



Appendix A  
Generic Briefing Sheet

(For travel to Other National or Foreign Research Laboratories)

Name of Traveler and D/S \_\_\_\_\_

Host facility/Location \_\_\_\_\_

Site ES&H Contact Name/s and Phone Numbers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Important Documents to Review  
(Policies and Procedures) \_\_\_\_\_  
\_\_\_\_\_

Initial Orientation (if required list courses)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial Training courses  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact names/numbers at Fermilab \_\_\_\_\_  
\_\_\_\_\_

Host Facility Medical and contact information \_\_\_\_\_

Host Facility Org Chart Description (Additional sheets may be added)

Incident Response (Narrative) (Additional sheets may be added)