



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY
URBAN SEARCH AND RESCUE
CT-TF1



STANDARD OPERATING PROCEDURE

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<i>Title:</i> Check In (Administration)		
<i>Approved by:</i>	<i>Reevaluation Date:</i> May, 2008	<i>No. of Pages:</i> 5

PURPOSE

To establish guidelines for check in procedures for CT-TF1 Personnel.

These guidelines will:

- Initiate team accountability.
- Ensure proper medical check-in.
- Ensure proper component assignment and communication.

SCOPE

This procedure will be followed by all CT-TF1 members.

PROCEDURE :

The following procedures shall be used for CT-TF1 Check-in:

1. Admin Training-Brainard Field.
2. Component Training-Brainard Field
3. Training outside Brainard Field
4. Deployment-Brainard Field
5. Deployment- Regional Collection Center

1. When reporting to Brainard Field for Admin (Wednesday) Training (1200-1600, 1800-2200):

- Training begins at 1230 hrs and 1830 hrs. Check-in and Medical Check-in shall be done prior, starting at 1200 and 1800.
- All members are to enter the facility through the kitchen (BoO).
- All members shall sign in using the check-in form in the kitchen.
- All members shall sign the medical check-in form located in the kitchen. . If there is a change in your medical status, a USAR Doctor will contact you during training to discuss the new information.
- If a check-in form is not out, the first member reporting shall take a check-in form and a medical check-in form from the storage area in the kitchen and place on the designated table. Fill in the appropriate information at the top of both forms. If there is a change in your medical status, a Dr. will contact you during training to discuss the new information.
- Once you have completed both check-ins, report directly to the classroom unless other directions are given.
- Once Admin training is completed, all members shall sign-out in the kitchen prior to leaving the building.
- If a member arrives late and there is no one staffing Check-in, a sign will be posted as to whom to report to in the classroom, if the check-in sheets are not there.

2. The following procedure shall be used when reporting to Brainard Field for Component Training, (0900-1700 hrs):

Formation shall be at 0900 hrs.

All members are to report for training between 0800 and 0845 hrs.

All Managers are to meet in the Admin Room at 0830 for a Training Briefing

- All members are to enter the facility through the kitchen (BoO).
- All members shall sign in using the check-in form in the kitchen.
- If a check-in form is not out, the first member reporting shall take a check-in form from the storage area in the kitchen and place it on the designated table.

- Once you have signed in, you shall proceed for medical check in located in the storage room to the left of the kitchen. (Make a left coming out of the kitchen).
- Once Medical Check-in is complete, deposit your equipment in the storage room.
- After you have secured your equipment, report directly to your component area (to be designated by your Component Manager) and await formation.
- If you are late, report to Medical after checking in. A sign shall be by the check in area giving the location of Medical. Once you are done at Medical, the Medical personnel can direct you to your component. If you arrive during formation, stay in the kitchen area until after formation. After formation has fallen-out, you can begin check in and meet up with your component after.
- When you are released for lunch, if you are leaving the building, you must sign-out, and sign back in when you return.
- All personnel shall sign-out in the kitchen when dismissed from training.

Anytime members are entering a designated “Hot Zone” and a forward BoO is established, (the kitchen), members shall enter the “Hot Zone” through this location.

3. The following procedure shall be used when reporting to Component Training, held at a location other than Brainard:

- All members shall be instructed as to the time of the drill, and the location of the base of operations prior to the drill.
- All members shall sign in at the designated location. A check-in form shall be secured prior to the arrival of the membership.
- Once you have signed in, you shall proceed for medical check-in located at a designated location adjacent to the check-in area.
- Once Medical Check-in is complete, deposit your equipment in the designated storage area.
- After you have secured your equipment, report directly to your component area (to be designated by your Component Manager) and await formation.
- When you are released for lunch, if you are leaving the area, you must sign-out, and sign back in when you return.
- All personnel shall sign-out when dismissed from training.

Anytime members are entering a designated “Hot Zone” and a forward BoO is established, members shall enter the “Hot Zone” through this location.

4. The following procedure shall be used when reporting to Brainard for a Deployment:

- All members are to enter the facility through the kitchen (BoO).
- All members shall sign in using the check-in form in the kitchen.
- If a check-in form is not out, the first member reporting shall take a check-in form from the storage area in the kitchen and place it on the designated table.
- Once you have signed in, you shall proceed for medical check in located in the storage room to the left of the kitchen. (Make a left coming out of the kitchen).
- **If there is no one present to perform a medical check in, store your equipment at the equipment room and report to the equipment area to assist Logistics in preparing and loading equipment. Once Medical check in is staffed, an announcement shall be made.**
- Once Medical Check-in is complete, report to your component area (to be designated by your Component Manager) and await instructions.
- Once returning from deployment, all personnel shall sign-out when dismissed.

5. The following procedure shall be used when reporting to a Regional Collection Center

- All members shall be instructed at the time of the notification where to report to. Most members shall report to the designated regional collection center, but some members shall be instructed to report to Brainard for equipment preparation.
- All members shall sign in at the designated location once a check in sheet arrives at the location
- Once you have signed in, you shall proceed for medical check-in. This location to be determined on site.
- Once Medical Check-in is complete, deposit your equipment in the designated storage area.
- After you have secured your equipment, report directly to your component area (to be designated by your Component Manager) and await formation.

- All personnel shall sign-out when arriving back to the Regional Collection Center after incident termination.

When returning from a deployment or prolonged training exercise, a Demobilization Debriefing shall be held to address the health, welfare and fatigue factor of CT-TF1 members deployed.