

## CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

### 1.2 STRIKE TEAM/TASK FORCE LEADER'S CHECKLIST

- a. Obtain Briefing from Division/Group Supervisor.
- b. Review Strike Team/Task Force assignments with subordinates and assign tasks.
- c. Monitor work progress and make changes when necessary.
- d. Determine need for assistance on assigned task.
- e. Coordinate activities with adjacent Strike Team/Task Forces and single resources.
- f. Submit situation and resource status information to Division/Group Supervisor.
- g. Report special events.
- h. Request service/support.
- i. Report status and location changes.
- j. Maintain Unit Log (ICS Form 214)

## CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 ORGANIZATION The Strike Team/Task Force Leader is responsible for performing tactical assignments assigned to a Strike Team or a Task Force. The Leader reports work progress, resource status, and other important information to a Division Supervisor and maintains work records on assigned personnel. The Strike Team/Task Force Leader reports to a Division/Group Supervisor (see Figure 2-1)

Operations  
Chief

Branch

Director

Division/Group  
Supervisor

Strike Team/Task Force Leader

Figure 2-1 Strike Team Leader and Incident  
Command System Organization

2.2 DESCRIPTIONS A Strike Team is a set number of single resources of the same type. A Strike Team must have common communications and a leader. Strike Teams may be formed either on or off of the incident. If a Strike Team is formed on the incident it will be disassembled prior to demobilization.

A Task Force is composed of several single resources of any kind or type. A Task Force is formed when a combination of resources is needed for a particular assignment. A Task Force must have common communications and a leader. Task Forces may be formed on or off the incident. If a Task Force is formed on the incident, it will be disassembled when no longer required for a particular assignment.

2.3 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of a Strike Team/Task Force Leader are stated below. Following each responsibility are listed procedures for implementing the responsibility.

a. Obtain Briefing From Division/Group Supervisor

1. Receive briefing and initial instructions concerning work assignments.
2. Obtain the Incident Action Plan when available.

b. Review Assignments With Subordinates and Assign Tasks

1. Review Strike Team/Task Force assignment and general incident activities with subordinate personnel to determine specific tasks for Strike Team/Task Force resources.
2. Assign tasks to subordinate personnel by providing time requirements and specific geographic references.

c. Monitor work progress when necessary and make changes.

1. Obtain information concerning progress on assigned tasks from subordinate personnel by:

- (a) Special requests to personnel
- (b) Periodic routine reports from personnel
- (c) Personal survey

2. Compare progress with assignments (assuring a coordinated effort between adjacent resources).

3. Take corrective action, as appropriate.

4. Ensure general welfare and safety of Strike Team/Task Force personnel.

5. Maintain communications with subordinates.

d. Determine Need for Assistance on Assigned Work Task In performing this function, the Strike Team/Task Force Leader must use personal judgement in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of a Strike Team/Task Force resource. Procedures for requesting assistance are as follows:

1. Identify need for assistance by means of:

- (a) Reports from subordinates
- (b) Monitoring work progress
- (c) Personal observation

2. Determine appropriate corrective action.

3. Determine assistance required to implement corrective action.

4. Coordinate with Division/Group Supervisor and request assistance.

e. Coordinate Activities with Adjacent Strike Team/Task Forces and Single Resources

1. Identify resources working adjacent to, or coordinating with Strike Team/Task Force (e.g., Strike Team working adjacent segments of line; Air

Operations resources operating within assigned area); from briefings and Incident Action Plan.

2. Determine communication channels assigned to adjacent resources from current Incident Action Plan.
3. Review Strike Team assignment to determine specific areas or tasks involving coordination.
4. Maintain communications with assigned resources.

f. Submit Situation and Resource Status Information to Division/Group Supervisor

1. Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. Information is collected on: situation status in assigned work areas; deviation from assignment; conditions affecting Strike Team operations; hazardous conditions; work progress; resource availability; and effectiveness of air operations within assigned area.

2. Assemble information and submit to supervisor.

g. Report Special Events e.g., Accidents Sickness, Etc.

1. Receive reports of events from Strike Team/Task Force personnel or personal observation of event.

2. Obtain information concerning event by talking to involved personnel, or by personal observation.

(a) Nature of event

(b) Location

(c) Magnitude

(d) Personnel involved (name, agency, etc.: do not report names, designators, or agency over radio)

(e) Initial action taken

(f) Appropriate subsequent action

3. Request assistance required from the Division/Group Supervisor or other organizational element, as appropriate (e.g., first aid from Medical Unit).

h. Request Logistics/Support In performing this task, the Strike Team/Task Force Leader must use personal judgement in determining whether the need for support warrants a request for replacement of the Strike Team/Task Force resource or placement of the Strike Team in out-of- service status.

1. Identify support required (e.g., fuel, repairs, etc.) by:

(a) Requests from subordinates

(b) Personal observations

2. Verify validity of requests and obtain information needed from logistics units.

(a) Nature of request

(b) Location

(c) Identification of equipment involved

(d) Schedule for assistance

3. Notify Division Supervisor if Strike Team/Task Force component is out-of-service or if logistical needs are not filled within a reasonable period of time.

i. Report Status/Location Changes

1. Keep Division/Group Supervisor informed of any significant change in status.

2. Inform Division/Group Supervisor of any location changes within the Division (changes in work location of resources within a Division do not require notification of Resources Unit.)

j. Maintain Unit Log

1. Record Strike Team/Task Force actions on Unit Log (ICS Form 214).

2. Collect and transmit required records and logs to Documentation Unit through Operations Chief at the end of each operational period.