TEAM LEADER (TL) SUCCESS

(For Any Type of Task Team)

BEFORE LEAVING COMMAND POST:

GETTING INSTRUCTIONS: usually from Operations section (bring paper/pen; and perhaps a designated team scribe; leave the rest of your team together, out of way of busy Operations Section).

Confirm these:
1. <u>Objectives, priorities:</u> confirm your understanding of them
2. <u>Team designation:</u> (E.g., 'Apt. 26 Triage Team'; or 'SNAP Dr. Tree Removal Team')
3. <u>Report back to whom</u>?: (Usually to the Section/ person that sends you out)
4. <u>Radio channel/s:</u> designate one channel within your team, and another back to Operations or to net relay.
5. <u>Time expected back</u>, or to check back

TL <u>briefs</u> team. <u>Delegates</u> and <u>ensures</u> steps: [ALL AS QUICKLY AS POSSSIBLE]
1. <u>Objectives</u>, goals, priorities: tell 'em what you know.
2. <u>Assign roles</u> & their scope of responsibilities: (*Quickly* consider team members' skill sets & comfort level). Include TL scribe, radio comms roles, as needed. Assign a team Safety Officer, if enough staffing.
3. <u>PPE's:</u> Does everyone have appropriate protection for their role? (may delegate this task to check)
4. <u>Supplies:</u> anticipate what will be needed; get from Logistics (e.g., triage bag? writing materials?) Delegate; then ensure.
5. <u>Communications check</u>: does every radio work? On right channel? Need chargers, batteries? (may delegate this task)
6. <u>Count and record names</u> of all team members to take with you (May delegate this team tracking to TL scribe)
7. <u>All sign out</u> from Operations Section (or originating site). (Ops scribe may have done this- ensure it).
8. <u>Ensure buddies. While walking to destination, ask buddies to be watchful, and also to coordinate their tasks together</u>. (E.g., who handles supplies, who does radio communications, etc.; dividing roles as appropriate: individual skills, needs)

ARRIVAL AT TASK SITE:

1. <u>Has everyone arrived? 360 SIZE UP- Is it safe to be here</u>? Everyone's made aware of cautions. Report your arrival.
2. <u>Do we have to modify our plan or roles</u>, based on new information at site? (Don't get distracted from original goal/s).
3. <u>Confirm team reporting protocol:</u> (each team member reports directly to field Team Leader). Before buddies separate from team, agree on status check-back time, in person or by radio. They report significant findings to field TL.
4. <u>Re-enforce safety and documentation.</u> <u>Agreed group signals</u> (usually e.g., 3 short whistles = 'leave immediately'; 1 long = 'silence'; and long + short to 'end silence'…). Agreed emergency meet-up place.
5. <u>If buddies leave site</u>, e.g., medical transport of a survivor (take or be able to report survivor's record), note names, departure time & destination on your tracking record! May radio ahead so destination expects, prepares for arrival.

BEFORE LEAVING TASK SITE:

1. <u>Account for all</u> team members. And supplies.
2. Is every necessary thing <u>written down</u>?
3. <u>Report</u> task status, <u>Team status</u>, and that you're on the move.

Communications!….. Communications!!….. Communications!!!….. Communications!!!!….. Communications!!!!!….. Communications!