APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

S E A R C H   A N D   R E S C U E

O P E R A T I O N S   P L A N

Third Edition

December 1985

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CONTENTS AND OUTLINE

PRINTING HISTORY

Appalachian Search and Rescue Conference

Search and Rescue Operations Plan
(ASRC SAROP)

1.0 PURPOSE

This document provides a general outline of the procedures
followed by the Appalachian Search and Rescue Conference (ASRC)
during search or rescue 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 search and rescue strategy and tactics are not
included. It is assumed that the reader is familiar with these
principles as outlined in search and rescue (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 or command staff liason.

4.0 RESPONSIBILITY

The ASRC is an all volunteer organization dedicated to search and
rescue 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 versatile preplan.

5.0 ALERT PROCEDURES

Responsible agents may alert the ASRC by contacting the
Commonwealth of Virginia Department of Emergency Services
Emergency Operations Center (DES) at telephone number
(804)-323-2300. A DES watch officer will contact a Conference
Alert Officer 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
Incident Commander (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
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.

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.

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 which is closest to the incident site.

5.4 Upon notification, alert, or callout, the ASRC alert or
dispatch officer 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 RESPONSE
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 and other personnel to act under the direction of the
incident command 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. QRT's 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 (e.g. 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.

-2-

7.0 INCIDENT MANAGEMENT

7.1 If possible, the ASRC will use the Incident Command System
and its documentation and terminology when it manages any SAR
incidents. 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 the appendices to this SAROP].

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

8.0 OPERATIONAL CONSIDERATIONS

8.1 Only personnel that have had adequate training, skills, and
background (as judged by the ASRC Board of Directors) may serve
as incident commanders for the ASRC. Once appointed, the IC will
help co-ordinate 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 responsible agent. He
and the IC should closely co-ordinate 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
mobile and readily available ("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 airborne 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 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. His second priority is the well being of the subject. He should not attempt to deal with any item that is not under his 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 at the debriefing.

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 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 Virginia SAR Council.

6. ASRC involvment in SAR incidents should not be suspended without the agreement of the responsible agent and the ASRC IC or team leader (or AO, early in an incident). When planning the suspension of a search, the IC and responsible agent 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 responsible agent 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 direction 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.

-4-

2. A field team leader (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 fill certain roles, such as radio operator, rescue specialist, or medic, or specialists 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) 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 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.

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 the severity of survivable injuries.

2. Contact with locally responsible medical command and with emergency medical services 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 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 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, he 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 or 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 appropriately 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 medical 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 co-ordinated 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 telephone, if possible. In no circumstances, however, should team safety or patient care be compromised in an attempt to obtain a secure communications channel.

8.7 Operational radio communications should employ tactical callsigns or identifiers (e.g. "communications","ops","LZ control","SMRG response", etc.) or operators' names. Tactical callsigns 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 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 co-ordinates, UTM/MGRS co-ordinates, 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 federal 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 incident commander and the responsible agent (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 re-evaluated and revised to ensure a rapid, efficient, safe, and effective response to all SAR incidents.

INDEX

References are to sections of the SAROP.

GLOSSARY

References are to sections of the SAROP.
Terms with commonly used acronyms are listed under that acronym.

Advance Team: One of the functions of an overhead
team may be to arrive ahead of a full response
to prepare for it.........................6.1

Alert: A recognized state of readiness. Indicates that
involvement in an incident is probable...5.2

Alert postures: Recognized states of readiness in
anticipation of mission involvement......5.2

AO: Alert Officer: Person who takes the responsibility
of alerting the Conference or a group....5.0

ASRC: Appalachian Search & Rescue Conference, Inc. An
orgnization comprised of four (as of this edition)
mountain rescue groups.

ATL: Assistant field team leader: Person appointed to help
manage large field teams.................8.2.4

Briefing: A passing of information, usually to a team
about to perform a task or to one's relief.

Callout: A recognized state of readiness that indicates
that an ASRC response has been oficially requestd or
is taking place..........................5.2.3

Callsigns: Communications identifiers.........8.7

COMCTR: Communications center: the center through which all
incident communications are passed. Its callsign is
usually "<incident name> communications"..8.7

Communications: Information relevant to the operation
passed through any medium.................8.6

COMSEC: Communcications security: A set of practices the goal
of which is to preserve privacy...........8.6

Containment: A strategy of limiting the size of a search
area.....................................8.1.2b

Critique: Review of an operation..............8.5

Debriefing: A report of information relevant to an
operation, usually refers to a FTL's report to the
operations section after the completion of a task.
....8.1.4

Demobilization: The removal of resources......8.1.2e

DES: Commonwealth of Virginia Department of Emergency
    Services.................................5.0

DO: Dispatch officer: Person who handles the dispatching
    of a response (Conference or group).

EOC: Emergency operations center, headquarters of DES.

Field team: Basic tactical unit...............8.2

First notice: Initial phase of alerting.......5.1

FOG: Incident Command System Field Operations Guide.

FTL: Field Team Leader........................8.2.2

Finance section: A section of the incident command system
    responsible for keeping time and personnel records.

First notice: The phase of an operation that initiates
    with the reciept of a request for assistance or with
    notification that an incident is in progress..5.1

Grid system: A system of geographic co-ordinates used to
    report locations. Also known as the ASRC Co-ordinate
    system.....................................8.8

Hasty search: Search by a small team, usually along some
    readily identifiable geographic feature. Its small size
    makes the team quick and easy to deploy...8.1.2b-c; 8.2.1

IC: Incident Commander........................8.1

ICS: Incident Command System of the National Interagency Incident
    Management System..........................7.1

Initial Response: The first resources dispatched to meet a
    request....................................5.3

ITU/ICAO alphabet: A standard system of easily pronounced and
    easily distinguished words for the letters of the
    alphabet which has been adopted by the International
    Telecommunications Union and the International Civil
    Aeronautical Organization, and by treaty is the only
    phonetic system to be used in radio communications..8.7

LKP: Last known postion of a search subject. Not necessarily
    the PLS.

Logistics section: Section of the ICS responsible for providing
    for the logistic support of an incident, including
    communications.

LZ: Landing zone. The part of a helispot or helibase where
    helicopters actually land.

Medic: Person responsible for patient care. Ideally, there should be one medic for each patient.............8.4.1

Medical Command: The physician or facility responsible for overseeing emergency medical care in an area......8.3.2

MGRS: The Military Grid Reference System, also known as the Universal Transverse Mercator System (UTM). A system of co-ordinates that sets up one square kilometer grids. Co-ordinates refer to the distance in meters from the equator and from defined longitudinal borders of zones....8.8

MSF: Managing the Search Function, a course in the management of lost person searches developed by the National Association for Search and Rescue.

Notification: A recognized state of alert that indicates that an incident is in progress but ASRC involvment has not been requested................................5.2.1

Operations Section: The section if the ICS responsible for the execution of the operational plan........8.1; 8.2

OPSCTR: Operations center of an incident.

OT: Overhead team: 1) The entire management team of a search. 2) A small management team sent out rapidly in response to a request for ASRC involvement to evaluate a SAR problem and begin planning its resolution........6.1

Passive search: A strategy that centers on detecting the subjects presence rather than actively seeking him out..8.1.6

Plans section: Section of the ICS responsible for formulating an operational plan. They usually work twelve hours ahead of the operation, that is, they are always putting together the next shift's plan.

PLS: Point last seen: The place where a search subject was most recently seen with absolute certainty.

QRT: Quick response team: A team sent out rapidly in response to a request. May be specialized for some function...6.3

Radio log: A written record of communications. The communications are not necessarily by radio, but the record retains this name.

Responsible Agent: Person with legal authority for lost person searches in an area. Usually, but not always the county sheriff.

RESTAT: Resources unit of the ICS.

RO: Radio operator. Not to be confused with the communications unit leader. See ICS materials.

RS: Rescue Specialist: Member of the field team charged with oversight of the evacuation of a patient...8.2.3;8.4.2

SAR: Search and Rescue

SAROP: Search and Rescue Operations Plan

Search dogs: Dogs trained to locate human scent and lead their handlers to its source....................8.1.2b-c; 8.2.1

Sign cutting: Searching along some feature for any sign that a search subject has crossed that feature. Also known as binary search...........................8.2.1

SITSTAT: Situation unit of the incident command system.

SOP: Standard operating procedure.

Status codes: Codes used to report the medical condition of a patient. Standard among Virginia SAR Council members.

Status map: Map maintained by the operations section that shows all tasks currently in progress.

Strategy map: Map produced by the plans section to display plans for future tasks.

Summary map: Map(s) maintained by the documentation unit to display operations completed to date.

Suspension: The termination of SAR activities..8.1.6

TAF: Task Assignment Form: A form that describes the assignment of a team in detail.......................8.1.5; 8.2.5

Task: Job(s) assigned to a team for completion.

Tracking: Following, step by step, a persons path by observing the disturbances resulting from his passage.

Traffic: Radio communications relevant to the incident.

UMS: Uniform map system: A location reporting system based on aeronautical charts. It is the standard system of the Civil Air Patrol and of the Mountain Rescue Association.

Urgency: A good feeling for how much danger a search subject is in is important in planning any response..5.1

UTM: Universal Transverse Mercator map system. See MGRS.

Withdrawal: Termination of ASRC involvment in an incident.

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APPENDIX A

Alert Procedures of the ASRC
Current as of 1 January 1986

    Responsible agents may request ASRC resources by contacting
the Virginia Department of Emergency Services (DES) at
804-323-2300. A department watch officer will collect
information about the incident.
    The DES watch officer will alert the ASRC by calling the
University of Virginia Medical Communications (MEDCOM) operator
at 804-924-5805 or -9287 and asking that an ASRC Alert Officer
(AO) call DES.
    The MEDCOM operator will set off BRMRG pagers, and BRMRG
members will call MEDCOM as instructed by the operator. The
first person who calls in that can call DES as instructed does so
and is given the number of the complainant. This ASRC member
becomes the Conference 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 quickly determine which of the four groups can
get an overhead or other response team on the scene first (this
determination is usually made in conjunction with AO's from each
of the groups, reached through their groups' alert channels).
The initial response and leadership should be dispatched from
this team. Resources from other groups should be dispatched as
needed to meet the request. It is strongly inadvisable 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, he must be qualified as recognized by the ASRC
Board of Directors.
    If neither leadership nor manpower are available to meet the
request, the AO must tell the responsible agent so and may advise
him on other courses of action.
    IDEALLY, the time from the first call to the time the
initial response leaves should be forty-five minutes or less. [It
is believed that the current record is about sixteen minutes.
Anyone who beats this should report it to the records
officer.--Ed.]

    Once a response is made, the AO must keep in touch with the
dispatch officers from each of the groups and with the IC or
response leader throughout the mission. Groups should make every
effort to set up one telephone number where their 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 DES 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 resource availability, perhaps for more urgent incidents, a commitment of all available resources should be made only for the most urgent SAR problems. A total committment should almost never be made for out of region incidents.

DES will automatically notify other SAR groups whenever the ASRC is caled out (SAR Council agreement). Actual involvment of these groups, however, can only be requested by the IC or the responsible agent, 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. DES should be notified when this happens.

EXCEPTIONS: 1)Because of working relationships with some responsible agents and other organizations (most notably SNP, the Albemarle County Police, SAR Council Teams, and Thomas Jefferson EMS Council members), the ASRC may be alerted by the complainant contacting MEDCOM directly, often by radio. If a response is made in such cases, the AO must remember to brief the DES watch officer and have SAR Council groups notified.

2) Because of fairly recent changes in the alert procedure, the ASRC may on occasion be alerted by a responsible agent who uses the old procedure and contacts the University of Virginia Police Department. In such cases, the AO must remember to brief the DES watch officer and the MEDCOM operator.

3) Conference members that become involved in missions by other than conventional means may alert other groups by calling MEDCOM directly.

ALERT PROCEDURES FOR THE GROUPS, as on record with the Conference
1 Jan. 1986:

Allegheny MRG: Call Allegheny General Hospital at 412-359-3131
and ask the hospital operator to page Keith Conover or Roy
Alson.
Blue Ridge MRG: Call UVA MEDCOM at 804-924-5805 and ask the
operator to page an Alert Officer.
Shenandoah MRG: Call Art Dodds, Sr. at 301-949-2497 and ask him
to contact a SMRG AO for you.
Southwest Virginia MRG: Page a SWVMRG AO by calling 703-953-8442
and stating your message when you hear the tone.

Appendix B
Incident Command System
Position Descriptions and Map Symbols

ICS POSITION CHECKLISTS

The references following position titles in the checklists refer to the Incident Command System (ICS) position manuals which describe the full duties and responsibilities of that position. Position manuals may be obtained from:

Fire Protection Publications
Oklahoma State University
Stillwater, Oklahoma 74078

COMMAND SECTION ▄▄▄▄▄▄▄▄▄

INCIDENT COMMANDER

The incident commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

- Obtain incident briefing and Incident Briefing Form (ICS Form 201) from prior incident commander.
- Assess incident situation.
- Conduct initial briefing.
- Activate elements of the incident command system.
- Brief command staff and section chiefs.
- Insure planning meetings are conducted.
- Approve and authorize implementation of incident action plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and requests for release of resources.
- Approve the use of trainees on the incident.
- Authorize release of information to news media.
- Insure Incident Status Summary (ICS Form 209) is completed and forwarded to Operations Coordination Center (OCC) and dispatch center(s).
- Approve plan for demobilization.

DIVISION/GROUP SUPERVISOR

The division and/or group supervisor reports to the operations section chief or branch director when activated. The supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the division and/or group, and reporting on progress of control operations and status of resources within the division and/or group.

- Obtain briefing from branch director or operations chief.
- Implement Incident Action Plan for division and or group.
- Provide available Incident Action Plan to strike team leaders.
- Identify increments assigned to the division and/or group.
- Review division and/or group assignments and incident activities with subordinates and assign tasks.
- Insure that incident communications and/or resources unit is advised of all changes in status of resources assigned to the division and/or group.

OPERATIONS SECTION ▄▄▄▄▄▄▄▄▄

OPERATIONS SECTION CHIEF

The operations section chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The operations chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the incident commander.

- Obtain briefing from incident commander.
- Develop operations portion of Incident Action Plan.
- Brief and assign operations personnel in accordance with Incident Action Plan.
- Supervise operations.
- Determine need and request additional resources
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to operations section.
- Request maintenance service for equipment at staging area as appropriate.
- Respond to request for resource assignments.
  NOTE: This may be direct from operations or via the incident communications center.
- Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Demobilize staging area in accordance with incident demobilization plan.
- Maintain Unit Log (ICS Form 214).

- Coordinate activities with adjacent divisions.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to branch director or operations chief.
- Report special occurrences or events such as accidents or sickness to the immediate supervisor.
- Resolve logistics problems within the division and/or group.
- Participate in the development of branch plans for the next operational period.
- Maintain Unit Log (ICS Form 214).

The checklist below provides basic steps appropriate for use in almost any incident situation. NOT ALL INCIDENTS REQUIRE WRITTEN PLANS. The need for written plans and attachments is based on incident requirements and the decision of the incident commander. The Planning Checklist is intended to be used with the ICS Planning Matrix board, and/or ICS Form 215, Operational Planning Worksheet (Table 4.1). F( )ore detailed instructions, see Chapter 3 of Planning Section Chief Position Manual (ICS 221-1).

PLANNING SECTION CHIEF

The planning section chief, a member of the incident commander's general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation; 2) predict probable course of incident events; and, 3) prepare alternative strategies and control operations for the incident.

- Obtain briefing from incident commander.
- Activate planning section units.
- Reassign initial attack personnel to incident positions as appropriate.
- Establish information requirements and reporting schedules for all ICS.
- Notify resources unit of planning section units activated, including names and locations of assigned personnel.
- Establish a weather data collection system when necessary.
- Supervise preparation of Incident Action Plan (See Planning Process Checklist).
- Assemble information on alternative strategies.
- Assemble and disassemble strike teams not assigned to operations.
- Identify need for use of specialized resource(s).
- ( )form operational planning for planning section.
- Provide periodic predictions on incident potential.
- Compile and display incident status summary information.
- Advise general staff of any significant changes in incident status.
- Provide incident traffic plan.
- Supervise planning section units.
- Prepare and distribute incident commander's orders.
- Instruct planning section units in distribution of incident information.
- Insure that normal agency information collection and reporting requirements are being met.

RESOURCES UNIT LEADER

The resource unit leader, (RESTAT), is responsible for: 1) establishing all incident check-in activities; 2) the preparation and processing of resource status change information; 3) the preparation and maintenance of displays, charts, and lists that reflect the current status and location of suppression resources, transportation, and support vehicles; and, 4) to maintain a master check-in list of resources assigned to an incident.

- Report to and obtain briefing and special instructions from planning section chief.
- Establish check-in function at incident locations.
- Using the Incident Briefing (ICS Form 201) prepare and maintain the command post display including the organization chart, resource allocation, and deployment sections.
- Assign duties to resources unit personnel.
- Confirm dispatch and estimated time of arrival of ordered RESTAT Unit personnel. Request additional personnel, or release excess personnel.

Note: Page 1-27A should be added to the ICS Field operations Guide for land search.

PLANS   1-27A

INTERVIEWER/INVESTIGATOR SPECIALIST

The Interviewer/Investigator, a member of the Planning Section, is responsible for collecting information about the lost subject from the reporting party and any other persons with knowledge as developed through the investigation. The development of Searching, Planning, and Investigation data and providing this data to the Situation Unit Leader is the prime responsibility.

a. Obtain briefing from Situation Unit Leader (Planning Section Chief or Incident Commander).

b. Determine:
- Point last seen
- Last known position
- Time last seen
- Search data
- Planning data
- Investigation data

c. Provide photo and description for flyer.

d. Complete detailed interview checklist.

e. Followup on leads to confirm all information.

f. Check out all clues reported in by field crews.

g. Develop complete victim profile.

h. Based on profile, assist overhead team in deductive reasoning of lost person's behavior.

- Establish contacts with incident facilities by telephone or through communications center, and begin maintenance of resource status.
- Participate in planning section meetings as required by the planning section chief.
- Gather, post, and maintain incident resource status.
- Gather, post, and maintain resource status of transportation and support vehicles and personnel.
- Maintain master roster of all resources checked in at the incident.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignments Lists (ICS Form 204).
- Provide resource summary information to situation unit as requested.
- Receive order to demobilize resources unit.
- Dismantle and store resources unit displays.
- List expendable supplies that need replenishing, and file with supply unit leader.
- Maintain Unit Log (ICS Form 214).

LOGISTICS SECTION

LOGISTICS SECTION CHIEF
The logistics section chief, a member of the general staff, is responsible for providing facilities, services, and material in support of the incident. The section chief participates in development and implementation of the Incident Action Plan and activates and supervises the branches and units within the logistics section.

- Obtain briefing from incident commander.
- Plan organization of logistics section.
- Assign work locations and preliminary work tasks to section personnel.
- Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- Assemble and brief branch directors and unit leaders.
- Participate in preparation of Incident Action Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review communications plan, medical plan, and traffic plan.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and estimate section needs for next operational period.
- Insure Incident Communications Plan is prepared.
- Advise on current service and support capabilities.
- Prepare service and support elements of the Incident Action Plan.
- Estimate future service and support requirements.
- Receive Demobilization Plan from planning section.
- Recommend release of unit resources in conformity with Demobilization Plan.
- Insure general welfare and safety of logistics section personnel.

COMMUNICATIONS UNIT LEADER
The communications unit leader, under the direction of the service branch director or logistics section chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equi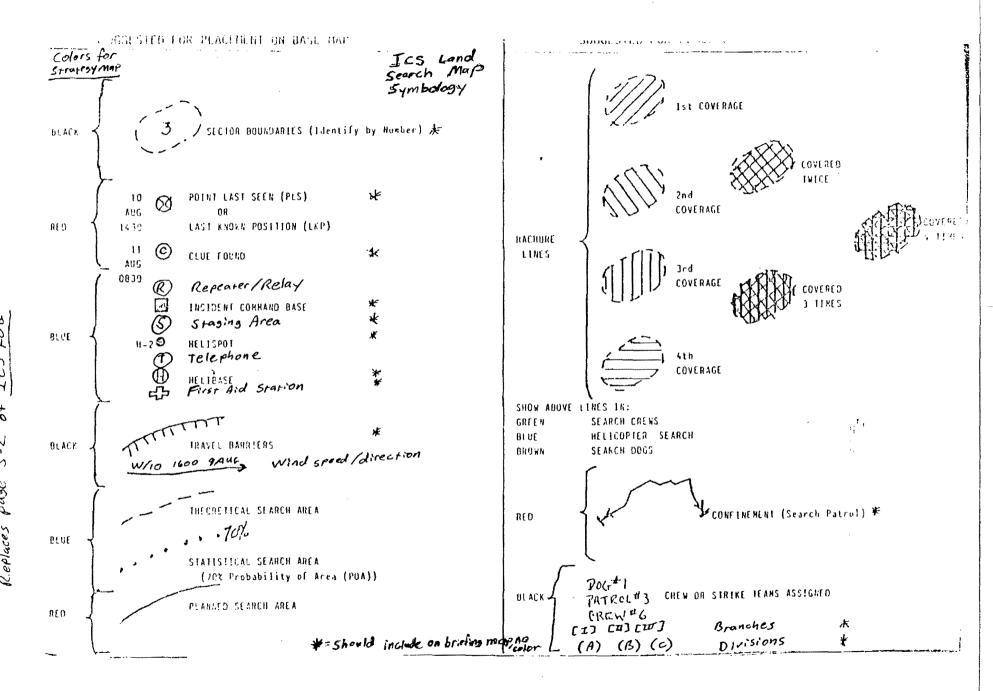pment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- Obtain briefing from service branch director or logistics section chief.
- Determine unit personnel needs.
- Advise on communications capabilities and/or limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Insure the Incident Communications Center and Message Center are established.
- Set up the telephone and public address systems.
- Establish appropriate communications distribution and/or maintenance locations within the base and/or camp(s).
- Insure communications systems are installed and tested.
- Insure an equipment accountability system is established.
- Insure personal portable radio equipment from cache is distributed per radio plan.
- Provide technical information as required on:
  — Adequacy of communications systems currently in operation
  — Geographic limitation on communications systems
  — Equipment capabilities
  — Amount and types of equipment available
  — Anticipated problems in the use of communications equipment
- Supervise communications unit activities.
- Maintain records on all communications equipment as appropriate.
- Insure equipment is tested and repaired.
- Recover equipment from relieved or released units.
- Maintain Unit Log (ICS Form 214).

SERVICE BRANCH DIRECTOR
The service branch director, when activated, is under the supervision of the logistics section chief, and is responsible for the management of all service activities at the incident. The branch director supervises the operations of the communications, medical, and food units.

- Obtain briefing from logistics section chief.
- Obtain working materials from logistics kit.
- Determine level of service required to support operations.
- Confirm dispatch of branch personnel.
- Participate in planning meetings of logistics section personnel.
- Review Incident Action Plan.
- Organize and prepare assignments for service branch personnel.
- Coordinate activities of branch units.
- Inform logistics chief of branch activities.
- Resolve service branch problems.
- Maintain Unit Log (ICS Form 214).

ICS MAP SYMBOLS FOR SEARCH

Replaces page 3-2 of ICS FOG

ICS Land
Search Map
Symbology *

Colors for
Strategy map

BLACK (3) SECTOR BOUNDARIES (Identify by Number) *

RED
10 AUG 1430 ⊗ POINT LAST SEEN (PLS) *
OR
LAST KNOWN POSITION (LKP)

11 AUG 0830 Ⓒ CLUE FOUND *

BLUE
Ⓡ Repeater/Relay
☑ INCIDENT COMMAND BASE *
Ⓢ Staging Area *
H-2 ⊙ HELISPOT *
Ⓣ Telephone
Ⓗ HELIBASE *
✚ First Aid Station

BLACK
TRAVEL BARRIERS *

W/10 1600 9AUG → Wind speed/direction

BLUE
THEORETICAL SEARCH AREA
. . . . 70%
STATISTICAL SEARCH AREA
(70% Probability of Area (POA))

RED
PLANNED SEARCH AREA

* = Should include on briefing map, no color

1st COVERAGE

2nd COVERAGE

COVERED TWICE

HACHURE LINES

3rd COVERAGE

COVERED 3 TIMES

4th COVERAGE

SHOW ABOVE LINES IN:
GREEN   SEARCH CREWS
BLUE   HELICOPTER SEARCH
BROWN   SEARCH DOGS

RED
CONFINEMENT (Search Patrol) *

BLACK
DOG #1
PATROL #3   CREW OR STRIKE TEAMS ASSIGNED
CREW #6
[I] [II] [III]   Branches *
(A) (B) (C)   Divisions *

Appendix C
Virginia Search and Rescue Council
Operational Preplan

VIRGINIA SEARCH AND RESCUE COUNCIL

OPERATIONAL PREPLAN

1.0 GENERAL

The Virginia Search and Rescue Council is a confederation of representatives of agencies actively providing search and rescue services throughout the Commonwealth. The purposes of this document are to simplify the alerting procedures of the organizations and to provide for certain standards of incident management. This preplan is intended more as a reference than as a training guide. For further information on any topic addressed in this plan, the reader is referred to training materials available through each organization.

2.0 RESPONSIBILITY

Most members of the council represent organizations that provide volunteer search and rescue services in Virginia and elsewhere. These groups typically will not become involved in an incident without the approval of the local responsible agent. To simplify the receipt of this approval, a Department of Emergency Services representative should attempt to get approval for any Council resources at the time of initial contact; this will make further authorizations unnecessary if other resources are needed.

An exception is Shenandoah National Park. As responsible agents of the park, rangers may request any resources they need for an incident under their management. Their requests for multiple resources can be simplified by routing them throurh the Department of Emergency Services.

3.0 NATURE OF RESPONSES

Search and Rescue Council agencies may be called upon to respond to any one of several types of incidents:
   -Wilderness searches make up the bulk of the groups' operations, whatever the cause of the incident.
   -Rescues/recoveries often are the end result of searches, or may be unrelated to a search problem.
   -Aircraft crashes in wilderness areas are the objects of a search of a much larger area, and may also result in a rescue or recovery. Downed aircraft searches present many unusual problems and require additional specialized resources.
   -Searches along and in rivers and other bodies of water are becoming increasingly common.
   -Urban searches for lost persons.

-Responses to natural disasters in or out of the Common-
wealth or country.

The types of resources called on to respond to an incident will
depend primarily on the type of incident, but also on its
location, the season, and resource availability.

4.0 CALLOUT
The initial callout and alerting of Council agencies is primarily
the responsibility of the Virginia Department of Emergency Ser-
vices. The selection of which resources to call out, as noted
above, depends on many variables and an explanation of this
proces is beyond the scope of this document. For this reason, a
Department of Emergency Services representative familiar with
search and rescue problems and their management should always be
involved in this decision. Problems in making this decision
should be minimized, however, by the mutual aid system outlined
below.

4.1 Once the first notice of a SAR incident has been received by
the Department of Emergency Services and an assessment made of
the types of resources required, the urgency of the incident
should be evaluated (see the NASAR field guide. Searh is an Emer-
gency) and should influence the number of responding resources,
where they respond from, and perhaps their method of travel.

4.2 Several postures of readiness should be recognized by each
organization for the purposes of uniform terminology:
     1. Notification--An incident is in progress in which a SAR
     Council agency is involved.
     2. Alert--An incident is in progress. Involvement of the
     alerted team is probable.
     3. Callout--Agency resources are requested.

4.3 The final decision as to what resources are dispateched
should involve input from the local responsible agent, a DES
representative, and members of any council agency whose field of
expertise is relevent to the problem (the DES representative
should contact this person).

5.0 MUTUAL AID
The concept of mutual aid and alerting, along with the presence
of a single dispatch number should assure that the best resources
for any given problem are applied.

5.1 ANY TIME any SAR Council agency is alerted or called out by
an agency other than the Department of Emergency Services, they
should inform the Department's watch officer (even if they are
responding out of the Commonwealth).

5.2 ANY TIME the watch officer receives this information, he should place ALL Search and Rescue Council agencies on "Notification" status (even if the incident is out of the Common-wealth).

5.3 If any dog teams are requested to respond to an incident, field personnel to work with the handlers as well as incident staff personnel should also be dispatched with the responsible agents approval.

5.4 If an Appalachian Search and Rescue Conference response to a lost person search is requested, all Council dog teams should be placed on "Alert" status. When the incident commander, the responsible agent, and others have assessed the incident, dog teams will almost certainly be requested.

5.5 If any SAR Council agency anticipates the need for Civil Air Patrol aircraft, manpower, or communications support, they should ask the Department of Emergency Services to notify the Civil Air Patrol of the anticipated need as soon as possible. If the Civil Air Patrol takes on a mission in which they anticipate the involvement of other SAR Council organizations, the organizations should be placed on notification status. The Civil Air Patrol should notify any local jurisdiction itno which they dispatch ground teams.

5.6 It should be remembered that teamwork is the key to any response. It is best to dispatch at least a few resources from each organization to provide the best chance possible for the lost or injured person.

5.7 Shenannndoah national Park will request all resources through the Department of Emergency Services for any missions in the park, and will notify DES of any mission it responds to outside the park. Any organization anticipating the need for overhead team members may notify SNP directly or through DES and requuest specific functional positions or entire overhead teams. The Park's response may be limited by distance and available stafff, but the Park does have about twenty MSF-trained IC's and Plans, Operations, Finance, and Logistics Chiefs.

6.0 INCIDENT MANAGEMENT
SAR Council agencies should use the Incident Command System to manage incidents in which they are involved. Representatives of al involved agencies should agree with overhead team assignments.

6.1 Each task assigned to the field should be documented using a SAR Council Task Assignment Form. One copy should go out with the team leader.

6.2 Further requests for resources on any incident should be initiated by the incident commander and should be routed through the Department of Emergency Services.

6.3 All communications should be co-ordinated by the incident communications unit. All radio communications should be in plain English, clear text. Only names of personnel and tactical call-signs (NOT unit numbers) should be used to identify radio communications.

6.4 The only codes used should be to report a subject find. After a reported find, radio operators should secure the network and all further communications should be explicitly clear.
    1. "Status 1"--Subject found alive and well. No evacuation assistance necessary.
    2. "Status 2"--Subject found injured. Rescue assistance needed.
    3. "Status 3"--Subject found deceased. Recovery assistance needed.

7.0 INCIDENT SUSPENSION

7.1 Suspension of a mission shall be defined, for the purposes of this preplan, as the withdrawal from active participation in the incident of all SAR Council resources.

7.2 Suspension and demobilization of a successful incident should be well planned and orderly. Every effort should be made to see that all searchers are safely out of the field.

7.3 An unsuccessful incident should not be suspended without the agreement of the responsible agent and the incident commander. They should solicit the input of other leaders involved in the operation when making this decision. When the incident is suspended, the incident commander should advise the responsible agent on passive lost person search techniques that may be indefinitely continued.

7.4 The incident commander should inform the Department of Emergency Services when all teams have left the incident site. The dispatch officers of each organization should inform the Department when all of their teams are safely home.

7.5 The incident commander should submit to the Department of Emergency Services a narrative incident report and a copy of the NASAR mission report.

8.0 PREPAREDNESS

8.1 To effectively and safely execute this preplan, a given amount of preparedness is necessary.

8.2 Any field personnel will be expected to carry with them safety and survival gear as their organization's training and operational standards dictate.

8.3 The integrity of the alert process is VITAL. Organizations should ensure that the alert procedures they have filed with the Department of Emergency Services are current. DES should ensure that current rosters and a copy of this preplan are available to any Department personnel that might be responsible for taking reports of SAR incidents.

8.4 This document should periodically be re-evaluated and updated to ensure a rapid, safe, efficient, and effective response to all SAR incidents.