

## ASRC BOD MEETING 04AUG90

Meeting called to order: 10:54

In Attendance: Barbara Bradford, Keith Conover M.D., David Dzierski, Robert Elron, Deming Herbert, David Kildoo, Gary Mechtel, BB Oros, Pam Platt, C.D. Reavis, Cady Soukup, Carolyn Szostak, David Stooksbury.

Gary Mechtel read into the minutes the following letter that appeared in the July SMRG Newsletter:

### HIDDEN AGENDA

On 02JUN90, the ASRC BOD met in Luray, VA for their bi-monthly meeting. To set the record straight - I wasn't there. I was doing site surveys for a July training event. However, since then I have heard some disappointing remarks about the meeting.

This is the gist of what I heard through the ASRC rumor mill:

- 1) The meeting started late.
- 2) There was no written agenda for the meeting.
- 3) One item of business occupied the Board's attention from late morning until 1700ish.
- 4) All other business was hurriedly transacted or postponed sometime around 1700.
- 5) The meeting ended late.

I shall address items (1) and (2) and complete my remarks in the next newsletter.

**The meeting started late.** Why? Did **no one** arrive on time? If so, schedule the next meeting 30 or 60 minutes later. Maybe 10:00 is too early to start a Saturday meeting in Luray. Or was the presiding officer late? Start without him/her. If a responding IC is late for a search, do earlier responders delay action on the subject's behalf? Not likely. Or were so-called "key players" late? How does extending the "courtesy" of a late start to latecomers reinforce the behaviour of the attenders who were punctual? How key is a late player? Or was the late start planned?

**There was no written agenda for the meeting.** I am a project administrator by profession. A recent project management seminar I attended presented this maxim:

A meeting without an agenda reflects an organization without an agenda.

What can we "out here" in the hinterlands conclude about a BOD that has no meeting agenda? I suggest these conclusions:

- (a) There are no old business items, no new business items, no mission reports and no Group reports. The old business has been concluded and all tabled items have been conclusively resolved for all time to come. Impressive! Why are BOD meetings still needed? As preposterous as this conclusion may read, the 02JUN BOD meeting was reported to SMRG members by SMRG's ASRC delegates at the 26JUN SMRG business meeting as follows:

**"No report."**

Even the item that dominated our Board members' collective attention for most of the 02JUN meeting was apparently not worthy of interest to the general membership.

(b) The Chairman was (1) unable to prepare an agenda (2) in time for the meeting.

...unable to prepare an agenda. If the previous meeting's minutes were not taken or were not codified in a readable form, the Chairman might operate under the delusion that business to be transacted on 02JUN was of insufficient quantity to warrant an agenda. That quantity of business could be more efficiently accomplished by phone. But there was a meeting on 02JUN, so the Chairman was not operating under that delusion.

...in time for the meeting. There are over 100 active volunteers in the ASRC. Sometimes any one of us can not perform an assigned task by the requested deadline (i.e. distribution of minutes within 30 days after each Board meeting). That's OK - conflicts and obstacles happen. It's not OK to drop an important assignment though. The ASRC bylaws do not require a Board member to distribute Board minutes - any active member can do it. Mr. Chairman, you are empowered to delegate this, and the task of developing the next Board meeting's agenda using the previous meeting's minutes, to other ASRC members.

If you are a Board member and are offended by these remarks, and feel that I am woefully uninformed about actual Board proceedings, please suggest how I can be better informed without the convenience of reviewing Board minutes. About a year ago, I requested that the SMRG delegates propose that Board minutes be codified and distributed to ASRC Groups no later than 30 days prior to each Board meeting. The Board passed this resolution - It was implemented once or twice following enactment - This miracle has not occurred since.

As an Active member of the ASRC, I am entitled to view these records (with certain exceptions). I don't understand what the Board is doing without the benefit of seeing their meeting minutes. But then, neither do the Board members, apparently. How do you Board members know what your business priorities are? How do you know when progress on ASRC goals has been achieved? How do you know what to talk about next? Perhaps you are driven by hidden agendas.

Kevin Parkes  
SMRG Treasurer  
ASRC Training Committee Member

Gary asked that as a point of protocol, that the minutes of the ASRC BOD meetings be sent to the Group Chairmen.

## COMMITTEE REPORTS

### OPS

(Mechtel)

BB retyped the VASARC SOPs with some minor changes. These changes were approved at the 21JUL90 VASARC meeting. BB has retyped the ASRC OPS manual. Changes were read that Mechtel wants made to the ASRC OPS manual, which he will bring up under new business. Handed out four handouts. (see attached)

### TRAINING

No report from McCabe.

(Platt)

There was some confusion as to the scheduling of the recent SMRG swiftwater course and the VADES missing aircraft training.

Conference training needs to be coordinated through the Conference TO (McCabe), and information should be distributed through him through the GTOs.

Ralph Wilfong and Mark Pennington want to reschedule the missing aircraft training.

The SMRG swiftwater training has been rescheduled to 18AUG at Violet's Lock on the C&O canal.

✓✓✓✓✓✓✓✓

McCabe should send out a new training schedule to the groups. There is going to be a GSAR Instructors' workshop 07-08SEP at Graves Mountain Lodge, Syria, VA. Contact Ralph Wilfong.

COMMO

(Elron)

Awaiting a reply from the NCRC Eastern Region RE: use of ASRC radio license.

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Awaiting a reply from the SNP RE: use of ASRC radio license.

The alleged agreement with VAEMS to use the 10 med channels can not be found. Elron will contact VAEMS RE: the agreement.

The ASRC aircraft license is ready to be sent into the FCC. Need \$70 approved to cover the fee.

The ASRC business license renewal is ready to be sent into the FCC. Need \$35 approved to cover the fee.

CommSec wants to add 10 aircraft to the ASRC tactical license, and possibly add DC, DE and NJ, but does not know if this is going to cost more money.

ASRC would not be required to pay for the renewals if we had tax-exempt status.

Use of CAP frequencies: USAF requires that users be members of the CAP and have completed the CAP radio training.

CommSec requests that he be given the authority to sign the FCC documents required in dealing with ASRC/FCC matters.

CommSec requests \$250 to gather communications information in the ASRC operational area. CommSec will investigate what it will take to gather this info.

CommSec wants BOD approval to send a letter to NCRC ER on 15SEP notifying them that their license use agreement with the ASRC has expired.

Motion made to allocate \$70 for FCC aircraft radio license. - Motion passed

Motion made to allocate \$50 to add parts 87 and 90 of FCC regulations to our licenses. - Motion passed

Motion was made to allocate up to \$250 to CommSec to obtain accurate licensing information in the ASRC operational area to determine conflicts. - Motion dropped

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Motion made to send a registered letter to NCRC ER on 15SEP notifying them that their ASRC license agreement will expire. - Motion passed.

Motion made to give the CommSec the authority to negotiate FCC transactions and the signature authority to ratify them. It is

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advisable that the CommSec bring all FCC items to the ASRC BOD's attention. - Motion passed  
CommSec wants any groups with ASRC Commo gear to report what they have to the CommSec.

#### PLANNING (Herbert)

Herbert wants one member from each group to be available for two weekend-long meetings per year to discuss planning topics.

Possible topics are:

- 1) Expansion of the ASRC, including MRA affiliates.
- 2) 5 and 10 year plans for the Conference.
- 3) Working with VASARC and Disaster Planning.
- 4) ASRC interaction with VADES on things like GSAR and state IC qualifications.

The FTM and FTL (GSAR I and II) training requirements changed at the review board meeting 28JUL.

Mechtel recommends that the ASRC training standards should be above and beyond the state level.

#### PIO (Platt)

✓✓✓✓✓✓✓✓

Working on press kit.

Wants a contact from each group.

Wants to compile an ASRC press policy.

Will mail out a packet to each group for discussion.

Would like bio clips from each of the ASRC ICs for press releases.

BB will send a request to all ICs to return a bio to Pam Platt.

Would like a bio clip for each group also.

#### TREASURY (Mechtel)

Monies in checking account:	\$2,916.91
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Dues owed:	AMRG 89 + 90	90.00
	BRMRG 90	45.00
	SMRG 90	45.00
	TSARG 90	45.00
	SWVMRG 90	45.00

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3,186.91

Owed out:	NASAR	\$50.00
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\$3,136.91

The treasurer has not received any bank statements from Charlottesville for some time now. Some checks that have been issued will not be cashed, so the above totals may not be accurate.

The monies received from the "Friends of the Six" (approx \$2,200) was originally requested to be given to ESAR Post 616 and BRMRG,

but this has been changed. Also, there is no Conference policy stating that monies received by the Conference has to be distributed to the groups.

**PASARC (Conover)**

There will be a training event in South Central PA on 10NOV. This will be a mock mission with a callout through VADES.  
As of next week, There should be a PA-wide resource referral number for PA. In PA: (800) MED-STAT outside PA: (412) 647-7828.  
A legislative bill for PA SAR is about to be proposed.  
PEMA is now responsible for SAR in PA.  
There is a new PA emergency OPS plan that covers SAR.

**MD (Mechtel)**

Mechtel gave a brief on SAR to MEMA.  
MEMA has an interest in urban SAR (read disaster) because FEMA monies are available for this.  
The ASRC should think about having a telephone # in MD for SAR incidents that would contact Medcom in Charlottesville as VADES does for VA now.  
Motion made that a responsible state dispatch office can call Medcom directly instead of calling VADES. - Passed

**VASARC (Herbert)**

The VASARC has asked all groups to submit names of large corporations in their respective areas that could be targeted for financial assistance.  
Anyone may receive a copy of the Manassas debrief by requesting one from VADES.  
Learning points from the Disputanta and Manassas search were discussed ad nauseam.  
New forms for searches were discussed and distributed. They are to be implemented immediately. Suggestions for modifications will be taken by VADES until JAN91, at which time the final drafts will be put in place.

**PA WEMT (Conover)**

The PA WEMT curriculum follows the Wilderness Medical Society.  
The National Association of EMS Physicians met in May or June and has presented to them now for review WEMT model protocols.  
The next PA WEMT course will be 02-04NOV and 16-18 NOV 1990.  
Prerequisites are EMT-A or higher and FTM or equivalent. The cost will be approximately \$150-170. 10 slots have been reserved for the ASRC.  
The next offering of the PAWEMT course will be 22-24 OCT and 16-18 NOV. Prerequisites are FTM and EMT-A. Cost will be \$150 - \$170. 10 slots have been reserved for the ASRC.  
Conover feels that this program will be field operational in one year.

- MEDICAL** (Stooksbury)  
 Two new Shock Trauma techs for the Conference.  
 ASRC VA EMS Agency recertification comes up for review in December.  
 The Medical Officer needs Xerox copies from each GTO of all members 1) EMT cert., 2) CPR cert. and 3) other medical training certs. such as advanced first aid. These copies may be brought to the October ASRC BOD meeting.
- ASTM** Mechtel has given Dixon the ASTM monies.
- MRA** Motion was made that ASRC Groups are not separate MRA groups and will not be required to test as such. Motion passed.  
 GPS, Keystone, Somerset Co and Rescue 40 want to join the MRA but not the ASRC.
- NASAR** Next year's meeting will be at Winston-Salem, NC around the first weekend in June.

#### GROUP REPORTS

- AMRG** Four new members last meeting.  
 Tom Jones secured \$500 from Corporate Jets and is currently working on a grant from the Pittsburgh Foundation.  
 AMRG is now a PA EMS agency (SR003).  
 ASRC is not a PA EMS agency.
- BRMRG** Group is doing more Hug-A-Tree in Albermarle Co and at Summer Camps in VA.  
 BRMRG received a \$1200 matching grant from RSAV for the purchase of two radios.  
 3 members are taking EMT.  
 1 member is recertifying.  
 The Group has 2 new EMT-ST's.
- ESAR 616** No report.
- RSAR** 13 people attended the Disputanta search.
- SMRG** 37 members.  
 The July swiftwater training was cancelled due to mission.  
 19 people were at the Old Rag training 28-29 JUL.  
 There will be an FTM test 11 AUG.  
 There will be clue consciousness training 25 AUG.  
 Morgan Lakey is the new Vice-Chairman.

SWVMRG 9 members at the Disputanta search.  
 The group wants people to return gear to the proper personnel at missions.  
 Worked with SMRG and ESAR 616 at the Old Rag training 28-29 JUL.  
 The Group is doing Hug-A-Tree presentations.

TSARG No Report.

## OLD BUSINESS

The OPS requirements will be sent out to all Groups and reps.

There will be a conference on VA CISD 07-09 SEP. See brochure.

+++++ Bob Koester has signed for VA Rescue Squad plates for certain members of ASRC. The discussion on this topic was tabled until the next meeting that Koester attends.

The letter concerning the use ICs at missions has been recognized and rectified.

Missing AC training - will be rescheduled by Wilfong and Pennington.

Peter McCabe wrote a letter to VA DES concerning missing equipment after missions.

## NEW BUSINESS

√√√√√√√ Discussion was brought up concerning the official connection between ESAR Post 617 and the Conference. The topic was that 617 personnel were representing themselves as ASRC personnel. The general feeling at the table was that the Post had no official connection with the Conference. Oros is to send a letter to the Post requesting that they do not represent themselves as ASRC.

+++++ Oros has computerized the OPS manual and SAROPs. There were some suggested modifications. The discussion on the modifications has been tabled until the next BOD meeting.

Disputanta learning points:

Staging for the horses should be handled by the horse people.

Communications between division and base were substandard.

A local paper had quoted an FTL and the CAP with conflicting report from what the IC had told the paper.

Specialty teams should have a liaison to the IS.

ASRC was inadvertently transmitting on CAP frequencies.

Super ICs were brought up for discussion. The outcome of the discussion was that the ASRC has concerns with:

- Credibility outside the field of expertise of the IC.
- OPS and Plans would be the experts on the IS.
- Would OPS and Plans have to be assigned as IC is now?
- Cross training.
- Turfdom.

Motion was made that if the ASRC Chairman has not mailed the agenda for the upcoming BOD meeting at least 1 week before meeting, that the ASRC Secretary will publish an agenda. Motion passed.

There was a discussion about how ASRC BOD meetings are run. Some suggesting that were made were:

- 2 minute rule.
- Published agenda.
- Top level discussions only.
- Top level vs. detailed discussions.

Motion was made to allow ASRC Groups to apply to the ASRC for up to \$400 for Group activities. Motion failed.

Motion was made to accept BB Oros as ASRC Secretary. Motion passed.

Meeting adjourned at 1616.



ASRC Communications Secretary Report  
August 1990

Review of License Agreements:

Triangle Rescue - Still needed (Verbal Elron - McGee)  
Agreement sent  
Eastern Region NCRC - Still needed  
(Verbal Soukup; Elron - Harrison)  
Awaiting reply (see below)  
Robertson Assoc. - Still needed (Verbal Elron - Eiberson)  
Agreement sent  
S.N.P. - License to use their frequency being renewed.  
Agreement for them to use our's is being checked.  
No copies at ASRC  
VA EMS - Written - For ASRC to use Med Channels (10).  
Agreement is being checked, no copies at ASRC

Renewal of KB 6 1630 (use SNP frequencies): Is still awaiting  
action by the government.

Renewal of KA9-8783 (Aircraft Ground): Renewal ready to send.  
Business License proposal; Forms sent August 4  
The other two frequencies need a little more research.

Recoordination of Tactical frequencies license;  
Will be requesting 10 Aircraft on new license (for use w/ CAP)  
Will add DC, DL, and NJ to license area.  
Investigating available frequencies  
Investigating "Band Wide" license

Use of CAP frequencies: These are Air Force frequencies that  
require ALL radio operators to be members of the CAP and have  
passed Radio Operator training.

Resource list: Summary list will be passed out at October  
Commo Officer Meeting.

**\*\* The Board is requested to Authorize the Commo. Sec. to:**

1. on Sept. 15, to send at receipt return letter to the Eastern  
Region cancelling their authorization to use KA-1942 as of  
January 1, 1990, unless they supply the information requested,  
and sign an agreement by Dec. 31, 1990.
2. spend \$50.00 to obtain FCC Parts 87 & 90 for our licenses.
3. spend \$250.00 to obtain accurate lists of licenses in our  
area.

Schedule of requested Tasks:

( Any one interested in working on any these, please contact )  
( Elron (H) 703 -506-8642, (W) 301 - 572-3560 )

Written License Agreements - ETC Dec 90  
Recoordination of Tactical frequencies license - Started

Rec'd and "Hill & Agnew" articles in SMRG.

*Reports:*

025: weathd  
R/S reg<sup>n</sup> WSAAC 5075  
in rooming.

No report. Jan McCabe.  
 Kaff: confusion as to Surfman + Airways Review.

Comm. Agreed to the sub. to

Use of CO2 Inj's: USA requires that users on engines  
of 400 + hp go through these lessons.

Karyo Gametita: - 2n = 24

FTA FTL @ review board.

Noted response that ASRC trip starters should be done & beyond the state level.

Platt

Wants contact from each group.

Wants to compile an ASRC press policy.

Will mail out packet to each group shortly.

Wants 1C bios from each 1C.

It will send a req to all IC's for a bio to Platt  
Wants bio for groups also.

Wants his for group 200.

\$2916.91 in acct.

Due Due \$3186 21

one Nassar Puet.

Blue mt. recov. Confusing statement for Cville. for a long time.  
 Todd & Herrens will submit the tax-exempt application  
 Reave: at \$225 for Manusos search. "FIREWORKS of SIX"  
 the F.O.B. on July 1 a gift to the museum.



8/4/1990

Treasurer's Report

Money Owed:

2916<sup>91</sup>

checking

AMRG	90
BAMRG	45
SMRG	45
TSAR	45
SWV <sub>2</sub> MRG	45

270<sup>00</sup>

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3186<sup>91</sup>

Owed out

~~50~~ WASAR

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\$ 3136<sup>91</sup>

- Notes:
- 1: I have not received any bank statements from the Cant. Office for some time.
  - 2: some past checks have been issued and will not be cashed.

Therefore: The above checking account # is in question.

## PLANNING COMMITTEE:

"report, but:

goals: A member from each group on committee

2 mtgs. per year (weekend-long?)

Upcoming topics: Expansion of ASRC  
inc. MRA affiliates

5- and 10-yr. plans for conference

Working c SARE Co (va) on disaster planning  
At least: ASRC role in disaster emergencies (e.g. hurricane)

ASRC interaction c DES on subjects such as GSAR + State IC qualification  
(DES members / SMLTA asking instructors to teach for free)

And other suggestions---

VA SARE Co:

Raising \$ through corporate donations - asked groups to submit names  
of large companies in their area  
Learning points from Manassas and Disputanta discussed (ad nauseum...)  
New forms for searches (Daily Mission Report, After Action report, etc.)  
Suggestions in January; implement now

-Denny Herbert

Medical Report 8/4/90

1. Two new Shock Traumas for the conference
2. ASRC - Va EMS Agency recertification

comes up for ~~renewal~~ review in December.

I need xerox copies from <sup>each</sup> group training office of all members

1. EMT cert.

2. CPR cert.

3. Other medical training cert.  
such as Adv. First Aid

These copies may be brought to the  
October, 1990 ASRC meeting

Sincerely

David E Stooksbury

Group reports.

CRMRG:

Doing more hay-a-tree. in Albemarle Co & Summer  
camp.  
Rec'd: RSAU grant for \$1200 to purchase 2 radios  
as a radio group.  
3 people taking ENT  
1 recent  
2 new ENT-ST.

ESMR 616

No Rept

ASDR

13 people to Disputanta.

SMRG

37 members.  
Sumptuous trip cancelled  
14 people @ Old Rag last weekend.  
FIM test 11 AUG.  
25 AUG. One concerns  
Morgan Lacey is new V.C.

SMRG

9 members @ Disputanta search.  
Wants people to return equipment as search to the  
proper people.  
Worked on SMRG + ESMR 616 @ Old Rag last weekend.  
Doing Hay-a-tree.

AMRG.

5 new members. Last meeting.  
Tom for secured \$500 for Corporate jets.  
Working on \$ from PITTSBURGH FOUNDATION.  
AMRG is on AS EHS AGENCY SROO3  
ASRC is not.

DSTM

Mehtel gave Dixon money.

MRA

- Motion made that ASRC Groups are not separate  
MR groups & therefore not required to test as such.  
- Passed.
- 625, Kepters, Somerset Co, Rocque & D, want  
to join MRA, but not ASRC. Struggle.
- We are waiting for a reply from RASRG on



NOSAR

Next year's meeting will be @ W-S N.C. ~ 1st week / June.

## Business

OZS Reg: will be sent out to all groups + reps.

CISO: 07-09 VDCISO Conference

Squad plates: tabled.

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Letter concerning weef IC @ mission has been received + justified.

Missing ΔC trap. - will be resolved.

Letter to OES about missing equipment: was written by Peter M. M.

## New Business.

Sec letter to 617.

OZS M  
SOPOT > + added to next round table

DISPUTANT - Learning points:

- Staging & how it should be handled by the large group.
- Communications between Divs have been substantial.
- The local paper had quoted an FTZ & the CD? & conflicting reports conflicting & what the IC had stated.
- Security teams should have a liaison to the IS.
- People were inadvertently tripping on CD? frequencies.

Super **IC's**

BOD two concepts:

- Credibility outside field
- G.S. training OZS plan would be to be expert to a bit level
- X-training How to handle.
- turfdom
- change missions. Would be nice to co-sponsor OZS + have liaison to IC's now.

Meeting agenda @ 1616

Meeting and a transcript (BDO) as a Secretary. - Passed

Meeting and a transcript (BDO) as a Secretary. - Passed  
up to \$400 for group activities - FAILED

- 2) 2 min. Rule
- 3) Agenda
- 4) 10 min. discussion only
- 5) 10 min. US. Details.

Suggestions:

Discussion about how 100 meetings are run.

Meeting rule that if chairman has not made arrangements  
before 1500 meeting, the Secretary will do so. - Passed.


RICHMOND SEARCH AND RESCUE

AUGUST 4, 1990

CHAIR:	GREG FULLER	7706 PINEHILL DRIVE RICH. VA. 23228
VICE CHAIR:	RICK MOORE	1304 SANTA ROSA ROAD RICH. VA. 23229
SECRETARY:	CINDI KILDOO	7153 FULL RACK DRIVE RICH. VA 23112
TREASURER:	JUDY MOORE	RT. 4 BOX 175 GLEN ALLEN VA. 23060
ASRC BOD:	BARBARA BRADFORD	9112 HURON AVENUE RICHMOND VA.
	DAVID KILDOO	7153 FULL RACK DRIVE RICH. VA. 23112
VSARC DEL:	RON MOORE	2225 QUARTERSTAFF RD. RICH. VA. 23235
	SUSAN WILFONG	4406 KETCHAM DR. CHESTERFIELD, 23832
TRAINING:	MARK PENNINGTON	2732 GRANTWOOD ROAD RICH. VA. 23225
OPERATIONS:	RALPH WILFONG	4406 KETCHAM DR. CHESTERFIELD 23832
MEDICAL:	AL BAKER, MD	6730 G CARNATION ST. RICH. VA. 23225

SPECIAL REPORTS

- A. THE DISPUTANTA, VIRGINIA SEARCH ON JULY 12, 1990 RSAR HAD 13 MEMBERS TO RESPOND.
- B. INCLUDED IN OUR REPORT, A COPY OF GREG FULLERS (RSAR CHAIRMAN) RESPONSE TO KEVIN PARKS EDITORIAL IN THE JULY 1990 SMRG NEWSLETTER, UNDER "HIDDEN AGENDA".

  
DAVID L. KILDOO  
ASRC BOD

# SMRG Group Report

membership 37

Swiftwater trng (June) cancelled due to Disputakhta snow.

- training: Old Rag July 27-28 19 people (SMRG,  
SWMRG, ESAR.)  
- night ops, bivouac, tech'l rescue.

upcoming trng -- Aug. 11 FTM  
Aug 18 Swiftwater  
Aug 25 clue consciousness.

vice-chair: Morgan Lakey.

8-4-90

ALVAMP  
CDKrent

several members at the  
disputante search

several members (8) trained  
with LMPD + Eddle at  
Old Reg mtn. on 7-27 + 28-90

Va. Tech still on break

04AUG90

**ASRC:**

Since November 1988, when version 1.0 of the ASRC Operations Manual was approved, there have been modifications. These modifications have not been published nor disseminated to the Conference Groups as per sections 1.2 and 1.3 of the ASRC Operations Manual.

Since the Virginia SAR Council SOP appendix of the ASRC Operations Manual was made obsolete at the last VASARC meeting, it is a good time to recompile the ASRC Manual. While entering the changes, I noticed a few mistakes in the copy that I have taken the liberty to correct in this version. The changes I have made are mostly cosmetic. There are a couple of wording changes, but nothing has been changed so as to alter what appears to be the original intent of the document.

I submit a copy of this version (1.1) of the manual and motion the ASRC BOD to adopt them as the current version.

Here is a list of changes other than spelling corrections:

- 1) 1.0 Board of Directors  
Changed to:  
Board of Directors (BOD)  
and BOD used in place of Board of Directors subsequently.
- 2) 1.0 search and rescue  
Changed to:  
search and rescue (SAR)  
and SAR used in place of search and rescue subsequently.
- 3) 1.4.2 Agency Representative  
Changed to:  
Agency Representative (AR)  
and AR used in place of Agency Representative subsequently.
- 4) 1.6 , if necessary,  
Removed as it was redundant.
- 5) 1.6 Beginning in this section , references to the manual and its  
appendices are referred to as the manual and its appendices  
- removing parenthesis etc.
- 6) 1.7 new year  
Changed to:  
new calendar year

- 7) 2.1.1 Documents:  
NASAR's Search Is An Emergency field guide  
ICS Field Operations Guide (ICS-420)  
Current ASRC Group rosters  
ASRC SAR resource list  
ASRC Communications Quick Reference  
ASRC SAR Operations Plan (SAROP)  
ASRC Operations Manual (includes Virginia and  
Pennsylvania SAR Council Standard Operating Procedure,  
Pennsylvania Department of Environmental Resources SAR  
Preplan)  
ASRC Radio Licenses  
Virginia SAR Council Standard Operational procedures  
Guidelines for SAR Coordination through the Virginia  
Emergency Operations Center (EOC)

Changed to:

- Documents:  
NASAR's Search Is An Emergency field guide  
ICS Field Operations Guide (ICS-420)  
Current ASRC Group rosters  
ASRC SAR resource list  
ASRC Communications Quick Reference  
ASRC SAR Operations Plan (SAROP)  
ASRC Operations Manual and appendices  
ASRC radio licenses  
Guidelines for SAR Coordination through the Virginia  
Emergency Operations Center (EOC)

to eliminate the redundancy and because there is no such  
document as the Pennsylvania SAR Council Standard  
Operating Procedure.

- 8) 2.4.1.2 a minimum of  
Added to the numbers of FTLs and FTMs listed in this section.
- 9) 2.4.1.4 Certified Groups shall attend twelve (12) or more Conference  
events with at least five (5) present at each event over the 36  
month period.  
Changed to:  
Certified Groups shall attend twelve (12) or more Conference  
events with at least five (5) present at each event over the 36  
month review period.

- 10) 4.3.1 this should be the ASRC IC who will act as the IC (or ASRC response leader) for the incident.  
Changed to:  
this should be the ASRC IC who will act as the IC or ASRC AR for the incident.
- 11) 4.3.3 The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the  
\*\*\*\*\* Modified to:  
The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the
- 12) 4.4.1 Upon leaving for an incident, each member must notify his local group Dispatch Officer (DO).  
Changed to:  
Upon leaving for an incident, each member must notify their local Group Dispatch Officer (GDO).  
And so forth for the remainder of the document
- 13) 4.4.2 Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display any flashing red lights.  
Changed to:  
Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display any flashing coloured lights or sirens.
- 14) 4.4.4 Teams en-route (an not in immediate contact with ASRC dispatch, for instance by radio) should call ASRC dispatch (or the Virginia EOC, if involved) on an hourly basis.  
Changed to:  
Teams en-route and not in contact with ASRC dispatch by radio or pager should call ASRC dispatch on an hourly basis.
- 15) 4.4.4 The first ASRC team to arrive on-scene should update ASRC dispatch (and possibly the Virginia EOC) on the accuracy of the directions to the incident. ASRC dispatch (and possibly the Virginia EOC) should also be notified whenever directions change.  
Moved to section 4.5 and changed to:  
The first ASRC team to arrive on-scene should update ASRC dispatch on the accuracy of the directions to the incident. ASRC dispatch should also be notified whenever directions change. The ASRC dispatch will inform all responding ASRC Groups and when appropriate, the Virginia EOC, of all changes in the directions to the incident.



- 16) 4.6.1 The basis for the selection of an IC for a particular mission will be a decision by the ASRC Alert Officer on which potential IC would be able to respond most quickly to an incident.  
Changed to:  
The selection of an IC for a particular mission will be a decision by the ASRC Alert Officer (AO), who will base their decision on the quick-response ability of available ICs.
- 17) 4.9.1.1 The Medic must have certification as an EMT or higher, valid for the state in which the medic is operating. The Medic must be at least 18 years of age.  
Changed to:  
ASRC Medics must possess certification as an EMT or higher, valid in the jurisdiction in which the Medic is operating.
- 18) 4.9.3 However, if the ASRC Medic is of higher medical qualification than the members of the local EMS agency, the ASRC Medic must accompany the patient until an equivalent level Medic is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.  
Changed to:  
However, if the ASRC Medic is of higher medical qualification than that of the local EMS personnel, the ASRC Medic must accompany the patient until an equivalent or higher level Medic is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.
- 19) 4.9.5 In all cases of medical treatment being rendered, whether BLS or ALS, to the search subject or searcher, written documentation will be made.  
Changed to:  
In all cases of Basic Life Support (BLS) or ALS medical treatment being rendered to search subject or searcher, proper written documentation will be made.
- 20) 4.9.7.2 The last sentence regarding procedures in 4.9.7.1 is separated and listed as 4.9.7.2 so as to be consistent with 4.9.6.1 and 4.9.6.2 . All subsequent subsections in 4.9.7 are moved down one subsection.



BB Oros  
Secretary, Shenandoah MRG  
Appalachian SAR Conference

JULY 28, 1990  
7706 Pinehill Dr.  
Richmond, VA 23228

TO: ASRC BOARD OF DIRECTORS,  
INTERESTED PARTIES & KEVIN PARKS

FROM: GREG FULLER, CHAIRMAN  
RICHMOND SEARCH AND RESCUE GROUP

SUBJECT: SMRG JULY'S NEWSLETTER

I would like to address the recent article, HIDDEN AGENDA, in the attached newsletter. Specifically, I would like to address the complaints concerning the lack of a meeting agenda and lateness in starting the ASRC Board of Director's (BOD) meeting on June 2 among other petty complaints. This editorial draws on the author's "expertise" in project administration. It seems to Mr. Parks that everything should be run on maxims professed at project management seminars.

Throughout my life, I have questioned the many different decisions and turns of my career and personal endeavors. Most of the time these have come to a very satisfactory ending. Now I am caught in yet another dilemma. It seems that the only and correct path to take is to follow the footsteps of a project administrator.

In speaking for myself, and all of the RSAR members whom I have spoken to who have seen the "HIDDEN AGENDA" article, I must say that we are in a state of shock and dismay. If this was its purpose, you succeeded, Mr. Parks. However, are these negative results necessary? Was it only your intent to mudsling and criticize? If so, what's the point? The purpose of an editorial is to effectively change the problem, not simply to gripe about it. Was the chairman presented this privately and given an opportunity to respond and correct the problems? Or did you simply air it for the entire SAR community to be plagued with minor internal misunderstandings? After all, we know that the BOD chairman's (his name wouldn't be Robert Koester, would it?) sole purpose in life was to take this opportunity to create dissension and confusion among the ASRC groups and took his best shot. Very well done, Bob.

Of course, any self-respecting project administrator wouldn't think of contacting the BOD chairman (Bob) and addressing these issues directly to him. Nor would he think of bringing up these issues to the BOD if he didn't get any satisfaction from the chairman (Bob). NO! NO! NO! He would write an "editorial" with all his extra time and distribute it to the groups via the SMRG newsletter.

ASRC Communications Secretary Report  
August 1990

Review of License Agreements:

Triangle Rescue - Still needed (Verbal Elron - McGee)  
Agreement sent  
Eastern Region NCRC - Still needed  
(Verbal Soukup; Elron - Harrison)  
Awaiting reply (see below)  
Robertson Assoc. - Still needed (Verbal Elron - Eiberson)  
Agreement sent  
S.N.P. - License to use their frequency being renewed.  
Agreement for them to use our's is being checked.  
No copies at ASRC  
VA EMS - Written - For ASRC to use Med Channels (10).  
Agreement is being checked, no copies at ASRC

Renewal of KB 6 1630 (use SNP frequencies): Is still awaiting  
action by the government.

Renewal of KA9-8783 (Aircraft Ground): Renewal ready to send.  
Business License proposal; Forms sent August 4  
The other two frequencies need a little more research.

Recoordination of Tactical frequencies license;  
Will be requesting 10 Aircraft on new license (for use w/ CAP)  
Will add DC, DL, and NJ to license area.  
Investigating available frequencies  
Investigating "Band Wide" license

Use of CAP frequencies: These are Air Force frequencies that  
require ALL radio operators to be members of the CAP and have  
passed Radio Operator training.

Resource list: Summary list will be passed out at October  
Commo Officer Meeting.

\*\* The Board is requested to Authorize the Commo. Sec. to:

1. on Sept. 15, to send at receipt return letter to the Eastern  
Region cancelling their authorization to use KA-1942 as of  
January 1, 1990, unless they supply the information requested,  
and sign an agreement by Dec. 31, 1990.
2. spend \$50.00 to obtain FCC Parts 87 & 90 for our licenses.
3. spend \$250.00 to obtain accurate lists of licenses in our  
area.

Schedule of requested Tasks:

( Any one interested in working on any these, please contact )  
( Elron (H) 703 -506-8642, (W) 301 - 572-3560 )

Written License Agreements - ETC Dec 90  
Recoordination of Tactical frequencies license - Started

## Functional Decomposition:

ghm-8/90

This introduction is intended to help define the various training levels used by the ASRC. Initially, the various types of SAR are discussed, and then the ASRC capabilities for each of these functions is stated.

### Incident Types:

- 1) Ground SAR
  - a) Search
    - 1) Wilderness
    - 2) Rural
    - 3) Urban/Suburban
  - b) Rescue
    - 1) Non-Technical
    - 2) Moderate Semi-Technical
    - 3) Difficult Semi-Technical
    - 4) Vertical
      - a) Solo
      - b) Single pitch
        - 1) Raising
        - 2) Lowering
        - 3) Highlines
      - c) Multiple pitch
        - 1) Raising
        - 2) Lowering
        - 3) Highlines
  - c) Medical
    - 1) Basic EMT
    - 2) Wilderness EMT
    - 3) Intermediate EMT
- 2) Missing Aircraft Search (\*)
  - a) Search
    - 1) Ground DF
    - 2) Interviewing
    - 3) Ground Route Search
  - b) Rescue
    - 1) Technical Rescue (see 1.b)
    - 2) Extracation
  - c) Medical (see 1.c)
- 3) Below Ground SAR (Cave SAR)
  - a) Search
    - 1) see 1.a
    - 2) below ground Nav
    - 3) Below ground Survival

*premission  
R2  
NO/00  
07/00*

- b) Rescue
  - 1) see 1.b
  - 2) Below ground Rescue
- c) Medical (see 1.c)
- 4) Swift Water SAR
  - a) Search
    - 1) support efforts (along river banks)
  - b) Rescue
    - 1) see 1.b
    - 2) Swift water rescue
  - c) Medical (see 1.c)
- 5) Disaster
  - a) Search
  - b) Rescue
    - 1) (see 1.b)
    - 2) (see 2.b)
  - c) Medical (see 1.c)
  - d) Damage Assessment
  - e) Incident Command Support (logistics)
  - f) Field Support (Aid to survivors)

## Functions:

The following functions have been allocated to various field skill levels. For the sake of simplicity, significantly different SAR functions have been grouped together to minimize the assignment or implementation of the various SAR tasks at an incident.

### Function:

### ASRC Participation:

1) Ground SAR	yes
a) Search	yes
1) Wilderness	yes
2) Rural	yes
3) Urban/Suburban	yes
b) Rescue	yes
1) Non-Technical	yes
2) Moderate Semi-Technical	yes
3) Difficult Semi-Technical	yes
4) Vertical	part
a) Solo	yes
c) Single pitch	yes
1) Raising	yes
2) Lowering	yes
3) Highlines	yes
d) Multiple pitch	limited to available skills
1) Raising	
2) Lowering	
3) Highlines	
c) Medical	yes
1) Basic EMT	yes
2) Wilderness EMT	limited to available skills
3) Intermediate EMT	limited to available skills
2) Missing Aircraft Search (*)	
a) Search	yes
1) Ground DF	yes-----NEW
2) Interviewing	yes
3) Ground Route Search	yes
b) Rescue	yes
1) Technical Rescue (see 1.b) .	yes (as above)
2) Extrication	???
c) Medical (see 1.c)	yes (as above)
3) Below Ground SAR (Cave SAR)	all cave sar:
a) Search	below gd: limited to available skills
1) see 1.a	above gd coordination: yes
2) below ground Nav	
3) Below ground Survival	

- b) Rescue
  - 1) see 1.b
  - 2) Below ground Rescue
- c) Medical (see 1.c)
- 4) Swift Water SAR
  - a) Search
    - 1) support efforts (along river banks)
  - b) Rescue
    - 1) see 1.b
    - 2) Swift water rescue
  - c) Medical (see 1.c)
- 5) Disaster
  - a) Search
  - b) Rescue
    - 1) (see 1.b)
    - 2) (see 2.b)
  - c) Medical (see 1.c)
  - d) Damage Assessment
  - e) Incident Command Support (logistics)
  - f) Field Support (Aid to survivors)

see above

see above

all Swift water SAR:

in the water: limited to avail. skills  
along shore: yes

within survival level: yes

note: disasters need wide variety of  
skills. Wilderness capable  
field team members are very  
useful. Experienced Incident  
mngmnt are very useful for  
large efforts

also note: diversity of skills is good!

Training Level:	Functions:	Comments:
COQ	n.a.	<ul style="list-style-type: none"> <li>* Respond to most incidents;</li> <li>* Limited by: <ul style="list-style-type: none"> <li>- 1) Incident difficulty level;</li> <li>- 2) Incident safety concerns;</li> <li>- 3) Political considerations;</li> </ul> </li> <li>* COQ's limited to: <ul style="list-style-type: none"> <li>- 1) Field &amp; Base work,</li> <li>- 2) Base Work only</li> <li>- 3) No on-scene participation</li> </ul> </li> </ul>
FTM	<ul style="list-style-type: none"> <li>* All weather/time</li> <li>* Survival Capable</li> <li>* Able to Land Navigate</li> <li>* HH Comm Capable</li> <li>* Self-First Aid</li> <li>* General Ground Search</li> <li>* Aide to Investigation/Interviewing</li> <li>* Dog Team Support</li> <li>* DF team Support</li> <li>* Non-Tech Litter Handler</li> <li>* Non-Tech Litter Leader</li> <li>* Moderate Semi-tech Litter Handler</li> <li>* DF operator</li> <li>* Disaster Responder (limited by:)</li> <li>--Survival Training</li> <li>* Able to deal with: family, press, AA</li> </ul>	<p>Day/Night ops Mid-Atl region Mid atlantic region mid-atlantic region Field to base only</p> <p>Exclude specialties Support FTL Provide Land Nav/Comm Provide Land Nav/Comm</p> <p>Depending on nature of incident</p>
FTL	<ul style="list-style-type: none"> <li>* All FTM functions</li> <li>* Ground Search Team Leader</li> <li>* Interface with Incident Management</li> <li>* Interview Leader</li> <li>* Evacuation Team Leader for: <ul style="list-style-type: none"> <li>-- Non-tech</li> <li>-- All semi-tech</li> </ul> </li> <li>* Belaying for all semi-tech</li> <li>* Team First Aid</li> <li>* Organize/Maintain Incident Site for: <ul style="list-style-type: none"> <li>-- Clues</li> <li>-- Missing Person</li> <li>-- Downed Aircraft</li> </ul> </li> <li>* Set-up Helo LZ</li> <li>* Support DIV. Supervisor</li> <li>* Train basic search skills</li> </ul>	<p>Able to cover team members scene protection</p>



## Updates To Operations Manual:

Draft: 7/20/90

### ASRC Policy:

(1) General Procedures for ASRC Minors:

assumed ok until told no

have an advocate on staff (see ESARs)

(2) Training Qualifications:

work up to training quals

(3) Safety Checkout:

must do it

id safety officer per mission

all must check out

(4) Staging:

may be used

(5) Incident Scene Procedures:

(6) Aircraft Scene:

ID ac number

disengage ELT

scene preservation

(7) Lost Person Search:

(8) Status I find:

documentation needs (scene, medical)

(9) Status II find:

Medical documentation needs

ability to police

protect data

(10) Status III find:

Written Scene description

protect data (clues, evidence)

ability to police

(11) Disaster Response Coordination:

AO choosing Coordinator. Coordinator oversees all ASRC responses to multiple incidents (large # incidents, Coordinator should not go to scenes (temp solution))

(12) Individual Group Response:

Never the case

ASRC Guidelines:

(1) General Post-Incident Debrief:

Preferred prior to shutting down incident

(2) Staggering:

Preferred for incidents with reasonable likelihood of long-range involvement:

SMRG

ESAR

SWVaMRG

Staggering considerations: time of travel (late night)

Traffic patterns (e.g. DC beltway, I-95 south)

(3) Division Operations:

See attached

(4) Dispatching:

Group dispatch functions: see attached.

## Group Policies and Guidelines:

### A. ESARs

#### (1) Advisory Role:

Must approval all allocations of ESARs. Safety Check.

#### (2) Buddy System: (Guide)

Prefer not to have individual ESARs working on a team by themselves

#### (3) Subject Finds:

Status 3 finds: - Limit access to ESARs

- beyond initial find, further involvement requires lead adult advisor's approval

### B. BRMRG:

#### (1) Incident Response Types:

Will not respond to Swift Water Incidents

From: G. Mechtel  
To: ASRC BOD, ASRC Group Operations Officers  
Date: January 15, 1990  
Subj: ASRC Standard Operating Procedures.

I am taking this opportunity to document another revision of the ASRC operational procedures. The ideas behind this revision were generated by five different concerns:

(1) The first example is the recent hurricane that nearly involved the ASRC. The Conference had no coordinated procedures for dealing with multiple incidents or multiple commitments. As the storm was approaching the ASRC's operational region, the ASRC (via its member groups) had made or was making the following commitments: ESAR: had communicated with and planned to support the Maryland Red Cross Disaster services in direct response to the hurricane, SMRG: based on prior plans, the ASRC via SMRG had a reasonable chance of being called to support Montgomery County EOC (previous support had been given after a severe storm system had caused extensive damage to the county--summer 1989), BRMRG: declared they would prioritize incidents in (and not leave?) Albamarle County, and they would not support any whitewater rescue efforts. The conference alerting procedures were confused since (1) individual groups were making operational commitments (against ASRC policy) and VDES did not alert us. Moreover, the conference had no central control over who to alert, or how to handle multiple requests.

(2) The procedures the conference uses to resolve multiple simultaneous incidents are poorly defined. The present policy requires the two ICs to discuss the incidents and reach a conclusion. The VDES SARDO may also be involved (see VaSAR Co SOP and ASRC Ops Manual). This assumes the ASRC is conducting both incidents, and that the ICs have the time, communications, and inclination to reach a mutually satisfying conclusion.

(3) The execution of ASRC resource allocation and dispatching has at times generated some questions or concerns about the decisions made. Without directly contacting the IC, some decisions are not understood and in the worst case, certain important decisions are not made. Historically, the concerns have included the assignment of General Staff, FTLs, and FTM's from the various groups within the conference to respond to an incident. For example, questions concerning the involvement of ASRC members under the age of 18, the alerting of various groups, willingness of groups to perform internal dispatch, incident directions, the staging of ASRC resources to points near to the scene, the current incident status, and future incident resource needs have all been voiced at one time or another.

(4) Similar to items (2) and (3) above, the problem of operations occurring simultaneously along with pre-scheduled fundraising/training events. Examples include GSAR schools, MSF courses, ESAR fund raising, etc. This problem has not been resolved historically except by outright refusal or the person with the greater will. This problem echoes the others: how to adequately allocate resources.

(5) The conference requires that all operational responses are conference functions. However, many groups respond to events that are not large yet may be construed as incidents--for example, supporting the Red Cross on the Mall every July fourth. Somewhere within the conference someone should be reviewing items that have operational impacts that occur between ASRC BOD meetings. This provides a reasonable check on groups performing tasks that are beyond reasonable safety and liability bounds.

These five areas of concern lead me and others (William Dixon, Demming Herbert, Peter McCabe) to review the off-scene ASRC operational procedures (i.e., those procedures affecting the ASRC before, during, and after the ASRC is participating on an incident). The results are indicated below.

To better understand the issues described in the introductory letter and to help understand the ASRC's operational needs, the following breakout of the ASRC operational functions has been performed by delineating the functions into their various subfunctions. It is interesting to note that this breakout recognizes the need for a Conference-wide regional coordinator to handle those operational functions above the on-scene IC level. This position has in part already been foreseen and approved by the BOD's creation of a critical review process for on-scene ICs.

However, to adequately determine implementation of the subfunctions in the various functional areas, I found it necessary to develop an ASRC Operational Requirements document. This OR states the specific requirements that the ASRC claims as its performance capabilities. These requirements are described from both a field operation perspective and in measurable, testable criteria. The ASRC OR is attached.

The first functional process (figure 1) shows the top-level functional breakout of the alerting, dispatching, and controlling of conference resources. Note the iteration required while conducting the incident. Table 1 indicates which position is responsible for which functions.

Figure 2 shows the ASRC operational chain of command. Table 2 indicates each position's role. Note the on-scene IC is still responsible for conducting all on-scene activities. The ROC is only responsible for coordinating and allocating off-scene ASRC resources, handling internal (ASRC) and external off-site concerns, coordinating multiple incidents, and serving as the IC review agent should the need arise. Note the intended similarity to the ICS Regional Coordinator function. Here the dispatch and alerting functions are considered off-scene functions.

A further note on this whole procedure:

Historically the ASRC was built on two groups where in only extremely rare instances was a incident begun by the second group. The conference alerting and dispatching was straight forward. The types of conference missions were also well defined: lost person search. Things have evolved to 7 different groups, operating in 4 states, with different local constraints, and many different mission types--lost person search, medical support (ESARs & SMRG), disaster support (ESARs & SMRG), incident management support. This growth entails changes in how we do business. These reports attempt to document how we go about the process of running the ASRC operations outside the incident itself.

I also want to explain rationale behind this whole process. To understand and design complex systems, the standard approach is to first formally define the system's requirements. Next you perform the task of functional analysis (or functional decomposition) wherein from a top-down approach to defining the system functions. Here the allocation of the subfunctions is open to debate and discussion. Finally, the implementation of the functions are designed. The process of working down to the implementation is an iterative process. Using this approach a clear logical trail is established that is then open to revision as the requirements change, the functions are reallocated, or the implementation is revised. The conference has performed all of these things in an informal way. However, with the complexity of the system, it is important that we do this formally. Moreover, this formal process will define to all members in every group how the ASRC performs the Alert/Dispatch/Allocation functions and how the groups interface with the Conference from an operation perspective.

## **A The ASRC Alert/Dispatch/Allocation Function.**

The ASRC consists of many groups located in many different regions covering numerous states in the mid-Atlantic region. The complete set of operational requirements is documented elsewhere (see ASRC Operational Requirements). However, these requirements can best be met if certain functions are performed by the ASRC during any incident.

Since the ASRC does not want to maintain a continuous dispatch station, a conference alert procedure is needed.

Different from alerting is the dispatch procedure wherein the conference handles internal communications, both communications amongst the various ASRC resources not on-scene, and communications from the on-scene resources and those not on-scene. Therefore a conference dispatch function is needed.

Given the physical and administrative separation between groups, each group's dispatching and deployment idiosyncrasies, and the conference's operational requirements for rapid deployment; it is apparent that group dispatcher functions are necessary to meet the overall conference dispatch timelines. Therefore group dispatches are needed.

For each incident that the ASRC responds to, someone within the ASRC is in charge of the on-scene ASRC resources. This is the IC (sometimes just a liaison). Similarly, for the off-scene ASRC resources, a conference coordinator is required. This is the Regional Operations Coordinator.

When on-scene, each group has certain capabilities and information that other ASRC non-group members need to optimize the prosecution of the incident. Therefore, each group must have a Group Representative when the group has any resources on-scene.

Finally, each group has certain operational responsibilities such as maintaining gear, following conference procedures. Therefore a group Operations Officer is necessary.

## **B Level 1 Functions:**

### **I The ASRC Alert Officer Function**

The ASRC Alert Officer (AO) function is intended to act as the interface (with decision making capabilities) between the ASRC and an outside agency requesting ASRC operational support. The AO must also handle getting the ASRC "started up". In more detail this function includes the following subfunctions:

- 1) Answer an initial request for ASRC participation in any incident.
- 2) Collect the necessary data and determine the nature of the initial ASRC response.
- 3) If the AO determines that the ASRC will enter any level of alert or respond ASRC resources to an appropriate request, the AO must find an Agency Representative (either an IC or ASRC liaison officer) to be the on-scene ASRC leader for that incident.
- 4) If the AO determines that the ASRC will enter some level of alert or respond ASRC resources to an appropriate request, the AO must initiate the ASRC Conference dispatch function.
- 5) If the AO determines that the ASRC will enter some level of alert or respond ASRC resources to an appropriate request, the AO must inform the ASRC Regional Coordinator of the actions taken, assignments made, and the data assembled to date.
- 6) The AO function is completed once the ASRC AR approves the AO decisions. This implies that the AR may direct the AO to perform other tasks to support the AR's initial data collection or decision making processes.



## **II The ASRC Agency Representative Function.**

The ASRC Agency Representative (AR) function is intended to act as the on-scene commander in charge of all ASRC resources on-scene. The AR may also be in charge of all the SAR resources, in which case the AR is called the IC. However, the AR may not be running the operation, in which case the AR is simply the ASRC Liaison Officer. The actual functions for the AR are described elsewhere (ASRC Operations Manual, ASRC SAROP, ASRC OR, VaSAR Co SOP, ICS documents, etc.); however, for completeness those AR functions that interface with the off-scene ASRC are listed below.

- 1) For all incidents that the ASRC responds to or that the ASRC is on alert for, the AR is responsible for reviewing and if necessary, amending the initial AO decisions.
- 2) The AR is responsible for controlling and directing all on-scene ASRC resources.
- 3) The AR is responsible for reporting to the DO at least once per shift.
- 4) The AR is responsible for determining future on-scene resource needs and communicating these needs to the DO.
- 5) If multiple missions occur, each AR will coordinate resource needs with the ROC.
- 6) The AR is responsible for coordinating with the ROC before completely withdrawing all ASRC resources from on-going incidents or deciding to suspend active incidents.

### **III The ASRC Regional Operations Coordinator Function.**

The ASRC Regional Operations Coordinator (ROC) is intended to act as both an ASRC agency administrator (AA) and to act as the coordinator of all off-scene ASRC resources, including dispatch. This function, like the AO function should be in operation continuously. Two of the important ROC concerns are working within prior ASRC and outside agency agreements, and liability concerns for incidents outside our normal operational functional areas. Therefore, this function includes the following subfunctions:

- 1) Help direct and oversee ASRC Conference dispatching during any alert or incident and then serve as the arbitrator if any concerns arise over any off-scene ASRC dispatching or allocation decisions.
- 2) Support the needs of the on-scene AR(s).
- 3) During any multiple incident conditions, provide the necessary coordination of all conference resources between the different incidents.
- 4) During any disaster incidents, provide control over all the ASRC assets and approve all ASRC commitments.
- 5) Serve as the arbitrator if any concerns arise over any ASRC on-scene actions and competence arise.
- 6) Review any ASRC operation on at least a daily basis.
- 7) Help support and when necessary, oversee the AO.
- 8) Remain in contact with the AO, DO, and ARs.
- 9) Approve any commitments to operations that fall outside the normal operations as defined in the ASRC OR.
- 10) Approve the complete withdraw of ASRC resources from on-going incidents and approve the decision to suspend active incidents.

#### **IV ASRC Dispatch Officer Function.**

The ASRC Dispatch Officer (DO) function is intended to gather and relay information between all ongoing incidents and the groups within the conference, and to support the incident ARs information needs. This function therefore includes the following subfunctions:

- 1) During any ASRC incident, the DO is responsible for maintaining a continuous conference dispatch, for finding a replacement DO, and for providing continuity between dispatch locations and shifts.
- 2) Gather and maintain ASRC resource availability.
- 3) Track the allocation of resources and personnel for all current incident(s).
- 4) Support the On-scene ASRC AR and staff.
- 5) Contact the incident at least once per shift to determine incident status and resource needs.
- 6) Gather, set-up, and maintain accurate up-to-date information on the location and directions to the on-scene CP and CP-to-dispatch communications links.
- 7) Set-up and maintain dispatch-to-ASRC group communications links.
- 8) Alert all ASRC groups whenever the ASRC is alerted.
- 9) On a minimum of a daily basis, pass the incident status information to all groups.
- 10) Maintain a detailed Dispatch Log.
- 11) The ASRC dispatch is responsible for all operational dispatch functions. If an ASRC group is not capable of performing its own dispatch function, the ASRC DO is responsible for maintaining that group's dispatch.
- 12) At the conclusion of an incident, pass the incident status information to all groups.
- 13) Track all ASRC assets back to their home bases. The individual group dispatch function is responsible for indicating when all resources have been accounted for.

14) Once all ASRC assets have been accounted for, both the IC and the ROC must be informed.

15) Discontinue dispatch when (1) all ASRC assets have been accounted for, (2) the ASRC AR has approved, and (3) the ROC has been notified, (4) a 30 minute prior notice has been announced to all active group dispatchs, (5) the Dispatch log has been filed, (6) the ASRC dispatch facilities has been prepared for the next incident, and (7) the Va EOC and any other appropriate agencies have been informed of the incident closure and the ASRC personnel status.

22 FEB 1990

Dear Reviewer:

First, let me thank you for participating in the standards development process for Rescue Specialist.

This document is a merge of all the standards I could get my hands on. I made no attempt to justify any entries, merely compiled them into one Mega-standard that we can argue over. Please review this document and think hard and long about each line. After an appropriate length of time, we will get together and try to beat this into a working document that can be circulated to the rest of the rescue community.

If you should find that you are unable to participate in the review process, please let me know so I can find someone else from your discipline to take your place.

My initial idea about the animal we're going to call a Rescue Specialist is someone that can manage/direct/lead a wilderness rescue from extrication all the way thru handoff to a "normal" prehospital provider. In addition, I think this person should be able to participate in rescues in other environments. To that end, these standards must be "compatible" with all the existing rescue organizations (as much as feasible). As with Level I (FTM) I see this as a standardized "basic" training and the possibilities of additional modules such as:

- Cave Rescue Specialist (with the addition of specific cave training)
- Swiftwater Rescue Specialist (with the addition of Basic and/or Advanced Swiftwater training)
- Urban/Disaster Rescue Specialist

I would like to get initial comments back by mid-March and aim for a weekend long meeting in early summer. Once again thanks for your input and assistance.

Mark Pennington

I. RESCUE SPECIALIST

A) General -

- 1) A Rescue Specialist must be able to evaluate a rescue situation and select the most appropriate techniques and systems, safety considerations and alternatives. To be eligible for Rescue Specialist, an applicant must have been a State Certified Field Team Member and a member in good standing of a recognized rescue organization for at least one year, must possess the personal equipment necessary to serve as an Attendant-in-Charge (of a patient), as a Field Team Member for a winter search task, and as an evacuation team member. In addition, the candidate must have participated in two State search missions (or one search and two full-scale State simulated searches, or four full-scale State simulated searches) within the two years previous to application for Rescue Specialist. (FTL) have lead climbing ability and training  
- performing FTL duties
- 2) Rescue Specialists must complete annual continuing training requirements and pass an annual review by the ?? Training Officer. In addition, each Rescue Specialist must participate in an actual State mission or two simulated State missions every year.
- 3) RS must satisfactorily explain his/her duties and responsibilities, which include:
  - a) Assembling and rigging necessary technical equipment, including litters
  - b) Supervise all roped travel
  - c) Advise the TL on all technical aspects of an evacuation
  - d) Enforce safety standards

B) Rescue Level Survival and Wilderness Travel

- 1) Demonstrate the ability to travel<sup>solo</sup> cross-country competently in a middle Appalachian wilderness area in the winter, including:

2/22/90

RESCUE SPECIALIST STANDARDS

Pg 2 of 11

- a) winter stream and ice crossing;
  - b) traveling deep powder snow;
  - c) using ice-axe and crampons on steep snow; and
  - d) belaying in snow with an ice axe.
- 2) Demonstrate the ability to bivouac overnight in winter with normal SAR pack gear, and to carry out mission tasks for a full day following.
- 3) Demonstrate competence in ice-axe self-arrest.
- 4) Demonstrate the ability to properly and safely use the techniques of free lead climbing, and the ability to lead ~~5.0~~ (Sierra Club Scale) rock in summer, spring, or fall.
- 5.5
- 5) Demonstrate the ability to traverse horizontal caves safely and competently, to climb cable ladders, rappel and ascend static lines properly and efficiently, and to troubleshoot common caving gear such as carbide lamps.
- Good but not on Wilderness Trail*

C) Rescue Level Search

- 1) Define and explain the important implications of the following search concepts:
- a) passive search;
  - b) active search;
  - c) subject finders;
  - d) clue finders;
  - e) cutting for sign;
  - f) binary search; and
  - g) repeated non-thorough grid search methods.
  - h) PLS, LKP, POD
- 2) Given a lost person search scenario, a topographic map of the area, and a State OPSKIT, set up initial search priorities, using standard Strategy Map symbols. Describe the application of each of the following to the problem:
- a) the statistical approach;

- b) the historical approach;
- c) the simple containment approach, and
- d) the Mattson consensus method.

3) Given a search scenario, a State OPSKIT, and a completed Strategy Map, use the Task Assignment Procedure to generate a set of appropriate tasks to complete the initial search strategy with given resources; fill out a Task Assignment Form properly for each task; and create a Status map, using standard symbols.

4) Given a matrix of search areas with POA and area for each, and a set of search resources with POD and search rate for each, assign resources to tasks and calculate overall POD, including some areas with multiple coverage.

5) Given a search scenario and a State OPSKIT, calculate the Time-Frame For Survival (TFFS) and explain its significance and uses.

6) Describe in outline the standard procedure for a search for a missing light civil aircraft, including the role and structure of the CAP and the appropriate role of ground SAR resources.

7) Demonstrate the ability to competently lead a team on an ELT search task.

8) Demonstrate the ability to use the State standard logging procedure and message forms and the ability to use and update a Communications Systems Chart.

9) Describe the characteristics of HF, State VHF-FM, Public Service VHF-High and VHF-Low, CB, and amateur 2 meter radio communications that are relevant to search *operations and* communications planning.

D) Rescue Level Ropework

1) Describe the different rope constructions and the advantages and disadvantages of each



- a) Describe the working and breaking strengths for each type and all equipment - <sup>cord</sup>webbing 1", 2", 1/2" hardware
- 2) Describe the proper care of ropes including:
  - a) Washing
  - b) Drying
  - c) Storing
  - d) Inspecting
  - e) Retirement criteria
- 3) Describe the effects of the following agents on nylon rope
  - a) Chemicals (petroleum, battery acids, etc)
  - b) Heat (including weld abrasion)
  - c) Sunlight
  - d) Aging
- 4) Demonstrate the ability to correctly tie, contour, and back up the following; and describe each in terms of strength, security, proneness to jamming, and appropriate and inappropriate uses;
  - a) bowline;
  - b) "double strength" bowline;
  - c) bowline-on-a-coil;
  - d) bowline-on-a-coil around anchors;
  - e) bowline-on-a-bight;
  - f) three-loop bowline;
  - g) overhand knot and overhand bend (water knot);
  - h) figure eight knot and loop and bend;
  - i) barrel knot and double fisherman's knot (barrel bend)
  - j) sheet bend and double sheet bend;
  - k) square knot;
  - l) butterfly knot;
  - m) anchor hitch;
  - n) clove hitch;
  - o) taut-line hitch;
  - p) the ASRC seat harness;
  - q) the Parisian bandolier chest harness; and

- r) the crossed-loop chest harness.
  - s) Prusik
  - t) Basic Swiss seat
  - u) Figure eight on a bight
  - v) one-way knot
  - w) Frost knot
- 5) Demonstrate the ability to rappel properly with the following methods; and discuss the advantages, disadvantages, and appropriate uses of each:
- a) the arm rappel;
  - b) the Dulfersitz;
  - c) single and double-wrap on a figure-8 descender;
  - d) double carabiner/brake bar rappel
  - e) carabiner wrap rappel;
  - 20 \*f) six carabiner rappel;
  - g) Munter hitch rappel; and
  - h) long rappel rack rappel.
  - i) Petzl stops
- 6) Demonstrate the ability to rig and use multiple-step pulldown rappels.
- 7) Assemble and ascend properly with the following devices, and describe each in terms of strength, security, holding strength, special hazards, and appropriate uses:
- a) Prusik knots and 3 wrap Prusik knots;
  - b) Bachman knots;
  - c) RBS and Headdon knots with both rope and webbing;
  - d) Gibbs ascenders; and
  - e) Jumar ascenders.
  - f) CMI
  - g) Cloggs
  - h) Petzls
- 8) Describe the proper selection, placement, advantages, disadvantages, safety issues and uses of pulleys including:
- strength*

- a) Size (in relation to the rope)
  - b) Configuration (Double, etc)
  - c) Bearings versus Bushings
  - d) Use of carabiners versus pulleys
- 9) Tie and discuss the appropriate uses of the following
- a) "escape ascenders"
  - b) French prusik
  - c) end-of-rope prusik.
- 10) Construct and ascend with following ascending rigs:
- a) Texas and Texas Y rigs;
  - b) classic three-knot rig;
  - c) three-cam "ropewalker" rig;
  - d) modified climber's Jumar/Etrier rig; and
  - e) Mitchell system.
- 11) Demonstrate the ability to belay confidently and competently with:
- a) the sitting hip belay;
  - b) the standing hip belay
  - c) tree wrap belay;
  - d) the Munter hitch; and
  - e) the belay plate.
  - f) Bottom belays, *top belay*
  - g) Figure eight/Rescue eight
- ice ax*
- 12) Demonstrate the ability to coil and tie-off ropes in:
- a) a mountaineer's knee coil;
  - b) a lap coil;
  - c) a multiple-strand chain coil;
  - d) a quick-release chained "rescue" coil; and
  - e) a skein "backpack" coil.
- 13) Demonstrate the ability to rig static lines in diverse situations, including:

- a) casting lines through brush or past obstructions;
  - b) defouling lines;
  - c) assessing abrasion hazards, padding, and rigging offset lines with directional anchors;
  - d) rigging horizontal traverse lines; and
  - e) rigging diagonal lines. *zip?*
- 14) Demonstrate the ability to select, place, and rig anchors both for individual use and for evacuations, including:
- a) the evaluation of and use of trees and rock formations including tree selection criteria;
  - b) the placement of and evaluation of mechanical anchors including:
    - chocks, bongs, nuts, hexcentrics, stopper
    - pitons,
    - expansion bolts
    - friends;
  - c) tree wrap rigging (tensionless);
  - d) the proper self-equalizing of two anchors with a loop sling;
  - e) the proper self-equalizing of several anchors
  - f) the proper use of pickets and snow pickets for anchors; and
  - g) the use of deadmen for anchors.
  - h) the advantages and disadvantages of "rigging high"
  - i) explain the the concepts of self-equalizing vs pseudo-selfequalizing, load sharing vs load shifting
  - j) aiming the anchor system and evaluating the fall line
  - k) hidden theta angles as they relate to anchors
  - l) selection criteria and evaluation techniques for urban anchor systems.
- 15) Demonstrate the ability to use any of the rappel methods described in item 2 (except the Dulfersitz and arm rappel), any of the ascenders described in item 3, and any of the ascending systems described in item 5, to do the following;
- a) rappel and ascend past overhangs;
  - b) rappel and ascend through narrow chimneys;

- c) rappel and ascend on diagonal slopes;
- d) tie off, rest, and invert (both rappel and ascend);
- e) rappel and ascend past knots;
- g) change from rappel to ascend and from ascend to rappel while on the rope;
- h) rappel/ascend diagonal traverses and slack horizontal traverses.

16) Describe several different types of abrasion protection, advantages and disadvantages of each and how each is used, including:

- a) Fire hoses
- b) Carpet pads
- c) canvas bags
- d) Garden hose
- e) Edge rollers
- f) Stand off pulley systems

17) Describe the effects of Theta angles and how they relate to rope and anchor systems.

*self equalizing anchor system on X° slope*  
 Given a high line situation and a particular mass, calculate the

E) Rescue Level Mountain Rescue

*resultant tensional forces on main line, dual line and discuss safety in terms of working load for system, safety margin, breaking strength and explain what conditions would make system inadequate/fail how to provide backup*

1) Using the local Group's regular Stokes litter, adequately package a victim for the following situations or environments:

- a) Vertical evacuations (litter vertical and horizontal)
- b) Horizontal evacuations (low crawls, drags, etc.)
- c) Low angle evacuations
- d) confined space
- e) cold/wet weather
- f) water evacuations
- g) improvised patient tie-ins

*spinal injury  
 shock  
 unconscious*

2) Using the local Group's regular Stokes litter and rigging, assemble the litter, load and secure a patient properly into the litter, and rig the litter properly for, and execute the following:

- a) semi-technical evacuations; *→ raising & lowering*  
b) vertical evacuation with one rope (top brakes) ;  
c) vertical evacuation with two ropes (top brakes) ;  
d) vertical evacuation with one rope, litter vertical;  
e) vertical evacuation with one rope and traveling brakes;  
f) helicopter hoisting  
g) confined space  
h) low angle  
i) litter bearers on separate belay lines

3) Using a standard bare Stokes litter and an assortment of slings and carabiniers, demonstrate all skills specified in (1), but using improvised rigging.

4) Rig and demonstrate the use of the following haul systems:

- a) Yosemite haul and 2:1 and 4:1 (theoretical) Yosemite hauls;  
b) simple Z-haul (3:1) and piggyback Z haul;  
c) simple 4:1 and piggyback 4:1 haul;  
d) 6:1 and 9:1  
e) offset vertical counterweight haul and brute force  
f) Brute force  
N> X g) block and tackle on a tripod, jin pole and boom

5) Rig, tighten, and use horizontal and diagonal high-tension (Tyrolean) traverse lines for personnel, equipment and patients in litters including:

- a) Single highline  
b) Double highline  
c) Self equalizing double highline  
d) redundant single pulleys vs knot passing pulleys

6) Use and pass knots through the following braking system:

- a) tree wrap;  
b) figure 8 descender;

- c) multiple carabiner brake; and
  - d) rappel rack brake.
- 7) Demonstrate the rescue and lowering of a person:
- a) ascending on a static line, using the same static line ascenders, and a rappel device;
  - b) on the end of a belay line, using one's own static line for access and lowering;
  - c) stuck in the middle of a rappel on a static line, using a separate static line.
- 8) Given a length of 2" webbing and assorted slings and carabiniers, rig and use a Tragsitz type harness on a mixed vertical and diagonal lowering.
- 9) Demonstrate the ability to use standard third-man technique to load a patient into a litter on a vertical wall.
- 10) Given a (simulated) conscious victim without severe injuries or illness and only the end of a haul line, tie the victim into the end of the line securely for a vertical lifting.
- 11) List and explain the actions to be taken upon entering the scene of an aircraft crash.
- 12) List and describe the phases of extrication, list and describe standard field-portable forcible entry and extrication tools, and describe their use in extrication from light aircraft.
- 13) Demonstrate the ability to safely and properly employ the tools and techniques described in (11).
- 14) Demonstrate the ability to set up and mark a rural landing zone and a wilderness helispot, to guide a helicopter in with standard body signals, to load a patient into a helicopter, and to serve as ground crew leader for a helicopter hoist evacuation.

- 15) Demonstrate the appropriate use of proper rope calls/commands.
- 16) Demonstrate the ability to solve the following problems:
  - a) Inverted self rescue
  - b) Fouled decender (e.g. clothing caught)
  - c) Failed ascender
  - d) Blind Assent (simulate light failure at night)
  - e) Blind decent
  - f) Passing knots on rappel
  - g) Passing knot on assent
  - h) Down climb with ascenders
  - i) Rappel to climb changover
  - j) Climb to rappel changeover
  - k) Change ropes on assend and rappel
- 17) Demonstrate the ability to carry out a solo rescue of an injured climber/rappeller
- 18) Demonstrate the ability to safely climb a cable ladder *mentioned elsewhere?*

F) Rescue Level Emergency Medicine

- 1) Each Rescue Member must be a State-Certified Basic Wilderness Medical Technician.

*how a basic CEM course*



## Division Supervisor.

7/20/90  
Draft 2  
GHM

### Definitions:

IAP:  
DS:  
DA:  
CP:  
Div HQ:  
FTL:  
Operations:  
Sit-Sat:

### Concerns:

- (1) Deal with wide variety of Division Operations as exhibited in the past.
- (2) Explain a standard for Division Operations
- (3) Provide a standard Outline of Division Procedures
- (4) Provide a guide that would allow aides to DS's

### Assumptions, Assumed Knowledge:

- (1) The Division Supervisor/Aide is FTL qualified.
- (2) The Division is a subset of overall incident operations.
- (3) The Division includes elements of planning and logistics.

## Division Operations Functional Decomposition:

- 1) Div Operations Timeline
- 2) DS's & DA's Briefing
- 3) Documentation Provided to Div.
  - a) Division Assignment Sheet.
  - b) The IAP.
  - c) Maps.
- 4) Mobalization
  - a) Equipment
  - b) Personnel
  - c) HQ Site
  - d) Comm
  - e) Transportation
- 5) Tactical Planning
  - a) Determine Tasks
  - b) Assign Teams
  - c) Maintain Sit-Sat
- 6) Operations
  - d) Determine Logistic Needs
  - e) Maintain clue map/clue sheet
  - f)
- 7) Logistics
  - a) Maintain Comm
    - i) CP; Plans; Ops; Logistics
    - ii) Other div's
    - iii) Div assets
  - b) Coordinate Food, Water, Shelter
- 8) Documentation Created/Maintained by Div.
  - a) Division Ops Log.
  - b) Division Ops Summary.
  - c) Sit-Sat.
  - d) Comm Log.
  - e) Sign-in.
  - f) Clue Sheet.
- 9) Reporting to Operations Branch/Chief
  - a) Periodicity
  - b) Content
  - c) Special Problems
- 10) Demobalizing Div
- 12) DS & DA De-briefing

Goals:

(1) Better Definition and Understanding of Division Supervisor's Role.

- a) Understand organizational (management scheme) practices and problems.
  - 1) ICS
  - 2) Division Role
  - 3) Division Assets.
- b) Division Operations
  - 1) Div Operations Timeline
  - 2) DS's & DA's Briefing
  - 3) Documentation Provided to Div.
    - a) Division Assignment Sheet.
    - b) The IAP.
    - c) Maps.
  - 4) Mobilization
    - a) Equipment
    - b) Personnel
    - c) HQ Site
    - d) Comm
    - e) Transportation
  - 5) Logistics
    - a) Comm
      - i) CP; Plans; Ops; Logistics
      - ii) Other div's
      - iii) Div assets
  - 6) Documentation Created/Maintained by Div.
    - a) Division Ops Log.
    - b) Division Ops Summary.
    - c) Sit-Sat.
    - d) Comm Log.
    - e) Sign-in.
    - f) Clue Sheet.
  - 6) Reporting to Operations Branch/Chief
    - a) Periodicity
    - b) Content
    - c) Special Problems
  - 7) Demobilizing Div
  - 8) DS & DA De-briefing
- b) Glimpses into leadership.
  - 1) Span of Control.
  - 2) Expediting/Cutting through nonsense.
  - 3) Dealing with Press/Family/Politics/AA/Other Agencies.
  - 4) 1st in/Last out.
  - 5) Pre-planning.
  - 6) Understanding Mission.

- 7) Attitude.
- 8) Honesty.
- 9) Morale.
- 10) Types of Leadership.
- 11) Dealing with subordinates
- c) Understand Planning as it applies to Division Operations.
  - 1) Sectoring.
  - 2) Tools:
    - a) LKP, PLS
    - b) POAs
    - c) PODs
    - d) Shifting PODs
    - e)
  - 2) Resolving conflicting tactics.
  - 3) Division HQ site
  - 4) Mapping Systems
- d) Understand Logistics as it applies to Division Operations.
  - 1) Understand communications practices and problems.
  - 2) Understand Food/Water provisioning practices and problems.
  - 3) Understand Transportation practices and problems.
  - 4) Use of Staging
- e) Understand Division Operations.
  - 1) Responsibilities.
  - 2) Sign-ins.
  - 3) Briefings.
  - 4) Resolving conflicting tactics.
  - 5) Debriefings.
  - 6) Dealing with Clues
  - 7) Tactics
  - 8) Safety
  - 9) Sit-Sat
  - 10) Division Responsiveness to Situation.
- f) Philosophy
  - 1) Sectors
  - 2) pre-assigned/pre-written TAFs
  - 3) Communications
  - 4) General concept and role

(2) Be able to Aide Division Supervisor.

(3) Have a better understanding of the FTL's role.



# 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

July 10, 1990

### MEMORANDUM

TO: All Virginia Search and Rescue Responders

FROM: Ralph Wilfong, SAR Program Coordinator

SUBJECT: Data Collection

For the past several years we have been talking about the need to collect data that accurately reflects the efforts of the search and rescue volunteers in Virginia. This data is needed to support requests for funding and other benefits that DES has been working to obtain on behalf of the SAR community.

The recent missing aircraft search in Manassas created a lot of interest in SAR with the media, and with state government all the way up to the Governor's level. Most of these people were not aware of the degree of need for trained SAR resources or of the amount of time and effort contributed by the SAR volunteers. Unfortunately, when they ask us for hard data, such as manhours expended, hours flown, and miles driven, the best we can do is guess.

Further, during a mission there is a need for operational data on a regular basis. The new Secretary of Public Safety in the Wilder administration is Colonel Robert L. Suthard, former Superintendent of State Police. Colonel Suthard is keenly interested in field operations in which this agency is involved and has asked us to report to him at least daily while an operation is in progress.

Each search and rescue group has also recognized the need to have current, accurate operational data available for use by the staff during a mission, and to have some method of summarizing this information for later use in training, long range planning, and fund raising. The various SAR information management systems that currently exist in Virginia range from simple to complex, but none are standardized.

Recd: 29/29

All Virginia Search and Rescue Responders

Page 2

July 10, 1990

In order to help meet all of these needs for information and to help standardize the collection process, we have created a two part reporting system with supporting documentation. The system is designed to be used along with existing ICS and SAR Council forms with several substitutions and additions. A description of the system and specific instructions are included in the attachment.

Please begin using the "Daily Mission Report" and the "After Action Report" immediately. The other forms are designed to support the summary reports, and will be extremely useful as an on-going source of information for the mission staff. For example, in the past there has been no good method to track personnel and equipment resources, or to track field tasks. The Personnel Registers, the Vehicle Register, and Task Log will help solve that problem.

The DES SAR Duty Officer will be tasked with the responsibility of insuring that reports are filed in a timely manner. Someone from the mission staff, not necessarily the IC, should be assigned the reporting function at the beginning of the mission. Reports should be filed with the SAR Duty Officer telephonically on a daily basis and within 24 hours of the close of the mission.

A new monthly report will be created and will be distributed to all SAR agencies. This report will be compiled from the data from the After Action Reports and will provide an overall summary of SAR activity in the state.

Group leaders, please be sure all of your mission staff people are briefed on the new system, and that at least the Daily Mission Report and the After Action Report forms are included in your group's response kit.

Your support and cooperation is greatly appreciated. If you have any questions or suggestions, please call.

REW/acb

Attachment

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF EMERGENCY SERVICES

INSTRUCTIONS, DATA COLLECTION FORMS

=====

Most of the sections should be self-explanatory. If you have any questions or problems, please call the SAR Duty Officer.

DAILY MISSION REPORT

1. "Daily" means calendar day, midnight to midnight. For example, if a mission starts at 1900, the first daily report is for the period from 1900 to midnight. The second daily reporting period for that mission would start at midnight.
2. The VAEOC Control Number is a sequential logging number assigned to an incident, and is not to be confused with a State Mission Number. The SAR Duty Officer will give you the Control Number.
3. The block labeled "Dogs" in the personnel summary means canines, not dog teams (dog and handler).
4. Use 24 hour format, local time, for all times. Do not use Zulu time, even for ELT and aircraft missions.
5. The report should be phoned to the SAR Duty Officer by no later than 0900 the next calendar day. Reports should not be mailed to DES. Retain the hard copy for the mission records.
6. Statistics from the Daily Mission Report will be used to prepare the After Action Report.

AFTER ACTION REPORT

1. An After Action Report is to be completed for each mission where a State Mission Number is issued, even if the mission is aborted prior to the arrival of state resources on scene. Manhours expended and miles driven in support of a mission will be counted regardless of the circumstances under which the resources are used.
2. "Date" and "Time" in the form heading mean the date and time the report was prepared.
3. The report should be phoned to the SAR Duty Officer within 24 hours of the close of the mission.

TASK LOG

1. "Date" means calendar day, midnight to midnight. Always start a new log at midnight.



INSTRUCTIONS, DATA COLLECTION FORMS  
PAGE 2

2. The intention of this form is to log tasks, whether or not your group uses TAF's. Completed tasks, tasks in progress and the status of teams can be determined quickly. Total ground search hours expressed in either task hours or manhours can also be easily calculated.
3. If the task runs past midnight, it should be counted for statistical purposes on the day the task was started.

VEHICLE REGISTER

1. The "Vehicle Register" provides a quick reference of the number of vehicles involved in the mission and the number of miles driven.
2. Begin a new register each calendar day. Drivers who remain at the mission for more than one day should register their vehicle each day, since the purpose of the register is to provide a daily listing of numbers and types of vehicles that may potentially be available to the mission.
3. When calculating daily estimated vehicle enroute miles, note the arrival date. That vehicle's enroute miles TO the search should be included only on the day it actually arrived at the mission base. Note the estimated departure date. The enroute miles FROM the search to the point of origin should be included on the day of departure.

SAR UNIT PERSONNEL REGISTER

1. This register is intended for use only by members of recognized SAR units and members of law enforcement or other government agencies involved in the mission.
2. Begin a new register each calendar day. All personnel should register each day, since the purpose of the register is to provide a daily listing of personnel, their qualifications, and the length of time they are available.
3. No provision is made for sign-out, since historically it is almost impossible to get people to remember to sign-out.
4. When estimating manhours for a given day, it will probably be necessary to multiply the number of personnel present by the number of hours that represents an average workday in a SAR mission.

INSTRUCTIONS, DATA COLLECTION FORMS  
PAGE 3

VOLUNTEER PERSONNEL REGISTER

1. "Volunteer" means the casual volunteer who offers to help with the mission, usually in the field. It may also include personnel from rescue squads, fire departments, the Red Cross, the local mental health service, and others who support the mission, but are not considered a regular SAR resource.
2. Begin a new register each calendar day.
3. When estimating manhours for a given day, it will probably be necessary to multiply the number of personnel present by the number of hours that represents an average workday in a SAR mission. The workday for the volunteer may be shorter than the workday for SAR unit personnel.



SEARCH AND RESCUE

# VOLUNTEER PERSONNEL REGISTER

DATE*	LOCATION	VAEOC CONTROL NO		PAGE OF	
NAME (LAST, FIRST, ME)	ADDRESS	SOCIAL SECURITY NO.	LOCAL PHONE NO.	ARRIVAL TIME	EST DEP TIME

\*CALENDAR DAY, MIDNIGHT TO MIDNIGHT

SAR59: 07-90



\*CALENDAR DAY, MIDNIGHT TO MIDNIGHT





# SEARCH AND RESCUE AFTER ACTION REPORT

VAEOC CONTROL NO.		STATE MISSION NO.		AFRCC MISSION NO.	
BASE LOCATION			DATE		*TIME
TYPE MISSION					
<input type="checkbox"/> MISSING PERSON <input type="checkbox"/> MISSING/OVERDUE ACFT <input type="checkbox"/> ELT/EPIRB		<input type="checkbox"/> MISSING/OVERDUE VESSEL <input type="checkbox"/> DROWNING <input type="checkbox"/> CAVE RESCUE		OTHER	
MISSION STARTED			MISSION <input type="checkbox"/> CLOSED OR <input type="checkbox"/> SUSPENDED		
DATE		*TIME		DATE	
				*TIME	
LOCATING DATA					
OBJECTIVE LOCATED BY (NAME, ORGANIZATION)					
DATE		*TIME		LOCATION	
COORDINATES					
_____ (N) _____ (W)					
NO. SUBJECTS INVOLVED		NO. LOCATED ALIVE		NO. LOCATED DECEASED	
				NO. MISSING	
REMARKS					
LIST ALL PARTICIPATING AGENCIES AND ORGANIZATIONS					
GOVERNMENT AGENCIES		SAR UNITS		OTHERS	

\*LOCAL TIME, 24 HOUR FORMAT

SAR14A: 07-90

**PERSONNEL SUMMARY**

AIRCREW PERSONNEL	GROUND PERSONNEL	VOLUNTEERS	OTHER
STAFF	DOGS	TOTAL ESTIMATED MANHOURS	

**EQUIPMENT SUMMARY**

FIXED-WING AIRCRAFT	HELICOPTERS	VEHICLES	OTHER
------------------------	-------------	----------	-------

**OPERATIONAL SUMMARY - AIR**

NO. OF AIR SORTIES	HOURS IN SEARCH AREA	HOURS ENROUTE	TOTAL FLIGHT HOURS	NO. OF SQ. MILES SEARCHED
-----------------------	-------------------------	------------------	-----------------------	------------------------------

**SUMMARY OF GRIDS/AREAS SEARCHED****OPERATIONAL SUMMARY - GROUND**

NO. OF GROUND TASKS	VEHICLE MILES ON TASKS	VEHICLE MILES ENROUTE	TOTAL ESTIMATED VEHICLE MILES
------------------------	---------------------------	--------------------------	----------------------------------

**SUMMARY OF AREAS SEARCHED****REPORTED TO VAEOC**

TO	BY	DATE	*TIME
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\*LOCAL TIME, 24 HOUR FORMAT



# SEARCH AND RESCUE DAILY MISSION REPORT

VAEOC CONTROL NO.	STATE MISSION NO.	**DATE	*TIME	AFRCC MISSION NO.
BASE LOCATION	IC/MC	*TIME BASE OPERATIONS BEGAN	*TIME FIRST TASK DISPATCHED	
LIST ALL PARTICIPATING AGENCIES AND ORGANIZATIONS				
GOVERNMENT AGENCIES		SAR UNITS		OTHERS
PERSONNEL SUMMARY				
AIRCREW PERSONNEL	GROUND PERSONNEL	VOLUNTEERS	OTHER	
STAFF	DOGS	TOTAL ESTIMATED MANHOURS		
EQUIPMENT SUMMARY				
FIXED-WING AIRCRAFT	HELICOPTERS	VEHICLES	OTHER	
OPERATIONAL SUMMARY				
NO. OF AIR SORTIES	HOURS IN SEARCH AREA	HOURS ENROUTE	TOTAL FLIGHT HOURS	NO. SQ. MI. SEARCHED
NO. OF GROUND TASKS	VEHICLE MILES ON TASKS	VEHICLE MILES ENROUTE	TOTAL ESTIMATED VEHICLE MILES	
SUMMARY OF GRIDS/AREAS SEARCHED - AIR			SIGNIFICANT WEATHER IN SEARCH AREA TODAY	
SUMMARY OF AREAS SEARCHED - GROUND				
PLANS NEXT CALENDAR DAY				
TOTAL AIRCRAFT EXPECTED ALL SAR UNITS	TOTAL PERSONNEL EXPECTED ALL SAR UNITS	FORECASTED WEATHER		
PLANNED AIR SEARCH AREA				
PLANNED GROUND SEARCH AREA				
REMARKS				
REPORTED TO VAEOC				
TO	BY		DATE	*TIME

\*\*CALENDAR DAY, MIDNIGHT TO MIDNIGHT \*LOCAL TIME, 24 HOUR FORMAT

SAR14: 07-90





**APPALACHIAN SEARCH AND RESCUE CONFERENCE  
OPERATIONS MANUAL APPENDIX A  
SEARCH AND RESCUE OPERATIONS PLAN**

**VERSION 3.0 DRAFT AUGUST 1990**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Applicability
- 4.0 Responsibility
- 5.0 Alert Procedures
  - 5.1 First Notice
  - 5.2 Alerting
  - 5.3 Initial Response
  - 5.4 Mutual Aid
- 6.0 Response
  - 6.1 Overhead Team Response
  - 6.2 Full Response
  - 6.3 Quick Response Team
  - 6.4 Special Responses
- 7.0 Management
  - 7.1 Incident Command System
  - 7.2 Command Structure
  - 7.3 Modifications
- 8.0 Operational Considerations
  - 8.1 Duties of the Incident Commander
  - 8.2 The Field Team
  - 8.3 Medical Evacuation
  - 8.4 Rescue/Recovery
  - 8.5 Critique/Debrief
  - 8.6 Communications and Security
  - 8.7 Tactical Communications
  - 8.8 Reporting Positions
  - 8.9 The Communications Unit Leader
- 9.0 Preparedness
  - 9.1 Equipment and Personal Commitment
  - 9.2 Air Transportation
  - 9.3 Alert Process
  - 9.4 Maintaining a Useful Plan

Appendix A ASRC Conference and Group alerting procedures

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# **APPALACHIAN SEARCH AND RESCUE CONFERENCE SEARCH AND RESCUE OPERATIONS PLAN**

**VERSION 2.1 04 AUGUST 1990**

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## **1.0 PURPOSE**

This document (SAROP) provides a general outline of the procedures followed by the Appalachian Search and Rescue Conference (ASRC) during Search and Rescue (SAR) operations. This information will orient ASRC members and others to ASRC operational procedures.

## **2.0 SCOPE**

This edition of the SAROP outlines the principles which govern how and when the ASRC responds to an incident. Detailed discussions of SAR strategy and tactics are not included. It is assumed that the reader is familiar with these principles as outlined in SAR texts.

## **3.0 APPLICABILITY**

This document, together with Incident Command System (ICS) literature, ASRC training materials and consideration of preplans in effect for some areas in which incidents might occur, provides for the management of any degree of ASRC involvement in a variety of types of incidents. Authority for the modification of this plan for any particular incident rests with the Incident Commander (IC) or Incident Staff (IS) liaison.

## **4.0 RESPONSIBILITY**

The ASRC is an all volunteer organization dedicated to SAR throughout the mid-Atlantic region of the United States. This requires that the ASRC conduct operations under a wide variety of circumstances. Given these constraints, a quick and efficient SAR operation requires a simple and versatile preplan.

## **5.0 ALERT PROCEDURES**

Responsible agents (RA) may alert the ASRC by contacting the Commonwealth of Virginia Department of Emergency Services (VADES) Emergency Operations Center (EOC) at telephone number (804) 674-2400. A DES watch officer will contact a Conference Alert Officer (AO) who will follow established procedures to dispatch an appropriate response and place on the appropriate level of alert, groups that are not immediately needed to respond. Each group of the Conference must work out the details of its alert procedure and inform the Conference of its current procedure.

### **5.1**

The urgency of any SAR problem is evaluated by the AO and the IC during the first notice phase of the response. This determination is based on the subject's age, medical condition, equipment, experience, the weather, the length of time the subject has been missing, preplanned or other actions taken that have been taken by others involved in the search effort, and the political climate. The relative urgency will influence the type, size and urgency of the response.

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- 5.2 Three alert postures are recognized by Virginia's SAR groups for the purpose of common terminology:

1. Notification - A SAR incident is in progress in which a SAR Council agency is involved, but ASRC resources are not yet requested.
2. Alert - A SAR incident is in progress and ASRC involvement is probable.
3. Callout - The ASRC has been requested or is actively involved in an incident.

The Virginia SAR Council (VASARC) and DES classifications are: Incident Advisory and Callout. The above terms are used within the Conference for further clarification.

- 5.3 An appropriate response will be dispatched first from the group that can get a qualified team on the scene first. This may or may not be the group that is closest to the incident site.

- 5.4 Upon notification, alert or callout, the ASRC AO or Dispatch Officer (DO) must inform DES of the nature of the incident, and ask that other SAR Council member organizations be placed on the appropriate level of alert.

## 6.0 TYPES OF RESPONSES

Specific types of response depend on the situation and may include:

- 6.1 Overhead Team Response. Typically, three people make up this team. This response is the initial rapid response made to most requests for ASRC involvement. The team members act as a management/advice team, for either the local personnel or other SAR teams, or they may act as an advance team. As an advance team, they will make all the necessary arrangements so that further SAR respondents can be rapidly and efficiently deployed.

- 6.2 Full Response. A full response consists of ASRC Field Team Leaders (FTL)s and other personnel to act under the direction of the incident staff. This response should provide for as much communications and logistics support as the circumstances require.

- 6.3 Quick Response Team. (QRT may be considered an ICS task force.) This is a rapid response of a small team of ASRC members with a minimum number of management personnel (usually just a QRT leader). A QRT is the usual ASRC response to a simple manpower request. QRTs will often consist of members from the same group. This will be the group that can get a QRT in the field first. A QRT may be specialized (i.e. a technical rescue team, or a semi-technical evacuation team with medical capability). A QRT is similar in function to an ICS strike team, but the size is not fixed.

- 6.4 Other responses may be tailored to special circumstances.

## 7.0 INCIDENT MANAGEMENT

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- 7.1 If possible, the ASRC will use the Incident Command System and its documentation and terminology when it manages any SAR incident. The Conference will also be capable of functioning under other management systems.

- 7.2 The SAROP does not provide information on the ICS command structure. Details of the system including management structure and position descriptions may be found in ICS manuals and documents. (See appendices.)

- 7.3 When necessary, the IC may modify provisions of the ICS to suit the needs of any SAR incident.

## 8.0 OPERATIONAL CONSIDERATIONS

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- 8.1 Only personnel that have had adequate training, skills and background (as judged by the ASRC Board of Directors (BOD)) may serve as Incident Commanders for the ASRC. Once appointed, the IC will help coordinate the following:

1. A thorough investigation that should begin promptly and continue throughout the mission. Often the largest portion of the investigation is done by the RA. The RA and the IC should closely coordinate their work.
2. Strategy should be overseen by the IC and may follow several distinct phases:
  - a) Phase 0: Alert, callout and mobilization as outlined above.
  - b) Phase 1: The defining criterion is speed. Highly efficient, trained (type I) resources are deployed, including, but not limited to sign cutters, search dogs, containment patrols, aircraft and hasty teams. The resources will often include personnel not trained in SAR, such as local volunteers. Containment and attraction techniques are first used in this phase. These techniques include patrols, camp-ins, natural barrier containment and other methods to enclose the search area as completely as possible.
  - c) Phase 2: The defining criterion is efficiency. Highly efficient, trained (type II) resources should be used. These include hasty, dog and airbourne teams and other clue conscious teams. The latter might include teams performing wide interval grid searches. This phase will make up the bulk of the search.
  - d) Phase 3: The defining criterion is thoroughness. This phase will include type III resources and techniques, and mainly consists of grid searches using all available resources. This is done as a last resort.
  - e) Phase 4: The safe withdrawal and demobilization of search personnel. The incident command staff should not withdraw until all other personnel are safely accounted for. An orderly demobilization plan should be prepared early in a large operation. At the conclusion of this phase, DES should be notified that all ASRC units have returned to their home stations.
3. The IC's first concern is the safety of all SAR personnel. The IC's second priority is the well being of the subject. ICs should not attempt to deal with any items that is not under their control or is irrelevant to the operation.
4. Team leaders should be debriefed by designated personnel immediately upon completing their tasks. Information on the searched area and its terrain, the probability of detection, significant clues found, pertinent negatives and any other useful information should be collected from the team leader at the debriefing.

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5. Thorough and accurate documentation of a SAR incident is vital. ICS management forms are the preferred way to document management, supplemented by task assignment forms to document each task. The IC should oversee the use and collection of these forms. At the conclusion of the mission, the IC should submit a National Association of Search and Rescue (NASAR) data collection report, a narrative summary and all pertinent logs and forms to the Conference. The Conference will forward the appropriate copies of this information to NASAR and to Virginia DES as requested by NASAR and the VASARC.

6. ASRC involvement in SAR incidents should not be suspended without the agreement of the RA and the ASRC IC or team leader (or AO early in an incident). When planning the suspension of a search, the IC and RA should solicit the input of other leaders involved in the operation. Safety should be a prime consideration in determining whether to continue a search. When an unsuccessful mission is suspended, the IC should advise the RA on passive search techniques that may be continued indefinitely.

7. Other incident command responsibilities are outlined in ICS training and field operations documents.

8.2 The basic unit of search is the field team. The success or failure of the mission hinges on the intelligence with which teams are deployed and their effectiveness in the field.

1. Field teams may be hasty, tracking, sign cutting, electronic detection finding, grid, rescue/evacuation or other teams. ASRC members may also be asked to accompany and support dog teams or teams specialized for some other function.

2. An FTL is designated by the operations section when the task is assigned. It is the FTL's responsibility to oversee the completion of the assigned task as safely as possible.

3. The FTL (often in conjunction with the operations section) may appoint members of the field team to fulfill certain roles, such as radio operator, rescue specialist, medic or specialist necessary for the completion of the task.

4. If the team is a large one, such as a grid search team or an evacuation team, assistant Field Team Leaders (ATL)s may be appointed. One ATL per five other team members is in keeping with ICS principles of span of control.

5. A task assignment form (TAF) should be completed, listing the details of the assigned task, the persons assigned to the team, communications instructions and other relevant operational and logistical information. One copy of the form is given to the FTL and one is retained by the operations section.

6. When the task is completed, the FTL should debrief with the operations section or with whomever is identified as the debriefer. The FTL should report when his or her team will be ready for reassignment. The debriefing and reassignment may be handled through communications channels, without the team actually returning to the incident base.

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8.3

Medical and evacuation contingencies should be planned early in an operation.

1. Any persons requiring medical care (subjects or searchers) should be triaged and evacuated in the order of severity of survivable injuries.
2. Contact with the local responsible medical command and with emergency medical service providers should be established to expedite the provision of medical care.
3. If a subject is found deceased, the area around the body shall not be disturbed, nor shall the body be moved without the permission of the local authorities. Only one or two people should disturb the scene to confirm that the subject is dead.

8.4

When performing a rescue or recovery, several items need to be considered.

1. All evacuation teams must have adequate medical and rescue personnel and gear. A qualified medic must be assigned to every patient requiring care. Proper emergency medical care will precede any evacuation.
2. A rescue specialist will be in charge of each evacuation team. He or she is responsible for finding the best route to the nearest roadhead, landing zone or other point from which the patient can be safely transported. Furthermore, the rescue specialist is responsible for enforcing safety standards outlined in the ASRC training literature, and will oversee the technical or semi-technical operations. Only persons trained and experienced in technical and semi-technical evacuations will serve as rescue specialists when these skills are required.
3. Unless otherwise requested, the medic should surrender patient responsibility to the appropriate trained emergency medical personnel once the roadhead or landing zone is reached. The medic should offer to accompany the responsible medical personnel, and should always obey laws and statutes concerning the treatment and handling of patients.

8.5

Soon after any major operation, a critique should be held to review good and bad aspects of the operation.

8.6

All communications on all ASRC-coordinated operations shall be in plain English using clear text and no codes with due consideration for communications security. An exception is the status codes used to report a find. Once radio contact is established, operational and medical information shall be transmitted as clearly and as explicitly as possible. Patient information should be transmitted by more private means, such as a telephone, if possible. In no circumstances however, should team safety or patient care be compromised in an attempt to obtain a secure communications channel.

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- 8.7 Operational radio communications should employ tactical call signs or identifiers (i.e. "communications", "OPS", "LZ control", "SMRG response", etc.) or operators' names. Tactical call-signs for teams and divisions should use the ITU/ICAO phonetic alphabet while branches and tasks should be referred to by numbers. The incident command/radio base station shall control communications and provide for Federal Communications Commission (FCC) license identification. No unit numbers should be used during an operation but may be used for non-operational purposes.
- 8.8 Locations and positions should be reported using ASRC grid system coordinates, UTM/MGRS coordinates or latitude and longitude (listed in order of preference).
- 8.9 The communications unit leader is responsible for enforcing, and users for following. ASRC and FCC operational and emergency communications procedures.
- 9.0 **PREPAREDNESS**  
In order to safely and effectively execute the SAROP, there is a need for a certain amount of preparedness.
- 9.1 All ASRC members should carry sufficient survival and safety gear with them at all times during an operation as circumstances and training standards dictate. Each member is responsible for a rapid and safe response to an incident. The ASRC member should be appropriately equipped and prepared to spend forty-eight hours in the field without resupply.
- 9.2 When transported to an incident scene by air, ASRC members must use appropriate safety gear and procedures, and should be prepared to remain at the scene for at least forty-eight hours. Return transportation may not have been arranged at the time of departure, and weather conditions can change rapidly, altering flight plans. Only the IC and the RA (or their designees) should make arrangements for air transportation of searchers.
- 9.3 The integrity of the alert process must be maintained. Each group must inform the Conference of its alerting procedures, and should promptly advise the Conference of any changes in its procedures.
- 9.4 The SAROP should be periodically reevaluated and revised to ensure a rapid, efficient, safe and effective response to all SAR incidents.

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**ASRC SAROPS APPENDIX A**  
**ALERT PROCEDURES OF THE ASRC 04 August 1990**

Responsible agents (RA)s may request ASRC resources by contacting the Virginia Department of Emergency Services (VADES) at (804) 674-2400. A department watch officer will collect information about the incident.

The VADES watch officer will alert the ASRC by calling the University of Virginia Medical Communications (Medcom) operator at (804) 924-5805 or (804) 924-9287 and ask that an ASRC Alert Officer (AO) call VADES.

The Medcom operator will set off the Blue Ridge Mountain Rescue Group (BRMRG) pagers and BRMRG members will call Medcom. The first qualified person to respond to the page will get the information about the complainant from VADES. This ASRC member becomes the Conference Alert Officer (AO).

The AO contacts the complainant to determine what resources are requested/needed, the urgency of the request and to collect any other operational or logistical information necessary to make the response. At this time, the AO should make certain that the responsible agent has authorized the request.

The AO should determine which ASRC group can get an overhead or other response team on the scene first. This determination is usually made in conjunction with the AOs from each of the groups, reached through their group's alert channels. The initial response should be the dispatching of this team. Resources from other groups should be dispatched as needed to meet the needs of the request. It is strongly advisable to dispatch more resources than are requested.

Part of the AO's job is to designate a response leader. If this person will be functioning as an IC or other member of the command staff, they must be qualified and recognized by the ASRC Board of Directors.

If neither leadership or manpower are available to meet the request, the AO must tell the RA so and should advise them on other courses of action.

Ideally, the time from the first call to the time the initial response is en route should be forty-five minutes or less.

Once a response is made, the AO must keep in touch with the dispatch officers with each of the groups and with the response leader or IC throughout the mission. Groups should make every effort to set up one telephone number where their Dispatching Officer (DO) can be reached throughout the mission.

Anytime a response is dispatched from any groups of the ASRC, non-responding groups should be placed on alert.

Both VADES and Medcom should be kept informed of the status of the incident and on the ASRC's ability to respond to further calls. The IC and AO (respectively) are usually responsible for this. To ensure availability, perhaps for more urgent incidents, a commitment of all available resources should be made only for the most urgent SAR problems. A total commitment should almost never be made for out of region incidents.

Through a Virginia SAR Council (VASARC) agreement, VADES will automatically notify other SAR groups whenever the ASRC is called out. However, actual involvement of these groups can only be requested by the IC or the RA or their designee.

When an incident is resolved, or ASRC respondents are otherwise demobilized, groups should not stand down from their alert until all teams have returned to their home bases. VADES should be notified when this happens.

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# ALERT PROCEDURES FOR ASRC GROUPS

04 AUGUST 1990

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Allegheny MRG: Call (412) 647-7828. Ask the operator to page the Allegheny Mountain Rescue Group.

Blue Ridge MRG: Call digital pager (804) 924-3472. Leave the number to return the call. #098

ESAR Post 616 Call (301) 992-2200. Ask the dispatcher to alert the emergency search and rescue Explorer Post. #092

Richmond SAR: Call digital pager (804) ~~924-3472~~ pager # 094. Leave number to return call. 971-6048  
(971-6048 STAMMUS #)

Shenandoah MRG: Call digital pager (202) 592-0125. Leave the number to return the call.

Southwest Virginia MRG: Call voice pager (703) ~~953-8330~~. Leave message to return the call. #096  
804-971-6048 #093

Tidewater SAR Group:

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**ASRC:**

Since November 1988, when version 1.0 of the ASRC Operations Manual was approved, there have been modifications. These modifications have not been published nor disseminated to the Conference Groups as per sections 1.2 and 1.3 of the ASRC Operations Manual.

Since the Virginia SAR Council SOP appendix of the ASRC Operations Manual was made obsolete at the last VASARC meeting, it is a good time to recompile the ASRC Manual. While entering the changes, I noticed a few mistakes in the copy that I have taken the liberty to correct in this version. The changes I have made are mostly cosmetic. There are a couple of wording changes, but nothing has been changed so as to alter what appears to be the original intent of the document.

I submit a copy of this version (1.1) of the manual and motion the ASRC BOD to adopt them as the current version.

Here is a list of changes other than spelling corrections:

- 1) 1.0 Board of Directors  
Changed to:  
Board of Directors (BOD)  
and BOD used in place of Board of Directors subsequently.
- 2) 1.0 search and rescue  
Changed to:  
search and rescue (SAR)  
and SAR used in place of search and rescue subsequently.
- 3) 1.4.2 Agency Representative  
Changed to:  
Agency Representative (AR)  
and AR used in place of Agency Representative subsequently.
- 4) 1.6 , if necessary,  
Removed as it was redundant.
- 5) 1.6 Beginning in this section , references to the manual and its  
appendices are referred to as the manual and its appendices  
- removing parenthesis etc.
- 6) 1.7 new year  
Changed to:  
new calendar year

- 7) 2.1.1 Documents:  
NASAR's Search Is An Emergency field guide  
ICS Field Operations Guide (ICS-420)  
Current ASRC Group rosters  
ASRC SAR resource list  
ASRC Communications Quick Reference  
ASRC SAR Operations Plan (SAROP)  
ASRC Operations Manual (includes Virginia and  
Pennsylvania SAR Council Standard Operating Procedure,  
Pennsylvania Department of Environmental Resources SAR  
Preplan)  
ASRC Radio Licenses  
Virginia SAR Council Standard Operational procedures  
Guidelines for SAR Coordination through the Virginia  
Emergency Operations Center (EOC)

Changed to:

Documents:

NASAR's Search Is An Emergency field guide  
ICS Field Operations Guide (ICS-420)  
Current ASRC Group rosters  
ASRC SAR resource list  
ASRC Communications Quick Reference  
ASRC SAR Operations Plan (SAROP)  
ASRC Operations Manual and appendices  
ASRC radio licenses  
Guidelines for SAR Coordination through the Virginia  
Emergency Operations Center (EOC)

to eliminate the redundancy and because there is no such  
document as the Pennsylvania SAR Council Standard  
Operating Procedure.

- 8) 2.4.1.2 a minimum of  
Added to the numbers of FTLs and FTMs listed in this section.
- 9) 2.4.1.4 Certified Groups shall attend twelve (12) or more Conference  
events with at least five (5) present at each event over the 36  
month period.  
Changed to:  
Certified Groups shall attend twelve (12) or more Conference  
events with at least five (5) present at each event over the 36  
month review period.

- 10) 4.3.1 this should be the ASRC IC who will act as the IC (or ASRC response leader) for the incident.

Changed to:

this should be the ASRC IC who will act as the IC or ASRC AR for the incident.

- 11) 4.3.3 The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the

\*\*\*\*\* Modified to:

The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the

- 12) 4.4.1 Upon leaving for an incident, each member must notify his local group Dispatch Officer (DO). ←

Changed to:

Upon leaving for an incident, each member must notify their local Group Dispatch Officer (GDO). ←

And so forth for the remainder of the document

- 13) 4.4.2 Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display any flashing red lights.

Changed to:

Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display any flashing coloured lights or sirens.

- 14) 4.4.4 Teams en-route (and not in immediate contact with ASRC dispatch, for instance by radio) should call ASRC dispatch (or the Virginia EOC, if involved) on an hourly basis.

Changed to:

Teams en-route and not in contact with ASRC dispatch by radio or pager should call ASRC dispatch on an hourly basis.

- 15) 4.4.4 The first ASRC team to arrive on-scene should update ASRC dispatch (and possibly the Virginia EOC) on the accuracy of the directions to the incident. ASRC dispatch (and possibly the Virginia EOC) should also be notified whenever directions change.

Moved to section 4.5 and changed to:

The first ASRC team to arrive on-scene should update ASRC dispatch on the accuracy of the directions to the incident. ASRC dispatch should also be notified whenever directions change. The ASRC dispatch will inform all responding ASRC Groups and when appropriate, the Virginia EOC, of all changes in the directions to the incident.

- 16) 4.6.1 The basis for the selection of an IC for a particular mission will be a decision by the ASRC Alert Officer on which potential IC would be able to respond most quickly to an incident.  
Changed to:  
The selection of an IC for a particular mission will be a decision by the ASRC Alert Officer (TAO), who will base their decision on the quick-response ability of available ICs. *the on them*
- 17) 4.9.1.1 The Medic must have certification as an EMT or higher, valid for the state in which the medic is operating. The Medic must be at least 18 years of age.  
Changed to:  
ASRC Medics must possess certification as an EMT or higher, valid in the jurisdiction in which the Medic is operating.
- 18) 4.9.3 However, if the ASRC Medic is of higher medical qualification than the members of the local EMS agency, the ASRC Medic must accompany the patient until an equivalent level Medic is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.  
Changed to:  
However, if the ASRC Medic is of higher medical qualification than that of the local EMS personnel, the ASRC Medic must accompany the patient until an equivalent or higher level Medic is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.
- 19) 4.9.5 In all cases of medical treatment being rendered, whether BLS or ALS, to the search subject or searcher, written documentation will be made.  
Changed to:  
In all cases of Basic Life Support (BLS) or ALS medical treatment being rendered to search subject or searcher, proper written documentation will be made.
- 20) 4.9.7.2 The last sentence regarding procedures in 4.9.7.1 is separated and listed as 4.9.7.2 so as to be consistent with 4.9.6.1 and 4.9.6.2 . All subsequent subsections in 4.9.7 are moved down one subsection.

BB Oros  
Secretary, Shenandoah MRG  
Appalachian SAR Conference

# **APPALACHIAN SEARCH AND RESCUE CONFERENCE OPERATIONS MANUAL**

**VERSION 1.1 AUGUST 1990**

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### **1.0 GENERAL INFORMATION**

#### **1.1 Authority**

Article I of the bylaws of the Appalachian Search and Rescue Conference, Inc. (ASRC), grants to the Board of Directors (BOD) the power to establish, publish and enforce standards of procedure for search and rescue (SAR) operations in the form of an ASRC Operations Manual.

#### **1.2 Purpose**

This manual is intended to disseminate the policy of the ASRC through its BOD to all its members and other interested parties. Such information should assist the public through greater familiarity with ASRC SAR operations and thus result in more efficient joint ground SAR operations.

#### **1.3 Responsibility**

The ASRC Operations Officer is responsible for the accuracy and maintenance of this manual. The ASRC Secretary is responsible for its publication and dissemination.

#### **1.4 Administration Of Operation Policy**

This policy shall be administered by the following:

##### **1.4.1 Group Chairman**

The ASRC is composed of organizations called Groups. The Group Chairman (or other Chief Executive Officer) is responsible for ensuring Group compliance with ASRC operational policy.

##### **1.4.2 ASRC Incident Commanders**

An ASRC Incident Commander (IC) serves as the responsible agent of the ASRC on incidents and must make and enforce all operational decisions. During the course of an incident involving the ASRC, the ASRC IC (or ASRC Agency Representative (AR)) is responsible for ensuring compliance by ASRC members with ASRC operational policy.

##### **1.4.3 Chairman Of The ASRC Board Of Directors**

The Chairman of the ASRC BOD is responsible for ensuring ASRC-wide compliance with ASRC operational policy.

#### **1.5 Application Of Regulations**

These regulations shall be in effect whenever members of the ASRC represent themselves as such or respond as an agent of the ASRC.

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## 1.6 Changes And Updates

The information in this manual and its appendices may be changed by the ASRC Operations Officer, who shall be the chairman of the Operations Committee. Such changes may take immediate effect, but all such changes must be approved by the ASRC BOD or General Membership at the next meeting to remain in place. Upon making a change to this manual or its appendices, the ASRC Operations Officer must notify all Groups of the changes and their intent.

Alternatively, the ASRC BOD or General Membership may recommend and approve changes to this manual and its appendices. However, the input of the Operations Officer and other members of the ASRC Operations Committee should be sought prior to any proposed changes.

## 1.7 Annual Review

The ASRC Operations Officer will conduct an annual review of this manual and its appendices, and will present suggested changes to the ASRC BOD at the first BOD meeting of the new calendar year.

## 2.0 ADMINISTRATIVE REQUIREMENTS

### 2.1 Minimum Group Equipment List

The following equipment will be acquired and owned by every ASRC Certified Group, and will be brought, when necessary, to an incident when members of that Group respond:

- (1) Incident Operations Kit as per section 2.1.1
- (1) Adult-sized Field Litter (Stokes, Sked, etc.) with ASRC pre-rig
- (2) 150 or 200 foot x 11mm or 1/2 inch static kernmantle rescue ropes
- (1) Semi-tech kit comprised of equipment to permit one field team to conduct a semi-technical evacuation in wooded terrain
- (1) Base radio with all ASRC 155.xxx MHz band frequencies
- (2) Hand-held field radios with all ASRC 155.xxx MHz band frequencies
- (24) Rolls of surveyors/flagging tape
- (1) Field medical kit (EMT-Basic level)

### 2.1.1 Incident Operations Kit Contents

The following is a minimum list of equipment and materials which will comprise an ASRC Certified Group's Incident Operations Kit:

#### ICS Forms:

ICS-201	Incident Briefing
ICS-202	Incident Objectives
ICS-203	Organization Assignment List
ICS-204	Division Assignment List
ICS-205	Incident Radio Communications Plan
ICS-206	Medical Plan
ICS-207	Incident Organization Chart
ICS-209	Incident Status Summary
ICS-213	General Message
ICS-214	Unit Log
ICS-215	Operations Planning Worksheet

# DRAFT



# DRAFT

## ASRC Forms:

PPAS	Projected Personnel Availability Summary
SIR	Incident Individual Sign-In Record
LPR/C	Lost Person Report/Checklist
TAF	Task Assignment Form
CSOF	Crash Scene Observation Form
SDF	Subject Debriefing Form

## Medical Forms:

ASRC Wilderness Basic Life Support Protocols  
Other appropriate local forms (i.e. trip records)

## Documents:

NASAR's Search Is An Emergency field guide  
ICS Field Operations Guide (ICS-420)  
Current ASRC Group rosters  
ASRC SAR resource list  
ASRC Communications Quick Reference  
ASRC SAR Operations Plan (SAROP)  
ASRC Operations Manual and appendices  
ASRC radio licenses  
Guidelines for SAR Coordination through the Virginia Emergency Operations Center (EOC)

## Materials:

ASRC grid overlay templates  
Map board with acetate (1)  
State highway maps for VA, MD, PA and WV  
State aeronautical maps for VA, MD, PA and WV  
Pennsylvania topographic map atlas  
Washington and Cincinnati sectional aeronautical charts  
Clip boards (2)  
Field notebook  
Carbon paper  
Calculator  
File folders  
Paper tablet (legal pad)  
Permanent and non-permanent coloured pens  
Coloured ball-point pens  
Pencils  
Ruler  
Drawing compass  
Erasing template  
Permanent pen eraser  
Pencil eraser  
Paper clips  
Scotch tape  
Drafting tape  
Tacks  
Stapler and staples

# DRAFT

# DRAFT

## 2.1.2 Semi-Technical Evacuation Kit Contents

The following is a minimum list of equipment which will comprise an ASRC semi-technical evacuation kit:

- (3) Belay devices - either large "Rescue-eight" figure-eight descenders, or rappel/brake-bar racks
- (5) 20 foot lengths of 11mm or 1/2 inch rescue rope
- (3) Pair large leather gloves
- (3) Large locking-D carabiners
- (2) Directional devices (pulleys or equivalent)

This equipment would not outfit an entire evacuation team. It is assumed that ASRC members participating in an evacuation will have personal semi-technical gear.

## 2.1.3 ASRC Pre-Rig For Field Litter

The following is a minimum list of equipment which will comprise an ASRC pre-rig for a field litter:

- A rigid or semi-rigid field litter (stokes basket, Sked, etc.) with adequate spinal immobilization
- A "Y" yoke attached to the head of the litter, using at least 11mm static line with one large locking-D carabiner
- An Ensolite insert for the bottom of the litter
- Three (3) wool blankets or equivalent
- One set of victim tie-straps (see Appendix C of the ASRC Technical Rescue Standards)
- One climbing helmet with eye/facial protection
- A tarp or similar wet-weather patient covering

## 2.2 Conference Record-Keeping Requirements

The following list is the minimum information which must be kept for the official ASRC records. This information is necessary so that the administrative functions of the ASRC have an official information source on its members. Groups must keep pertinent information up-to-date with the ASRC Secretary. The following information must be passed to the ASRC Secretary:

Name  
Social Security Number  
Mailing address  
Phone numbers (both home and work)  
Membership Type  
Training qualifications and dates of expiration  
Levels of medical training and expiration dates  
Vehicle information (car type, capacity, license plate, radio equipment)

# DRAFT

# DRAFT

## 2.3 Callout Roster Requirements

The following is a list of minimum information which must be presented upon an official Group Callout Roster. This information is necessary so that ASRC operations function effectively:

Group information (alerting phone number, etc.)

Name

Address (preferable geographic)

Phone numbers (both home and work)

Training qualifications

Level of medical training

Vehicle information (car type, capacity, license plate, radio equipment)

## 2.4 Thirty-Six Month Review

All Certified Groups shall undergo a comprehensive review, to be defined and conducted by the BOD, at regular intervals not to exceed thirty-six (36) months.

### 2.4.1 Requirements Of Review

#### 2.4.1.1 Minimum Equipment

Certified Groups shall maintain minimum equipment requirements as set forth in the ASRC Operations Manual, and be prepared to show physical evidence of the existence of such equipment.

#### 2.4.1.2 Minimum Membership

As specified in the ASRC Bylaws, Article III, Sections 3.4 and 3.6, a Certified Group shall be comprised of at least sixteen (16) Active Members, of which at least six (6) must hold Field Team Leader or higher certification, and at least ten (10) must hold Field Team Member or higher certification at each thirty-six month review. Group membership shall not fall below these figures for more than four months of any year. Members may be tested by the ASRC BOD to determine if they meet standards for stated level of training.

#### 2.4.1.3 Financial Solvency

Certified Groups shall provide their books and financial papers for a complete audit by the Conference Chief Financial Officer. Groups must also be prepared to show continuing evidence of meeting all financial obligations, both to the Conference and other organizations.

#### 2.4.1.4 Conference Involvement

Certified Groups shall attend twelve (12) or more Conference events with at least five (5) present at each event over the 36 month review period. The group must be able to indicate the events at which it met this requirement.

#### 2.1.4.5 Compliance With Conference

Certified Groups shall show evidence of meeting and maintaining the standards of the ASRC as set forth in the documents of the ASRC including, but not limited to: The Articles of Incorporation, Bylaws, Training Standards and this Operations Manual. Specific areas of compliance must be demonstrable. Those areas include, but are not limited to: training, criteria for conferring the various levels of membership, compliance with political policies of the ASRC, including policies set by the BOD, and a continuing state of operational readiness as set forth by the documents of the ASRC.

# DRAFT

## 2.4.2 Failure Of Review

The ASRC BOD shall determine if these standards have been met. If the standards have not been met, the BOD may apply the following measures. In the case of application of these measures, the BOD shall notify the appropriate Group by certified mail within the 10-day period following the decision.

### 2.4.2.1 Deficiencies Found During Review

For any deficiencies found during the review: the Group shall be placed under the observation for an 18-month period, during which time the Group must correct the problem. If by the end of the 18-month period, the Group fails to conform to these standards, the BOD may reduce the Group to Probationary Certified Group status, and if so, the Group must meet all requirements as set forth in Article III, Section 3.4 of the ASRC bylaws to return to Certified status.

### 2.4.2.2 Groups On Probation

If any offenses are noted during the time a Group is reduced to Probationary status, Article III, Section 3.8 of the ASRC bylaws shall be invoked, with the possible consequence of removal of the Group's charter.

### 2.4.2.3 ASRC Board Intervention

The ASRC BOD reserves the right to intervene in all Groups. Intervention is appropriate in the case of major transgression of ASRC policies, procedures or BOD directives.

### 2.4.2.4 Criminal Activities

In the event of a Group being convicted of any applicable state or federal laws, or an individual member of a Group being convicted (of other than traffic-related laws) due to participation in SAR activities, the ASRC BOD shall immediately place the Group on Probationary status until such time as the matter has been investigated by the BOD. At such time, the BOD shall make a recommendation on any further action which may be taken.

## 2.4.2 Appeals

All Groups have the right to appeal any decision made by the BOD regarding their Group status. To make an appeal, the Group in question shall provide written notification to the BOD within thirty (30) days of notification of the BOD's decision in question. At that time the BOD will choose two (2) Active Members at random, from all ASRC Groups except the Group in question. This panel shall hear all evidence regarding the decision and return an opinion to the BOD within sixty (60) days of being convened.

# DRAFT

## 3.0 PERSONNEL REQUIREMENTS

### 3.1 Minimum Personal Equipment List

The following equipment will be brought and carried by all ASRC members when responding to an incident:

- Appropriate clothes and footgear for both fair and foul weather
- Water container of one or two liter capacity
- Day pack (knapsack will be sufficient)
- Five (5) large, heavy-duty plastic trash bags
- Food for 48 hours
- Headlamp or flashlight and second light source
- Lighter, matches and candle or equivalent waterproof fire source
- Knife
- Compass
- Personal first aid kit
- Waterproof pen/pencil and paper
- Whistle
- Two pairs of plastic or vinyl examination gloves

### 3.2 Supply Requirements

All ASRC members responding to a mission, whether by air or ground transport, shall carry food and supplies to be self-sufficient for a period of forty-eight (48) hours.

### 3.3 Callout Requirements

There is no requirement for any ASRC member to respond to an incident callout.

### 3.4 Air Transportation Requirements

If members choose to accept air transport to an incident, they must commit at least forty-eight (48) hours to the mission. Return flights are not guaranteed. When flying in rotary-wing aircraft, members must wear fire-retardant clothing if available.

### 3.5 Member Uniform Specification

All members responding to an incident will wear an ASRC uniform conforming to the following standards:

**Shirt:** A blue chambray or canvas shirt, to be worn either in base camp or in the field; or a yellow canvas shirt to be worn only in the field. A yellow ASRC T-shirt (with the Conference logo on the front) is also acceptable base-camp wear.

**Pants:** Wool or cotton fatigues are acceptable. Other pants are acceptable except that jeans are not to be worn.

**Other:** The ASRC patch is to be worn on the left sleeve, just below the shoulder. A patch showing medical certification is to be worn on the right sleeve, just below the shoulder.

# DRAFT

# DRAFT

An ASRC name-tag (blue, approximately 3/4 inch x 3 inch with the member's name and "Appalachian Search & Rescue" in white) is to be worn over the right pocket. Over or on the left pocket, members may wear one of the following:

- the small MRA Rescue patch (for members with Rescue Specialist certification)
- the MRA Support patch ( for other members who are permitted to wear the uniform) or
- the Virginia SAR Council patch

Appearance on SAR incidents is an important way to buttress our professionalism in the eyes of other agencies and personnel. Members are required to appear and act professionally at all times during missions.

## 3.6 Identification

All Active members of any ASRC Group that is a member of the Virginia SAR Council will be issued a Virginia SAR Council identification card.

## 3.7 Personal Conduct

### 3.7.1 Behavior

Professional attire and behavior is expected and required of all members. Members will comply with the directions of those ASRC members in a position of command responsibility over them.

### 3.7.2 Intoxicating Substances

Field team members or incident staff members under the influence of alcohol or intoxicating substances will be relieved of their assignments and reported to the IC and to the ASRC BOD for appropriate disciplinary action.

## 3.8 Refusal Of Assignments

ASRC members have the right to refuse or discontinue any assignment or task if they perceive it unsafe or potentially unsafe, if it is not clearly understood, or if they believe it to be beyond their level of training, knowledge or equipment.

## 4.0 INCIDENT POLICIES

### 4.1 Primary Mission Of The ASRC

The Primary mission of the ASRC is to provide members trained for and capable of conducting wilderness SAR operations for missing and/or injured persons. This includes both management and field tasks. The ASRC is available for such tasks 24 hours a day, 365 days a year.

### 4.2 Secondary Missions Of The ASRC

#### 4.2.1 Training Other Organizations

The ASRC may provide training services to other organizations. Such training is usually provided to improve capabilities of other emergency services organizations. The ASRC assumes no liability for events resulting from the use or misuse of information or skills taught to other organizations.

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# DRAFT

## 4.2.2 Preventative Search And Rescue

The ASRC may sometimes provide educational programs designed to decrease the likelihood of program participants becoming lost, or to improve their ability to deal with emergencies such as becoming lost. The ASRC assumes no liability for events resulting from either the use or the misuse of information or skills taught with such an intent.

## 4.2.3 Downed Aircraft Incidents

The ASRC will respond to downed aircraft incidents if requested by the Responsible Agent. The ASRC will not attempt to coordinate large-scale aerial searching.

## 4.2.4 Cave Rescue

The ASRC will not provide an initial response for a cave rescue incident. In the event the ASRC is directly contacted for a cave rescue incident, whether in Virginia or elsewhere, the ASRC will refer the call to the Virginia Department of Emergency Services (VADES). The ASRC may provide above-ground logistical and management support if requested through proper channels.

ASRC members properly trained in cave rescue may participate underground as members of the ASRC. Such proper training must be formally recognized by the ASRC Training Committee. ASRC members who are not trained in underground rescue will not be permitted underground, unless specifically authorized by the ASRC IC.

## 4.2.5 Swiftwater Rescue

The ASRC will not provide an initial response for swiftwater rescues. In the event the ASRC is directly contacted for a swiftwater incident, the ASRC will immediately refer the call to the appropriate Responsible Agent or state coordinating agency. The ASRC may provide logistical and administrative support if requested through proper channels.

## 4.2.6 Disaster Assistance

### 4.2.6.1 Commonwealth Of Virginia Disaster Plan

The ASRC may respond to any major medical emergency or state-wide disaster, provided legal authorization is given. The ASRC may provide incident staff, logistical support and/or strike teams. ASRC members may be required to be self sufficient for greater than 48 hours.

### 4.2.6.2 Disaster Plans Of Other States

The ASRC may respond to any major medical emergency or state-wide disaster, provided legal authorization is given and the Conference Chairman agrees to support the mission. The ASRC may provide incident staff, logistical support and/or strike teams. ASRC members may be required to be self sufficient for greater than 48 hours.

As formal agreements with state governments are arrived at, additional sections will be added to this document detailing the ASRC's roll in that state's disaster response (see Commonwealth of Virginia Disaster Plan, 3.2.6.1).

# DRAFT

# DRAFT

## 4.2.6.3 United States Of America Disaster Plan

The ASRC may respond to any medical emergency or national disaster, provided legal authorization to respond is given. The ASRC may provide incident staff, logistical support and/or strike teams. ASRC members must realize that they may be required to be self sufficient for extended periods of time. If members accept air transportation, return flights usually can not be provided until the incident is over.

## 4.2.6.4 International Disaster Plan

The ASRC may respond to any medical emergency or disaster in a foreign country, provided legal authorization through a United States of America Federal Agency is secured. The ASRC may provide incident staff, logistical support and/or strike teams. ASRC members must realize that they may be required to be self sufficient for extended periods of time. Members realize that return flights usually can not be provided until the incident is over.

## 4.3 Incident Scope

### 4.3.1 Authorization To Respond

No ASRC resource may respond to an incident, representing him or herself as a member of the ASRC, unless an ASRC IC has evaluated the incident and determined that the ASRC, either as an organization or as individual resources will respond. Whenever possible, this should be the ASRC IC who will act as the IC or ASRC AR for the incident.

The ASRC will not become involved in an incident, either as an organization or as individual resources representing themselves as members of the ASRC, without authorization from the legal responsible agent for the incident.

### 4.3.2 Response Area

While the ASRC considers its primary coverage area to be Maryland, Pennsylvania, Virginia and the District of Columbia, the ASRC may respond to an incident anywhere provided proper legal authorization is granted.

### 4.3.3 Incident Support

Once committed to an incident, the ASRC will continue to be available for at least 72 hours. However, in the event of simultaneous incidents, the ASRC reserves the right to relocate its resources. The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the

### 4.3.4 Declining An Incident

The ASRC may decline to participate in an incident if the health and safety of its members are considered to be unduly jeopardized by participation. The ASRC may decline incidents not related to ASRC missions unless the ASRC has entered into a previous agreement. The ASRC will refuse any incident involving the search for or apprehension of criminals or suspected criminals. The ASRC will decline any mission considered to be the sole responsibility of a local EMS agency if adequate equipment, resources and properly trained personnel are present.

### 4.3.5 Patient Transport

The ASRC will not transport any patients by vehicle or ambulance except if a major medical emergency exists and the local EMS agency requests or authorizes this service.

# DRAFT



# DRAFT

## 4.4 Callout And Response To An Incident

### 4.4.1 Individual Callout

Upon leaving for an incident, each member must notify their local Group Dispatch Officer (GDO). Each GDO is responsible for tracking group personnel and resources on-scene, en-route, available and unavailable, as well as for passing this information to the Conference Dispatch Center. Each responder should bring their personal gear to an incident, and is responsible for notifying Incident Staff upon arriving at an incident unequipped for their level of training.

### 4.4.2 Response To An Incident

If possible, a magnetic "Search and Rescue" placard will be affixed to responding vehicles. Members will proceed to incidents in a manner in accordance to all highway regulations. Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display any flashing colored lights or sirens. Any vehicle markings or signs shall be approved by the ASRC BOD if of an official nature. All drivers shall be given directions and an emergency contact telephone number. The driver and any passengers in the front seat or front compartment of a vehicle shall have their seatbelt or other restraining device activated.

Any vehicle which has been designated as a Conference emergency response vehicle will be in accordance with any and all applicable regulations for all jurisdictions in which it is to be used. If possible, communications using ASRC approved radio frequencies should be made available to vehicles.

### 4.4.3 Aircraft Response

Members receiving air transportation must understand and agree to abide by the policies set forth in section 3.4, "Air Transport Requirements". In addition, any safety requirements established by the air carrier must be followed. Any Certified or Affiliate Group with an agreement or contract for specialized air transport must place a copy of the agreement with the ASRC Secretary and the ASRC administrative office.

### 4.4.4 En-Route Callback

Teams en-route and not in contact with ASRC dispatch by radio or pager should call ASRC dispatch on an hourly basis.

### 4.4.5 Transport Reimbursement

The ASRC will not reimburse members for travel-related expenses.

## 4.5 Arrival At An Incident

Upon arrival at an incident, ASRC members will sign in using the incident's check-in procedure. Members will represent themselves as part of the ASRC and not of any individual Group when signing in and performing incident activities.

The first ASRC team to arrive on-scene should update ASRC dispatch on the accuracy of the directions to the incident. ASRC dispatch should also be notified whenever directions change. The ASRC dispatch will inform all responding ASRC Groups and when appropriate, the Virginia EOC, of all changes in the directions to the incident.

# DRAFT

## 4.6 Incident Commander Policies

### 4.6.1 Selection Of An Incident Commander For An Incident

The ASRC IC will be chosen from a list of approved ASRC IC's, as determined by the ASRC BOD. The selection of an IC for a particular mission will be a decision by the ASRC Alert Officer (AO), who will base their decision on the quick-response ability of available ICs.

### 4.6.2 Management Style

ASRC ICs shall use any management style they deem necessary, provided such style does not conflict with the ASRC SAR Operations Plan (SAROP) or other requirements set forth in this document.

To ensure safety and clear judgment, an ASRC IC should coordinate an incident using twelve-hour shifts whenever possible.

### 4.6.3 IC Command Responsibilities

It is the responsibility of the ASRC IC to see that an ASRC IC is always in command of ASRC personnel during an incident. In addition, the ASRC IC should always be available to the Responsible Agent (RA) and to ASRC members for command decisions. The only exception to the above shall be when under written cooperative agreement, the ASRC participates in a unified command structure with the Responsible Agency. In this case, the ASRC IC will become the ASRC AR and will yield command over ASRC resources while reserving the right to withdraw ASRC resources.

### 4.6.4 Documentation Responsibilities

The ASRC IC is responsible for mission records, medical documentation, personnel documentation and debriefing the Virginia EOC as required. The ASRC IC should file with the ASRC Secretary a mission summary within thirty (30) days and a mission narrative within ninety (90) days of the close of an incident. Other documentation such as sign-in sheets, should be filed with the appropriate federal, state or local agencies.

### 4.6.5 Safety

The ASRC IC is responsible for insuring that all ASRC members are in adequate physical and mental condition to travel before being released from a search. Individual ASRC members are required to check out with the IC or appointed Safety Officer upon leaving an incident, to verify that they are able to travel safely.

Each ASRC member must notify the GDO when they return home from an incident or their incident involvement ends.

## 4.7 Field Teams

### 4.7.1 Briefing

Prior to deployment, field teams will receive a briefing to include task assignment, equipment required, communication procedures and radio call signs, safety precautions and other applicable information.

### 4.7.2 Refusal Or Modification Of Assignments

Any Field Team Leader (FTL) may refuse, abort or modify any task or assignment if deemed unsafe, potentially unsafe, not clearly understood or beyond the level of training or equipment present on the team. The FTL must make every effort to inform command of any alterations in task or assignment, including the reason for such an alteration.

# DRAFT

## 4.7.3 Tasks Along Roads

Whenever a field team works on or near a road, team members should use high visibility clothing or vests if available. Whenever possible, law enforcement officials should be used to control traffic.

## 4.7.4 Debriefing

All field teams will be debriefed at the conclusion of their task.

## 4.5.7 Administrative Considerations

### 4.5.7.1 Leading A Field Team

Although ASRC members under age 18 may become qualified as an FTL, the Incident Staff shall only assign members with FTL certification who are also 18 or older to actually command a team.

### 4.5.7.2 Carrying Of Firearms

No member of the ASRC will carry into the field any firearm unless required by local, state or federal statute.

## 4.8 Radio Communications

### 4.8.1 Clear Text

ASRC communications shall be in plain English with ITU-ICAO phonetic spelling where necessary. Accepted prowords, use of the standard status codes and proper radio communications procedures are described in the appendix ASRC Communications Policies and Procedures.

### 4.8.2 Compliance With FCC Regulations

All FCC laws, requirements, regulations and policies will be stringently followed. The callsign assigned by the FCC and shown on the radio license will be used at the beginning and end of each transmission or series of transmissions or once every half-hour on the half-hour as necessary.

## 4.9 Evacuations

### 4.9.1 Medical Considerations

#### 4.9.1.1 Medic Qualifications

ASRC Medics must possess certification as an EMT or higher, valid in the jurisdiction in which the Medic is operating. The Medic must be at least 18 years of age.

#### 4.9.2 Triage

In multiple victim incidents, the Medic will perform triage as per the current standard of practice for their level of training, and will direct others in necessary medical care. The Medic will establish evacuation priorities for the use of the FTL and Rescue Specialist in planning the evacuation.

# DRAFT

# DRAFT

## 4.9.3 Use Of Local EMS Agencies

Whenever possible and safe, a member of the local EMS agency should be a member of the evacuation team and may serve as the Medic. When the patient reaches the roadhead or a helispot, the medical responsibility of the ASRC is usually ended and the patient should be turned over to the local EMS agency. However, if the ASRC Medic is of higher medical qualification than that of the local EMS personnel, the ASRC Medic must accompany the patient until an equivalent or higher level Medic is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.

## 4.9.4 ALS Considerations

The Medic, if providing Advanced Life Support (ALS) treatment, must be licensed and operating under all applicable regulations and protocols. If ALS care is provided, the receiving medical facility and physician must be recorded. The patient's medical history will then be submitted to the ASRC's Operational Medical Director for review.

## 4.9.5 Documentation

In all cases of Basic Life Support (BLS) or ALS medical treatment being rendered to search subject or searcher, proper written documentation will be made. This documentation will be presented to the IC for review and approval.

## 4.9.6 Semi-Technical Evacuations

### 4.9.6.1 Equipment

All members of a semi-technical evacuation team shall wear gloves and a helmet. The patient will be secured inside the stokes basket by a method approved by the Rescue Specialist. Helmet and eye protection will be used on the patient unless medically contraindicated. Group or Conference equipment with a known history will be used whenever possible.

### 4.9.6.2 Procedures

All other procedures and equipment used will follow standards as established in the appendix ASRC Technical Rescue Standards.

## 4.9.7 Technical Evacuations

### 4.9.7.1 Equipment

All members of a technical evacuation team shall wear gloves, helmet and other safety equipment as needed. The patient will be secured inside the stokes basket by a method approved by the Rescue Specialist. Helmet and eye protection will be used on the patient unless medically contraindicated. Group or Conference equipment with a known history will be used whenever possible.

### 4.9.7.2 Procedures

All other procedures and equipment used will follow standards as established in the appendix ASRC Technical Rescue Standards.

### 4.9.7.3 Safety

All knots, anchors and critical points will be inspected for safety by at least two different members. The Rescue Specialist is responsible for the safety of all procedures. A separate safety officer will be appointed if possible.

# DRAFT

# DRAFT

## 4.9.7.4 Personnel

All members of a technical evacuation team must be trained in technical evacuation skills.

## 4.10 Ground Search And Rescue Procedures

All operational procedures and protocol for ground SAR are outlined in the appendix ASRC Search and Rescue Operations Plan.

## 4.11 Mutual Aid

The ASRC will, whenever possible, enter into mutual aid agreements with other agencies, in order to ensure resources for SAR incidents should the ASRC be unable to respond. An example is the Virginia SAR Council (VASARC) mutual aid agreement in its Standard Operating Procedures.

## 4.12 Situations Not Addressed

In the event of a situation unaddressed in this document or any of its appendices, the Conference Alert Officer will contact an approved IC. The IC will then confer with other members of the Conference, the RA, Virginia Department of Emergency Services (VADES) and/or other sources of information in order to formulate the appropriate response.

# DRAFT

COMMONWEALTH OF PENNSYLVANIA

EMERGENCY OPERATIONS PLAN

Government's primary purpose is to provide for the welfare of its citizens. Never is the welfare of our people threatened more than during disasters or war. Every citizen and every community of the Commonwealth deserve a professional, predictable and acceptable emergency response plan.

We come to grips with the potentially dangerous situations we may face by means of the planning process. Planning is essential to adequately analyze the situations we confront and, in turn, to plan for rapid, coordinated and efficient response to emergencies. We can mitigate the effects of the disaster by developing in advance the basic policies and decisions needed to bring the required Departments and Agencies of government to an adequate state of readiness.

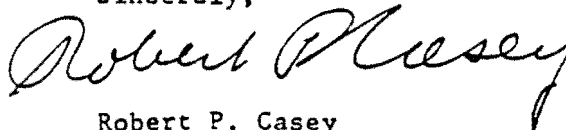
Good plans are the result of a dynamic process of constant attention to their revision, refinement and improvement. The planning process is cyclical and no plan should ever be considered as perfect. Federal, county and municipal levels of government, along with the private and volunteer sectors, must be knowledgeable of and interact with this document and process.

Recognizing these facts, all Departments and Agencies of this Commonwealth are continuously engaged in planning for emergencies. The Pennsylvania Emergency Management Council, acting through the Pennsylvania Emergency Management Agency, is responsible for coordination of the continuing development of the Commonwealth's Emergency Operations Plan and for its implementation when required.

By virtue of the authority vested in me by the Commonwealth of Pennsylvania Emergency Management Act of 1978, P.L. 1332, I hereby promulgate and issue the Commonwealth of Pennsylvania Emergency Operations Plan.

This Emergency Operations Plan supersedes the Commonwealth of Pennsylvania Disaster Operations Plan dated July 12, 1977. The Disaster Recovery Plan will remain in effect until the publication of Annex W, Disaster Assistance, to this plan.

Sincerely,



Robert P. Casey  
Governor

September 19, 1989

ANNEX V  
SEARCH AND RESCUE

1. PURPOSE

A. Provide Guidance

To provide guidance and policy for procedures to be employed in SAR operations to locate persons who are lost, trapped, stranded or missing and to remove persons who have been found from the site of the hazard to a place of safety.

B. State SAR Coordinator Responsibilities

To delineate the responsibilities of the Director of PEMA as the State Search and Rescue Coordinator.

C. Agency Responsibilities

To delineate the responsibilities of agencies/departments in SAR efforts.

2. SITUATION AND ASSUMPTIONS

A. Local Resources

Depending upon the situation, local SAR resources may be adequate to accomplish the SAR mission. Some incidents may require assistance from state and federal levels and would necessitate the coordination of many resources.

B. Federal SAR Controller

Air Force Rescue Command Center, Scott Air Force Base, Illinois, controls SAR operations for downed or missing military aircraft, scheduled air carrier aircraft, aircraft carrying persons of national or international importance and civil aircraft on interstate flights.

C. SAR Requests

Requests for SAR assistance for any incident may originate from several sources, including, but not limited to:

1. General public.
2. Official government sources.
3. Distress signals or communications.

D. FAA

Federal Aviation Administration, Harrisburg Flight Service Station provides information for all overdue flights, aircraft with unreported destinations, airspace restrictions, and aircraft incidents within the Commonwealth.

E. Priority and Concentration of Effort

Most victims who survive are recovered in the first 48 hours after the incident. Priority of effort should be directed towards the search portion as it is generally the more time consuming aspect of SAR. Concentration of total effort should be on those sites with the greatest number of potential survivors.

3. CONCEPT OF OPERATIONS

A. General

Direction of SAR operations is the responsibility of the lowest level of government affected. When two or more municipalities are involved, the county EMC will exercise responsibility for coordination and support to the area of SAR operations. County EMC will act as SAR coordinator for any SAR operation involving aerial searches by CAP or Federal agencies. When two or more counties are involved, coordination will be provided by PEMA.

B. Phases of Emergency Management

1. Preparedness

- a. Define jurisdiction for SAR activities.
- b. Determine manpower and equipment available and required.
- c. Develop organization and recruit necessary personnel.
- d. Develop SAR operating procedures.

Develop SAR SOPs to include separate procedures for heavy and light rescue operations.

- e. Establish SAR emergency coordinating operating frequencies.
- f. Develop alternate sources of notification.
- g. Develop Plans

Develop plans in cooperation with adjacent subdivisions, SAR organizations and emergency response personnel to achieve the best balance of rescue service.

- h. Develop medical expertise for SAR personnel.
- j. Train personnel through an accepted SAR program.



## 2. Response

- a. Coordinate SAR response and operations.
- b. Provide adequate alert time for SAR resources.
- c. Develop media liaison.
- d. Provide support to SAR personnel.
- e. Keep Records

Keep records of workers made available, work undertaken and hours worked.

- f. Maintain Federal mission numbers for CAP flights.

## 3. Recovery

- a. Close out operations as directed by elected officials.
- b. Finalize records to include mission reports.
- c. Critique Operation

Critique response and operation with representatives from all responding agencies and organizations.

## C. Generalized Search Phases in Building Collapse

1. Spontaneous (self and mutual rescue); day 1 - 2
2. Light professional (dog search/hand tools); day 1 - 5
3. Heavy professional (technical search/special tools); day 5 - 10
4. Body recovery (heavy equipment); day 10 - 20
5. Demolition and debris removal; day 10 - 20

Improper use of heavy, demolition equipment in early phase of search will generally result in increased casualties and deaths.

## 4. ORGANIZATION AND RESPONSIBILITIES

### A. SAR Organization

The Director, PEMA, is designated as the SAR Coordinator for the Commonwealth. The Emergency Management Coordinator is designated as the SAR Coordinator for each county. The coordinator is responsible for air, ground, and water SAR response and operations in the jurisdiction. State agencies provide resources and services to supplement municipal efforts. Volunteer SAR organizations participate in operations in accordance with agreements between the SAR Council and PEMA and with county and municipal coordinators.

Federal agencies participate in SAR operations in response to requests or based on statutory SAR responsibilities. PEMA will coordinate State assistance to Federal SAR missions upon request.

**B. Assignment of Responsibilities**

**1. PEMA**

**a. Operate EOC**

Operate the EOC as the State Rescue Center for Coordination and Communication.

**b. Coordinate SAR Efforts**

Coordinate State SAR efforts and assist with coordination of national and international incidents.

**c. Coordinate Resources**

Coordinate the deployment of State and Federal resources when more than two counties are involved.

**d. Provide Training**

Provide training through the Pennsylvania State Fire Academy for SAR personnel.

**2. Pennsylvania State Police**

**a. Notify PEMA of SAR incidents.**

**b. SAR Mission Coordinator**

Act, upon request of SAR Coordinator, as SAR Mission Coordinator.

**c. Traffic Control**

Provide appropriate traffic and access control at the scene of the operation.

**d. Communication Assistance**

Provide radio communications link between SAR Coordinator, SAR Incident Commander, and SAR Units, as required.

**e. Conduct Investigation**

Perform appropriate law enforcement investigative functions.

3. Department of Environmental Resources

a. Incident Commander

Provide Bureau of Forestry or Bureau of State Parks personnel, as appropriate, to act as Incident Commander for SAR missions within their jurisdiction.

b. Provide Resources

Provide facilities and equipment for SAR operations in accordance with existing agreements or upon request of SAR Coordinator.

4. Department of Military Affairs

Provide National Guard units, when mobilized by the Governor to State Active Duty, at the request of PEMA, to assist in air and ground SAR operations.

5. Fish Commission

Assist with SAR operations carried out along waterways and at or in the vicinity of water impoundments.

6. Game Commission

Assist, as requested by PEMA, with SAR operations, particularly in state gamelands.

7. Commander, PA Wing, CAP

Upon receipt of mission from Scott AFB, allocate air and ground resources to carry out approved mission.

9. County Emergency Management Coordinator

a. SAR Coordinator

Coordinate SAR operations within jurisdiction utilizing public and private resources with SAR capabilities.

b. Designate/identify SAR Mission Coordinators (municipal EMCs).

c. Designate Jurisdictions

Designate jurisdictions of Incident Commanders (municipal fire chiefs, District Foresters, Park Superintendents or Police Officer).

d. Identify SAR requirements.

e. Mutual Aid Agreements

Develop mutual aid agreements with neighboring jurisdictions, agencies and SAR organizations.

5. ADMINISTRATION AND LOGISTICS

A. Maintain Records

Maintain accurate records of operations by outside forces to support reimbursement and damage claims.

B. Establish Agreements

Establish specific mutual aid agreements regarding reimbursement and liability for actions and injuries.

C. Develop Resource Lists

Maintain resource lists in EOC detailing information of SAR units, specialized skilled personnel, SAR dog capabilities, and specialized equipment.

D. Establish Dedicated Communications Network

Place high priority in establishing dedicated SAR communications network which will be responsive to the EMC's needs and not be oversaturated by the wide variety of users in SAR operations.

6. REFERENCE

Joint Agreement between the Commonwealth of Pennsylvania and the Commander, Pennsylvania Wing, Civil Air Patrol.

7. DEFINITIONS

A. SAR Coordinator (SC)

Official responsible for coordination of SAR resources (usually the EMC) within a given jurisdiction. This will generally be the county EMC.

B. SAR Mission Coordinator (SMC)

The person designated by the SAR Coordinator for coordinating a specific SAR mission. This will generally be a municipal EMC, the PSP, or a member of the SC staff. There may be more than one SMC.

C. Incident Commander (IC)

The person designated by the SMC to manage on-scene operations during a specific SAR operation. The IC will generally be the

municipal Fire Chief, a forestry or parks official, or police officer. There may be more than one IC.

D. Search and Rescue Unit (SRU)

A resource performing SAR operations.

E. Search and Rescue (SAR)

The use of available resources to assist persons in potential or actual distress.

APPENDIX:

1. Attack Preparedness

## APPENDIX 1

### ANNEX V

#### SEARCH AND RESCUE ATTACK PREPAREDNESS

##### 1. PURPOSE

To establish policies and guidance for search and rescue operations conducted during conditions of nuclear attack.

##### 2. SITUATION AND ASSUMPTIONS

Should international tension escalate to the point where an enemy attack appears inevitable, the relocation of significant population from target areas may be undertaken. Mobilization of rescue resources will be necessary to maintain rescue capability consistent with population density in host areas.

##### 3. CONCEPT OF OPERATIONS

###### A. General

An enemy attack upon the Commonwealth, or adjacent states, would result in rescue problems of such magnitude as to require utilization of all rescue resources within the state and the exchange of resources between states.

###### B. Phases of Emergency Management

###### 1. Nuclear War

###### a. Relocate

###### (1) Disseminate Information

Assist in the dissemination of evacuation information to residents of the Commonwealth upon notification that relocation has been ordered.

###### (2) Relocate Equipment

Relocate rescue equipment to alternate stations outside high risk area.

###### (3) Perform Operations

Carry out life saving and property damage limiting operations.

(4) Records

Keep records of workers made available, work undertaken and hours worked.

b. Attack Period

Take shelter. Action will be limited to in-shelter activities.

c. Recovery

Assist Federal Coordinator in SAR activities concerning returning U.S. Air Force aircraft, as requested.

4. ORGANIZATION AND RESPONSIBILITIES

No change from Annex.

5. ADMINISTRATION AND LOGISTICS

No change from Annex.

## APPENDIX 3

### ANNEX I

#### SEARCH AND RESCUE (SAR)

(MODEL  
COUNTY  
EMERGENCY  
OPERATIONS  
PLAN)

#### 1. PURPOSE

To provide operational plans and procedures for incidents where SAR activities exceed the capability of county fire and rescue resources.

#### 2. SITUATION

The county is susceptible to land slides, lost tourists, mine disasters, aircraft accidents in remote areas and boating accidents on the river and lakes. All of these disasters could be of such magnitude to overwhelm the County's fire and rescue services capability and require search and rescue services to be assembled.

#### 3. CONCEPT OF OPERATIONS

A. General. See Annex I.

B. Emergency Phases

##### 1. Preparedness

a. Identify potential SAR resources.

b. Resources

Develop a resource list and maintain current information in the Resource Manual.

c. Review plans and SOPs.

d. Evaluate SAR resource capabilities.

e. Establish SAR emergency coordinating radio frequencies.

f. Determine Jurisdiction

Determine jurisdiction, with legal advice, for SAR activities on local and state levels.

##### 2. Response

a. Coordinate municipal and county agencies.

b. Provide adequate alert time for SAR resources.

c. Designate a staging area for incoming SAR forces.

d. Provide supplemental communications capabilities.



e. Support

Provide support (lodging, food supplies, sanitation) to agencies involved in SAR.

f. Mission Numbers

Ensure that mission numbers are obtained when federal agencies are involved.

3. Recovery

a. Ensure that mission reports are completed.

b. Accountability

Account for personnel and equipment. Repair and resupply, as necessary.

c. Reimburse for fuel.

d. Ensure that temporary emergency workers are paid.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

SAR operations are defined as those which are beyond the capability of the municipal fire and rescue services or of a special nature (lost tourists) that require outside forces to assist in the operation. County Commissioners will determine when such a situation exists. At that time, the EMC assumes overall direction and coordination of the operation and is assisted by the Fire and Rescue Services Officer. The EMC is empowered by the Commissioners to call upon local government departments, agencies, and facilities to assist the EMA in handling the SAR emergency operation.

A. Emergency Management Coordinator

1. Analyze disaster potentials.

2. Identify SAR requirements.

3. Review mutual aid agreements with neighboring jurisdictions.

4. Support

Contact state and federal authorities for information about available support services and resources.

5. Coordinate all disaster SAR operations within the county.

6. Designate a staging area for incoming SAR forces.

B. EMA Staff and Support Organizations

Support EMC in disaster SAR operations as required.

C. Fire and Rescue Services

1. Advise on SAR procedures.
2. Coordinate on-site activities.

D. Police Services Officer

1. Advise on SAR procedures.
2. Provide traffic and access control support.

E. Health/Medical Services Officer

Advise on first aid, first responder, and transportation procedures.

F. Communications and Warning Officer

1. Integrate outside support assets into communications net.
2. Determine frequency for coordinating SAR operations.
3. Provide net control station (NCS) for SAR radio net.

G. Mass Care Officer

Operate mass care center if required.

H. SAR Units

1. Check mental and physical condition of members.
2. Review job qualifications.
3. Ascertain cooperativeness of candidates.
4. Inquire about amount of time applicants can contribute.
5. Determine lead times for activation.
6. Determine if applicants have their own communications gear.
7. Determine preparation time required to become operational.
8. Determine feeding and lodging needs.
9. Determine need for specialized equipment.
10. Determine transportation requirements.
11. Determine base camp requirements/possibilities.

- I. Civil Air Patrol or Local Flying Club
  - 1. Advise about air SAR procedures.
  - 2. Advise about local aircraft availability.
- J. Local Coast Guard Auxiliary or Boating Club.
  - 1. Advise about marine SAR procedures.
  - 2. Advise about local boat availability.
- K. Local Wilderness or Hiking Club
  - 1. Advise about mountain and wilderness SAR procedures.
  - 2. Advise about availability of skilled personnel locally.