INCIDENT COMMAND SYSTEM
AH-330 Strike Team/Task Force Leader – All Hazards

INCIDENT RESPONSIBILITIES

**TOPIC:** AN OPERATIONAL PERIOD AS A STRIKE TEAM/TASK FORCE LEADER

**TIME FRAME:** 1:00

**LEVEL OF INSTRUCTION:** Level II

**TERMINAL LEARNING OBJECTIVE:** At the end of this topic, a student, given the ST/TFL’s role, elements of the ongoing incident with operational periods, briefing responsibilities, and responsibilities for closing of the operational period, will be able to establish a snapshot in the “day in the life of a ST/TFL”, so that elements and procedures are administered and managed on the all hazards incident.

**ENABLING LEARNING OBJECTIVES:**

1. Describe the ST/TFL’s role in initial response
2. Describe the ST/TFL’s role in an ongoing incident including a formal operational period briefing and utilization of an IAP
3. Describe the process of briefing assigned resources
4. Describe the debriefing process and with whom at the end of an operational period
5. Describe some indicators at an incident that the ST/TFL may need to recognize

**MATERIALS NEEDED:**
- Writing board with markers/erasers
- Appropriate audio visual equipment
- Appropriate audio visual material

**REFERENCES:**

**PREPARATION:** While assigned to an incident, the Strike Team/Task Force Leader is responsible for obtaining all necessary information concerning the assignment by a briefing from the Division/Group Supervisor and through the Incident Action Plan (IAP). The Strike Team/Task Force Leader is the key component to coordinating and directing their team during an operational period and continuing that tempo through subsequent days.
I. ENABLING OBJECTIVES

A. Describe the STL/TFL role in initial response

B. Describe ST/TFL role in an ongoing incident including a formal operational period briefing and utilization of an Incident Action Plan (IAP)

C. Describe the process of briefing assigned resources

D. Describe the debriefing process and with whom at the end of an operational period

E. Describe some indicators at an incident that the ST/TFL may need to recognize

II. INITIAL RESPONSE

A. Arrival

1. Check in
   a) May be a Check-In Recorder
   b) Operations Section Chief
   c) Incident commander

2. Who you check in with will be determined by the scope and scale of the incident and how long it has been going

B. Locate your supervisor

1. On a large incident it will likely be a Division/Group Supervisor

2. Sometimes you may report to the Operations Section Chief or even the Incident Commander

C. Receive your assignment

1. During the initial response phase, this may be nothing more than the Incident Commander telling you, “This is what I want done, here are some resources, let me know how it works out”

D. Locate and validate your resources

1. You may arrive as a Strike Team or Task Force or it may be formed on the incident
2. You may have been requested to be a Leader for resources that are already on scene

3. If your resources are already in the field, you must locate them and advise them of the change in their status from single resources to parts of a Strike Team or Task Force

E. Brief resources on what you have been told by your supervisor

F. Debrief resources as to what they know about their assignment and the incident

G. Remain in contact with your supervisor regarding regular updates of progress

III. ESTABLISHED/ONGOING INCIDENT

A. An incident that is continuing into subsequent operational periods
   1. You arrived with your Strike Team / Task Force or acquired them at the incident
   2. You are working an incident that has the Command and General Staff positions occupied
   3. A written IAP is in place and being used

B. Get up early, usually at least an hour before the Operational Period Briefing
   1. Start the members of your team moving for breakfast or any other tasks that need doing before the shift begins
   2. Consider delegating tasks
      a) One unit (engine, ambulance, patrol car) gets ice
      b) Another gets batteries
      c) Someone else gets lunches for the entire Strike Team/Task Force
      d) This will save the team a lot of time
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<th>PRESENTATION</th>
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<td>C. Team members should be fed and morning tasks completed before the beginning of the operational period</td>
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<td>D. Obtain a copy of the IAP and review it for your day’s assignment</td>
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<td>1. Where is your team working</td>
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<td>2. Who is your supervisor</td>
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<td>3. Are there any special consideration</td>
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<td>E. Strike Team/Task Force Leader attends the Operational Period Briefing</td>
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<td>1. Verify the assignment and identify your supervisor if it is someone you don’t know or have not worked for before</td>
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<td>F. After the Operational Briefing attend the Divisional Briefing</td>
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<td>1. This is where you will get specific information about your assignment</td>
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<td>2. Determine reporting location</td>
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<td>3. Establish 2-way communication with your supervisor</td>
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<td>4. Determine check-back or reporting-in requirements and frequency</td>
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<td>5. Get feedback</td>
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<td>G. Take this information and brief members of your team</td>
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<td>1. Review the IAP</td>
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<td>2. If special equipment is needed, assign someone to obtain it from the Supply Unit</td>
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<td>3. Assign specific units to tactical operations</td>
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<td>4. Reaffirm communications procedures</td>
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<td>H. Travel to your assignment</td>
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<td>1. Remain together as a team enroute to your assignment</td>
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<td>APPLICATION</td>
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2. The team travels only as fast as its slowest resource
3. If one person gets lost, we all get lost
4. Arrive at your reporting location, debrief any off-going resources for situation updates

I. Get to Work!
1. Maintain contact with the members of your team
2. Get regular feedback from them and provide the same to your supervisor
3. Your supervisor may establish regular check-back times

IV. END OF SHIFT
A. Determine with your supervisor end of shift expectations
B. Account for the resources on your team
C. Debrief with your supervisor
D. Debrief with oncoming resources
   1. What did you accomplish
   2. What remains to be done
   3. What worked
   4. What didn’t work
E. Travel back to Incident Base as a team
   1. Refuel vehicles immediately on return
   2. Restock supplies as needed
   3. Download with the folks in Situation
   4. Effect any necessary repairs to equipment
   5. Check in with your AREP
   6. Get your time caught up
   7. Get your documentation in order for the day
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<td>8. <strong>DO NOT LEAVE THIS UNTIL THE NEXT MORNING – YOU NEVER KNOW!</strong></td>
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<td>9. Get food, shower, sleep</td>
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<td>10. It’s groundhog day after that until you demob from the incident</td>
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SUMMARY:

The Strike Team/Task Force Leader should review general incident activities with their Strike Team/Task Force and identify assignments specific to their team on the assigned Division/Group. As Strike Team/Task Force Leader, you are responsible for monitoring work progress and safety, coordinating activities with adjacent resources, executing necessary changes, determining and requesting logistical support, and relaying relevant incident information to your Division/Group Supervisor. In base camp, you are responsible for the overall care of your team including administrative tasks that must be completed every day.

EVALUATION:

The student will complete a written quiz and activities at a time determined by the instructor.

ASSIGNMENT:

Review your notes and read the appropriate section(s) of the student supplement in preparation for the upcoming quiz. Study for the next session.