

Check List – BRIEFING - Ground

MISSION #: _____
Vehicle: _____

SORTIE #: _____
License #: _____

- 1. Are all Ground Team Members present?
- 2. Ground Team present with sortie number, two (2) each CAPF 109, Risk Management Assessment Form, current road map, gridded sectional.
- 3. Verify that all Ground Team Members are signed in. Has the vehicle and any other transportation been signed in? If not, do so now.
- 4. If this is their first sortie of the day, was the Inbound CAPF 109 with a fuel slip, if applicable, given to the Admin/Finance Officer at check-in?
- 5. Review CAPF 109. Side one completed:
 - Every line must be completed even if NA:
 - Ground Team qualification: list all ground team members' names.
 - Vehicle License number: be sure to add radio call sign next to the license #.
 - Describe target.
 - Search Area/Route: draw a diagram of how they will enter the area and route of search.
 - Have ground team show on a map how they will be drive to area, in area, out of area, and any hazards along the way, etc. Review procedures and reporting points.
 - Review with Ground Team what CAP aircraft will be in nearby grids.
 - Does the Ground Team understand the sortie assignment and direction to area?
 - Review procedures after a "find". Continue to stay as planned and/or as directed by briefer.
 - ETD/ATD: use local time in 24 hour style
 - Proposed Returned Time: use local time in 24 hour style; this must be equal to the ETA and estimated time enroute.
- 6. Review radio procedures.
 - Review required check in calls.
 - Only give Red Rock Call Sign and Sortie # on the first contact with Mission Base.
 - Keep communications simple and professional (Think, then talk).
 - Remind Ground Team that if requested to report sighting coordinates via the radio, THEY WILL GIVE ONLY MINUTES AND SECONDS unless asked otherwise. We know what area/grid they are in.
- 7. Review performance numbers: time enroute with fuel on board.
- 8. Review Risk Management Assessment.
 - Be sure all lines have been added.
 - If over 75, the Incident Commander must review before flight is released.
 - Take into consideration how much flying the pilot has done today for health/rest.
 - Review I'M SAFE (Illness; Medication; Stress; Alcohol; Fatigue; Emotion.)

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- 9. Review procedures.
 - Show the releasing officer the signed CAPF 109 before loading into vehicle.
 - The Ground Team Leader is responsible for fueling the vehicle. Stay with vehicle and obtain a receipt to attach to the CAPF 109.

- 10. Review SAFETY issues:
 - Use CAPF 73 when inspecting the vehicle.
 - Review weather conditions in the search area.
 - Does everyone understand where and what the hazards are for driving?
 - Are there any restricted areas in their path?
 - Where is their alternate recovery area if they are unable to return to base?
 - If unknown hazard is encountered, radio as soon as safe. Give description, location and any information to aid other Ground Teams. Follow Mission Base's instructions.

- 11. Eyes outside of vehicle. The objective may be close to the airport.

- 12. For ELT's, the Ground Team Member need to watch the needles.

- 13. Ground Team Member is to handle the FM/VHF radio and assist driver as requested in addition to looking for target.

- 14. The Ground Team Recorder is to write down any coordinates of sightings and sketch the area of the sighting in addition to looking for target. This will assist in the debriefing.

- 15. Note anything that is suspicious or does not look natural/part of the surroundings. Be sure to include the coordinates.

- 16. Any questions or concerns?

- 17. Has everything has been covered and understood by the Ground Team?

- 19. The completed CAPF 109 must be signed by the Ground Team Leader and the Briefing Officer. In the Briefing Officer's Signature block: Print name and then sign.

- 20. Next step is to take the paperwork to the Ground Clearance Officer.

- 21. If Ground Team will not be returning to mission base but will recover at their home base, the Ground Team Leader must contact mission base either via the FM or via land line to report their ATA, mileage, and be debriefed if a sortie was flown to home base.

Briefer's Signature

Ground Team Leader's Signature