

**Adams and Jefferson County Hazardous Response Authority  
FIELD OPERATING GUIDELINES**

**TEAM LEADER ON CALL**

**F.O.G. #: 1900**

**DATE: June 5, 2019**

**CATEGORY: Team Leader On Call**

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**I. Purpose:**

- A. To define the duties of the Team Leader on call.

**II. Guideline:**

- A. The AJCHRA has established a policy for an on-call system for the Hazmat Team, Team Leaders. There will be a Team Leader on call each month for each shift to assist any agency in the area of hazardous material response or team related questions.
- B. The On-Call Team Leader can be requested through the Jeffcom Communications Center at 303-980-7300, ask for a fire dispatch supervisor to send a “Code Red” message to the team call list. If at all possible, upon notifying the Dispatch Center the requesting agency should provide a cell phone number so the Team Leader may call the requesting party directly to answer any questions or concerns.
- C. Responsibilities of Team Leaders
  - 1. Understand the notification process and dispatch procedures for the Team. The Team Leader may be called upon to assist in giving the appropriate notification and dispatch procedures to the communication center.
  - 2. The Team Leader will have an in-depth knowledge of the Hazardous Materials Incident Classification system.
  - 3. Team Leaders will typically take command of the AJCHRA upon their arrival. As with all Incident Command Systems however the designated Team Leader may choose to leave the acting, on scene, AHJ Team Leader in place, if applicable, upon his or her arrival. This will be incident dependent and up to the Team Leaders discretion.
  - 4. The Team Leader shall ensure all accepted operating guidelines are in place per the FOG’s as well as, ensuring the team is operating in a safe environment.
  - 5. The Team Leader shall be responsible for the development and submittal of all appropriated forms and reports.
  - 6. The Team shall develop and maintain a working knowledge of the operating guides and appendix's in the FOG's.

7. It shall be the responsibility of the active Team Leader group by to ensure one of the Team Leaders is always available during their on-call month. There may be a need for the On-Call Team Leader to return a call to dispatch, to an IC, and to respond to the call to take command of the AJCHRA. If the Team Leader has a problem or a level of uncertainty, they may contact the Team Coordinator.
8. In general, the Team Leader is placed in a position that requires a high level of accountability to the team, its members, and the public. This leadership position requires strong communication skills, technical abilities, strong commitment to and understanding of, the team's mission and purpose. Each member agencies shall be responsible for appointing and maintaining their departments Team Leader roster.
9. The Team Leader shall ensure that:
  - a) The minimum required team members are in attendance. Which additional members are responding and how many additional members are needed?
  - b) All necessary equipment is available and serviceable prior to deploying the team
  - c) Decontamination is in place before deploying the team
  - d) A site safety plan is completed
  - e) Ensure AJCHRA entry personnel have received medical screening.
  - f) That personnel status is documented through the AJCHRA accountability system per FOG 800 - Incident Management System.
  - g) The AJCHRA Team Leader should be a resource for the IC, keeping command informed of any conditions or events relating to the incident; seeking and acquiring additional information; monitoring communications; and keeping logs or information relating to the hazardous materials aspects of the incident.
  - h) Completion and submittal of all appropriated forms and reports within ten (10) days of the event.

### **III. References:**

#### **A. FOG 800 (Incident Management System)**