FTL Briefing/Debriefing
DWC & SDJ 01/02

Objectives
1. Understand the importance of your role as an FTL and the information you control.
2. Be able to differentiate between the briefings and debriefings with base and your team.
3. Be able to obtain and give thorough and accurate briefings and debriefings.

FTL Base briefing
This briefing is to explain your task and answer any questions you have for base. At the end of the briefing you should understand the importance and rationale behind your task. Briefing is done in staging by a staff member.
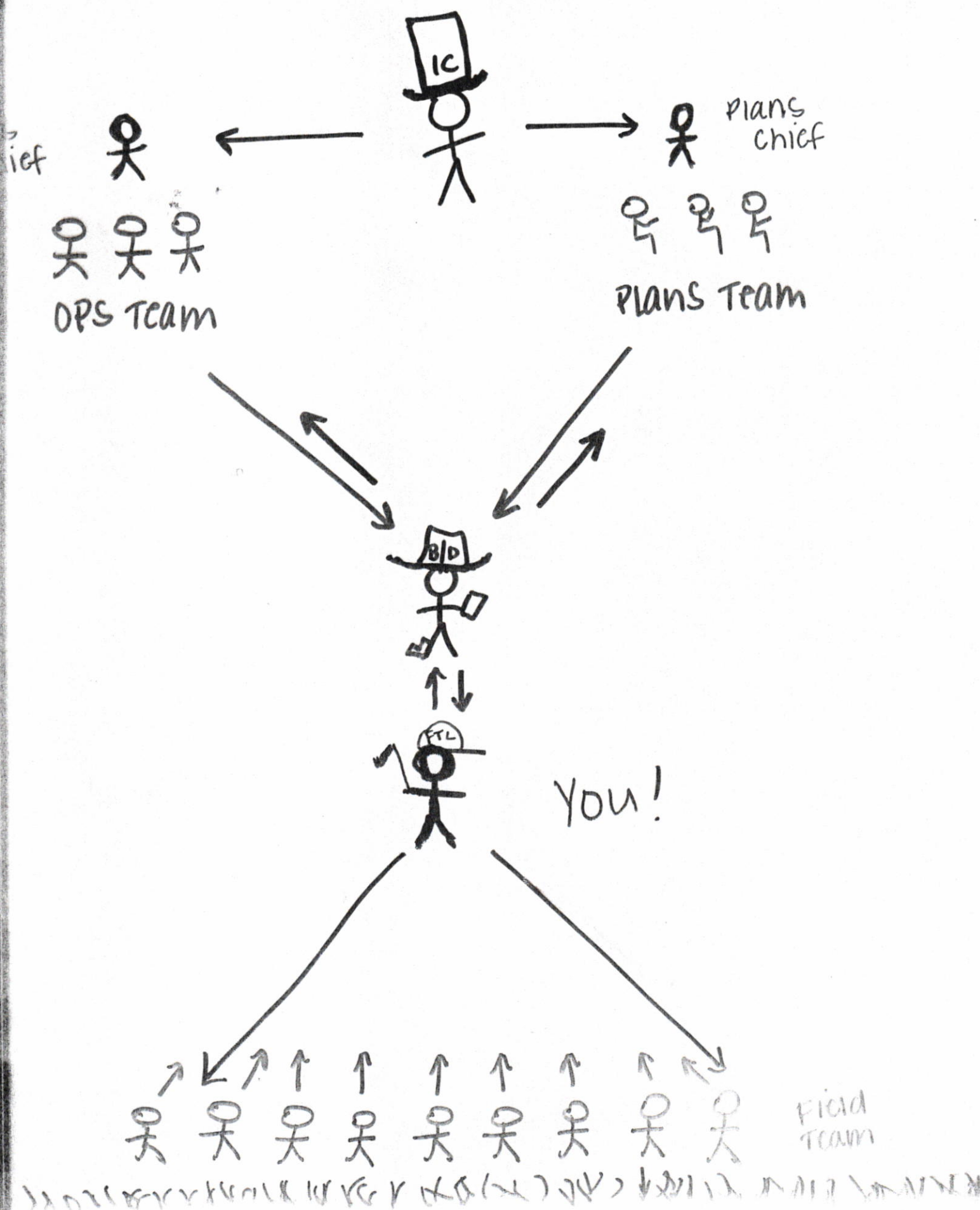
FTL briefing field team
This briefing occurs while still in base. The purpose is to establish you have a fully *functional* team and that they are *aware of their responsibilities*. You will assign roles and explain the specifics of the task. The briefing of the team continues in the field when setting up your team for the task. Especially if you have volunteers, you may also be teaching them how to search to clearly explain search procedures and commands.

FTL debriefing field team
The team debrief at the end of the task should occur while still in the field. The goal is to obtain information about the efficiency and thoroughness of your task (POD). Remember to ask about areas that were unsearchable or weren't searched well. Establish if and when your team will be ready for another task and instruct them on where to find refreshments and meet again.

FTL Base debriefing
The information you give to base in the debrief is the most important part of your task. The base staff will use your results in their plans for new tasks. When you return to base and your team is recouping, find the base debriefer at staging. Be very thorough and precise with what you tell your briefer. Draw on their map! Incorporate your judgment of the team's search ability with the results they reported when you tell the base briefer. Let them know about any problems you encountered with your team. If you're ready, get briefed for your next task.

IC

Chief

Plans Chief

OPS Team

Plans Team

B/D

FTL

YOU!

Field Team

TEAM BRIEFING (IN BASE)

___ Give name and organization
___ Give brief description of task
___ Tell estimated time for task completion
___ Tell potential hazards and predicted weather for task
___ Check team members' required equipment
___ Check for adequate food and water
___ Determine relevant medical problems of members
___ Determine if family members/relatives/friends of subject on team
___ Give transportation detail
___ Have team members give names, and complete TAF if needed

TEAM BRIEFING (IN FIELD)

___ Give name and brief introduction
___ Describe reason and importance of looking for clues
___ Describe methods of looking for clues
___ Give subject description information
___ Give brief overview of entire search effort
___ Describe safety hazards and preventive procedures
___ Describe rest break schedule
___ Describe assigned task
___ Describe rationale for task
___ Describe search mechanics of task
___ Describe procedures if clue found
___ Describe procedures if subject found
___ Describe procedures if team members become lost
___ Describe press procedures
___ Brief radio operator on established procedures

TEAM DEBRIEFING

___ Determine area actually covered
___ Determine thoroughness of area covered (POD)
___ Review clues found
___ Review safety hazards located
___ Encourage team to eat and drink
___ Encourage team to check for ticks if appropriate
___ Determine when team or if team ready for next task

TASK BRIEFING

___ Obtain team identifier
___ Obtain task description and possible terrain
___ Receive number, equipment, and training of personal required
___ Obtain rationale for task
___ Obtain desired thoroughness of task (target POD)
___ Determine other teams in or around sector
___ Determine previous clues in sector
___ Determine if other teams or activity in sector
___ Obtain and check task map against colored map with updated info
___ Obtain safety hazards (general, unique to task)
___ Record command post telephone number
___ Determine transportation to task location
___ Obtain "finding subject" procedures
___ Review medical procedures
___ Review radio procedures
___ Check out required equipment and radios
___ Record subject description (searcher information sheet)
___   physical description
___   clothing description
___   discardable equipment description
___   possible behavior profile and towards searchers
___   point last seen and time
___   circumstances of becoming lost
___ Return completed copy of Task Assignment Form (TAF) or unit log to appropriate personal

TASK DEBRIEFING

___ Report area actually covered
___ Report safety hazards and map changes located
___ Report clues found and how marked
___ Follow-up on clues radioed or phoned in to base
___ Report on areas that need to be checked again
___ Report on terrain encountered
___ Report on morale of team in field
___ Report on readiness of team
___ Report on thoroughness (POD) of task
___ Report any comments or suggestions for staff
___ Insure issued equipment returned and checked in
___ Turn in TAF/Unit log/map and other documentation