



OR-TF 1 RESCUE TEAM MANAGER CHECKLIST

FORM
004RTM

The Rescue Team Manager is a pre-designated member of the Advance Team. The RTM reports directly to the Task Force Leader. Unlike other Advance Team members, the RTM does not respond within 30 minutes, but is instead responsible for the Task Force assembly and movement, and responds with the Task Force. The POD Officer assists with POD development and reports directly to the RTM

- Receives call from Task Force Leader, and short briefing on incident (Form TFL Briefing). TFL will inform the RTM of the location of the POD. Exchange contact phone numbers, especially cel phone numbers, and confirm the travel radio frequency.
- Use a location with more than one phone line, designate one or more lines as incoming calls and use assistants to handle incoming calls. If the POD is less than 10 minutes away, consider going directly to the POD, but do not unduly delay making your phone calls. It is important to begin making phone calls as early as possible to ensure a more rapid response time for the Task Force.
- Make phone calls to duty officer of responding departments (US&R Rotation Schedule / Contact List) and request resources. Give duty officer a short briefing and exchange contact numbers. When possible order complete crews, e.g. Rescue Crew (4 Rescue Technicians, and 1 Rescue Company Officer) or Search Crew (1 Search Technician and 1 Search Company Officer). . You may have to combine department resources to make up crews. Use US&R Tracking Form (Form) to fill out the complete roster. Stress to departments to get their people immediately to the POD, and not hold up the Task Force. The goal for mobilization is 2 hours from when the TFL received the initial phone call.
- When phone calls are completed, respond to the POD and meet with the POD Officer to determine what has been accomplished.
- Collect top copy of completed FSP 01a from each arriving department to be used for check in procedure at the incident
- Organize personnel into Rescue and Search Companies. Document and distribute copies to personnel. Ensure that personnel are properly trained and credentialed for assignments. Crews must be staffed to full strength, e.g., do not make up 4 person Rescue Crews, etc.

- Begin vehicle safety checks for responding vehicles (Form ICS212), or delegate this duty. Only government vehicles will be allowed to proceed. Collect, review, and retain vehicle check sheets. Do not allow use of private vehicles, or public vehicles that fail the checks. (See Form 005RTM, POD Checklist for activities occurring at POD).
- Confirm PPE is present and appropriate, and that crews are self sufficient for 72 hours, or delegate this duty.
- Call, FAX, or email AOC when TF leaves POD with departments and numbers, e.g. "Salem with six, Eugene with 5" etc.
- Assemble ALL members and conduct a briefing covering the following items:
 - Introduce members and provide apparatus numbers to all
 - Relay briefing information sent from Task Force Leader (Form 003TFL)
 - Exchange contact information including cell phone numbers (Form Convoy Contact List). Direct all resources to a common channel, If not FIRE NET, the Rescue Team Manager must still monitor FIRE NET.
 - Provide Transportation route, and rules for convoy. Travel together, but discuss contingencies for breakdown. If possible send at least one person with the ODOT transportation specialist, with communication capabilities for the Task Force. (Form 006RTM Convoy Contact List)
 - Discuss convoy medical plan, identify paramedics who will provide treatment, and ensure that there is a defibrillator, med kit and airway kit in easy access in the convoy. (Form 006RTMConvoy Contact List)
- Make assignments for the following cache trailer needs:
 1. Fuel appropriate saws based on briefing information. Secure extra fuel in cans for initial operations. Load bottled water and MREs if present at the POD.
 2. Ensure that cache items are secured for transport.
 3. Make sure that search equipment will be easily accessible on arrival at the incident.
- If possible, contact Task Force Leader as you are leaving POD, and again about 15 minutes prior to arrival to receive instructions for arrival.

Remember the goal for the maximum time limit to deploy is 2 hrs from notification to the task force. Try and reduce this time, but do not cut corners on safety or documentation. Keep the Task Force together.

NOTES: