

Standard UC briefing checklist



(To be used in coordination briefings)

Checklist		✓
Confirm briefing rules		
All teams sign in		
Turn off cellular phones, pagers and radios, or re-assign to others for the meeting.		
Avoid disruptions and side conversations		
1	Introduce briefing coordinator (Name/Organisation)	
2	Confirm USAR teams in attendance	
3	General overview of incident & objectives (LEMA	
4	Other agency updates (OSOCC, LEMA, Military etc)	
5	Changes to safety/security situation	
6	USAR activities concluded (Sectors/worksites closed)	
7	Available USAR and other resources available (logistics)	
8	Confirm number of casualties rescued	
9	Confirm number of fatalities recovered	
10	Confirm number persons still missing	
11	Planning and operational objectives for next operational period	
12	Urgent items from teams to be covered outside of the briefing	
13	Time of next reporting deadline and reporting mechanism	
14	Time and location of next briefing	