

### III. POSITION CHECKLISTS

The purpose of operational checklists is to define the duties and responsibilities of the respective National US&R Response System positions during a mission assignment. These lists are intended to be a general summary of actions from the "In Transit" phase through the "Reassignment/Demobilization" phase.

#### A. General Operational Checklist

##### IN TRANSIT

- Review this document for information pertinent to operational checklists and procedures.
- Monitor mission-related information from local sources such as radio and television when they are available.
- Review disaster related information, as it becomes available.
- Maintain unit integrity and accountability.

##### ARRIVAL AT MOBILIZATION CENTER (Mob Center)

- Participate in TF briefings and meetings as directed.
- Maintain unit integrity and accountability.

##### ON-SITE OPERATIONS

- Participate in the TF daily briefings and meetings as directed.
- Ensure safety practices and procedures are followed.
- Ensure equipment is operational prior to each work period.
- Carry out assignments as directed.
- Brief shift replacement fully on all ongoing operations when relieved at work cycle rotations.
- Prepare appropriate reports.

##### REASSIGNMENT/DEMobilIZATION

- Participate in the TF daily briefings and meetings as directed.
- Prepare personal belongings for demobilization.
- Upon return, participate in the TF mission after action and incident stress management activities.

## B. Task Force Leader

### IN TRANSIT

- [ ] Discuss and coordinate anticipated logistical requirements (i.e., transportation, etc.) with the team managers prior to arrival at the mobilization center.
- [ ] Maintain contact with the EST/IST as required.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Meet with the IST Point of Arrival (POA)/Mob Center Specialist, or the appropriate officials at the mobilization center, and receive a briefing and TF assignment.
- [ ] Brief team managers and introduce the IST or facility's representative and local authority.
- [ ] Ensure priority movement of personnel and equipment is identified.
- [ ] Ensure that an assessment of available resources to support the TF operations is conducted.
- [ ] If necessary, deploy an advance team with the IST to assess an appropriate site for locating the BoO.
- [ ] Assemble all personnel for a mission briefing with the assigned IST POA/Mob Center Specialist and/or appropriate officials to include: assignment, situation report, medical center support, team issues, equipment off-loading, and maps.
- [ ] Ensure security provision for personnel and equipment are arranged.

### ON-SITE OPERATIONS

- [ ] Contact local authority/IST and receive a briefing to include:
  - Incident situation report and objectives;
  - Tactical assignments;
  - TF support layout and requirements (BoO);
  - Communications plan, frequencies, and radio designations;
  - Emergency signaling and evacuation procedures;
  - Medical treatment and evacuation procedures;
  - Process for ordering supplies and equipment; and
  - Local and site hazards and personal safety precautions.
- [ ] Brief the TF on the findings of this action before beginning work.
- [ ] In the absence of an IST, provide a US&R Task Force Fact Sheet and organization structure to local officials.

- [ ] Identify TF support requirements and request process with the IST:
  - Provisions (food, water, etc.)
  - Heavy equipment (cranes, bulldozers, etc.)
  - Support personnel.
- [ ] Assess initial TF strategic considerations:
  - Structural triage
  - Building marking
  - Search and reconnaissance activities
  - Equipment cache set-up
  - Rescue operations.
- [ ] Deploy one or two Reconnaissance Teams as soon as possible, if required.
- [ ] Ensure a TF BoO is established in an appropriate location.
- [ ] Ensure team managers develop a process to determine an overall operational assessment process that includes:
  - Functional requirements and immediate needs
  - Work schedules for extended operations
  - Rest and rotation periods for personnel
  - Adequacy of support facilities.
- [ ] Participate in planning meetings and operational briefings with the IST.
- [ ] Evaluate the capacity of assigned resources to complete the assignment. Order additional resources if needed.
- [ ] Ensure that the Medical Team Manager, in conjunction with the IST Medical Unit Leader, obtains a general health and medical situation assessment and locates available resources. Convey medical capabilities and limitations to local official(s) (use the Task Force Medical Team Fact Sheet), indicating the need for additional resources or specialized medical capabilities. Pertinent incident medical planning information should be passed on, through the chain of command, to State, Federal, and National Disaster Medical System (NDMS) officials.
- [ ] Ensure that the Medical Team Manager provides guidance to TF members on health maintenance matters.
- [ ] Ensure that all TF supervisors are identified by vests.
- [ ] Evaluate TF operations performance in meeting established objectives to include:
  - Effectiveness of overall strategy and tactics;
  - Assessment of equipment shortages and needs;
  - Ensure the health and welfare needs of personnel;
  - Assessment of fatigue in personnel;

- Assessment of signs of and extended incident stress in personnel; and
  - Ensure adherence to established procedures.
- [ ] Conduct regular TF meetings and daily briefings.
- [ ] Brief replacement fully on all ongoing operations when relieved at work cycle rotations. Ensure off-going TF managers are debriefed at each operational cycle.
- [ ] Prior to the receipt of the demobilization order, provide an estimate to the IST of the hours necessary for personnel and cache rehabilitation.

#### REASSIGNMENT/DEMOBILIZATION

- [ ] Assess the suitability of TF for reassignment and advise the IST if required.
- [ ] Brief personnel on mission status, reassignment, and demobilization determinations.
- [ ] Ensure the return of BoO site to at least its original condition.
- [ ] Inform the home jurisdiction of the TF's status.
- [ ] Ensure that all tools and equipment are inventoried, returned to the cache, and prepared for movement.
- [ ] Maintain contact with the IST and provide a status report on reassignment or demobilization.
- [ ] Ensure that all operational losses and maintenance requirements of tools and equipment are documented.
- [ ] Ensure that all TF members have input in the TF mission critique.
- [ ] Conduct a TF post-incident team meeting (possibly at the mobilization center on return).
- [ ] Ensure stress management activities are conducted.

## C. Task Force Safety Officer

### IN TRANSIT

- Ensure accountability is maintained.
- Ensure that appropriate Personal Protective Equipment (PPE) is used.
- Provide adequate time for rest and rehabilitation.
- Review safety considerations with the TF members.
- Monitor safety requirements while in transit.

### ARRIVAL AT MOBILIZATION CENTER

- Ensure accountability is maintained.
- Review emergency signaling and evacuation procedures.
- Ensure that appropriate PPE is used.
- Observe personnel and equipment off-loading to identify safety hazards.
- Observe conditions at the mobilization center for safety issues (i.e., staging, sleeping areas, hygiene, traffic patterns).

### ON-SITE OPERATIONS

- Ensure accountability is maintained.
- Develop and implement daily health and safety plans which address:
  - Sanitation
  - Hygiene
  - Evacuation and Assembly Points
  - Proper level of PPE
  - Decontamination procedure
  - Operations to determine safe practices
  - Work/rest cycles
  - Climatic condition monitoring
  - Fire protection monitoring at all locations.
- Provide input to the planning process regarding safety messages.
- Investigate each injury and illness and ensure appropriate documentation is completed.
- Interview off-going shifts to assess developing hazards, safety problems, and injuries.

REASSIGNMENT/DEMOBILIZATION

- Ensure accountability is maintained.
- Notify the Logistics Manager of the loss or potential maintenance requirements.
- Ensure that necessary follow-up care for TF members has been arranged.

## **D. Task Force Planning Team Manager**

### IN TRANSIT

- Discuss and coordinate anticipated planning requirements with the TFL prior to arrival at the mobilization center.

### ARRIVAL AT MOBILIZATION CENTER

- Attend initial briefing with local authority and IST.

### ON-SITE OPERATIONS

- Establish TF reporting requirements and planning cycle.
- Oversee development of TF Tactical Plan.
- Ensure that Planning Team gathers site-specific incident information (building plans, Hazardous Material (HAZMAT) information, local construction, etc.).
- Re-assign technical experts.
- Compile all daily records and reports.

### REASSIGNMENT/DEMOBILIZATION

- Notify the Logistics Manager of any operational equipment loss and potential maintenance requirements of the Planning Team.
- Prepare the Planning Team input for a TF post-incident team meeting.
- Compile all documentation necessary for TF after-action meeting.

## **E. Technical Information Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Coordinate cache supplies and equipment that should receive priority for initial movement to the assigned area.

### ON-SITE OPERATIONS

- [ ] Establish a work area and organize TF files. Maintain a documentation log.
- [ ] Maintain a TF operations log throughout the mission.
- [ ] Document TF operations and significant incidents by all appropriate audio and visual mediums.
- [ ] Keep the Planning Team Manager apprised of any accomplishments or conflicts, supplies deficiencies, or equipment malfunctions.

### REASSIGNMENT/DEMOBILIZATION

- [ ] Notify the assigned supervisor of any operational equipment loss or potential maintenance requirements.
- [ ] Compile all documentation necessary for TF after-action meeting.

## **F. Structures Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Brief Rescue Manager, Search Manager, Safety Officer, and Heavy Rigging Specialists on relevant structural concerns.
- [ ] Determine coordination and communication protocol with the IST Structural Unit Leader.

### ON-SITE OPERATIONS

- [ ] Perform structural triage and brief Reconnaissance Team on structural considerations.
- [ ] Mark building in accordance with the Structure/Hazards Evaluation and Search Assessment procedures.
- [ ] Gather appropriate building plans, etc., as available, and coordinate with building representative, if available.
- [ ] Contact local structural engineers, contractors, and/or building department officials to determine construction data.
- [ ] Provide assessment to TF team managers, Safety Officer, and Heavy Rigging Specialists, including:
  - ◇ Recommendation for areas requiring hazard mitigation with respect to shoring and bracing (using available materials) and/or the removal of structural components, hazards, and debris; and
  - ◇ Discussing the most productive method of access relative to probable location of victims.
- [ ] Work with search and rescue personnel to determine the most appropriate course of action to gain access to victims. This would include:
  - ◇ Most appropriate routes to conduct searches;
  - ◇ Determine what structural materials are likely to be found while gaining access;
  - ◇ Effects of rescue operations on other building elements;
  - ◇ Special precautions required during breaching operations;
  - ◇ Special considerations of buildings with basements; and
  - ◇ Advice on the placement of shoring and bracing material.
- [ ] Make recommendations for monitoring the assigned structures for changing conditions.



## **G. Search Team Manager**

### IN TRANSIT

- [ ] Participate in TF briefings and planning meetings as needed.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Request availability of veterinarian services.
- [ ] Identify an area for canine relief and exercise.
- [ ] Work with Logistics personnel to identify equipment that should receive priority for initial movement to the assigned area.
- [ ] Supervise assigned personnel in departure to the assigned jurisdiction or the incident site.

### ON-SITE OPERATIONS

- [ ] Coordinate with the TFL and other team managers to determine if one or multiple Reconnaissance Teams should be deployed, based on the results of the structural triage.
- [ ] Brief Reconnaissance Team on search strategy including canine, technical, physical search requirements, and maintain a map of alerts and areas searched.
- [ ] Evaluate ongoing team operations for effectiveness and modify as appropriate.
- [ ] Provide periodic progress reports to the TFL of accomplishments or problems.

### REASSIGNMENT/DEMOBILIZATION

- [ ] Ensure that all assigned tools and equipment are inventoried, returned to the cache, and prepared for movement.
- [ ] Record any operational losses and potential maintenance requirements.
- [ ] Submit personal notes and documentation to the Technical Information Specialist for After-Action Reports. This should include reviewing pertinent position descriptions and operational checklists and procedures for recommended changes.
- [ ] Upon return, participate in the TF mission critique and Critical Incident Stress Debriefing (CISD).

## **H. Canine Search Specialist**

### IN TRANSIT

- Monitor the canine for adequate rest, injuries, stress, or fatigue. Report any deficiencies to the Search Team Manager.

### ARRIVAL AT MOBILIZATION CENTER

- Monitor the canine for adequate rest, injuries, stress, or fatigue.

### ON-SITE OPERATIONS

- Keep the Search Team Manager apprised of any tactical accomplishments.
- Monitor the canine for adequate rest, injuries, stress, or fatigue.

### REASSIGNMENT/DEMOBILIZATION

- Prepare the canine for transportation.
- Monitor the canine for adequate rest, injuries, stress, or fatigue.

## **I. Technical Search Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

(See general operational checklist.)

### ON-SITE OPERATIONS

- Prepare technical search equipment for operation.
- Assist with the Reconnaissance Team evaluation of search areas. Provide technical assistance during rescue operations.
- Keep the Search Team Manager apprised of any tactical accomplishments.

### REASSIGNMENT/DEMOBILIZATION

- Notify the Logistics Section of any operational equipment loss or potential maintenance requirements.

## **J. Rescue Team Manager**

### IN TRANSIT

- [ ] Attend TF management meetings and planning sessions as they are conducted.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Supervise assigned personnel.

### ON-SITE OPERATIONS

- [ ] Assign Rescue Team personnel to assist in reconnaissance operations as required.
- [ ] Attend planning meetings to develop of the TF Tactical Plan.
- [ ] Ensure proper rescue work site control and safety.
- [ ] Evaluate ongoing team operations for effectiveness and modify as appropriate.
- [ ] Ensure the integration of medical personnel in rescue operations.
- [ ] Provide periodic progress reports to the TFL of accomplishments or conflicts.
- [ ] Submit all daily records and reports to the Planning Team Manager.

### REASSIGNMENT/DEMOBILIZATION

- [ ] Review the status of the current team assignment and advise the TFL.
- [ ] Notify the Logistics Manager of any operational equipment losses and potential maintenance requirements.
- [ ] Prepare Rescue Team input for a TF post-incident team meeting.

## **K. Rescue Squad Officer**

### IN TRANSIT

- Discuss and coordinate anticipated logistical requirements with the Rescue Team Manager.

### ARRIVAL AT MOBILIZATION CENTER

- Determine the availability of resources.
- Supervise assigned personnel.

### ON-SITE OPERATIONS

- Implement TF Tactical Plan.
- Ensure proper safety practices and procedures.
- Supervise assigned personnel.
- Make periodic progress reports to the Rescue Team Manager of accomplishments or conflicts.
- Submit all daily records and reports to the Planning Team Manager.

### REASSIGNMENT/DEMOBILIZATION

- Assess the rescue squad for reassignment and advise the Rescue Team Manager.
- Notify the assigned supervisor of the loss of any operational equipment or potential maintenance requirements.

## **L. Rescue Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

(See general operational checklist')

### ON-SITE OPERATIONS

[ ] Implement tactical component of TF Tactical Plan.

### REASSIGNMENT/DEMOBILIZATION

[ ] Notify the assigned supervisor of the loss of any operational equipment or potential maintenance requirements.

## **M. Heavy Equipment and Rigging Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

(See general operational checklist.)

### ON-SITE OPERATIONS

- Conduct an on site assessment of the need for cranes and heavy equipment.
- Brief heavy equipment operators and construction officials regarding the TF capabilities, limitations, operational procedures, and objectives.
- Ensure that heavy equipment operators are briefed on TF safety considerations and emergency signaling procedures.
- Provide technical support and advice during rescue operations.
- Keep the Rescue Team Manager apprised of any tactical accomplishments.

### REASSIGNMENT/DEMOBILIZATION

- Notify the assigned supervisor of the loss of any operational equipment or potential maintenance requirements.

## **N. Medical Team Manager**

### IN TRANSIT

- [ ] Ensure that all controlled substances are accounted for and secured during all mission phases.
- [ ] Ensure appropriate medical coverage for the TF is maintained during all mission phases.
- [ ] Discuss and coordinate anticipated medical and personnel logistical requirements.
- [ ] Attend TF management meetings and planning sessions as they are conducted.
- [ ] Monitor the TF for injury and/or illness during this phase of the activation.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Establish contact with IST Medical Unit Leader and receive briefing.
- [ ] Conduct the medical portion of the general TF briefing.
- [ ] Supervise assigned personnel at all mission phases.

### ON-SITE OPERATIONS

- [ ] Attend TF management meetings and planning sessions for development of TF Tactical Plan.
- [ ] Evaluate ongoing team operations for effectiveness and modify as appropriate.
- [ ] Provide medical control and perform medical care as appropriate.
- [ ] Provide input to the TF planning process regarding health care issues affecting the TF.
- [ ] Coordinate with Safety Officer to ensure that effective safety protocols are issued.
- [ ] Provide the TFL with periodic progress reports.
- [ ] In the event of serious injury or death of a TF member, verify the identity of the victim and follow TF personnel death procedures.

### REASSIGNMENT/DEMOBILIZATION

- Review the current status of the TF's operational readiness and provide a medical opinion to the TFL as to whether personnel are physically and/or psychologically fit to accept another operational assignment.
- Coordinate incident stress defusing as indicated during the demobilization.
- Coordinate appropriate follow up care for any TF member treated by the Medical Team.
- Notify the Logistics Specialist of any operational equipment loss and potential maintenance requirements.
- Prepare a Medical Team report for TF after-action meeting.

## **O. Medical Specialist**

### IN TRANSIT

- [ ] Evaluate and monitor TF environmental, hydration, health, stress, and safety issues.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Monitor TF personnel for signs of fatigue, dehydration, stress, or other health problems.
- [ ] Initiate appropriate medical care to any team member or victim and document same.

### ON-SITE OPERATIONS

- [ ] Under the direction of the Medical Team Manager, assist in the treatment, extrication, and transfer of injured members and victims to local emergency medical services or available support networks.

### REASSIGNMENT/DEMOBILIZATION

- [ ] Monitor health and well-being of TF personnel.
- [ ] Notify the assigned supervisor of the losses of any operational equipment or potential maintenance requirements.
- [ ] Initiate appropriate medical care to any team member or victim, and document same.

## **P. Hazardous Materials Team Manager**

### IN TRANSIT

- Attend TF management meetings and planning sessions as they are conducted.

### ARRIVAL AT MOBILIZATION CENTER

- Supervise assigned personnel.

### ON-SITE OPERATIONS

- Participate in the development of the TF Tactical Plan.
- Ensure proper HAZMAT work site control and safety.
- Evaluate ongoing team operations for effectiveness.

### REASSIGNMENT/DEMOBILIZATION

- Review the status of the current team assignment.
- Notify the Logistics Manager of any operational equipment losses and potential maintenance requirements.
- Prepare HAZMAT Team input for a TF post-incident team meeting.

## Q. Hazardous Materials Specialist

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

(See general operational checklist.)

### ON-SITE OPERATIONS

- [ ] Gather appropriate hazardous material information from local sources.
- [ ] Conduct a local site survey (and if possible, an aerial reconnaissance) for the general area (approximately a five mile radius). Sketch the general area and note the following:
  - Location and status of major fixed facilities and transportation lines (i.e., nuclear power facilities, hazardous waste sites, refineries, etc.);
  - Topography;
  - Prevailing weather conditions (i.e., present, 6-hour, 24-hour, and 72-hour forecasts);
  - Evidence of smoke, flame, vapor cloud, etc.; and
  - Visible structural damage to critical facilities.
- [ ] Check on the local capacity to treat possible hazardous material exposure victims.
- [ ] Ensure availability of decontamination, in the event of contact, as appropriate for any TF personnel or victim. This will consist of a rapid emergency decontamination to be followed by a more thorough technical decontamination if indicated.
- [ ] Assess the availability of local response capabilities to mitigate possible hazardous material situations.
- [ ] Identify issues that could require the determination of 1) conditional entry, or 2) the cessation of TF operations, such as damage to nuclear facilities or installations causing the migration of hazardous products toward the specific rescue area.
- [ ] Conduct a survey at specific rescue sites or other confined space areas to include:
  - Flammable atmospheres (10% of the Lower Explosive Limit);
  - Oxygen deficiencies;
  - Radiation levels;
  - Biological agents or contaminants;
  - Asbestos contamination; and
  - Other specific products, as indicated.

- [ ] Deny entry, unless appropriate protective action is taken, if the following conditions exist:
  - Any positive flammable gas indicator readings;
  - Oxygen levels below 19.5% or above 22.0%;
  - Any toxic material readings within 10% of its Immediate Danger to Life and Health (IDLH);
  - Obvious or perceptible fumes, odors, smoke, or vapor from a confined space, or where vision is obscured within five foot levels; and
  - Asbestos hazards.
  
- [ ] Document all events and forward to the Technical Information Specialist. The following, as a minimum, are required:
  - Site survey;
  - Site safety plan in conjunction with the Safety Officer;
  - Perimeter and entry readings;
  - Personal exposure forms; and
  - Medical surveillance records.
  
- [ ] Verify meter readings with a second meter and different operator, if possible. All readings will be documented according to operator and meter unit number, and will denote the findings, time, and location.
  
- [ ] Monitor ongoing working rescue sites as necessary. Provide technical assistance to the appropriate supervisory position.
  
- [ ] Keep the HAZMAT Team Manager apprised of any tactical accomplishments or conflicts, supplies deficiencies, or equipment malfunctions.

#### REASSIGNMENT/DEMOBILIZATION

- [ ] Notify the assigned supervisor of the loss of any operational equipment or potential maintenance requirements.

## **R. Logistics Manager**

### IN TRANSIT

- Discuss and coordinate anticipated logistical requirements with the TFL and Logistics Specialist.

### ARRIVAL AT MOBILIZATION CENTER

- Supervise the movement and off-loading of equipment.
- Prepare priority cache supplies and equipment for movement to the assigned area.
- Assist the TFL in the selection of BoO.
- Supervise assigned personnel during all mission phases.

### ON-SITE OPERATIONS

- Implement a property accountability system.
- Supervise the unloading, sorting, and set-up of the equipment cache.
- Coordinate with the IST the transportation method to and from the BoO and operational site(s).
- Establish the equipment cache area within the BoO.
- Participate in development of TF Tactical Plan.
- Evaluate ongoing team operations for effectiveness and modify as appropriate.
- Submit all daily records and reports to the Planning Team Manager.

### REASSIGNMENT/DEMOBILIZATION

- Coordinate on-site re-supply with IST Logistics Section Chief.
- Provide input to demobilization process.
- Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement.
- Track and maintain a listing of the losses of any operational equipment or potential maintenance requirements.
- Prepare the Logistics report for the TF after-action meeting.

## **S. Logistics Specialist**

### IN TRANSIT

(See general operational checklist.)

### ARRIVAL AT MOBILIZATION CENTER

- Coordinate the off-loading and security of personal gear and TF equipment.
- Coordinate the movement and transportation of the cache to the assigned jurisdiction or incident site.

### ON-SITE OPERATIONS

- Track location and availability of special tools and equipment.
- Coordinate the unloading, sorting, and set-up of the equipment cache.
- Establish the equipment cache area within the BoO.
- Provide regular updates to the Logistics Manager.

### REASSIGNMENT/DEMOBILIZATION

- Ensure that all cache tools and equipment are inventoried and returned to the cache and prepared for movement.
- Report losses of any operational equipment or potential maintenance requirements.
- Identify cache rehabilitation requirements to the Logistics Manager.

## **T. Communications Specialist**

### IN TRANSIT

- [ ] Maintain communications with the EST.
- [ ] During ground transportation, maintain intra-TF communications.

### ARRIVAL AT MOBILIZATION CENTER

- [ ] Coordinate with the IST Communications Unit Leader.
- [ ] Acquire tactical, command, and coordination communications frequencies from the IST, if not already known and programmed.

### ON-SITE OPERATIONS

- [ ] Assess the local communication infrastructure.
- [ ] In the absence of an IST, establish communication link with the local jurisdiction.
- [ ] Brief TF personnel on the TF communications plan.
- [ ] Monitor electrical and battery supply status and reorder as needed.
- [ ] Monitor TF communications for compliance with established procedures.
- [ ] Tag and list defective equipment for follow-up repair.

### REASSIGNMENT/DEMOBILIZATION

- [ ] Maintain TF communications during return travel.
- [ ] Ensure that all communications equipment is properly cleaned, calibrated, and repackaged for transport. Report any re-supply needs to the Logistics Manager.
- [ ] Ensure the communication cache is returned to an operational state of readiness as soon as possible.
- [ ] Review the effectiveness of TF communication system and provide input for TF after-action meeting.

## **U. Support Specialist**

### IN TRANSIT

- Provide support activities to maintain vehicles in running condition.
- Assist TFL and Logistics Manager in any administrative and vehicle support needs.

### ARRIVAL AT MOBILIZATION CENTER

- Assist in the off-loading and security of personal gear and TF equipment.
- Assist in maintaining and organizing resources for identified logistical requirements in conjunction with the Logistics Manager and the appropriate officials at the mobilization center.
- Assist and coordinate the movement and transportation of the cache to the assigned jurisdiction or incident site.

### ON-SITE OPERATIONS

- Assist in the establishment of a staging area and/or BoO.
- Assist in the unloading, sorting, and set-up of the equipment cache.
- Receive transportation plan from Logistics Manager.
- With direction from the Logistics Manager, assist in providing security for BoO and all mobile TF vehicles.
- Provide support as necessary for TF, as determined by the Logistics Manager.

### REASSIGNMENT/DEMOBILIZATION

- Assist in the breakdown of the TF BoO.
- Assist in inventory of tools and equipment and prepare for movement.
- Assist in the packaging, movement, and loading of the equipment cache.