



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