

Check List - GROUND BRANCH DIRECTOR

- 1. Obtain briefing from Operations Section Chief.
- 2. Assist in plotting the mission on the situation map.
- 3. Ensure adequate trained staff is available to conduct Ground Team briefings and debriefings.
- 4. Coordinate with the Incident Commander and other key staff personnel to identify the areas of highest probability and select tentative search areas. Plot these areas on the situation map.
- 5. Coordinate with the Incident Commander to determine search areas, interview needs, support for mobile communications teams, ground DF requirements, etc.
- 6. Coordinate with the Communications Unit Leader to ensure adequate communications with ground teams, other agencies, etc.
- 7. Establish fueling procedures.
- 8. Determine resource needs (vehicles, personnel, and equipment) and advise the Operations Section Chief.
- 9. Prepare a ground team briefing package including search area hazards, terrain, weather, other ground teams operations, aircraft operating in search area, high radiation areas (when applicable), etc. Post on the mission status board and provide a copy to the Incident Commander and Operations Section Chief.
- 10. Note coverage of search area on situation map overlay.
- 11. Coordinate the assignment of Ground Teams to search areas.
- 12. Monitor all ground operations
- 13. Assist the Planning Section Chief planning for future efforts, as needed.
- 14. Establish a status board for ground operations. Post mission progress on mission status board. Ensure data is current.
- 15. Coordinate with Operations Section Chief to determine search areas, other assignments, and priorities.
- 16. Setup briefing/debriefing and planning areas (adequate tables, chairs, etc.) in a quiet location.

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- 17. Brief Ground Teams for assign missions.
- 18. Verify all Ground Teams are properly equipped (uniform, maps, paper, survival equipment, radio capability, outer clothing, etc.).
- 19. Verify all credentials current and carried (First Aid and CPR cards, CAP membership card, CAPF 101, CAPF 76). If using a corporate vehicle, verify the driver is in possession of a CAPF 75, *CAP Driver's License*.
- 20. Verify accuracy and completeness of CAPF 109, *Ground Team Clearance* (one (1) form for each sortie).
- 21. Obtain information on search area hazards, fueling, communications procedures, etc.
- 22. Complete description of objective. Probable number and condition of survivors.
- 23. Suggested search patterns and techniques of penetration.
- 24. Expected terrain and weather conditions.
- 25. Air coverage.
- 26. Communications (frequencies, alternate methods, etc.)
- 27. Legal requirements for entry, recovery, etc.
- 28. Stress safety.
- 29. Update briefing information as needed.
- 30. Monitor ground search progress and keep the Operations Section Chief advised. Make recommendations to the Incident Commander regarding prosecution of the mission, utilization of resources, etc.
- 31. Advise Operations Section Chief of current status.
- 32. Initiate and maintain a Vehicle Operations Log.
- 33. Post all sorties.
- 34. Enter actual departure and arrival times when information is received from the Ground Team.
- 35. Continually monitor status of all teams. If any team is found to be

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overdue for one (1) hour and cannot be contacted by radio, immediately check to determine if Ground Team is at the base.

- 36. **If team is not at the base, immediately advise the Operations Section Chief and Incident Commander.**
- 37. Continue to update the Operations Section Chief until the team is located.
- 38. Conduct debriefings of returning Ground Teams. Verify accuracy and completeness of information.
- 39. Interview entire Ground Team. Be as detailed as possible.
- 40. Determine area actually searched -- be realistic.
- 41. Immediately advise Operations Section Chief and Incident Commander of possible sightings or finds.
- 42. Determine the availability of Ground Team for additional sorties.
- 43. Update Ground Operations Director on status of search results.
- 44. Report any hazards or unsafe practices to the Safety Officer for follow-up action and hazard abatement.
- 45. Verify all teams are released for return to their home base.