

## Strike Team/Task Force Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Division or Group Supervisor:

- Determine/confirm resources assigned to Task Force or Strike Team.
- Confirm internal and external communications.
- Confirm tactical assignment.
- Deliver passport to Supervisor, if indicated.

2. Attend Operations Briefing, as assigned.

3. Review assignments with subordinates and assign tasks.

4. Monitor work progress and make changes, when necessary.

5. Notify Division or Group Supervisor of expedient changes to tactical assignments.

6. Coordinate activities with adjacent Strike Team, Task Forces, and Single Resources.

7. Monitor safety of resources.

8. Submit situation and resource status information and fiscal reports to Division or Group Supervisor.

9. Document all activity on Unit Log (ICS Form 214).