access to transportation routes
- Terrain and elevation
- Facilities for personnel and equipment
- Safety/security
- Adequate space for:
 - ◆ Medical treatment area
 - ◆ Food preparation and feeding area
 - ◆ Toilet and sanitation area
 - ◆ Equipment/Command Post

On-Site Operations

- Ensure safety practices and procedures are followed
- Local and site hazards and personal safety precautions
- Emergency signaling and evacuation procedures
- Do initial size up and reevaluate continuously
- Tactical assignments & Documentation
- Deploy Teams as soon as possible, if required
- Process for ordering supplies and equipment
- Work schedules for extended operations
- Rest and rotation periods for personnel

Evaluate performance objectives

- Effectiveness of overall strategy and tactics
- Assessment of equipment shortages
- Ensure the health and welfare needs of Team members
- Assessment of fatigue in personnel

Safety Officer Responsibilities

On-Site Operations

- Ensure accountability is maintained
- Review emergency signaling and evacuation procedures
- Ensure that appropriate PPE is used
- Observe personnel and equipment off-loading to identify safety hazards
- Provide adequate time for rest and rehabilitation
- Observe conditions at the command post for safety issues:
 - (staging, hygiene, traffic patterns)

Evaluate performance objectives

- Develop and implement health and safety plans which address:
 - ◆ Hygiene
 - ◆ Evacuation and Assembly Points
 - ◆ Proper level of PPE
 - ◆ Operations to determine safe practices
 - ◆ Work/rest cycles
 - ◆ Climatic condition monitoring
 - ◆ Fire protection monitoring at all locations
- Provide input to the planning process regarding safety messages
- Investigate each injury and illness and ensure appropriate documentation is completed
- Interview off-going shifts to assess developing hazards, safety problems, and injuries

Search & Rescue Group Leader Responsibilities

On-Site Operations

- Coordinate with the TL to determine if damage assessment needs to be done to perform structural triage.
- Ensure safety practices and procedures are followed
- Emergency signaling and evacuation procedures
- Do initial size up and reevaluate continuously
- Brief team members on search strategy include:
 - ◆ Size-up
 - ◆ Establish rescue priorities
 - ◆ Develop a rescue plan
 - ◆ Most appropriate routes to conduct searches
 - ◆ Determine what structural materials are likely to be found while gaining access
 - ◆ Tactical assignments
 - ◆ Maintain a map of area
 - ◆ Information on areas searched documented

Evaluate performance objectives

- Evaluate ongoing team operations for effectiveness & modify as appropriate.
- Make recommendations for monitoring the structure for changing conditions.
- Provide periodic progress reports to the TL of accomplishments or problems.
- Ensure the health and welfare needs of Team members
- Assessment of fatigue in personnel

Fire Suppression Group Leader Responsibilities

On-Site Operations

- Coordinate with the TL to determine if fire suppression needs to be performed on structure.
- Ensure safety practices and procedures are followed
- Emergency signaling and evacuation procedures
- Do initial size up and reevaluate continuously
- Tactical assignments & Documentation
- Deploy Teams as soon as possible, if required
- Brief team members on fire suppression strategy:
 - ◆ Size-up
 - ◆ Establish fire suppression priorities
 - ◆ Develop a fire suppression plan
 - ◆ Most appropriate direction to fight the fire
 - ◆ Determine what structural materials are likely to be found in the structure
 - ◆ Tactical assignments & Documentation

Evaluate performance objectives

- Evaluate ongoing team operations for effectiveness & modify as appropriate.
- Make recommendations for monitoring the structure for changing conditions.
- Provide periodic progress reports to the TL of accomplishments or problems.
- Ensure the health and welfare needs of Team members
- Assessment of fatigue in personnel

Medical Group Leader Responsibilities

On-Site Operations

- Set up Triage area and supervise in the treatment and transfer of injured victims to local emergency medical services
- Ensure safety practices and procedures are followed
- Do initial size up and reevaluate continuously
- Tactical assignments & Documentation

- Brief team members on medical operations strategy:
 - ◆ Size-up
 - ◆ Initiate patient assessment and treatment functions
 - ◆ Notify nearby hospital
 - ◆ Stabilize building or area / if needed remove patients to a treatment area
 - ◆ Determine treatment area
 - ◆ Determine Morgue area
 - ◆ Tactical assignments

Evaluate performance objectives

- Evaluate ongoing team operations for effectiveness & modify as appropriate.
- Make recommendations for monitoring the structure for changing conditions.
- Provide periodic progress reports to the TL of accomplishments or problems.
- Ensure the health and welfare needs of Team members
- Assessment of fatigue in personnel

Extrication Group Leader Responsibilities

On-Site Operations

- Coordinate with the TL to determine if resources and equipment are available to perform extrication.
- Ensure safety practices and procedures are followed
- Emergency signaling and evacuation procedures
- Do initial size up and reevaluate continuously

- Brief team members on extrication strategy:
 - ◆ Size-up
 - ◆ Establish extrication priorities
 - ◆ Develop a extrication plan
 - ◆ Most appropriate routes to conduct extrication
 - ◆ Determine what structural materials are likely to be found while gaining access
 - ◆ Tactical assignments
 - ◆ Maintain a map of area
 - ◆ Information on area documented

Evaluate performance objectives

- Evaluate ongoing team operations for effectiveness & modify as appropriate.
- Make recommendations for monitoring the structure for changing conditions.
- Provide periodic progress reports to the TL of accomplishments or problems.
- Ensure the health and welfare needs of Team members
- Assessment of fatigue in personnel