

### **Team Leader Pre-Deployment Responsibilities**

The Team Leader "pre-deployment checklist" includes 6 activities. Not all of these will be appropriate for all incidents and it assumes that TLs have sufficient notification before crew mobilization to accomplish these tasks. This is a critical step in mobilization and it should be a rare event that doesn't provide time for this to occur:

1. Obtain and assemble information and materials needed for assignment from Urban Forestry South. The basic information and materials needed include Urban Forest Strike Team guidelines and checklists, daily responsibilities, daily log, exit report checklist, forms for data collection, Urban Forest Strike Team Post-Disaster Rapid Tree Risk Assessment Specification, and FEMA standards for risk and debris.
2. Make contact with the state U&CF Coordinator (and/or out-going Team Leader) to determine status of their "checklist" and identify any significant deficiencies in community involvement or support. Discuss travel and accommodations for crews. Set date for TL pre-crew mobilization visit and briefing.
3. Inspect the "Toolbox" before your agency prepares it for shipment or coordinate with Urban Forestry South to ensure this is done. Make certain that you have appropriate purchasing capability as requested by the resource order for consumables not included in the toolbox (e.g. paint, water, routine office supplies).
4. As soon as crew members have been identified, review their training and incident response history. You will be given a report for each crew member that includes contact information and UFST history. Make initial crew assignments based on training and response history.
5. Contact Urban Forestry South or the USDA FS regional office in Atlanta regarding the IT and Team Toolboxes shipment to the incident command center or state U&CF Coordinator.
6. To better inform each team member about the deployment, you will want to collect information from the State Coordinator about the approximate length of the deployment and the type of gear/clothing that will be appropriate for the area. For your own information, you will need to confirm complete information regarding the resource order and the transportation arrangements.

Team Leader – Pre-Deployment

	Date	Activity	Actions/Results	
<input type="checkbox"/>		Obtain and assemble information and materials needed for assignment. The basic information and materials needed are: <ul style="list-style-type: none"> <li>▪ Urban Forest Strike Team guidelines and checklists</li> <li>▪ Urban Forest Strike Team daily responsibilities</li> <li>▪ Urban Forest Strike Team daily log</li> <li>▪ Urban Forest Strike Team exit report checklist</li> <li>▪ FEMA standards for risk and debris</li> </ul>		<b>1</b>
<input type="checkbox"/>		Contact U&CF State Coordinator and/or current Team Leader to check on status of local liaison actions: <ul style="list-style-type: none"> <li>▪ Disaster scale</li> <li>▪ Contacts</li> <li>▪ Preliminary actions taken</li> <li>▪ Facilities, and support</li> <li>▪ Crew accommodations, travel</li> </ul>		<b>2</b>
<input type="checkbox"/>		Inspect the "Tool Box" content against checklist or coordinate this with Urban Forestry South; Plan for local purchases.		<b>3</b>
<input type="checkbox"/>		Obtain UFST list of respondents from Urban Forestry South <ul style="list-style-type: none"> <li>▪ Contact information</li> <li>▪ Training &amp; response history</li> <li>▪ Assemble crews</li> </ul>		<b>4</b>
<input type="checkbox"/>		Confirm equipment shipments: <ul style="list-style-type: none"> <li>▪ State UFST "Toolbox" (i.e. Supports 5 crews)</li> <li>▪ Additional regional "Toolboxes" (i.e. Contact UFS at Athens)</li> <li>▪ Regional "IT Toolbox"</li> </ul>		<b>5</b>

□		<p>Preparation for assignment:</p> <ul style="list-style-type: none"> <li>▪ Collect information on current resources assigned, en route, on order, and local resource status.</li> <li>▪ Obtain anticipated assignment duration</li> <li>▪ Determine what type of clothing and equipment needed:             <ul style="list-style-type: none"> <li>✓ Uniform</li> <li>✓ Clothes, field and office attire</li> <li>✓ Personal protective equipment (PPE)</li> <li>✓ Laptop with GIS software and accompanying user guides</li> <li>✓ Tablets for data collection</li> <li>✓ Cellular phone</li> <li>✓ Credit card (government and personal)</li> <li>✓ Photo identification</li> </ul> </li> <li>▪ Obtain complete information from dispatch upon initial activation.             <ul style="list-style-type: none"> <li>✓ Resource order</li> <li>✓ Transportation arrangements/travel route</li> </ul> </li> <li>▪ Review standard UFST tree risk specification (ANSI A300)</li> </ul>		6
---	--	--	--	---