



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- brief them after).

Confirm these:

1. Objectives, priorities: clearly understood
2. Team designation: (E.g., 'Apt. 26 Search' Team'; or 'SNAP Dr. Tree Removal' Team'). Avoid using "A, B, C, D" in name
3. Report back to whom?: (Usually to the Section/ person that sends you out)
4. Radio channel/s: designate one channel within your team, and another back to Operations or to net relay.
5. Time expected back, or to check back

TL briefs team. Delegates and ensures steps: [ALL AS QUICKLY AS POSSIBLE, SO YOU CAN GET GOING]

1. Objectives, goals, priorities: tell 'em what you know.
2. Assign roles & 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. PPE's: Does everyone have appropriate protection for their role? (may delegate this task to check)
4. Supplies: anticipate what will be needed- get from Logistics (e.g., triage bag? writing materials?) Delegate; then ensure.
5. Communications check: does every radio work? On right channel? Need chargers, batteries? (may delegate this task)
6. Count and record names of all team members to take with you (May delegate this team tracking to TL scribe)
7. All sign out from Operations Section (or originating site). (Ops scribe may have done this- ensure it).
8. Ensure buddies. While walking to destination, ask buddies to be watchful, and also to coordinate their tasks together. (E.g., who handles supplies, who does radio communications, etc.; dividing roles as appropriate: individual skills, needs)

ARRIVAL AT TASK SITE:

1. Has everyone arrived? 360 SIZE UP- Is it safe to be here? Everyone's made aware of cautions. Report your arrival.
2. Do we have to modify our plan or roles, based on new information at site? (Don't get distracted from original goal/s).
3. Confirm team reporting protocol: (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. Buddies report significant findings to field TL.
4. Re-enforce safety and documentation. Agreed emergency meet-up place. Agreed group signals (usually e.g., 3 short whistles = 'leave immediately!'; 1 long = 'silence', to hear survivors; and long + short to 'end silence'...).
5. If buddies leave site, 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. Account for all team members. And supplies.
2. Is every necessary thing written down?
3. Report task status, Team status, and that you're on the move.

Communications!..... Communications!!..... Communications!!!..... Communications!!!!..... Communications!!!!!..... Communications!