Annex B13: Assignment Briefing Package

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

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INSARAG
Preparedness – Response

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°] *(Of Worksite marking location if a Worksite or of starting square corner if*	*Lat* / *Lon*	
A.8	GPS Coordinates [Lat/Lon ±ddd.dddd°] *(Of opposite square corner of a Sector Assessment.)*	*Lat* / *Lon*	
A.9	Sector/worksite boundaries description (If necessary)	

B Assignment information

F.8	Building Use	
F.9	Construction type	
F.10	Construction size	
F.11	Description of collapse/damage	

| B.1 | ASR Level to carry out | Level 2 | Level 3 | Level 4 | Level 5 |

		0:00:00	01.00.00	02.00.00	03.00.00	04.00.00	05.00.00	06.00.00	07.00.00	08.00.00	09.00.00	10.00.00	11.00.00	12.00.00	13.00.00	14.00.00	15.00.00	16.00.00	17.00.00	18.00.00	19.00.00	20.00.00	21.00.00	22.00.00	23.00.00
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

Form filling instructions

A General information

A.0 Specify Worksite Identification code, if assignment is related to a Worksite

A.1 Team ID of the team assigned to carry out USAR operations at the Worksite: 3 letter Olympic country code followed by national team number (GER 01)

A.2 Date assignment if given

A.3 Time assignment if given

A.4 Specify sector of assigment 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 necesary, add description to Sector/worksite boundaries to complement coordinates

B Assignment information

F.8 Desscribe building use (e.g. Commercial, residential, hospital, etc)

F.9 Construction type (e.g. Brick, reinforced concrete, steel frame, etc)

F.10 Construction size (e.g. Number of floors, number of basements, dimension, etc)

F.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 requirementsare 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 assigment is Sector Assessment (ASR2)

C.2 Attach Worksite Triage Form from sector assesment

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