

**Appalachian Search and Rescue Conference, Inc.**  
**P.O.Box 440 Newcomb Station**  
**Charlottesville, VA 22904**

**Minutes of the Board of Directors meeting**  
**3 June, 1989**

The meeting was called to order at 10:20 at National Park HQ  
by Robert Koester, Vice-Chair.

Present were:

Directors: Bob Koester, BRMRG  
Gary Mechtel, SMRG  
Todd L'Herrou, RSAR  
Greg Fuller, RSAR  
Juvena Tichner, ESAR  
Peter McCabe, ESAR(non-voting)

Voting by Proxy:

Robert Koester for Beth Pinkney, BRMRG

Present:

Mike Squire, TSAR  
Ruth Scott, TSAR  
Dianne Burroughs, TSAR  
Rick Moore, RSAR  
Gene Harrison, SMRG  
Kevin Parkes, SMRG  
John Greenaway, AMRG

**Group Reports:**

AMRG: No delegates present, Tom Jones, Chairman, ASRC Delegates are  
Mike Kuge, Keith Conover, Training Officer is Mike Kuge.

BRMRG: Your humble secretary lost the small piece of paper upon which  
BRMRG submitted their report. However, among other things, BRMRG  
provided first aid for civil war reenactment over several days.

RSAR: Lorick Fox has resigned as chair, Acting chair is Todd L'Herrou

SMRG: Meeting with officials in Montgomery County, MD to be placed on list as SAR resource. However, to do this all individuals must be members of a tax-exempt agency. In addition, SMRG provided first aid for an REI Climbing clinic, which also served as a recruitment tool.

SWVMRG: No delegates were present, no written report was submitted.

ESAR 616: No written report submitted, However, ESAR now has a 'new' bus, which they are licensing, and will use to respond to searches.

TSAR: Have tax-exempt status, 2-3 members in WEMT

### Reports:

Treasurer: Current \$940.18, Owed dues include AMRG \$45, BRMRG \$45, ESAR \$45, ESAR 617 \$75, SMRG \$45, SWVMRG \$45. Total = \$1240.18  
Current accounts include \$50 for ASTM individual membership, \$35 for VA state incorporation fees, and \$25 for Penn SAR council membership.  
Incoming and present minus outgoing = \$1130.18  
Also, AMRG, ESAR, BRMRG, and SMRG owe MRA dues on members active as of Mar 1st.

Communications: The Communications Committee Chair submitted Committee minutes and a final draft of the Policies and Procedures document. After discussion of what should be required to set up a communications net, Mechtel made a motion for a new position under the Policies and Procedures document. This would be a functional position of Communication specialist. These specialist then could be appointed by the IC/Incident Staff to handle to Commonet during an incident.

The request for SNP frequencies was returned, with a request for a letter from Greg Stiles. The application was passed to Greg, who will write the letter, and return it within a few days.

The last time the ASRC license was renewed, it was sent through after the 6 month grace period. As a result, coordination fees had to be paid. John Kell paid around \$3,000 for the coordination, and apparently was promised that a token sum would be repaid to him. Gary Mechtel made a motion that an ad-hoc subcommittee be formed to look into this, with members consisting of Chair, Vice-Chair, and Communications Committee Chair. The committee was authorized to spend up to \$400. The motion passed.

Medical: Bob Koester has drafted standards for a 8 and a 16 hour course in wilderness first aid. He will continue to investigate liability issues regarding ASRC use of that course.

New state law requires an Infection Control Officer for all EMS agencies. The board appointed Bob to that position.

Dr. Christoph allows BRMRG WENT grads to use their skills, meds, etc. However, other groups must find an operational medical director who will allow them to operate.

Bob developed a 'suggested' minimum equipment list some time ago, and this will be considered for adoption as the ASRC 'Suggested' minimum medical equipment list.

The American Alpine report form is enclosed for those who did not receive it in Cady's mailing.

MRA: To date, MRA has stated that no flat rate is acceptable. Chuck Ritenour believes that further negotiation is possible. Cady's recommendation is that at least a portion of the dues be sent as a good-will gesture. ESAR's requested that the MRA be reminded that post 616 is a member of ASRC, there appears to be confusion on that point.

Operations Committee: Ops began discussion of Group vs ASRC involvement in non-emergency incidents, such as the Dogwood, July 4th, Civil War reenactments, etc. No specific conclusion was reached, but it was felt that the discussion should be raised in the groups. Gary submitted methods for resolving prioritized goals.

PASARCO: Both Golding and Solamos will continue to serve for the ASRC. Gary made a motion to pay the \$25 dues, the motion passed.

Planning Committee:

Training Committee: A volunteer has offered to write database software for record-keeping purposes. This might also be sold to other SAR agencies as a fundraiser for the ASRC. Training has begun to formalize records for the ASRC, and has produced a draft records form (enclosed). The committee chair submitted his resignation.

VaSARCO:

### Old Business:

Searches: There was some concern about the fact that on a recent search, Baywood left search prior to being replaced.

Mechtel and Koester were tasked with writing to DES about Airtransport and appropriate use of same.

SMRG mentioned that they would like to obtain specific information from BRMRG/ASRC dispatch: Subject Name, Mission Number, and some idea of urgency. This is both for records and SMRG dispatch purposes.

The training Committee charter was reviewed and accepted. Prioritized Goals were also reviewed and accepted(enclosed). An ASRC database was discussed, and Kevin will continue to work with his friend who will write this for us. Dianne Burroughs volunteered to serve as the Conference Training Officer, and she was voted in by the Board.

Open discussion was held on the Ops committee charter, especially the special concerns section. A Motion to accept was made, and the document duly approved.

Both the Medical Committee and the Plans Committee submitted charters, which were accepted as working documents, with final review in August.

### **New Business:**

A motion was made to allow SMRG to provide first aid on 'the Mall' on the 4th of July. The motion passed with the proviso that the Ops officer has veto power if he accesses potential liability to be too high.

A motion was made to request that the Ops Officer write and send out annual activity reports. The motion passed.

A motion was made to allow use of the ASRC name on brochures being sent to Embassies thru-out the world on the topic of Volunteer SAR agencies. The motion passed.

Gary Mechtel moved that TSAR be accepted as a probationary certified group, such status to officially begin when BRMRG sends the secretary a letter notifying the ASRC that they have met requirements, and \$75 for dues are received by the treasurer. At that time the official date will be made retroactive to June 3rd, 1989. The motion passed.

Beth Pinkney was proposed as an IC, and in closed session she was accepted.

A motion was made to request Cady to follow-up on all committee chairs, and motion passed.

The meeting was adjourned at 1614 hours, June 3rd, 1989

### **Action Items:**

Gary: To communicate with Cady about the Hanover Search. Write letter to DES on topic of Air Transportation.

**Group Training Officers:** Submit Training schedules to ASRC T.O., Rosters to ASRC Secretary by next meeting.

**Koester:** Continue to work on Insurance/Liability issues for WFA. Serve on ad-hoc 'Kiel' committee.

**Cady:** Follow-up all committee chairs, serve on ad-hoc 'Kiel' committee



BLUE RIDGE MOUNTAIN RESCUE GROUP  
P.O. BOX 440  
NEWCOMB STATION  
CHARLOTTESVILLE, VIRGINIA 22904

## SUGGESTIONS FOR SEARCH OPERATIONS IMPROVEMENTS

Based upon a DOGS East letter *from Ed Johnson* and Ideas from Bob Koester

1. *Have a master topo map available for field teams to check against their copies for clarification on unclear features.* On large searches this should be posted as public information. While on larger searches there is often a shortage of maps see the note on use of topo for smaller searches. In addition there is no reason that maps cannot be purchased on more prolonged searches (they are available from DES and from Charlottesville). On smaller searches the person doing the team briefing should insist that the teams check a topo map or conduct the briefing using the topo map.
2. *On larger searches it may be useful to keep a separate dog map showing dog alerts and tasks.*
3. *If possible, the dog teams should have one experienced person at base, possibly someone coming off field duty, to provide input/evaluation of dog tasks/clues.* Technically speaking this is simply creating a dog branch under operations in the ICS structure.
4. The dog teams strongly believe that Operations and Plans should be in the same room working closely together. This belief arises out of the problem of clues being lost, ignored, or not being taken seriously. This also relates back to the age old problem of when all clues were handed to plans and not acted upon until much later. The real problem rests with the operations officer. They often simply follow the plan and fail to take the necessary action to alter the plan by rerouting tasks, changing tasks, or otherwise changing operations. Therefore, I continue to believe strongly that plans and operations should be in separate locations. Plans must be thinking about problems 12 hours in the future in a quiet environment. While, operations must aggressively respond to clues amid the sensory overload (read chaos) of communications and teams debriefing.
5. **Plans should not draw task assignments on a team's map with opaque markers. Use "hi-liters" only.** This is such a simple problem to handle and actually makes a tremendous difference. There simply is no excuse to not stock all operations kits with lots of hi-liters.
6. The dog teams want two copies of task maps. One should have the task indicated using Hi-liters, the second is used for the handlers unique needs. Just remember this when deciding how many copies of maps you need to make.

7. In another example of operations not doing the job they should; incomplete tasks need to be evaluated right away. We all know that very few "honest" teams complete all of the task as originally assigned. At present, I must agree with the dog teams when they complain that this information is seldom immediately acted upon. The debriefers should stress this type of information to operations. Operations then must act in some way to change the plan.

8. *Try to arrange nearby assignments for teams already in the field so they don't have to return to base (many teams returned after doing only 1,2, or 3 hour tasks). Make new assignments with the teams in the field or multiple assignments before deployment. It's faster to send maps out than to bring teams in!* This is a two-edged sword. On many searches this is a technique to keep in mind. On other searches I can see where it would cause considerable difficulty. Unfortunately, I require at least three pages to state why I believe this.

9. *Most of the dog handlers are experienced/mature enough that they won't call in trivial clues unless it's for instructions on returning articles to base, etc. When field teams feel that they have a strong enough clue to call for help and containment, it should be acted on Immediately.* I also agree with Ed here. While most ground field teams call in worthless information the dog teams are not usually guilty of this sin.

10. Emphasize to field teams the need to report all information picked up from locals, incidental info gathered from law enforcement officers, etc. to command.

11. Remember to give teams a hazards report during briefing.

12. *We need to do a better job tracking and assimilating significant/verifiable clues, dog alerts, etc. We also need to make a more concerted effort to verify or eliminate clues.* This comment led to the creation of the new SAR council clue sheet. I have seen many searches run without a clue sheet or a clue map. This is simply unexcusable. I have never seen records on the action actually taken as result of the clue. The new clue form should help solve this problem. Lets remember when we provide management during a search it is our responsibility to act on problems. Too often we are guilty of being lazy and simply sending teams out based upon a plan drawn up hours before clues are found. We always stress clues to the searchers, now we need to stress clues to management. However, I will be the first to admit the type of action taken on most clues should be; discounted, not supported by investigation, added to overall pattern for consideration of next shift plan, etc.

13. Field teams should be briefed on clues located in and around their assigned sectors during task briefings.

APPALACHIAN SEARCH & RESCUE CONFERENCE (ASRC)

1989/1990 Training Committee Prioritized Goals and Schedule  
 (Draft - Submitted to ASRC Borad on June 3, 1989)

<u>Priority</u>	<u>Training Goal</u>	<u>Completed No Later Than</u>
1	Complete standards for FIM, FTL, IS & IC.	09/02/89
2	Create draft of the Training Manual.	12/02/89
3	Create testing procedures for the standards.	12/02/89
4	Create ASRC-wide training records system.	09/02/89
5	Qualify at least 3 new IC's.	06/02/90
6	Qualify at least 6 new IS's.	06/02/90
7	Conduct at least one ASRC-wide training event.	10/20- 22/89
8	Create standard for MRA-qualified member of ASRC.	03/03/90
9	Publish quarterly ASRC-wide training schedule(s).	09/02/89 12/02/89 03/03/90 06/02/90



APPALACHIAN SEARCH & RESCUE CONFERENCE (ASRC)  
MEMBER QUALIFICATIONS & CERTIFICATIONS

\_\_\_ New Entry \_\_\_ Update by \_\_\_\_\_ Date \_\_/\_\_/\_\_

Member Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
SSN \_\_\_\_\_ Birth Date \_\_/\_\_/\_\_

ASRC Group Affiliation: \_\_\_ Member-at-Large \_\_\_ SMRG \_\_\_ BRMRG  
\_\_\_ AMRG \_\_\_ RSAR \_\_\_ ESAR Post 616  
\_\_\_ SWVMRG \_\_\_ ESAR Post 617  
\_\_\_ Tidewater

Present ASRC Training Level \_\_\_ Applicant \_\_\_ FTM \_\_\_ IS \_\_\_ SUS  
\_\_\_ Trainee \_\_\_ FTL \_\_\_ IC

Date Conferred \_\_/\_\_/\_\_ by \_\_\_\_\_ Expires \_\_/\_\_/\_\_

Other ASRC Specialty \_\_\_ Rigger \_\_\_ Commo. \_\_\_ Medic  
\_\_\_ Tracker \_\_\_ Base Winkie \_\_\_ Dispatch

Date Conferred \_\_/\_\_/\_\_ by \_\_\_\_\_ Expires \_\_/\_\_/\_\_

Present Group Officership(s) Held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Technical Certifications

Type	Date Conferred	by Whom/Affiliation	Expiration Date
Medical			
CPR			
GSAR1			
GSAR2			
ICS			

## **ASRC Training Committee Charter:**

**Purpose:** The ASRC Training Committee (TC) will oversee ASRC Training Standards, Procedures, and Qualifications in keeping with the established ASRC policies and guidelines given by (a) the ASRC Articles of Incorporation, (b) the ASRC By-Laws, (c) the ASRC General Membership, and (d) the ASRC Board of Directors (BOD).

**Authority:** The ASRC BOD authorizes the TC to perform its tasks and duties in behalf of the ASRC BOD. The ASRC BOD retains the privilege of reviewing and changing any TC decision.

**Membership:** The ASRC BOD will appoint and may dismiss the ASRC TC chairman, also known as the ASRC Training Officer (TO). Each ASRC group will nominate (and request the dismissal) one of its members to be the group's Training Officer in keeping with the ASRC By-Laws. Also in keeping with the ASRC By-Laws, each Training Officer must be approved by the BOD. Each group TO is a member of the TC. During any TC meeting, any Active ASRC Member may join the TC and are considered members-at-large. All members-at-large must renew their membership yearly.

**Liasons:** All other ASRC corporate level committees and representatives are encouraged to send some member(s) to each OC meeting.

**Functions:**

- 1) Yearly review and update of the ASRC Training Standards,
- 2) Yearly review and update of the ASRC training materials,
- 3) Yearly update of each individual member's training levels,
- 4) Provide an annual ASRC training Report, including:
  - a) a summary of the previous years Training activities,
  - b) the projected year's activities
  - c) an estimate of the ASRC's long term training needs,
- 5) The yearly reviews will be presented at the first meeting of the new calender year
- 6) Develop and maintain a training manual
- 7) Develop and coordinate \_\_\_ ASRC wide training events/yr.
- 8) Develop and coordinate \_\_\_ ASRC regional training events/yr.
- 9) Support new applicant group training efforts,
- 10) Help the triannual and new applicant group review process
- 11) Support and define all BOD and ASRC training concerns,
- 12) Help the Group TO to fulfill the requirements listed in the ASRC By-Laws

**Procedures:**

- 1) The TC will hold open meetings where decisions will be determined by a simple majority vote. All TC members are granted the right to vote.
- 2) There is no quorum needed to enact TC business.
- 3) At a minimum, meetings will be held every time the BOD holds a regularly scheduled meeting. If the ASRC TO is not present, then any other TC member may call and chair the meeting.
- 4) The TO may call additional meetings on an as-needed basis.
- 5) All meetings and any decisions must be documented along with the appropriate data leading to the decision.
- 6) Any new TC business must be submitted at the meeting in writing.
- 7) Most new business tasks will be assigned to an ad hoc subcommittee to prepare the pertinent data for committee discussion and action.
- 8) Any changes to these procedures may be enacted by a simple majority vote of the committee members, but may be reviewed and changed by the ASRC BOD.

**Special  
Concerns:**

- 1) Between TC meetings, the ASRC TO may conduct time critical ASRC TC business and the group TOs may conduct group TC business. The TO should review the decisions at the next meeting.

## ASRC Operations Committee Charter:

**Purpose:** The ASRC Operations Committee (OC) will oversee ASRC Operational Equipment and Procedures in keeping with the established ASRC policies and guidelines given by (a) the ASRC Articles of Incorporation, (b) the ASRC By-Laws, (c) the ASRC General Membership, and (d) the ASRC Board of Directors (BOD).

**Authority:** The ASRC BOD authorizes the OC to perform its tasks and duties in behalf of the ASRC BOD. The ASRC BOD retains the privilege of reviewing and changing any OC decision.

**Membership:** The ASRC BOD will appoint and may dismiss the ASRC OC chairman, also known as the ASRC Operations Officer (OO). Each ASRC group will choose (and dismiss) one of its members to be the group's Operation Officer. Each group Operation Officer is a member of the OC. During any OC meeting, any Active ASRC Member may join the OC and are considered members-at-large. All members-at-large must renew their membership yearly.

**Liasons:** All other ASRC corporate level committees and representatives are encouraged to send some member(s) to each OC meeting.

**Functions:**

- 1) Yearly review and update of the ASRC SAROP,
- 2) Yearly review and update of the ASRC Operations Manual,
- 3) A yearly update of the ASRC's IC and GS lists,
- 4) Provide an annual ASRC Operational Report, including:
  - a) a summary of the previous years operational activities,
  - b) the projected year's activities
  - c) an estimate of the ASRC's long term operational needs,
- 5) The yearly reviews will be presented at the first meeting of the new calender year
- 6) Review all incidents to:
  - a) accumulate and disseminate important learning points
  - b) assure that all appropriate paperwork is maintained
- 7) Review and propagate alert procedures for:
  - a) The ASRC
  - b) Each Group
- 8) Support triannual and new applicant group reviews for compliance with ASRC operations policies, procedures, and standards
- 9) Provide an annual review and commentary on standing ASRC operational agreements with all outside agencies.
- 10) Support and define all BOD and ASRC operational concerns

**Procedures:**

**Procedures:**

- 1) The OC will hold open meetings where decisions will be determined by a simple majority vote. All OC members are granted the right to vote.
- 2) There is no quorum needed to enact OC business.
- 3) At a minimum, meetings will be held every time the BOD holds a regularly scheduled meeting. If the OO is not present, then any other OC member may call and chair the meeting.
- 4) The OO may call additional meetings on an as-needed basis.
- 5) All meetings and any decisions must be documented along with the appropriate data leading to the decision.
- 6) Any new OC business must be submitted at the meeting in writing.
- 7) Most new business tasks will be assigned to an ad hoc subcommittee to prepare the pertinent data for committee discussion and action.
- 8) Any changes to these procedures may be enacted by a simple majority vote of the committee members, but may be reviewed and changed by the ASRC BOD.

**Special  
Concerns:**

- 1) Between OC meetings, the OO may conduct time critical OC business. The CO should review the decisions at the next meeting.
- 2) In dire circumstances, the OO may be used to resolve any ongoing operational incident problems wherein the IC requires help or the majority of the GS questions the ICs judgement, as outlined in the operations manual. In the absence of the OO or when the the OO is on the scene actively participating in the incident, the ASRC Chairman or any other ASRC IC (if he or she is not participating) may be used to resolve the problems.



# COMMONWEALTH of VIRGINIA

## Department of Emergency Services

A. E. SLAYTON, JR.  
State Coordinator

Keith R. Keister  
Deputy Coordinator

310 Turner Road  
Richmond, Virginia 23225-6491  
(804)674-2499

### SEARCH AND RESCUE PROGRAM

#### MASTER SCHEDULE - JULY 1, 1989 to JUNE 30, 1990

DATE	ACTIVITY	LOCATION
22 July	SAR Council	Richmond
27-29 Oct	Level I - Level II (Part 1)	Front Royal
27-29 Oct	MSF (Part 1)	Front Royal
28 Oct	SAR Council	Richmond
17-19 Nov	Level I - Level II (Part 2)	Front Royal
17-19 Nov	MSF (Part 2)	Front Royal
17-19 Nov	Mantracking (Part 2)	Front Royal
8-10 Dec	Level I - Level II (Part 1)	Wakefield
8-10 Dec	IC for SAR	Wakefield
9 Dec	Basic Instructors Course	Wakefield
19-21 Jan	Level I - Level II (Part 2)	Wakefield
19-21 Jan	Mantracking (Part 1)	Wakefield
20 Jan	Instructors Update	Wakefield
27 Jan	SAR Council	Richmond
23-25 Feb	Level I - Level II (Part 1)	Roanoke
23-25 Feb	MSF (Part 1)	Roanoke
24 Feb	Instructors Update	Roanoke
23-25 Mar	Level I - Level II (Part 2)	Roanoke
23-25 Mar	MSF (Part 2)	Roanoke
23-25 Mar	Mantracking (Part 1)	Roanoke
*6-8 Apr	WEMT (Part 1)	Richmond
*20-22 Apr	WEMT (Part 2)	Richmond
Upon Request	Search and Rescue Orientation (6 hours)	
Upon Request	Introduction to Search and Rescue Management (12 hours)	
Upon Request	Hug-A-Tree (1 hour)	

\* INDICATES TENTATIVE DATES/LOCATIONS/ACTIVITIES

EDITION (1), APRIL 89

ASRC Communications Committee Chairman Report  
June 6, 1989

*R/E*

Proposed Rules and Policies: The attached final draft is hereby presented to the Board for Review and Acceptance. Along with the draft is an issues paper.

Review of License Agreements:

DOGS East - No longer needed (Verbal Soukup)  
Blue & Grey - No longer needed (Verbal Soukup)  
Triangle Rescue - Still needed (Verbal Elron)  
                    Letter to be sent (May 26)  
Eastern Region NCRC - Still needed (Verbal Soukup)  
                    Letter has been sent  
Robertson Assoc. -Letter sent  
VA CAP, Stafford County - believed defunct (not contacted)  
S.N.P. - License to use their frequency being renewed.  
            Agreement for them to use our's is being checked.  
Great Falls Park - Unknown  
VA EMS - Written - For ASRC to use Med Channels (10).

Training Standards: Awaiting next Standards Comm. meeting. A verbal request has been made to discuss a Commo training level between FTL and IS at that meeting.

Repeater Capability on KA 8 1942: A letter (drafted by L. Fox) has been sent by the ASRC Chair to the FCC requesting that the license be corrected to include the intended repeater designation. The license has a frequency for a repeater, but it is not designated as such.

Renewal of KB 6 1630 (use SNP frequencies): Renewal (drafted by L. Fox) has been sent by the ASRC Chair to the FCC.

Schedule of requested Tasks:

Rules and Policies - ETC (Board Approved) Oct 89  
Training Standards - ETC (Board Approved) Dec 89  
Training Materials - Est. start Jan 90  
Written License Agreements - ETC Nov 89  
Conference Wide Pager Net - Est. Start Nov 89

Next Commo Committee meeting scheduled for same time and place as the October Board meeting.

# ASRC MEDICAL COMMITTEE CHARTER

## PURPOSE:

The ASRC medical committee will oversee ASRC medical programs and advise the ASRC Board of Directors (BOD) on matters relating to medical issues or otherwise tasked. Furthermore, the medical committee will oversee ASRC medical standards, procedures, and qualifications in keeping with established ASRC policies and guidelines given by (a) the ASRC articles of Incorporation, (b) the ASRC by-laws, (c) the ASRC general membership, and (d) the BOD. Finally, the committee will ensure such policy and guidelines comply with applicable state medical rules and regulations and standards established by ASRC operational medical directors.

## AUTHORITY:

The BOD authorizes the medical committee chairman to perform his tasks and duties in behalf of the BOD. The BOD retains the privilege of reviewing and changing any decision.

## MEMBERSHIP:

The BOD will appoint (and may dismiss) the ASRC medical committee chairman. Each ASRC group may nominate (and request the dismissal) one of its members to serve on the committee. During any medical committee, any active ASRC member may join the committee and are considered members-at-large. All members-at-large must renew their membership yearly. Members-at-large may be required to leave the room if disciplinary action, or personal information is being discussed.

## LIAISONS:

All other ASRC corporate level committees and representatives are encouraged to send some member(s) to each committee meeting. Liaison officers may also be asked to leave during the discussion of personal matters.

## FUNCTIONS:

1. Yearly review of the medical section of the operations manual.
2. Provide a report at all ASRC BOD meetings.
3. Provide an annual report at the ASRC general membership meeting.
4. Provide necessary paperwork to the Virginia Department of Health (division of Emergency Medical Services) for the biannual license process.
5. Maintain liaisons with the Virginia division of EMS and other government organizations responsible for the issuing of licenses once a licensee from that particular agency is made.
6. Oversee the ASRC role in the ASRC/CEM wilderness EMT development project.
7. Maintain liaisons with operational medical directors that provide the ASRC services.
8. Insure compliance with all applicable rules and regulations required by licenses.
9. Disseminate medical protocols and guidelines.
10. Provide an annual review, update, and dissemination of protocols.
11. Provide recommendations on minimal equipment lists.
12. Assist in the selection and coordination of an advisory board of medical and SAR experts whose purpose will be to oversee ASRC medical programs.
13. Provide recommendations to the BOD and training committee on applicable training standards.
14. Carry out research and evaluation on new equipment and medical techniques relevant to SAR.
15. To properly train, evaluate, certify, recertify, and document instructors of ASRC developed medical programs.
16. To develop, review, test, and evaluate material presented at ASRC developed medical programs in conjunction with the ASRC medical advisory board.



**PROCEDURES:**

1. The medical chairman will present a list of candidates for the medical advisory board.
2. The medical chairman may not serve as chairman of the advisory board but will attend all meetings.
3. Each member of the medical advisory committee will have one vote and decisions may be enacted by a simple majority vote of the committee members present. One third of the members must be present by attendance or by proxy.
4. The medical advisory committee may form sub, or ad-hoc committees at its pleasure.
5. The medical committee will hold open meetings, except when personal matters are discussed. All committee members are granted the right to vote.
6. There is no quorum needed to enact committee business.
7. The medical committee chairman may call meeting on an as-needed basis. All meetings and any decisions must be documented along with the appropriate data leading to the decision. Any new committee business must be submitted at the meeting in writing.

# THE AMERICAN ALPINE CLUB

113 EAST 90th STREET  
NEW YORK, NEW YORK 10128



## ACCIDENT REPORT FORM

**Purpose and Description:** The primary purpose of these reports and the Annual Report of *Accidents in North American Mountaineering* is to aid in the prevention of accidents. The person filling out the form should be familiar with the circumstances of the accident and, therefore, either the person(s) directly involved should complete it or at least review it. Full narratives and suggestions for future climbers are welcomed. If any persons involved wish to remain anonymous, in cases where no rescue was involved, the editor will honor that request.

**1. REPORT COMPLETED BY (name and address or affiliation with accident):**

\_\_\_\_\_  
\_\_\_\_\_

**2. DATE OF ACCIDENT:** \_\_\_\_\_

**3. GEOGRAPHIC LOCATION:** \_\_\_\_\_ **ROUTE:** \_\_\_\_\_

**4. NAMES (or use a number) AND AGES OF PERSONS DIRECTLY INVOLVED:**

1. \_\_\_\_\_ AGE: \_\_\_\_\_  
2. \_\_\_\_\_ AGE: \_\_\_\_\_  
3. \_\_\_\_\_ AGE: \_\_\_\_\_  
4. \_\_\_\_\_ AGE: \_\_\_\_\_  
5. \_\_\_\_\_ AGE: \_\_\_\_\_

**5. TOTAL NUMBER OF PERSONS IN PARTY OR CLASS:** \_\_\_\_\_

**6. DETAILS OF THE ACCIDENT:**

A.  ROCK     SNOW     ICE     RIVER     UNKNOWN

B.  ASCENDING     DESCENDING     UNKNOWN

**C. IMMEDIATE CAUSE (YOU MAY CHECK MORE THAN ONE):**

- |   |  |
|---|--|
| <input type="checkbox"/> FALL OR SLIP ON ROCK               | <input type="checkbox"/> PITON PULLED OUT                      |
| <input type="checkbox"/> FALL OR SLIP ON SNOW               | <input type="checkbox"/> FAILED TO FOLLOW ROUTE                |
| <input type="checkbox"/> FALL OR SLIP ON ICE                | <input type="checkbox"/> FAULTY USE OF CRAMPONS                |
| <input type="checkbox"/> FALLING ROCK OR OBJECT             | <input type="checkbox"/> LIGHTNING                             |
| <input type="checkbox"/> EXCEEDED ABILITIES                 | <input type="checkbox"/> SKIING                                |
| <input type="checkbox"/> EXPOSURE                           | <input type="checkbox"/> ASCENDING TOO FAST                    |
| <input type="checkbox"/> AVALANCHE                          | <input type="checkbox"/> EQUIPMENT FAILURE (BE SPECIFIC) _____ |
| <input type="checkbox"/> STRANDED                           | _____  |
| <input type="checkbox"/> FAILURE OF RAPPEL                  | _____  |
| <input type="checkbox"/> ILLNESS                            | <input type="checkbox"/> OTHER (BE SPECIFIC) _____             |
| <input type="checkbox"/> LOSS OF CONTROL—VOLUNTARY GLISSADE | _____  |
| <input type="checkbox"/> FALL INTO CREVASSE/MOAT            | _____  |
| <input type="checkbox"/> NUT OR CHOCK PULLED OUT            | <input type="checkbox"/> UNKNOWN                               |

**D. CONTRIBUTORY CAUSE (YOU MAY CHECK MORE THAN ONE):**

- |   |  |
|---|--|
| <input type="checkbox"/> CLIMBING UNROPED                     | <input type="checkbox"/> EXPOSURE                              |
| <input type="checkbox"/> EXCEEDING ABILITIES                  | <input type="checkbox"/> FAILURE TO TEST HOLDS                 |
| <input type="checkbox"/> INADEQUATE EQUIPMENT/CLOTHING        | <input type="checkbox"/> INADEQUATE BELAY                      |
| <input type="checkbox"/> WEATHER                              | <input type="checkbox"/> POOR POSITION                         |
| <input type="checkbox"/> CLIMBING ALONE                       | <input type="checkbox"/> FAILED TO FOLLOW DIRECTIONS           |
| <input type="checkbox"/> PLACED NO, OR INADEQUATE, PROTECTION | <input type="checkbox"/> ILLNESS                               |
| <input type="checkbox"/> DARKNESS                             | <input type="checkbox"/> EQUIPMENT FAILURE (BE SPECIFIC) _____ |
| <input type="checkbox"/> NUT OR CHOCK PULLED OUT              | _____  |
| <input type="checkbox"/> NO HARD HAT                          | _____  |
| <input type="checkbox"/> PARTY SEPARATED                      | <input type="checkbox"/> OTHER (BE SPECIFIC) _____             |
| <input type="checkbox"/> PITON PULLED OUT                     | _____  |

**E. TYPE OF INJURY OR ILLNESS (YOU MAY CHECK MORE THAN ONE):**

- |  |   |
|--|---|
| <input type="checkbox"/> FATALITY      | <input type="checkbox"/> ACUTE MOUNTAIN SICKNESS      |
| <input type="checkbox"/> ABRASION      | <input type="checkbox"/> HYPOTHERMIA                  |
| <input type="checkbox"/> LACERATION    | <input type="checkbox"/> HAPE                         |
| <input type="checkbox"/> CONCUSSION    | <input type="checkbox"/> CE                           |
| <input type="checkbox"/> SPRAIN        | <input type="checkbox"/> HEAT EXHAUSTION              |
| <input type="checkbox"/> STRAIN        | <input type="checkbox"/> HEAT STROKE                  |
| <input type="checkbox"/> INFECTION     | <input type="checkbox"/> PREEXISTING CONDITION: _____ |
| <input type="checkbox"/> PSYCHOLOGICAL | _____   |
| <input type="checkbox"/> FRACTURE      | <input type="checkbox"/> OTHER _____                  |
| <input type="checkbox"/> FROSTBITE     | _____   |
| <input type="checkbox"/> DISLOCATION   | <input type="checkbox"/> UNKNOWN                      |

**7. EXPERIENCE LEVEL:**

- NONE OR LITTLE (1ST YEAR)     MODERATE (1-3 YEARS)     EXPERIENCED     UNKNOWN

**8. NARRATIVE DESCRIPTION OF ACCIDENT (use extra sheet if necessary):**

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**9. ANALYSIS OF ACCIDENT: WHAT KNOWLEDGE AND TECHNIQUES WILL HELP PREVENT FUTURE ACCIDENTS?**

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**10. ADDITIONAL COMMENTS:**

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# Virginia Commonwealth University

March 1989

Dear Emergency Services Provider:

For the past 10 years Virginia Commonwealth University has offered an undergraduate degree in Safety and Risk Administration (SRA). We have always been aware of the fact that many full, part-time and volunteer emergency service personnel enroll in this program. Yet, we have never made a concerted effort to direct our degree toward these professionals. I would like to remedy this now by offering the enclosed poster and degree literature.

All of our students are enthusiastic about this curriculum and the potential for personal and professional growth that it offers. Specifically, *here is a chance for fire fighters and emergency medical technicians* to build upon their professional credentials and technical training. This degree also extends a generous transfer policy to those who have completed work at other academic institutions.

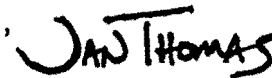
One of the special characteristics of the undergraduate degree in Safety and Risk Administration is that all of the core course work may be completed through VCU's Evening College. This is especially helpful to those who are already working in the safety and emergency services fields.

Another unique characteristic of this program is its faculty! Our full time professors are supported by a select group of adjuncts who represent excellence in their special fields of endeavor; for example - Cynthia Bailey, Executive Director of the Virginia Department of Waste Management; Battalion Chief Dennis L. Rubin of the Chesterfield Fire Department; Anna Jolly, a regionally known industrial hygienist; and, Jim Stanard of the Department of Defense Security Institute.

I could go on and on describing our degree and the exciting opportunities available to SRA students. There is one other thing I should mention. The demand for safety and risk professionals is far greater than the current supply! New community right-to-know legislation paired with a greater awareness of risk-control in the private and public sectors and the daily "disaster headlines" in the newspapers have all played a role in bringing this profession to the nation's attention.

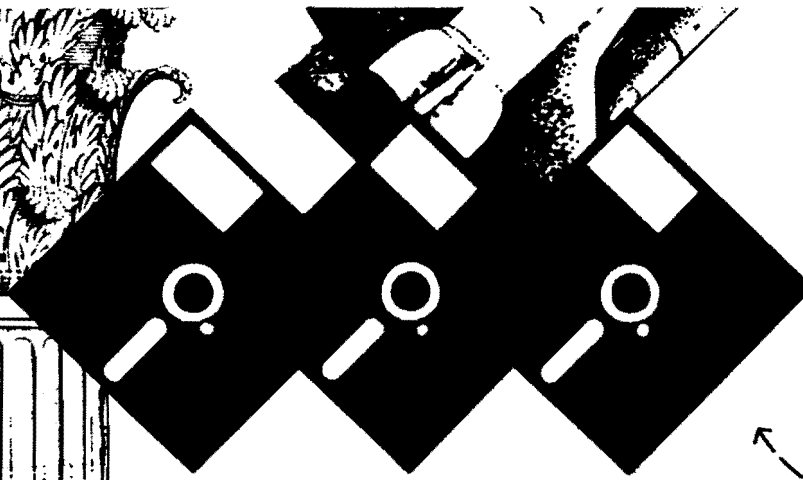
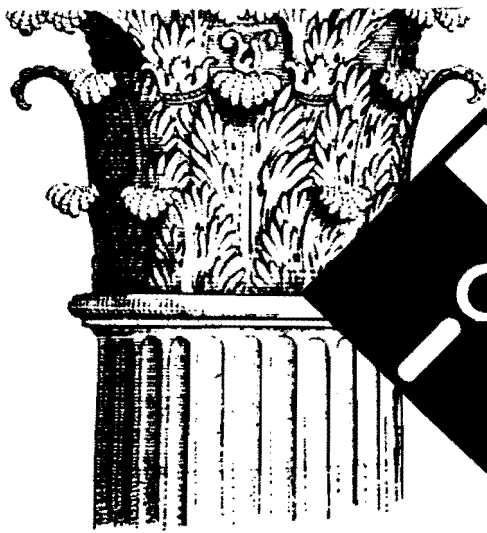
*Thank you for posting this literature on your agency's bulletin board!* I am very willing to meet individuals and groups to discuss our program in Safety and Risk Administration. I can be reached at (804) 367-1050.

Sincerely,



Janice L. Thomas, EMT-A  
Assistant Professor  
Safety and Risk Administration

School of Community and Public Affairs • Department of Justice and Risk Administration  
Box 2017 • 816 West Franklin Street • Richmond, Virginia 23284-2017 • (804) 367-1050



# SAFETY & RISK ADMINISTRATION

## HAVE YOU CONSIDERED A CAREER IN SAFETY & RISK?

Who protects us from the dangers we encounter in our workplaces and our homes, in our community and our nation? These people are the public and private sectors' safety and risk professionals. The future generation is currently receiving their education in preparation for the 21st century.

People with an affinity for the natural sciences will find a direct application of their knowledge in many areas of safety and risk; for example, as industrial hygienists, safety engineers, or fire program administrators.

Those who are attracted to the social sciences find highly effective careers as safety and health consultants and trainers, insurance loss control representatives, or safety and health program administrators.

The Department of Administration of Justice and Public Safety prepares men and women for highly effective careers in

the growing professional fields of work which are dedicated to prevention of loss of life, health, property and societal well-being.

The Bachelor of Science in Safety and Risk Administration (SRA) curriculum requires 123 semester hours (minimum) of course work for graduation. The degree offers both a strong foundation of generalist core courses and a specialization option in one or more risk administration areas. Students who wish to transfer work from other institutions may receive up to 50% of the total credits required for this degree.

Virginia Commonwealth University is the state's largest urban university. It is within walking distance of the State Capitol and commercial district, providing a real-world laboratory for teaching, research and community service.



Virginia Commonwealth University  
Richmond, Virginia



Please  
NAME  
ADDR

I am cu