

Ground Search Team Leader Mission/Assignment Checklist

PRE-ASSIGNMENT	
Briefing from SAR Management	
Review Status Map Prior to Briefing	
Take Notes of Briefing from SAR Management	
Ask Questions to Ensure All Relevant Information has been Obtained	
PHASE 1 – PLANNING AND PREPARATION	
Initial Planning	
Select Assistant Team Leader	
Initial Map Review	
Initial Time Assessment (by phase)	
Select Briefing Area (isolated/protected)	
Develop Initial Plan	
Draft ATL Briefing	
General Situation (2-3 sentences)	
Mission/Assignment – Who, What, When, Where, How (stated twice)	
Personnel – Who is on the Team	
Team Briefing location/time	
Equipment Needed	
Special Instructions	
Deliver ATL Briefing	
Detailed Planning	
Detailed Map Review	
Detailed Time Assessment	
Plan for each Phase	
Forward Planning (anticipate contingencies)	
Assign Individual Tasks in each Phase	
Draft Team Briefing – must be in writing (refer to detailed SMEAC checklist)	
Team Briefing	
Situation	
Mission/Assignment	
Execution	
Administration/Logistics	
Command/Communications	
Questions	
Prepare to Move	
Final Preparation	
Complete any Admin/Logistic requirements	
Radio Checks	
Equipment Check (delegated)	
PHASE 2 – MOVE TO MISSION/ASSIGNMENT AREA	
Maintain Control	
Ensure Team Safety	
Communicate Effectively	

PHASE 3 – COMPLETE THE MISSION/ASSIGNMENT

Report to Command at Start of Mission	
Assume Command	
Delegate Tasks	
Supervise Tasks	
Remain Poised Under Pressure	
Maintain Situational Awareness (“big picture”)	
Remain Focused	
Communicate Effectively	
Use Proper Methods/Procedures	
Ensure Scene Safety	
Complete Mission in Allotted Time	
Report to Command at End of Mission	

PHASE 4 – RETURN TO BASE

Maintain Control	
Ensure Team/Subject Safety	
Communicate Effectively	

PHASE 5 – POST-MISSION/ASSIGNMENT PROCEDURES

Confirm / Check All Members OK	
Debrief team	
Complete Written Team Debriefing	
Report to SAR Management	
Close Radio Communications with ICP	
Update Team	