

CHECKLIST - SAR MANAGER BRIEFING TO TEAM LEADER

SITUATION

1.	Incident Management Details
	Task #/Police/BCAS/Other File #
	Time of police request
	Time reported missing
	Time SAR Unit called out
	Summary info/Related Details
2.	Subject Information
	Names/names to call out (important for kids)
	PLS/LKP, time last seen
	Physical description
	Circumstances/trip plans
	Clothing types/colours
	Equipment
	Shoe print description
	Brands of candy, cigarettes, etc.
	Experience level
	Condition
	Physical
	Medical
	Mental
	Behavioural traits
	Concerns
	Data
	Urgency Rating
	Theories
	* Handout Subject Profile (ICS301)/Shoeprint Diagram

3.	Map Orientation
	GPS Datum Reference
	Magnetic declination
	PLS/LKP (show on map)
	Search areas/segments
	Hazards
	Physical description of segment/route/area
	Nature/type of terrain/vegetation
	Physical boundaries
	Prominent geographic landmarks
	Altitude
	Exit routes
	Radio Repeater locations
	Location of ICP and other facilities
4.	Weather
	Past
	Current
	Forecast
5.	Significant Events/Information
6.	Other Search Efforts
	Where
	POD
	Clues found
7.	Other Search Support
	Locations of other teams
	Capabilities of other teams

MISSION

Short Concise Summary of Objectives of SAR Management Team in the Operational Period

EXECUTION

1.	General Description of Search Action Plan			
2.	Team Missions	1	2	3
	A. Search/Rescue Team Missions			B. SAR Base Missions
	Search Tactic(s)			i. Incident Command Post (ICP)
	Area			ii. Staging Areas
	POD			iii. Base Support
	Expected completion time			iv. Other
3.	Coordinating Details for each Team			
	A. Personnel			Group deployment order
	B. Movement			Air Transport
	Staging Area(s)			C. Search Tactic Instructions
	Vehicle coordination			D. Marking/Flagging Instructions
	Gas			E. Attraction Techniques
	Parking			F. Clues - Mark, isolate, protect, record, report
	Transportation Routes			

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EXECUTION CONTINUED

G. Action on Finding Subject	
Alive	
Injured	
Dead/crime scene	
H. Boundaries	
I. Special Equipment	
Availability	
Priority assignment	
J. Bivouac /Camps	
K. Safety	
Hazards	
Hypothermia/hyperthermia	
Equipment	
Action on lost or injured searcher	

Exit routes	
"No-Go" criteria	
L. Fire and weather watch	
M. Debriefing	
Location	
Time	
To discuss by phase (What SAR Mgr. will want to know)	
Estimated POD	
Subject survivability	
Hazards/attractions and confusion factors	
Map corrections	
What went well/what didn't	
Recommendations	

ADMINISTRATION/LOGISTICS

1. Food/Water	
2. Shelter	
3. Equipment/Clothing	
Individual	
Team	
Subject	
Safety equipment	
4. Stores	
5. Transport	
6. Rest	
7. Medical	

8. Sanitation	
9. Media	
Policy on interviews	
Policy on presence in area	
10. Relatives/Co-workers/Video Cameras	
Any present	
Where located/used	
Warning regarding language/jokes - professionalism	
11. Firearms (if present - storage; use)	
12. Expenses	
13. ICP/Other Facilities Routine	

COMMAND/COMMUNICATIONS

1. Command	
Identify key players on SAR Management Team	
Location of Incident Command Post (ICP)	
2. Communications	
Frequency/channel	
Callsigns	
Codewords (if applicable)	
Radio Checks	
Reports	
3. Synchronize Watches	
4. Questions to/from	

VISUAL AIDS	
Updated status map board	
Photo of Subject	
Map(s) showing search assignment	

HANDOUTS	
Subject Profile (ICS301)	
Track Report (ICS 204T)	
Search Team Assignment Sheet (ICS204)	