

**Section Three**  
**TEAM ORGANIZATION**

**A) Member Department Coordination, Planning, and Training**

Each Member Department will be responsible for coordination, planning, and training of their team members.

1. Joint Board

The Joint Board is responsible for coordinating with the member department's Program Coordinators on program direction, overseeing administrative functions, and ensuring interoperability and cooperation within all Member Departments. The Joint Board will be composed as outlined in the Joint Powers Agreement .

a. Introduction

The member department's Program Coordinators shall be the main point of contact for all team preparation and response activities for each Member Department.

a. Responsibilities

- 1) Coordinate Team Equipment Purchases
- 2) Coordinate Team Training and Exercising
- 3) Coordinate Team Activation, Response and Mobilization Activities
- 4) Sign off on Operational Readiness credential

2. Equipment Committee

a. Introduction

The Equipment Committee is responsible for equipment research, functions, and ensuring interoperability and cooperation within the Metro Lansing Special Operations Team. The Equipment Committee will consist of a representative from each Member Department. The Chair of the Equipment Committee shall be appointed by the committee members.

b. Responsibilities of the Equipment Committee shall be:

- 1) Identify equipment standards.
- 2) Coordinate interoperability of equipment, maintenance, policies, and training.
- 3) Coordinate Equipment Research

3. Training and Exercise Committee:

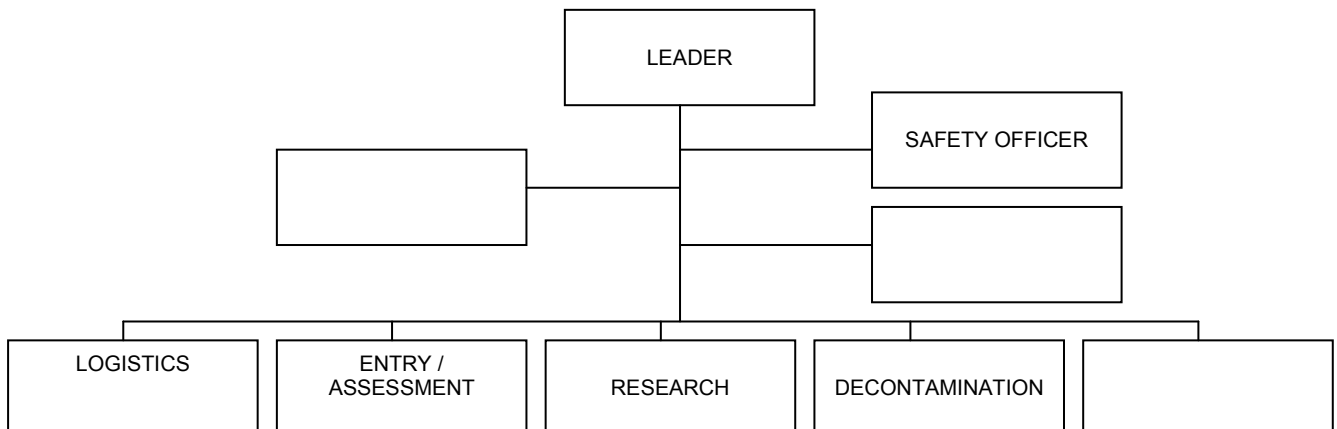
a. Introduction

The Hazardous Materials and Technical Rescue Focus Groups are responsible for coordinating training and exercise planning within the respective disciplines.

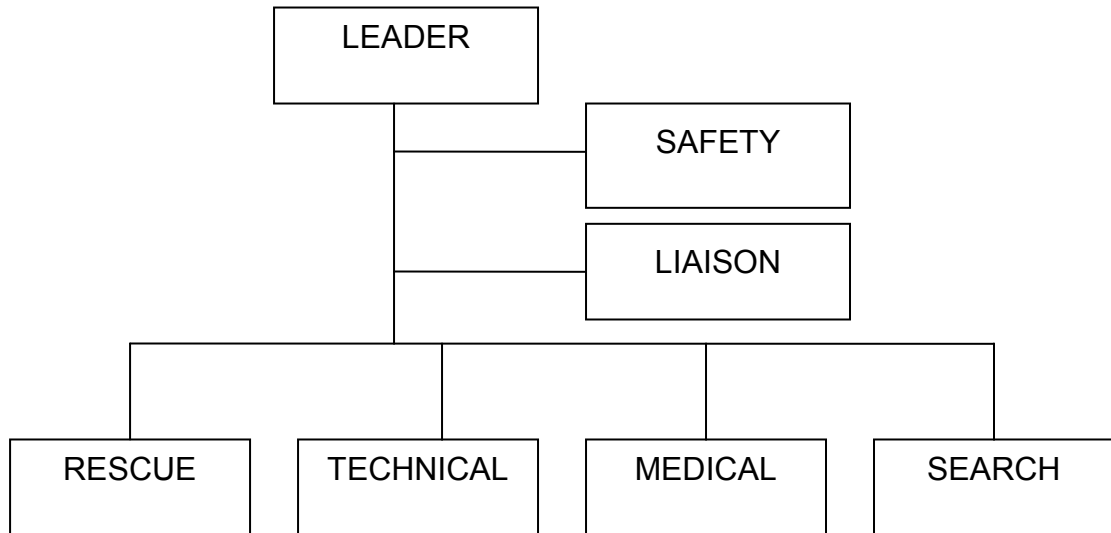
b. Responsibilities of the Hazardous Materials and Technical Rescue Focus Groups shall be directed by the Metro Lansing Educational Coordinators. The following should be considered:

- 1) Identify minimum training standards.
- 2) Identify minimum exercise standards.
- 3) Assist in the coordination and planning of exercises as needed.
- 4) Assist in the development and delivery of required exercises as needed.
- 5) Coordinate training and exercise meetings as needed.
- 6) Assist in coordination and delivery of training courses.
- 7) Research and report on new training requirements and courses available.
- 8) Annual task analysis
- 9) Annual Operational Readiness Evaluation (ORE)

a. Hazardous Materials Team Activation



b. Technical Rescue Team Activation



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7. Team Organization and Position Descriptions

- See Annex