

**ASRC DISPATCH OFFICER
END OF SEARCH CHECKLIST**

Location of search: _____ Date search began: _____

I. FIND IS MADE: Status: _____ Time: _____ Date: _____
Reported by: _____
Agency: _____ Location: _____
Details: _____

II. GROUPS NOTIFIED:
DES AMRG BRMRG MSAR PVRG RSAR SMRG SWVMRG TSAR MedCom
Time: _____

III. LAST TEAM LEAVES BASE: Time: _____ ETA: _____

IV. ALL TEAMS HOME:
Time: _____ or none responded _____

OR:
RESPONSIBILITY FOR MISSING TEAMS PASSED TO GROUP DISPATCHES:
Time: _____

Personnel still enroute:

Name or level & #	Group	Group Dispatcher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. SEARCH SUMMERY:
Write a brief summery of the search in your PCMail account and send it to BRMRG. Please include the time and date of the start of the search and the find. Also include a brief description of the subject and find.

VI. DISPATCH CLOSES:
Notified:
DES AMRG BRMRG MSAR PVRG RSAR SMRG SWVMRG TSAR MedCom
Time: _____

___ Answering machine message changed to:
"You have reached the office of the Blue Ridge Mountain Rescue Group, a member of the Appalachian Search and Rescue Conference. The search in _____ has ended in a status ___ find (or "has been suspended", if appropriate). (If appropriate: "Responsibility for teams still enroute has been transferred to group dispatches".) If you have a search and rescue emergency, please call Virginia Department of Emergency Services at 804-674-2400. That number again, 804-674-2400. Otherwise, please leave your name, number and a brief message. Thank you."