

## Management Group Evaluation Checklist

Date:

Group:

Evaluation Location:

	<b>Cate- gory</b>	<b>Requirement</b>	<b>Success- ful</b>	<b>Not Success- ful</b>	<b>Comments</b>
1	<b>Work with AHJ</b>				
		Obtain basic information about subject and scenario.			
		* Scenario: Date/time/place last seen, suspect foul play, potential involvement of weapons.			
		* Subject: name, sex, age, height, weight, race, eye color, hair color, clothing, medical and/or physical impairments, medications, speak & respond in English.			
		* Determine who will be the liaison with the family.			
		* Determine who will be the liaison with the media.			
		Get approval for and submit resource requests.			
		* RA approves resource request.			
		* SMC gets clarification for who should place the order.			
		* Appropriate person (based on prior point) places the order with the EOC.			
2	<b>IPP and Subject Category</b>				
		Determine the Initial Planning Point (IPP)			
		Determine the subject behavior category			
3	<b>Base setup</b>				
		Position the generator in an acceptable location based on the setup of base; then make the generator operational.			
		Position the various functions to facilitate operations based on the available space.			
		* Sign-in: Near main access to area from parking.			
		* Staging: Near OPS; out of the way of OPS; protection from weather.			

		* Briefing/debriefing: Protection from weather; tables & chairs.			
		* Plans: Quiet area.			
		* Base radio: Near OPS; means to communicate with SMC/OPS.			
4	<b>Communications</b>				
		Make the base radio operational and successfully conduct a radio check that confirms it is working properly on the desired frequency.			
		Make a hand-held radio operational and successfully conduct a radio check that confirms it is working properly on the desired frequency.			
5	<b>Paperwork</b>				
		Sign-in is promptly setup. - SAR, Vehicle, and Volunteer Registers.			
		Create the appropriate folders:			
		* Tasks in progress with Task Log and map			
		* Tasks planned			
		* Tasks completed with map			
		* General			
		Provide Clue Log and map to base radio operator.			
		Provide copies of a Subject Information Sheet (preferably with picture) once copying capability is available. Until then post this information so searchers can review it.			
		Print a map of the mission area that shows the IPP and includes range rings for both the 50% and 95% (75% if 95% does not fit on map) using the IPP as the center; ensure map datum is set to WGS84, show UTM gridlines, show map name.			
		Initiate Lost Person Report (LPR) and file in the General folder.			
6	<b>Identify 5 reflex tasks.</b>				
		* Trails, roads, drainages, water features.			
7	<b>Create tasks with maps for 5 reflex tasks and file in the Tasks Planned folder.</b>				
8	<b>Brief and dispatch teams:</b>				
		* Thoroughly brief the FTL and answer questions.			
		* Ensure the TAF documents the names of all team members including K9 as appropriate.			

	<ul style="list-style-type: none"> <li>* Assign the Task Number and Team Identifier, then document these on the TAF and Task Log.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Provide the yellow copy of the TAF to the FTL.</li> </ul>			
	<ul style="list-style-type: none"> <li>* File the TAF in the Tasks In Progress folder.</li> </ul>			
9	<b>Debrief teams upon return:</b>			
	<ul style="list-style-type: none"> <li>* Thoroughly document the details on the map and back side of the TAF.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Ensure clues, alerts, etc are on the Clue Log and map.</li> </ul>			
	<ul style="list-style-type: none"> <li>* File the TAF in the Tasks Completed folder.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Create TAFs for follow-up tasks as appropriate and file in the Tasks Planned folder.</li> </ul>			
10	<b>Create and maintain maps for tasks in progress, planned, and completed.</b>			
	<ul style="list-style-type: none"> <li>* Tasks in progress map: Reflects all tasks up to at least 30 minutes prior.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Tasks completed map: Reflects all tasks up to at least 1 hour prior.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Tasks planned map: Reflects all tasks up to at least 1 hour prior.</li> </ul>			
11	<b>Employ appropriate use of tactics given the scenario.</b>			
12	<b>Segment the map.</b>			
	<ul style="list-style-type: none"> <li>* The map is divided into segments that are small enough for each to be about a 4 hour task.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Each segment is uniquely numbered; this is used as the Planning Number on the TAF.</li> </ul>			
13	<b>Conduct a Mattson within 1 hour of completion of segmenting the map.</b>			
	<ul style="list-style-type: none"> <li>* 4-5 key personnel participate; should include the SMC, AHJ, OPS or Plans, rep from other key agencies.</li> </ul>			
	<ul style="list-style-type: none"> <li>* A rating sheet was used by each participant on which each segment is assigned a weight for the likelihood that the subject is in that segment; weights can be used multiple times.</li> </ul>			
	<ul style="list-style-type: none"> <li>* Mattson results are used to prioritize search areas.</li> </ul>			
14	<b>Adjust task priorities as needed based on the outcome of the Mattson.</b>			

15	<b>Conduct a planning meeting several hours prior to shift change.</b>			
16	<b>Complete the key forms for the IAP:</b>			
	* Objectives (ICS 202).			
	* Organization Assignment (ICS 203).			
	* Medical Plan (ICS 206).			
	* Communications Plan (ICS 205).			
17	<b>Brief the oncoming shift</b>			
	* The SMC and each section chief brief their counterpart for the oncoming shift and answer questions.			
	* The SMC introduces the oncoming SMC to the AHJ and other key agency reps.			
18	<b>Track cumulative POD.</b>			
19	<b>Integrate volunteers</b>			
	* Ensure volunteers sign-in.			
	* Employ volunteers as appropriate – Staging, copying, field eams, fliers, etc.			
	* Ensure volunteers desiring to go on tasks are attired appropriately and have necessary gear.			
20	<b>Evac gear is available and accessible.</b>			
21	<b>React to clues</b>			
	* Clues are logged, assigned a unique number, and the disposition is logged on the Clue Log.			
	* The clue map is maintained.			
	* The SMC or Operations Chief decides how to handle each clue.			
22	<b>Work with the family as appropriate</b>			
	* Minimally ensure agreement with the AHJ concerning who is handling this.			
23	<b>Work with the media as appropriate</b>			
	* Minimally ensure agreement with the AHJ concerning who is handling this.			
	* Determine what information is needed and when as input to media briefings.			
24	<b>Maintain frequent and timely interaction with the AHJ:</b>			
	* Resource status: Numbers by type on-scene and projected.			
	* Strategy: Types of tasks being used (hasty, sweep, grid); lost person behavior profile being used.			
	* Objectives: Review them and progress toward accomplishing them.			

	* Needs of the family: Special area at base, explanation of the process, status updates including review of tasks completed map.			
	* Needs of the media: Segregated area near base, set briefing times, process to address special needs/requests.			
	* Progress: What's been done, what's in progress, and what's planned.			
25	<b>React to the find</b>			
	* The net is secured.			
	* Coordinates are documented.			
	* Needed support resources and equipment are determined and promptly dispatched: Medical support, evac gear, resources for the evac.			
	* The AHJ is promptly informed.			
	* The family is informed in accordance with the arrangements previously made with the AHJ.			
	* The media is informed in accordance with the arrangements previously made with the AHJ.			
26	<b>Demobilize</b>			
	* Each team returns to base and accounts for all team members.			
	* Everyone who signed in is accounted for.			
	* Contact information is obtained for agencies desiring a copy of mission paperwork.			
	* All equipment is returned to the owning agency.			
	* Close the mission – The EOC is informed once all personnel are accounted for and base is ready to close.			
	* Complete the After Action Report for submission to VDEM.			

<b>Group evaluation:</b>	<b>Sat</b>	<b>Not Sat</b>	
Comments:			

Group Contact:

Name:

Phone:

Group:

Email:

Evaluator - Lead:

Name:  
Group:

Phone:  
Email:

Evaluator

Name:  
Group:

Phone:  
Email: