Assignment Briefing Package

(Form used to brief USAR Teams when tasks are assigned)

A General information

A.0 Worksite ID (if an assignment to a Worksite)

A.1 Team being assigned

A.2 Date [DD-MMM] assigned

A.3 Time [hh:mm] assigned

A.4 Sector

A.5 City

A.6 Street/Street Number, Place Name

A.7 GPS Coordinates [Lat/Lon ±ddd.dddd°]
(Or Worksite marking location if a Worksite or of starting square corner if a Team being assigned)

A.8 GPS Coordinates [Lat/Lon ±ddd.dddd°]
(Or opposite square corner of a Sector Assessment.)

A.9 Sector/Worksite boundaries description (If necessary)

B Assignment information

B.1 ASR Level to carry out

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B.2 Reporting frequency and timings (mark as required)

B.3 Logistical requirements and provision

B.4 Access/route (describe) information

B.5 Operationally relevant local onsite contacts

B.6 Other activities at worksite/in sector

B.7 Safety/Security issues

C Annexes

C.1 Wide Area Assessment report [y/n]

C.2 Worksite report [y/n]

C.3 Previous Worksite report [y/n]

C.4 Pictures [file names] [y/n]

D Other information

Z Form completed by:

Z.1 Name

Z.2 Title/Position
Assignment Briefing Package
(Form used to brief USAR Teams when tasks are assigned)

Form filling instructions

A  General information
A.0 Specify Worksite Identification code, if assignment is related to a Worksite
A.1 Specify team being assigned using Team ID (Olympic Country code and national team number)
A.2 Date assignment if given
A.3 Time assignment if given
A.4 Specify sector of assignment using sector code
A.5 City
A.6 Worksite address or reference to worksite
A.7 Coordinates of marking location if a Worksite or of starting square corner if a Sector Assessment
A.8 If Sector Assessment, specify coordinate sof of opposite square corner of sector assigned
A.9 If necessary, add description to Sector/worksite boundaries to complement coordinates

B  Assignment information
B.8 Describe building use (e.g. Commercial, residential, hospital, etc)
B.9 Construction type (e.g. Brick, reinforced concrete, steel frame, etc)
B.10 Construction size (e.g. Number of floors, number of basements, dimension, etc)
B.11 Description of collapse/damage (Total collapse, partial collapse, damaged, etc)
B.1 Assessment Search and Rescue level to carry out
B.2 Mark reporting frequency and timings as necessary
B.3 Specify if any logistical requirements are needed and if provision is available
B.4 Describe access or route to worksite or area assigned
B.5 Include operational relevant local onsite contacts (Name, location, sat phone, etc)
B.6 Describe other activities at worksite sector
B.7 Describe specific safety/security issues at worksite/sector

C  Annexes
C.1 Attach Wide Area Assessment report, if assignment is Sector Assessment (ASR2)
C.2 Attach Worksite Triage Form from sector assessment
C.3 Attach previous Worksite reports if other USAR Teams have been at worksite
C.4 Attach pictures and specify file names

Z  Form completed by:
Z.1 Name of person that completed form
Z.2 Title or position within team