



# OR-TF 1 TASK FORCE LEADER CHECKLIST

FORM  
002TFL

## MOBILIZATION/GOVERNOR APPROVED

- OSFM staff notifies TFL through the designated contact (Contact List) and provides initial information (Use Form 03TFL, Initial Briefing)
- If deemed necessary, contact the local IC to get an initial briefing and confirm with IC approximate ETA of the Task Force. This step would normally be used if there was a question about the appropriateness of a US&R response based on the details given.
- Contact Advance Team, (Logistics Manager, US&R Safety Officer, Search Team Manager, and Structural Specialist ((US&R Roster)) give briefing, and decide on location of POD and how Advance Team will be traveling (jointly or separately).
- Contact OSFM regarding location of POD, confirm Task Force is mobilizing, and based on briefing from IC request another task force if needed. Request 1042<sup>nd</sup> for transport of radio cache or Advance Team if needed through OSFM. Provide contact information to OSFM including cel phone, and monitor FIRE NET.
- Report to scene, If IMT is not on scene, report to IC to receive goals and objectives for US&R. Obtain any pertinent maps, diagrams, and communications plan, and request a portable from the IC. If IMT is on scene, meet with the IMT IC and Operations Section Chief (OSC). Request a portable radio for communication with IC, if IMT is not on the scene. Provide OR- TF1 capabilities, to the IC.
- Based on briefing information, decide on requests for Haz-Mat team, and/or additional state or federal US&R resources, and co-ordinate with local IC, or IMT OSC.
- Meet with other Advance Team members, exchange information, and confirm a location for the cache trailer and Base of Operation (BoO). Request the use of selected area through IC, or OSC.
- If possible, contact the Rescue Team Manager (RTM) at the POD to provide an update to the assembling task force. Request the (RTM) to contact you again when the Task Force is 15 minutes away for further arrival and check in procedures.

- Meet with the Task Force on arrival and conduct a briefing with all manager and officer level positions. Decide on “all hands” approach, or staggered response.
- Make assignments as needed to support search and rescue, and logistics set up.
- Check with Incident Command, or IMT Operations Chief regarding time and location of planning and briefing meetings. If necessary, designate a scribe to assist in documenting task force activities.

### **DEMOBILIZATION**

- The Planning Section Chief, with input from the TFL shall develop a demobilization plan for all OR-US&R resources.
- Confer with Logistics Manager (LM), and assign necessary resources to check in, restore, and load/ secure equipment in cache trailer(s)
- It will be the joint responsibility of the TFL and the US&R Safety Officer (US&R SO) to plan and conduct an informal “de-fusing” for US&R personnel before leaving the scene. A more formal CISM if required, will be conducted by qualified individuals at a later time
- Meet with Logistics Manager to plan return route, and ensure task force checks out through the OSFM IMT
- Assign help to LM at POD for additional cleaning, and restoration of cache equipment

### **POST INCIDENT**

- TFL, with US&R SO is responsible for setting up formal CISM if deemed necessary
- TFL will prepare a written report within 48 hours after return regarding the actions of the Task Force at the incident. TFL will forward any requests for reimbursement for equipment damaged or missing in the incident, as determined by the Logistics Manager.
- Jointly with the US&R SO, the TFL will conduct a full post mission debriefing available to all US&R members. A scribe will be appointed to record comments, and suggestions.