US&R REGIONAL TASK FORCE 4

Rally Point Briefing Checklist

May be conducted by Assistant TFL. TFL could be on advance team

Date: ________________

TFL: ________________________  Cell #: ________________________

Assistant TFL: ________________________  Cell #: ________________________

Request Number: ________________________  Order Number: ________________________

Prior to Advance Team Responding

☐ Print (5) copies of RTF-4 roster. Distribute to TFL, ATFL, ASO, STM and RTM

☐ HMS gathers equipment needed for advance team responsibilities

☐ RECON TEAM: 2 PERSON (1 TSS, 1 HMS) or (2 TSS) SEND WITH ADVANCE TEAM

Rally Point:

☐ Introduction of Command Staff

☐ Provide latest intelligence of event / Incident information

☐ Review RTF-4 roster, conduct roll call

☐ Review RTF-4 organizational structure / Chain of command

☐ Hand out Personal Information Sheets

☐ Travel routes / Print map if available

☐ Communication plan for travel

☐ Fuel needs

☐ PPE

☐ Ready for immediate deployment upon arrival

☐ Look at FOG manuals enroute

☐ Code of conduct / High profile event

☐ Media issues / Direct all media to CP. ATFL will act as PIO