

BRIEFING AND DEBRIEFING CHECKLISTS

Briefing	Debriefing
<ol style="list-style-type: none"> 1. Incident Action Plan - what is it and how I fit in. 2. Situation status and predictions. 3. Objectives and strategies (specific). 4. Tactical assignments with explicit instructions. <ul style="list-style-type: none"> • Hazards and safety instructions 5. Weather - present and forecast. 6. Specific equipment needs 7. Communications details: <ul style="list-style-type: none"> • Frequencies to be used • Designators and codes • Contact persons and times • What to do if comm problems arise • Emergency communications (whistle?) 8. Transportation details (if needed). 9. Reporting locations and times. 10. How to deal with media/family - where to refer. 11. Where to be at what times. 12. How to handle discovered evidence 13. General hazards and safety instructions. 14. Debriefing procedures: <ul style="list-style-type: none"> • Where to debrief and with whom • When to debrief • What info will be expected, needed, or required • What format should the debrief be in - (oral, written, sketches, maps, etc.) <p style="margin-top: 10px;">Briefing should last less than 30 minutes and should be held before, not during, shift (operational period). A combination of written and oral briefings are most successful. <i>Take notes and ask questions.</i></p>	<ol style="list-style-type: none"> 1. Explicit description of area covered and activities carried out. 2. Average maximum detection range (AMDR) for each subarea of the assigned segment. 3. Estimate of sweep width for each subarea of the assigned segment (the distance beyond which you detect as many objects as you miss within). 4. Qualitative description of search (poor, average, great). 5. Estimate of forward speed of search unit (fast, normal, slow). 6. Exact amount (in minutes) of time spent searching. 7. Location of any clues found, regardless of how insignificant they may seem. (use map, sketches, etc.) 8. Gaps in area searched or any other problems with the search at all. 9. Specific difficulties encountered. (communications, terrain, weather, fitness, injuries, etc.) 10. Hazards in the area - be specific with respect to location and description. 11. Suggestions, recommendations, and ideas for further search activity in the area searched. <p style="margin-top: 10px;">Proper info conveyed in the debriefing is absolutely essential for an effective search. Use any means to convey what you want to say about the area searched. (i.e., sketches, maps, briefing reports, notes, photos, videos, etc.)</p> <p style="margin-top: 10px;">Debriefing should be done in writing if possible, perhaps using an open-ended questionnaire for personnel coming out of the field. All debriefings should be performed on-at-a-time, on an individual basis, if possible. However, team leaders could debrief their team members and someone in turn debrief the team leader. The above list is a minimum.</p>

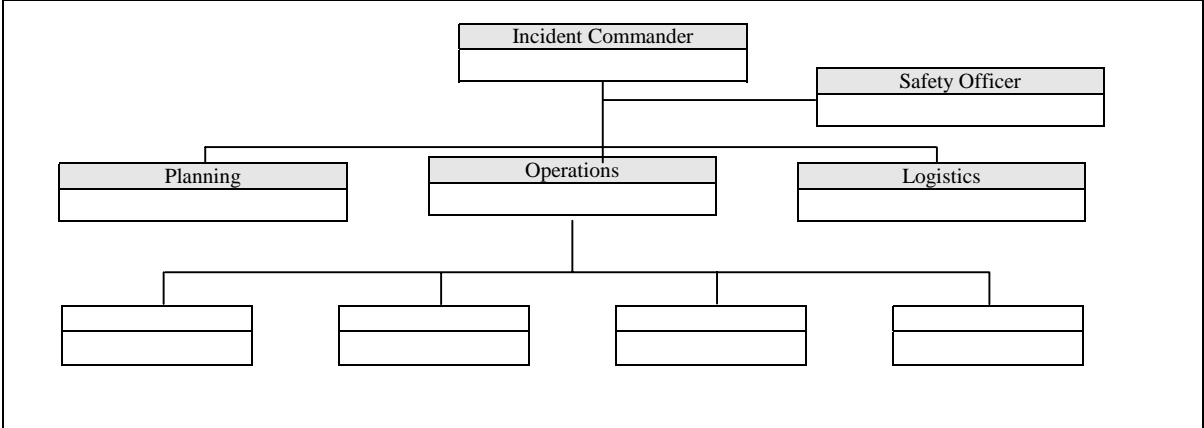
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Please feel free to copy this page (shrink it if necessary), laminate it, and carry it with you in your search pack.

Incident Briefing – ICS 201	Date Prepared	Time Prepared	Incident Name/Number
Map Sketch			

Use additional page(s) as necessary

Organization



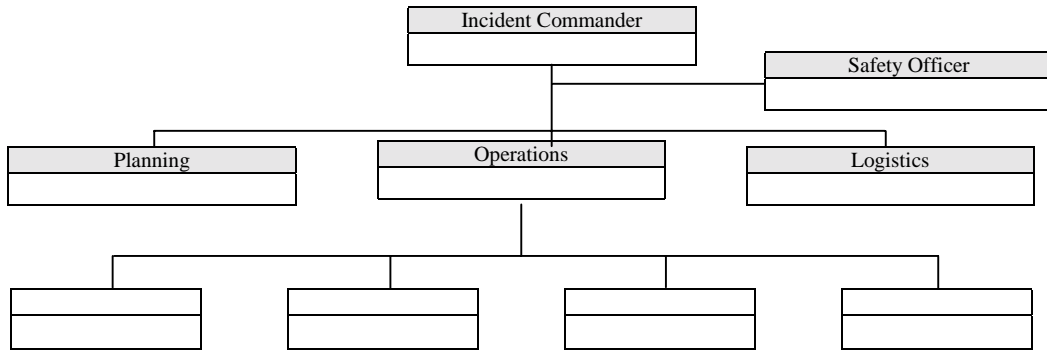
Resources Ordered	Resource Name	ETA	On Scene	Location / Assignment

Summary Current Actions

Incident Briefing – ICS 201	Date Prepared	Time Prepared	Incident Name/Number
Map Sketch			

Use additional page(s) as necessary

Organization



Resources Ordered	Resource Name	ETA	On Scene	Location / Assignment

Summary Current Actions

Debriefing Form

Use additional page(s) as necessary

Incident Name/Number	
Date & Time Prepared	
Prepared by (Name/Position)	
Number of Members in Team/Unit	
Time Spent Searching in Assigned Segment (exact; excluding breaks, travel time, etc.)	
Avg. Max. Detection Range (AMDR) (for each subsector, as required)	
Object used in AMDR determination	
Lighting / Visibility (describe observations)	
Weather Conditions (describe observations)	
Terrain (describe all variations)	
Hazards Observed (include in sketch below)	
Search Problems (explain)	
Other Problems (explain all)	
Injuries (explain)	
Comments / Suggestions	
Sketch Search Area including hazards, subsectors, clues found, gaps in search, etc.	

Party Logging Sheet (Deployment)

Leader:	Call sign:
First Aider:	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Mobile Phone Number	
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Briefed at:	By:
Transport Requirement	
Tasking:	
Deployment Time	Time of arrival in area:
Planned finish time:	Actual finish time:
Planned Searching Time:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Time at Pick Up:	Transport Required?:
De-Briefing Location	
Actions on finding a clue	
Equipment in Party	Briefer to complete:
Evidence Handling Kit Y / N	Rope (Length) Y / N
First Aid Kit Y / N	

Party Logging Sheet (Debriefing)

Party ID	Leader:
De-briefed by:	Date: Time:
Resume of Tasking:	
Areas not searched/Hazards Identified:	
Notes:	
Deployment Time:	Time in area:
Planned finish time:	Finish time:
Total Time Spent Searching:	<input style="width: 100%;" type="text"/>
Estimated Speed of advance	
Number in Party:	

Significant Items found:		
Description	Grid Reference	Notes

Reviewed	Name	Signature	Date/Time
Debriefed			
Ops			
Search Manager			

Track Identification Form

Location of Print: _____

SKETCH:

Date: _____ Time: _____ Heading: _____

Which measurement are you using for sketch? **INCHES** (Imperial) **CM** (Metric)

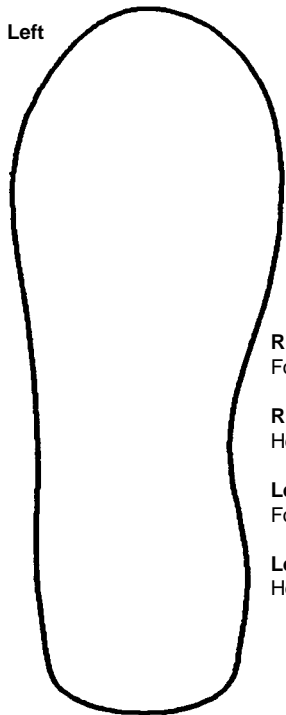
Sole Type: _____ Overall Pattern: _____

Ground Description: _____

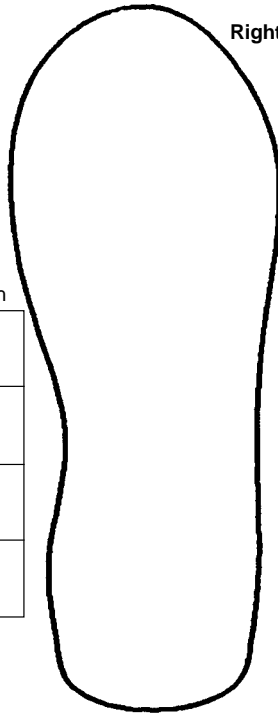
Approx. Age of Print: _____

Stride: _____ Straddle: _____

Left



Right



	Length	Width
Right Foot		
Right Heel		
Left Foot		
Left Heel		

INCH / CM

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Track Identification Form

Date: _____ Time: _____ Location: _____

Mission Name: _____ Mission #: _____

Tracker: _____ Op. Period: _____

SUBJECT

Name: _____ Age: _____

Address: _____

Height: _____ Weight: _____ Sex: M F

Physical Problems: _____

Physical Condition: _____

Footwear Sample Available?	
YES	NO

FOOTWEAR

Type: _____ Description: _____

Overall Length: _____ **Heel** Length: _____

Width: _____ Width: _____

DISCARDABLES

Outer Wear: _____

Shirt: _____ Pants: _____

Inner Wear: _____

Head Wear: _____ Rain Wear: _____

Smoke: _____ Candy/Gum: _____

Other: _____

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