

**PUAOPE004A 2008
CONDUCT BRIEFINGS/DEBRIEFING
THEORY ASSIGNMENT**

PASS MARK = 30
TOTAL MARKS AVAILABLE = 50

Conduct briefings and de-briefings Assignment

Prepare for the brief/debrief

Question 1 (4 Marks) 1.1

What is the purpose of a brief?

___ Inform all participants about the operational and logistical information they will require to carry out the task

What is the purpose of a de-brief?

___ To gather information that may assist future operations. To highlight problems and weaknesses of this incident

Question 2 (10 Marks) 1.2

List five areas of task or operational information that should be included in a brief?

Information regarding lost/overdue vessel including-

1. Last known position
2. Where and when departed
3. ETA next destination
4. Type of vessel
5. Number of people on board

List five officers that may be required at a briefing?

1. S & R Marine Commander
2. Squad Commander
3. RV skipper & crew
4. Squad training and maintenance officers
5. Relevant specialist officers from police, ambulance,

Question 3 (3Marks) 1.3

Describe three circumstances where de-briefings should not necessarily be held as soon the operation is concluded.

1. If operation has been lengthy and rescuers may need to rest before de-brief
2. If the incident has been a minor one, then the de-brief may be held at a more convenient time.
3. If some officers are still on duty, the de-brief may have to wait until these officers are available.

Question 4 (3 Marks) 1.4

Explain the factors in selecting an appropriate venue for a de-brief.

1. Capacity and security for the operational team and any others which may have to be present
 2. Copying, communications and display facilities to disseminate reports and information.
 3. Privacy and security of any sensitive information discussed.
 4. Rest and refreshments to provide a comfortable atmosphere.
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Conduct the brief/debrief

Question 5 (10 Marks) 2.1

Prepare a fictional Briefing / De-Briefing for a search and rescue for a 6 metre white tinny that fails to log back in at the scheduled time of 12:00 from a fishing trip 0.5 nm offshore. Use an additional piece of paper for your point form plans.

Vessel details – 6 meter white tinny, 2 POB, departed Port Macquarie at 06:00 for a fishing trip to Point Plomer area (approximately half mile off shore). Failed to return at scheduled time of 12:00.

Search area – conduct a drift test, commence in area of Pt Plomer. Creeping line ahead down drift line. Take into consideration sea state to decide on track spacing.

Weather in area, sea state forecast, winds forecast.

Last light time 18:30

Detail crew – adequate number for a possible extended search

Detail specific duties – navigation, radar, log, radio.

Fuel – amount on board, expected consumption, PLE, 15% reserve

Rations if prolonged search

Other vessels that may be involved in search

Radio frequencies – 16 for operational traffic, 73 or 90 for non operational traffic. Arrange an HF frequency with base in case out of line of sight for VHF

Question 6 (3 Marks) 2.2

How would you ensure that all parties at de-briefing were able to contribute without being intimidated but be so talkative as to be unproductive?

After main officers have given their de-brief all other crew should be allowed to have a say, this is best done by “going around the table” in order. A time limit could be adhered to, but usually this is not necessary if the chairman keeps strict control and moves on if speech becomes repetitive or not relevant.

Question 7 (3 Marks) 2.3

What reports should be requested for a de-brief, and who should introduce them.

1. Communications Log – radio operator
2. Navigation information including charts, radar plots, GPS information – Nav officer
3. Overall report of incident – Skipper of RV

Question 9 (5 Marks) 2.4

List 10 items that need to be reviewed against policies, practices and training provided by your Squad for future SAR Operations.

1. Were crew put into a situation beyond their training
2. Was the equipment available appropriate, adequate and working correctly
3. Was any damaged sustained accidental or from deviating from SOP
4. Were crews over-stressed or traumatised
5. Is counselling required
6. Were communications satisfactory
7. Was the briefing adequate
8. Were there sufficient crew to conduct the operation
9. Was necessary refreshments made available on a long task
10. Was there any item of the task, that in hind sight, could have been achieved better.

Conclude the brief/debrief

Question 10 (2 Marks) 3.1

How would you acknowledge the contribution of participants in a search and rescue operation?

A meaningful acknowledgement of their part in the operation. For acts of extreme courage or bravery , put name forward for an award.

Question 11 (3 Marks) 3.2

At the de-brief a number of inadequacies were identified in several areas. How would you ensure that this did not happen again?

Equipment inadequacies: More adequate equipment purchased for the squad. Modification of existing equipment.

Personnel may have to be trained on specific equipment more adequately.

Personnel inadequacies: More training may be required. Identify strengths and weaknesses, put crew on to specific task that they may be better at.

Organisational inadequacies: More training of organisational officers may be required. Better check lists and forms may be required. Modification of manuals may be required to reflect inadequacies.

Question 13 (3 Marks) 3.3

Design a standard planning agenda for use in de-brief sessions.

1. Incident background
2. Casualties
3. Loss/damage to incident vessel
4. Response to incident/Navigational details
5. Control and Command
6. Communications
7. Support staff's actions
8. Welfare of personnel involved
9. Equipment used
10. First aid and medical
11. Stress of personnel involved
12. Resources committed to incident
13. Assessment of response strategy/improvements to same.
14. Original briefing, was it adequate?
15. Analyses of performance against aims and objectives.

Question 14 (1 Marks) 3.4

How will the de-brief be broadcast to the appropriate personnel?

A report or minutes of the meeting should be written up and disseminated to appropriate personnel.

