

## **LEADER DEBRIEF FORM**

Activity:	Transportation:
Leader:	Co-Leader:
Driver 1:	Driver 2:
# Radios:	First Aid Kit #:

Check the appropriate boxes if there were any problems with the group or you:

Activity:	Participant:	Vendor Issues
☐ Getting Lost	☐ Sick/Injured	☐ Broken Equipment
□ Bad directions	□ Exhausted	☐ Price difference
☐ Inadequate time	Out of water/food	☐ Other
☐ Keeping to schedule	☐ Behavior	Miscellaneous:
☐ Cut hike short	Transportation:	☐ No shows
MOCA provided Equipment:	☐ Getting lost	Added Attendees
☐ First Aid kit supply level	☐ Driver	☐ Opened the medical envelope
☐ First Aid Kit used	☐ Late/Did not come	☐ Other issues
□ Radios		

An incident report is required for the items listed in red unless a waiver is obtained.

The rest of this form is for comments.

- Please provide a brief assessment of how well the activity went.
- Briefly describe all problem areas. (We will ask for more details if needed.)
  - O Do not name a troublesome participant here: Save that for the incident report.
- Please list anything used from the first aid kit so they are resupplied. Please try to resupply used items yourself.
- Use the other side or a separate sheet if more room is needed.