

**Ground Homing Checklist: dated \_\_\_\_\_ 20\_\_ Task Number: \_\_\_\_\_**

Sequencing:

1. Crew(s) Assignment --Search Coordinator
2. Mission Briefing --Search Coordinator
3. Pre-Departure Briefing -- Crew Lead
4. Post-Search Debrief and Lessons Learned --All

<b>IMSAFE</b>
I – Illness, Injuries
M- Medication
S - Stress
A -Alcohol/Marijuana
F- Fatigue
E- Emotion/Eating

**Mission Briefing**

- ➔ Search Object and Area
- ➔ ELT Frequency : \_\_\_\_\_ Search Coord: \_\_\_\_\_ Ph #: \_\_\_\_\_
- ➔ Search HQ Comms 

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**1. Assign Crew # \_\_\_\_ (see over for responsibilities)**

Crew Position	Name	Phone Number	First Aid Qual (Y/N)
1.Home Operator (Crew Lead)			
2.Navigator			
3.Driver			
4.Communicator (if available)			
Vehicle Description			
License Plate			
Colour			
Model/Make			

**2. Pre-Deployment Briefing & Confirmation**

	Activities		Equipment Checklist		
<input type="checkbox"/>	IMSAFE	<input type="checkbox"/>	Compass, Maps	<b>For Landfill Searches:</b>	
<input type="checkbox"/>	Crew Wearing Visibility Vests	<input type="checkbox"/>	Pens/Pencils/Ruler		<input type="checkbox"/> Goggles
<input type="checkbox"/>	Crew dressed for Weather	<input type="checkbox"/>	Comms Log		<input type="checkbox"/> Hearing Protection
<input type="checkbox"/>	Weather/Road Conditions	<input type="checkbox"/>	First Aid Kit` Survival Backpack, Water		<input type="checkbox"/> Work Gloves (pair for each team member)
<input type="checkbox"/>	Planned Route (Navigator)	<input type="checkbox"/>	VHF Radio, 2 <sup>nd</sup> Homer		<input type="checkbox"/> Disposable Gloves
<input type="checkbox"/>	Homer Functionality Test and Calibration	<input type="checkbox"/>	Power Reactor & 6 x AA Extra Batteries		<input type="checkbox"/> Hand Wipes
<input type="checkbox"/>	Vehicle Safety Walk-Around Complete	<input type="checkbox"/>	Proximity Meter		<input type="checkbox"/> Dust Masks
	<input type="checkbox"/> Fuel Level Confirmed	<input type="checkbox"/>	Bad Elf, Spot, In-Reach		<input type="checkbox"/> Hightop waterproof boots
	<input type="checkbox"/> Mileage zeroed	<input type="checkbox"/>	CASARA Handbook		<input type="checkbox"/> EPIRB disassembly tools
<input type="checkbox"/>	Comms with 2nd Crew & SHQ confirmed	<input type="checkbox"/>	Safety Triangles		<input type="checkbox"/> 2 <sup>nd</sup> VHF Radio or Homer
<input type="checkbox"/>	Crew has Signed-in (ID Cards)	<input type="checkbox"/>	CASARA Vehicle Magnets	<input type="checkbox"/> Roll - Caution Tape	
<input type="checkbox"/>	Copy of this form provided to Search Coord	<input type="checkbox"/>	Life Jackets/Floater Suit	<input type="checkbox"/> Change of Clothes	

**3. Post-Search Debrief & Lessons Learned**

- ➔ Debrief Event; Lessons Learned, Report any injuries, of a minor or major nature
- ➔ Initiate Hazard/Occurrence Report, if applicable
- ➔ Return Equipment; Hand-in Logs, Copies of Maps, Expense Claims, Sign-out

# Ground Homing Crew Responsibilities

The crew is composed of 3 to 4 persons: the Homer Operator, Navigator, Driver, and Communicator. If crew size is three persons, the Driver assisted by the Navigator will carry out pre-departure duties of the Communicator and on task, the Navigator assume the Communicator duties. `Work as a Team in support of the Homer Operator!

## 1. The Homer Operator (Crew Lead):

- ➔ Pre-Departure is responsible for:
  - Receiving the Tasking from the Search Coordinator and overseeing the team tasks
  - If second crew deployed, obtain communications information as backup to Search Coord
  - Conducts the Functionality Testy of the Homer
  - Conducting final briefing and running through the pre-departure checklist
- ➔ On task is responsible for:
  - The Team Well-being and Safety
  - Operating the Homer and providing directional guidance to the Navigator

## 2. The Navigator:

- ➔ Pre-Departure is responsible for:
  - Obtaining maps, ruler, pen/pencil, compass, GPS, Spot/Bad Elf/In-Reach
  - Carrying out other duties assigned by the Crew Lead
  - Determining the initial and alternate routes suitable for triangulation
- ➔ On task is responsible for:
  - Sitting alongside the Driver providing route direction
  - In response to Home Operator requesting a pull-over, advises driver of pull-over point that is both interference-free and safe for team egress from vehicle
  - At pull-over site,
    - Ensuring the Homer Operator's safety
    - Taking the bearings at the Homer Operator's direction
  - Marking maps with signal strengths and bearings, operating the GPS
  - Performs the Communicator tasks, if no Communicator is assigned.

## 3. The Driver:

- ➔ Pre-Departure is responsible for:
  - Installing the Homer antennas and affixing the CASARA vehicle magnets
  - Filling out Checklist with the license plate and vehicle description
- ➔ On task is responsible for:
  - vehicle and fuel
  - remaining with vehicle on pull-over stops

## 4. The Communicator:

- ➔ Pre-Departure is responsible for:
  - Assisting the Driver in the installation of the homer equipment
  - Handing out the Visibility Vests to the Crew, obtaining Comms Log sheets and clip board
  - Checking and loading the survival backpack, water and first aid kit into the vehicle
- ➔ On task is responsible for:
  - Transmitting to Search HQ updates of pull-over site, planned routes, bearings and the regular Operations Normal advisory
  - Maintaining a log of transmissions