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.
chief

OPS Team

You!

Plans Team

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