

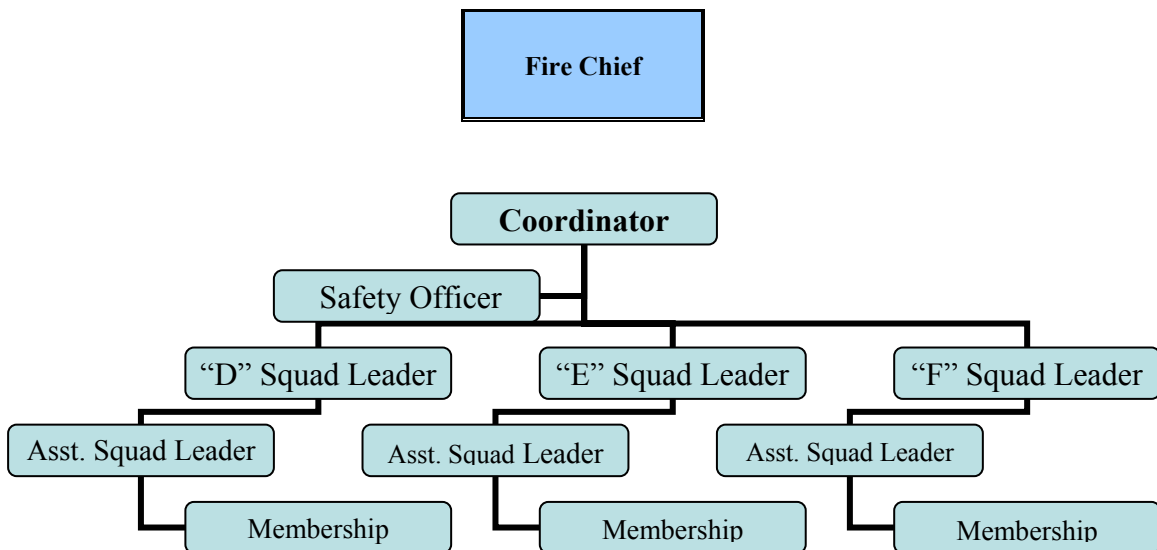
ANDERSON CITY FIRE DEPARTMENT  
TECHNICAL RESCUE TEAM  
STANDARD OPERATING GUIDELINES

1670.2-1

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**ORGANIZATIONAL CHART**



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***POSITION DESCRIPTIONS***

**CHIEF**

The Chief of the Anderson City Fire Department is ultimately responsible for the over-all operation of the team. His duties include appointing the Team Coordinator, approving budget, and disciplinary actions. The Chief reserves the right to assume command over any Technical Rescue Team Officer if he deems necessary.

**TEAM COORDINATOR**

The Team Coordinator is responsible for the day-to-day operation of the team. His duties include appointing the Squad Leaders, Assistant Squad Leaders and Safety Officer, organizing the team, determining rescue techniques, submitting annual budget, submitting comp. time and/or overtime forms, scheduling meetings, ordering equipment, record keeping and informing Chief of equipment needs, personnel needs and personnel problems. The Team Coordinator is responsible for team operations on an incident when present and may assume command if he deems necessary.

**SQUAD LEADER**

The Squad Leaders are appointed by the Team Coordinator. The Squad Leaders are responsible for their squads. It is the Squad Leader's responsibility to make sure each member of his squad is knowledgeable in the Anderson City Fire Department Technical Rescue Team techniques and schedule needed squad training. Any personnel problems encountered by the Squad Leader are to be reported to the Team Coordinator. A Squad Leader may assume command of an incident in the absence of the Team Coordinator.

**ASSISTANT SQUAD LEADER**

The Assistant Squad Leaders are appointed by the Team Coordinator after consultation with the Squad Leaders. The Assistant Squad Leaders are responsible for assisting their Squad Leaders as needed and assuming the role of Squad Leader in their absence. Any personnel problems

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encountered by the Assistant Squad Leaders are to be reported to the Squad Leader or Team Coordinator. An Assistant Squad Leader may assume command of an incident in the absence of the Squad Leader or Team Coordinator.

**SAFETY OFFICER**

The Safety Officer is appointed by the Team Coordinator. It is required that he have previous training or experience as Safety Officer. He is responsible for monitoring training, equipment and procedures and stop, correct or advise the Team Coordinator of unsafe acts (depending on the severity) and develops procedures to correct these acts. In the absence of the other Team Leaders, the Safety Officer may assume Command, but must appoint another Safety Officer for scene safety.