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SOME EXAMPLES

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HOME IT
HELPS

SERVICE UNIT
Grand Canyon SAR

RE: FEB 82

MISSION BOSS

SERVICE CHIEF

COMMUNICATIONS

BASE CAMP
OPERATOR

FINANCE/
TIMEKEEPER

SUPPLY:
FOOD/WATER
HOUSING

SUPPLY:
EQUIPMENT/
TRANSPORTATION

SERVICE CHIEF:

COMMUNICATIONS CHIEF:

BASE CAMP OPERATOR:

FINANCE/CONTRACTS:

SUPPLY - FOOD/WATER/HOUSING:

SUPPLY - EQUIPMENT/TRANSPORTATION:

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COMMUNICATIONS OFFICER

The Communication Officer works under the Service Chief and is responsible for the communications requirements of the operation, operating the system to meet these needs.

Duties include:

1. Establish communications organization, determine type and amount of equipment needed, as well as personnel requirements to effectively operate such a network. This should include HAM operators as required with outside equipment and personnel resources.
2. Install and operate communications equipment.
3. Brief personnel at start of shift on practices and progress of the operation, as well as any special requirements.
4. Keep informed with Service Chief as to lead time in notifying field personnel of changes in scheduling.
6. Establish communications with any spike camps or widely scattered units, setting up relays when necessary.
7. Establish logs for recording all communications during operation.

CHECK LIST

COMMUNICATIONS OFFICER

Initial Phase/Operation:

- / / Arrange for necessary communication equipment/information:
 - / / Telephones
 - / / Radios
 - / / Weather information
 - / / Coordination with aircraft frequencies
 - / / Other _____
- / / Assign radio (base) operators and log keepers.
- / / Check all equipment for batteries and malfunctions.
- / / Assign field units radio call letters/numbers and notify Plans Chief.
- / / Establish format for base/field and field/base communications; notify all personnel.
- / / Set up relays in field, as necessary.
- / / Maintain effective communications with all field units.
- / / Establish check-in time with all field units.
- / / Notify Dispatch of all mission up-dates.
- / / Periodically review typed logs for content and consecutiveness.
- / / Assist Ground Operations Chief and Mission Boss in contacting outside resource people.
- / / Assist interviewers in locating and obtaining information from outside people.
- / / Up-date relays as necessary for most effective communications.
- / / Relieve radio operators and log keepers at regular intervals to relieve fatigue and boredom.
- / / Establish periodic briefings with personnel to up-date information.
- / / Attend debriefings of field units as they return from search assignments.
- / / Sign all Log sheets.
- / / Attend planning sessions with unit leaders for following day's operational plans.
- / / Brief relief person as to general status of search, frequencies and equipment in use, locations of relays, difficult area of radio field communications, check-in times, etc.

Continued -- Communications Officer Check List

/ / Leave operation only when replacement has been fully briefed.

/ / Participate in demobilization planning.

Post Mission:

/ / Participate in critique

/ / Followup on recommendations for more effective system

/ / Complete and sign off all paperwork

SERVICE CHIEF

The Service Chief works under the Mission Boss and is responsible for providing supplies, equipment and services necessary to logistically support the SAR operation. These include the establishment of base and field camps, the feeding and housing of personnel, procurement of supplies, equipment and transportation units, and providing communications, financial and timekeeping services.

It is the Service Chief's function to delegate responsibility and foster cooperation amongst service units to provide the most effective and efficient mission process.

Duties include:

1. Assuring immediate notification at the onset of a SAR operation.
2. Obtaining an account number from the GRCA Administrative Office for emergency-hire timekeeping purposes.
3. Determine the size of service organization, equipment, service and time requirements necessary to the specific operation and implement. Continually evaluate need for more/fewer service personnel. Set up flow chart for small/medium/large operation.
4. Establish a (fixed) base camp and field-spike camps, when necessary, assigning and supervising personnel to operate all camps.
5. Furnishing supplies and equipment as ordered, anticipating such requirements in general terms. Determine need for and obtaining food, water, housing and sanitation facilities for personnel. With Plans Chief arrange for coordination of personnel/equipment/time priorities and arrange timely assignment of each.
6. Obtain, service and operate transportation for personnel including aiding in the establishment of a heliport area (and field heliports as necessary) with Air Officer in order to coordinate transport of personnel and supplies.
7. Fill position of Communication Officer. Designate early and keep him/her informed of plans and needs of operation.
8. Fill position of Finance/Timekeeping early.
9. Supervise the work of Camp Officer(s), Supply Officer(s), Communications' Officer, and Finance Officer.
10. Actively participate in demobilization planning.

SERVICE CHIEF

Initial Phase:

- / / Was notified at "First Notice" of operation for active or on-call status.
- / / Actively participated in planning stage of operation.
- / / With Mission Boss establish location of fixed base camp dependent on needs of operation. (See listing of possible locations and considerations.)
- / / Notify service personnel of on-call status at onset of operation.
 - / / Finance/Timekeeper _____
 - / / Base Camp Operator _____
 - / / Supply: Food/Water/Housing _____
 - / / Supply: Equipment/Transportation _____
- / / From Plans Chief obtain information as to number of personnel expected, type and extent of operation.
- / / Review with Plans Chief list of potential outside resources to be utilized in terms of needs for transportation/supplies, housing, etc.

Operation:

- / / Establish units and assign officers in charge as needed according to the scope of operation.
 - / / Finance/Timekeeping _____
 - / / Base Camp Operator _____
 - / / Supply: Food/Water/Housing _____
 - / / Supply: Equipment/Transportation _____
 - / / Other _____
- / / Continually up-date information with officer(s) in charge of service units as to plans/needs and get feed back.
- / / Continually up-date equipment and supply needs with Overhead Team.
- / / Set aside necessary time for overlap of relief person to up-date mission progress, plans and schedules.
- / / Schedule relief personnel regularly to insure fresh decision making.
- / / Actively participate in demobilization planning.

Post Mission:

- / / Participate in mission critique.
- / / Followup on recommendations for more effective organization.
- / / Complete and sign off all paperwork.
- / / Supervise the completion of all demobilization and paperwork of Service unit.

CHECK LIST

SERVICE CHIEF

Initial Phase:

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- / / Actively participated in planning stage of operation.
- / / With Mission Boss establish location of fixed base camp dependent on needs of operation. (See listing of possible locations and considerations.)
- / / Notify service personnel of on-call status at onset of operation.
 - / / Finance/Timekeeper _____
 - / / Base Camp Operator _____
 - / / Supply: Food/Water/Housing _____
 - / / Supply: Equipment/Transportation _____
- / / From Plans Chief obtain information as to number of personnel expected, type and extent of operation.
- / / Review with Plans Chief list of potential outside resources to be utilized in terms of needs for transportation/supplies. housing, etc.

Operation:

- / / Establish units and assign officers in charge as needed according to the scope of operation.
 - / / Finance/Timekeeping _____
 - / / Base Camp Operator _____
 - / / Supply: Food/Water/Housing _____
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Post Mission:

- / / Participate in mission critique.
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- / / Complete and sign off all paperwork.
- / / Supervise the completion of all demobilization and paperwork of Service unit.

SERVICE UNIT
Grand Canyon SAR

BASE CAMP OPERATOR

The Base Camp Operator works under the Service Chief and is responsible for establishing and operating the base camp and any necessary spike camps.

Duties include:

1. Set up and operate a fixed base camp at location designated by the Mission Boss and Service Chief.
2. With Plans Chief set up and operate needed spike camps. Consider safety hazards and environmental resource impacts in site selection.
3. Responsible for headquarters, staging area, parking areas, mess and rest areas, housing, eating, sanitation facilities and a base camp first aid area.
4. Provide for safe water supply.
5. Assist Service Chief in assuring the timely dispatch of personnel from base camp.
6. Maintain equipment used in base camp operation and establish a system of accountability for such.
7. Responsible for the security of the base camp, staging areas and spike camps.

CHECK LIST

FINANCE/TIMEKEEPER

Initial Phase/Operation:

- / / Start early in operation and keep current.
- / / Assure availability of Class I Contract Officer to sign procurement orders.
- / / Adhere to standard personnel timekeeping practices.
- / / Adhere to standard equipment timekeeping.
- / / Check with Service/Supply officer(s) on quantities of supplies ordered.
- / / Insure purchase orders and completed correctly and currently.
- / / See that purchases do not exceed needs.
- / / Encourage economy without compromising effectiveness.
- / / Process all compensation-for-injury accounts in a timely fashion.

Post Mission;

- / / Participate in critique.
- / / Followup on recommendations for more efficient operation.
- / / Complete and sign off all paperwork.

SERVICE UNIT
Grand Canyon SAR

FINANCE/TIMEKEEPER

The Finance/Timekeeper Officer works under the Service Chief and is responsible for organizing and directing the general activities of the finance section and seeing that proper obligation documents are prepared for purchases of supplies, services and transportation.

Duties include:

1. Determine the extent of organization needed dependent on the size/scale of operation, and arrange for personnel, equipment and supplies required to run this unit.
2. Supervise timekeeper, compensation-for-injury accounts, obligation officer and all claims.
3. Provide fiscal advice and assistance to Mission Boss; attend staff meetings for the following day's operation.
4. Work closely with the Service Chief, Supply Officer(s), and Transportation Officer in matters of procurement and control.
5. Advise Plans' Chief of any pertinent personnel/financial actions.

CHECK LIST

BASE CAMP OPERATOR

Initial Phase/Operation:

- / / Layout a diagram for fixed base camp.
- / / Assign personnel to assist (as necessary).
- / / Set up a headquarters section secure from the general public.
- / / Establish a staging area for field personnel with informational bulletin boards and necessary equipment dispersal areas. Bulletin boards should have areas for:
 - / / Subject: Profile, Clues, Photo, Incident Description and News Releases
 - / / Plans: Maps, Weather Information, Terrain Familiarization, Gear Requirements
 - / / Instructions: In-camp eating/sleeping regulations; spike camp info
 - / / Status: Overhead Team(s), Contacts and Phone Numbers, Resources (outside), Staging area map, Personnel List
- / / Provide separate day and night eating and sleeping, and and sanitation areas.
- / / Coordinate eating areas/times with Supply Officer: Food.
- / / Provide safe water supply to camp(s). Check with Backcountry Reservation Office (BRO) on currently available Inner Canyon potable water sources.
- / / Set up a base camp first aid station and supply it. Coordinate with Medical Officer for staffing.
- / / Prepare in-camp instructions for field personnel and outside resource people. Post in various areas.
- / / Assist Service Chief in keeping field personnel to schedules (eating, sleeping times).
- / / Maintain a log of equipment in base camp (i.e., typewriters, chairs, tables, desks, bulletin boards, etc.).
- / / Maintain security in base camp, staging areas and spike camps.
- / / Participate in demobilization planning.
- / / Disassemble camp(s) at conclusion of operation.

Post Mission:

- / / Participate in critique.
- / / Followup on recommendations for improved effectiveness.
- / / Complete and sign off all paperwork.

SERVICE UNIT
Grand Cayon SAR

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** Possible Locations for Fixed Base Camps:

Albright Training Center
Camper Services
Community Building
Conference Room
Desert View
Grand Canyon School
Hotels
Maintenance Garage/Fire Cache
North Rim
Shrine of the Ages

** Considerations:

- Availability of location
- Weather and time of year
- Size of operation and possible duration
- Number of resources expected
- Communications' capabilities
- Utilities available:
 - Electric
 - Water
 - Showers
 - Toilets
 - Laundry
- Security
- Separation of functions

SERVICE UNIT
Grand Canyon SAR

SUPPLY OFFICER; FOOD/WATER/HOUSING

The Supply Officer for "housekeeping" services works under the Service Chief and is responsible for providing food, water, housing and sanitation facilities to personnel involved in the search operation. Must adhere to printed food-handling standards (see attached sheets) and should be knowledgeable in the dietetics and logistics of feeding large numbers of people in the field.

Duties include:

1. Determine the best method(s) to feed the numbers of people involved (i.e., catering, camp cooks, rations, or a mix). Organize manpower and equipment accordingly.
2. Provide adequate supply of potable water and electrolyte replacement, as necessary, to field personnel.
3. Place food orders with adequate lead time. Be in contact with the liaison personnel at Fred Harvey and Babbitts and be conversant with their requirements for preparation/delivery time.
4. Insure menus of well-balanced, high energy foods for field and camp personnel appropriate to the season.
5. Supervise cooks and standards.
6. Responsible for supplying of and feeding in spike camps.
7. Coordinate food/water transportation with Service Chief and Transportation Officer. Keep up to date on mobilization and demobilization plans so that shortages/excesses can be held to a minimum.
8. Responsible for the sanitation facilities for field personnel and the collection of refuse.

CHECK LIST

SUPPLY OFFICER: FOOD/WATER/HOUSING

Initial Phase/Operation:

- / / Contact purveyors (Fred Harvey and Babbits) to alert them of operation and possible numbers of required stores, as well as the timing involved.
- / / Coordinate with Service Chief the method(s) to be utilized in providing meals/water.
- / / If catered, contact Fred Harvey with numbers of meals needed and types of menus (should be preplanned).
- / / Coordinate with Supply: Transportation for transportation of meals from Fred Harvey to field personnel.
- / / Assign and supervise camp cooks as necessary.
- / / Arrange for spike camp cook areas and assign personnel.
- / / Order supplies for spike camps and arrange transportation.
- / / Arrange for and oversee trash/gargabe removal from field and base camp.
- / / Participate in following day's planning sessions to anticipate supply needs.
- / / Schedule delivery of meals to facilitate Plans' personnel schedules.

Post Mission:

- / / Participate in critique.
- / / Followup on recommendation for improved effectiveness.
- / / Complete and sign off all paperwork.

SERVICE UNIT
Grand Canyon SAR

SUPPLY OFFICER: EQUIPMENT/TRANSPORTATION

The Supply Officer for equipment and transportation works under the Service Chief and is responsible for determining transportation needs, procuring the necessary equipment and supplies for the operation, and is responsible for the accountability of such equipment.

Duties include:

1. Obtain or set up a resource list of equipment, supplies and transportation facilities available within the park, including, Desert View, the North Rim, Albright Training Center, the Rescue Cache, and other areas. Items should include tents, tarps, packs, first aid field packs, lights for night work, helmets, coolers, vehicles, etc.
2. Work with camp officers and overhead team to insure that equipment and transportation needs are met, as well as personnel needs to operate and maintain the equipment.
3. Coordinate with park personnel the use of vehicles, horse and pack animals.
4. Work with the overhead team in providing transportation for resource people. Work with the Heliport Officer in establishing field helispots.
5. Coordinate with Finance and timekeeping the procurement needs of the operation.

SUPPLY OFFICER: EQUIPMENT/TRANSPORTATION

Initial Phase:

- / / Have on hand a list of all available resource items and their locations.
- / / Check at onset of operation as to availability of listed items.

Operation:

- / / Prepare a log of items requisitioned.
- / / Coordinate necessary transportation of equipment and supplies with overhead team and base camp officer.
- / / Coordinate transportation for outside resources or subject's family.
- / / Assign personnel for transportation as needed.
- / / Coordinate with park personnel any use of vehicles, horses, pack animals.
- / / Maintain all equipment in working order.
- / / Gas/oil vehicles upon return from assignments.
- / / Log location of vehicles and aircraft as necessary.
- / / Work with Heliport Manager in establishing field helispots.
- / / Coordinate with Finance the records on all equipment.
- / / Prepare an accountability of all equipment at conclusion of operation.
- / / Participate in mobilization and demobilization planning.

Post Mission:

- / / Participate in critique.
- / / Followup on recommendations for more effective organization.
- / / Complete and sign off all paperwork.