

# C.A.S.P.E.R.\*

## STRIKE TEAM

**\*Community Assessment for  
Public Health Emergency Response**

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- ◆ ORGANIZATIONAL CHART,
- ◆ JOB ACTION SHEETS AND
- ◆ CODE OF CONDUCT



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*David Zane and Tracy Haywood  
Strategic Preparedness, Community Preparedness Section*

## CASPER Organization

A community assessment for public health emergency response (CASPER) team assesses community-level public health needs following a public health emergency/disaster. It consists of a set of tools designed to provide valid population-based public health information about communities. It involves interviewing people in sampled households about their public health needs. The assessment helps define the scope and magnitude of specific public health needs. Teams are not deployed until conditions are safe, usually 3 – 7 days after the disaster occurs. Local and regional health officials use the results to identify health and service needs and hazards and target relief efforts to the people who need them most. For more information about CASPER, visit: <http://www.dshs.state.tx.us/comprep/rna/default.shtm>

A CASPER team is flexible and scalable, and its organization depends on the incident or event. CASPER teams will integrate into the Incident Command System (ICS) of the requesting jurisdiction, and may do so in a number of ways:

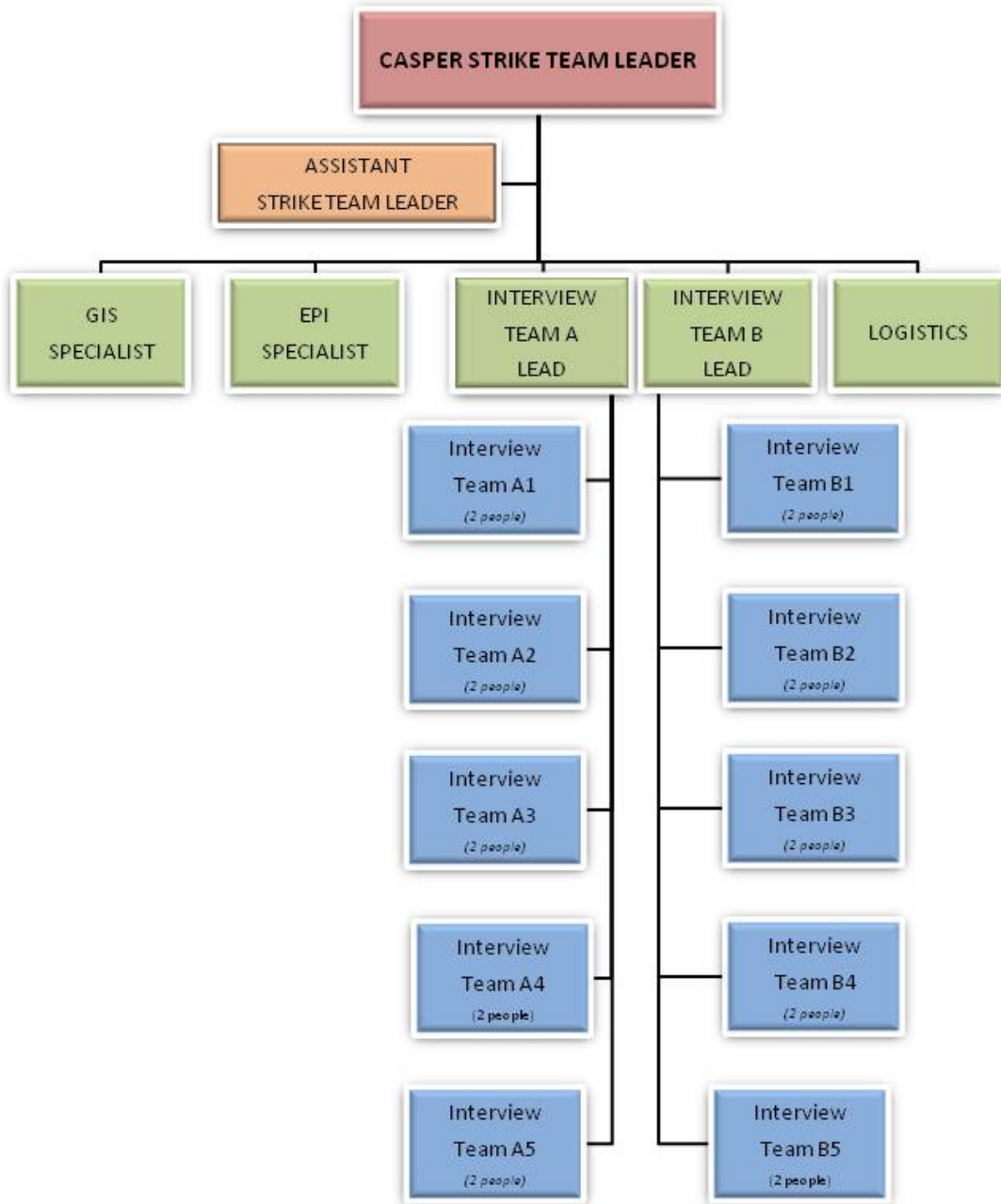
- As a Strike Team under a Group or Division in the Operations Section (OS). The Strike Team Leader reports to his or her Group or Division Supervisor.
- As a Group in the OS. The CASPER Group Supervisor reports to the OS Chief (OSC) or Branch Director.
- As a Branch in the OS. The CASPER Branch Director reports to the OSC.
- In the unlikely event that a CASPER team must operate in an area without a functioning local ICS structure, it will be integrated into the incident Area Command or Multi-Agency Coordination Center (MACC). The CASPER lead will report to the Area Commander or MACC.

This document outlines the CASPER Team structure as a Strike Team (see below). The CASPER leader will adjust CASPER organization and functions according to level in the ICS structure.

All logistical support for CASPER personnel will be provided through the Texas Department of State Health Services' (DSHS) MACC's Logistics Section, regional assets, local assets, or through the Incident Response Coordination Team (IRCT) at the U.S. Health and Human Services (HHS) (Region 6).

This document is modeled on the North Carolina Office of Public Health Preparedness and Response's CASPER Operating Guidelines, assistance from the Centers for Disease Control and Prevention (National Center for Environmental Health, Division of Environmental Hazards and Health Effects, Health Studies Branch), and the Kentucky Department of Health.

# CASPER STRIKE TEAM - Organization Chart



## CASPER STRIKE TEAM LEADER – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as CASPER Strike Team Leader	
<b>REPORT TO</b>	Group or Division Supervisor or Operations Section Chief	
<b>SUPERVISE</b>	Assistant Strike Team Leader, GIS and Epidemiologist Specialists, Interview Team Leaders	
<b>QUALIFICATIONS</b>	Skilled in management and supervision of command functions and personnel and technical ability to conduct community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Responsible for overall direction of the Community Assessment for Public Health Emergency Response (CASPER). Organize and direct field command post. Responsible for the oversight of tactical assignments given to Strike Team.	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate CASPER Team and determine staffing needs.</li> <li><input type="checkbox"/> Issue and direct tasking of strike team staff.</li> <li><input type="checkbox"/> Maintain situational awareness.</li> <li><input type="checkbox"/> Liaise with regional and local agencies regarding assessment.</li> <li><input type="checkbox"/> Collaborate with team and requesting agency, establish assessment objectives.</li> <li><input type="checkbox"/> Ensure knowledge of mission and communicate concerns or problems prohibiting mission completion.</li> <li><input type="checkbox"/> Prepare and transmit Situation Reports as required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review CASPER survey forms, information, and reports for appropriateness and accuracy.</li> <li><input type="checkbox"/> Review CASPER toolkit with staff.</li> <li><input type="checkbox"/> Conduct daily briefings for strike team.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Assess morale, physical and mental health of strike team and report any findings to DSHS MACC for referrals, etc</li> <li><input type="checkbox"/> Follow the code of conduct.</li> <li><input type="checkbox"/> Prepare and share the CASPER findings to other public health communities at conferences, meetings, and publications.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate demobilization procedures.</li> <li><input type="checkbox"/> Ensure inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Ensure all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Conduct exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Ensure CASPER assets are returned to original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> </ul>

## CASPER ASSISTANT STRIKE TEAM LEADER – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as CASPER Assistant Strike Team Leader	
<b>REPORT TO</b>	CASPER Strike Team Leader	
<b>SUPERVISE</b>	May assist in supervising GIS and Epidemiologist Specialists, and Interview Team Leaders	
<b>QUALIFICATIONS</b>	Skilled in management and supervision of command functions and personnel and technical ability to conduct community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Assists the Strike Team Leader for overall direction to the Community Assessment for Public Health Emergency Response (CASPER).	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in the activation of CASPER Team and determining staffing needs.</li> <li><input type="checkbox"/> May assist in issuing and directing tasks of strike team staff.</li> <li><input type="checkbox"/> Maintains situational awareness.</li> <li><input type="checkbox"/> Assist in liaising with regional and local agencies regarding assessment.</li> <li><input type="checkbox"/> Collaborate with team and requesting agency; may assist in establishing assessment objectives.</li> <li><input type="checkbox"/> Ensure knowledge of mission and communicate concerns or problems prohibiting mission completion.</li> <li><input type="checkbox"/> Assist in preparing and transmitting Situation Reports as required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist review CASPER survey forms, information, and reports for appropriateness and accuracy.</li> <li><input type="checkbox"/> Assist in the review CASPER toolkit with staff.</li> <li><input type="checkbox"/> Assist in conducting daily briefings for strike team.</li> <li><input type="checkbox"/> Ensures safety of staff.</li> <li><input type="checkbox"/> Assist in assessing morale, physical and mental health of strike team and report any findings to DSHS MACC for referrals, etc</li> <li><input type="checkbox"/> Follow the code of conduct.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in initiating demobilization procedures.</li> <li><input type="checkbox"/> Assist in ensuring inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Assist in ensuring all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Assist in conducting exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in submitting an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Assist in ensuring CASPER assets are returned to original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Ensures safety of staff.</li> </ul>
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## CASPER STRIKE TEAM GIS SPECIALIST – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as GIS Specialist	
<b>REPORT TO</b>	CASPER Strike Team Leader	
<b>SUPERVISE</b>		
<b>QUALIFICATIONS</b>	Skilled in Geography Information Systems (GIS) and data entry, analysis, report writing, familiar with the CASPER toolkit, and experienced in conducting community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Responsible for sampling, data gathering and creation, map creation, assigning cluster information tracking forms and printing maps and assigning equipment	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate with Strike Team Leader and Epidemiologist specialist in assessment area selection.</li> <li><input type="checkbox"/> Locate data and create database for sampling.</li> <li><input type="checkbox"/> Collaborate with the Epidemiologist specialist to select a random sample of 30 geographical clusters and 7 interview sites within each cluster (210 survey households) from within the assessment area.</li> <li><input type="checkbox"/> Map Cluster Assessment Maps.</li> <li><input type="checkbox"/> Print 4 copies of each map assign to each Interview Team Lead, CASPER strike team lead, 1 for GIS.</li> <li><input type="checkbox"/> Print 3 large Location map showing all clusters, 1 each for field command post, the local official, and GIS.</li> <li><input type="checkbox"/> Assist Epidemiologist with installing EPI INFO database.</li> <li><input type="checkbox"/> Provide data collection and mapping tools to the interview team.</li> <li><input type="checkbox"/> Train interview teams on GIS sampling.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign GIS Equipment to interview teams.</li> <li><input type="checkbox"/> Assist Epidemiologist with analysis of data.</li> <li><input type="checkbox"/> Provide electronic map for Epidemiologist to attach/insert into written summary that will be provided to local official.</li> <li><input type="checkbox"/> Assist Epidemiologist with conducting daily briefings for strike team.</li> <li><input type="checkbox"/> Update or change maps for 2<sup>nd</sup> deployment if needed (print &amp; assign).</li> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Assist Epidemiologist with Liaison functions, if needed.</li> <li><input type="checkbox"/> Contribute to Situation Reports as required.</li> <li><input type="checkbox"/> Examine equipment; if necessary charge batteries or hand out new batteries, and reassign if 2<sup>nd</sup> day is required.</li> <li><input type="checkbox"/> Create an After Action Review (AAR) for maps and equipment.</li> <li><input type="checkbox"/> Follow the code of conduct.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in demobilization procedures. Notify Epidemiologist that inventory check is completed and procedures to ensure assets return.</li> <li><input type="checkbox"/> Participate in exit interviews with strike team and local agencies.</li> <li><input type="checkbox"/> Provide printed maps and electronic copies if requested by locals.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure return of CASPER GIS assets are in original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Participate in writing an AAR and participate in any meetings as required.</li> <li><input type="checkbox"/> Hand out AAR of GIS maps and GIS equipment.</li> </ul>

## CASPER STRIKE TEAM EPIDEMIOLOGY SPECIALIST – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as Epidemiology Specialist	
<b>REPORT TO</b>	CASPER Strike Team Leader	
<b>SUPERVISE</b>		
<b>QUALIFICATIONS</b>	Skilled in epidemiology and data entry, analysis, report writing, familiar with the CASPER toolkit, and experienced in conducting community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Responsible for data collection, analysis and reporting.	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate with Strike Team Leader and GIS specialist in assessment area selection.</li> <li><input type="checkbox"/> Collaborate with the GIS specialist to select a random sample of 30 geographical clusters and 7 interview sites within each cluster (210 survey households) from within the assessment area.</li> <li><input type="checkbox"/> Review current CASPER questionnaire and modify as necessary with local input.</li> <li><input type="checkbox"/> Set up EPI INFO database.</li> <li><input type="checkbox"/> Review current assessment tracking form and modify as necessary.</li> <li><input type="checkbox"/> Review current urgent critical needs/referral form and modify as necessary.</li> <li><input type="checkbox"/> Provide data collection and mapping tools to the interview team.</li> <li><input type="checkbox"/> Train interview teams on data collection and interviewing and the use of urgent critical needs/referral form.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Retrieve data from interview teams and set up system to enter data.</li> <li><input type="checkbox"/> Analyze collected data providing population proportion, population projections, and confidence intervals. Prepare a data table with responses from each question on the survey.</li> <li><input type="checkbox"/> Develop a written summary (1 – 3 pages only) of the data with public health recommendations for response and recovery. Report should be submitted to the strike team leader within 12 hours of the time that the last data is received from the interview teams.</li> <li><input type="checkbox"/> Conduct daily briefings for strike team.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Liaise with regional and local agencies regarding assessment.</li> <li><input type="checkbox"/> Contribute to Situation Reports as required.</li> <li><input type="checkbox"/> Follow the code of conduct.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in demobilization procedures.</li> <li><input type="checkbox"/> Ensure inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Ensure all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Participate in exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Participate in writing an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Ensure CASPER assets are returned to original state. Document damages incurred during event.</li> </ul>

## CASPER STRIKE TEAM INTERVIEW TEAM “A” LEAD – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as Interview Team “A” Lead	
<b>REPORT TO</b>	CASPER Strike Team Leader	
<b>SUPERVISE</b>	5 Interview Teams (~ 2 persons per team; ~10 people total)	
<b>QUALIFICATIONS</b>	Skilled in management and supervision of personnel, field epidemiology, good interpersonal skills, familiar with the CASPER toolkit, and experienced in conducting community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Responsible for overseeing interview teams and developing health education materials to be distributed during field deployment.	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deploy to Austin or designated staging area upon alert from DSHS MACC.</li> <li><input type="checkbox"/> Become familiar with field teams assigned to Team A.</li> <li><input type="checkbox"/> Work with the Strike Team Leader and local authorities on the development of health education materials to be distributed during field deployment.</li> <li><input type="checkbox"/> Keep in contact with assigned field team during deployment.</li> <li><input type="checkbox"/> Assist in the training of interview teams on data collection and interviewing.</li> <li><input type="checkbox"/> Assist in retrieving data from interview teams.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in data entry.</li> <li><input type="checkbox"/> Assist in conducting daily briefings for strike team.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Liaise with regional and local agencies regarding assessment.</li> <li><input type="checkbox"/> Contribute to Situation Reports as required.</li> <li><input type="checkbox"/> Assess morale, physical and mental health of interview team and report any findings to Strike Team Leader.</li> <li><input type="checkbox"/> Follow the code of conduct.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in demobilization procedures.</li> <li><input type="checkbox"/> Ensure inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Ensure all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Participate in exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in writing an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Ensure CASPER assets are returned to original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> </ul>



**CASPER STRIKE TEAM INTERVIEW TEAM “B” LEAD – JOB ACTION SHEET**

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as Interview Team “B” Lead	
<b>REPORT TO</b>	CASPER Strike Team Leader	
<b>SUPERVISE</b>	5 Interview Teams (~ 2 persons per team; ~10 people total)	
<b>QUALIFICATIONS</b>	Skilled in management and supervision of personnel, field epidemiology, good interpersonal skills, familiar with the CASPER toolkit, and experienced in conducting community assessments (household surveys) of disaster affected areas for public health response.	
<b>POSITION DESCRIPTION</b>	Responsible for overseeing interview teams and consolidating photographs taken by all interview teams and videotaping hotwash session.	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deploy to Austin or designated staging area upon alert from DSHS MACC.</li> <li><input type="checkbox"/> Become familiar with field teams assigned to Team B.</li> <li><input type="checkbox"/> Keep in contact with assigned field team during deployment.</li> <li><input type="checkbox"/> Assist in the training of interview teams on data collection and interviewing and instructions on camera use.</li> <li><input type="checkbox"/> Assist in retrieving data from interview teams.</li> <li><input type="checkbox"/> Consolidate photographs taken by all interview teams onto one DVD.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in data entry.</li> <li><input type="checkbox"/> Assist in conducting daily briefings for strike team.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> <li><input type="checkbox"/> Liaise with regional and local agencies regarding assessment.</li> <li><input type="checkbox"/> Contribute to Situation Reports as required.</li> <li><input type="checkbox"/> Assess morale, physical and mental health of interview team and report any findings to Strike Team Leader.</li> <li><input type="checkbox"/> Follow the code of conduct.</li> <li><input type="checkbox"/> Videotape strike team in hotwash session.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in demobilization procedures.</li> <li><input type="checkbox"/> Ensure inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Ensure all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Participate in exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in writing an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Ensure CASPER assets are returned to original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> </ul>

## CASPER STRIKE TEAM INTERVIEW TEAM MEMBERS – JOB ACTION SHEET

<b>AREA(S) ASSIGNED TO</b>	Diversified Occupational Group (DOG) Team	
<b>UNIT ASSIGNED TO</b>	CASPER Strike Team, as an Interview Team Member	
<b>REPORT TO</b>	CASPER Interview Team Leader (A or B)	
<b>SUPERVISE</b>		
<b>QUALIFICATIONS</b>	Ability to communicate effectively, good interpersonal skills, and experienced in conducting one-on-one interviews.	
<b>POSITION DESCRIPTION</b>	Responsible for safely conducting household interview surveys in a community impacted by a disaster.	
<b>DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deploy to Austin or designated staging area upon alert from DSHS MACC.</li> <li><input type="checkbox"/> Become familiar with other team members.</li> <li><input type="checkbox"/> Become familiar with the CASPER toolkit, questionnaire, sampling, health education materials, and referral forms.</li> <li><input type="checkbox"/> Keep in contact with your assigned Team Leader during deployment.</li> <li><input type="checkbox"/> Conduct household interview and fill out all forms appropriately and correctly.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in data entry.</li> <li><input type="checkbox"/> Ensure safety of other team members.</li> <li><input type="checkbox"/> Contribute to Situation Reports as required.</li> <li><input type="checkbox"/> Assess morale, physical and mental health of interview team and report any findings to Team Leader.</li> <li><input type="checkbox"/> Follow the code of conduct.</li> </ul>
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEACTIVATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in demobilization procedures.</li> <li><input type="checkbox"/> Ensure inventory check is completed and procedures to ensure assets are returned.</li> <li><input type="checkbox"/> Ensure all records and reports are submitted to the appropriate officials.</li> <li><input type="checkbox"/> Participate in exit interviews with strike team and local agencies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in writing an “After Action Review” (AAR) and participate in any meetings as required.</li> <li><input type="checkbox"/> Ensure CASPER assets are returned to original state. Document damages incurred during event.</li> <li><input type="checkbox"/> Ensure safety of staff.</li> </ul>

## **CODE OF CONDUCT FOR CASPER STRIKE TEAM MEMBERS**

1. Your actions are a reflection on your organization.
2. No alcohol or drugs will be transported or consumed.
3. Cell phone and radio ethics will be utilized. Cell phone and radio traffic between units will be kept to a minimum.
4. Limit the procurement of equipment to what is needed; all equipment must be returned before you are demobilized.
5. Strike team members will maintain a state of readiness even when not assigned.
6. Wear the proper clothing while at the incident base.
7. Know who you are working for.
8. Recreation will be limited to unassigned hours.
9. Maintain and wear all safety clothing.
10. Don't make it a vacation.

*Adapted from the Texas Interagency Coordination Center (<http://www.tamu.edu/ticc>) - <http://ticc.tamu.edu/maplan/appendix/a15.pdf>*