

4. Personnel Requirements

4.1 Mission Responses

- 4.1.1 ASRC personnel will report to a mission in the appropriate uniform and dressed in accordance with the weather and operating conditions. They will bring the minimum personal equipment specified in Annex 4, Individual Requirements. Members not meeting these requirements will be sent home.
- 4.1.2 ASRC personnel will not wear, carry or display firearms of any size shape or form while responding as a member of ASRC to any incident. Failure to comply with this requirement may result in suspension or for blatant or repeated incidents dismissal.
- 4.1.3 Refusal of Assignment - Any ASRC member may refuse an assignment if they perceive it as unsafe or potentially unsafe. They may refuse as well if they feel it to be beyond their level of training, knowledge or equipment.
- 4.1.4 Majority - ASRC members who have NOT received their majority must be accompanied by an adult member of their Group at any mission/incident. It is not necessary that an adult accompanied the member on all tasks that might be assigned.
- 4.1.5 Air Transportation - ASRC members receiving air transportation must understand that they must be prepared with sufficient funds to return to their home location. They must also meet any requirements which are imposed by the carrier.
- 4.1.6 Individual Callout - Upon leaving for an incident, each member will notify his/her local Group Dispatch Officer. *Each responding member will call their local dispatch once they have returned to their home, regardless of the hour.*
- 4.1.7 En-Route call back - *Individuals/or* teams in route which are not in immediate contact with ASRC dispatch will call dispatch on an hourly basis.
- 4.1.7 Scene Arrival - Once a Team or *individual* arrives at the incident base, they *will contact ASRC Dispatch to report their arrival.*
 - 4.1.7.1 Upon arrival at an ASRC incident, ASRC members will sign in using the incident's sign-in procedures. Members will represent themselves as part of the ASRC *with their group name following ASRC, i.e. ASRC/BRMG.*
- 4.1.8 Transport Reimbursement - The ASRC will not reimburse members for

travel-related expenses.

- 4.1.9 ASRC rules, regulations and policies will not apply to any ASRC certified and affiliated group providing that the group does not:
 - 4.1.9.1 Use the ASRC radio license without a separate letter of authorization.
 - 4.1.9.2 Operate as an EMS agency within the Commonwealth of Virginia.
 - 4.1.9.3 Wear the ASRC uniform
 - 4.1.9.4 Represent themselves as members of ASRC; whenever an ASRC Group is involved in an operational response, ASRC will be notified.

Personal Conduct

- 4.2.1 Behavior - Professional attire and behavior is expected and required of all members. Members will comply with the directions of those ASRC members in the position of command responsibility over them.
- 4.2.2 Intoxicating substances - Any ASRC member responding to a mission will not use alcohol or intoxicating substances while performing tasks related to mission operations. Members under the influence of such substances will be relieved from their assignment and reported to the Incident Commander, Agency representative or ASRC Board of Directors for appropriate disciplinary action.

5.0 Ground Search and Rescue Procedures

5.1 Operations Protocols - All Operational procedures and protocol for ground search and rescue are outlined in Annex Eight Virginia Search and Rescue Council Standard Operations Procedures.

5.2 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 VaSARCo mutual aid agreement in its Standard Operation Procedures.

5.3 Situations Not Covered - In the event of a situation un-addressed in this document or any of annexes, the Conference Alert Officer will contact the approved IC. The IC will then confer with other members of the Conference and take action as required by the situation, but within the intent and scope of the Operations Manuals policy and procedure.

correction of the problem, then the Group can be reduced by a simple majority vote of the BOD to a probationary Certified Group status.

A5.3.1.1 If the Group wishes to apply for again for Certified status then they must meet all of the requirements for a new group requesting certification status.

A2.4. Groups on Probation - If any offenses are noted during the time a Group is placed on probationary status, Article III, Section 3.8 of the ASRC bylaws shall be invoked. with the possible consequences of removal of the Group charter.

107

ANNEX THREE ASRC ADMINISTRATIVE OPERATIONS

A3.1 Conference Record-keeping Requirements - The following list is the minimum personal information that will be kept for official records for Active Members. The information is necessary for the ASRC corporate records. This information will be provided to the ASRC secretary at least once per quarter. Upon receipt of the group rosters the Secretary will make a copy for each group and forward it to that Group for inclusion in their Operations Kit per the requirements of Annex 1.

Name
Social Security Number
Mailing address
Phone numbers (work and home)
Training qualifications and date of expiration
Level of medical training and expiration date

A3.2 Callout Roster Requirements - The following information is required on a ASRC Group callout roster as maintained by each Group.

Group Information (Alerting phone numbers, etc)
Individuals Name
Mailing address
Phone numbers (work and home)
Training qualifications and date of expiration
Level of medical training and expiration date
Availability

A3.3 Administrative Operations

A.3.3.1 Record Storage - A copy of all official communications, letters, Fax's, newsletters, memo's for record, minutes of meetings, bank statements after balancing the checkbook, copies of bill's paid will be forward to the ASRC Official address ATTN: Record Custodian.

A.3.3.1.1 Space will be allocated within the BRMG "locker" for Corporate records and should consist of at least one file cabinet.

A.3.3.1.2 An ASRC record custodian will be appointed at the start of each school year by the Chairman of Blue Ridge Mountain Group with approval of the BOD.

A.3.3.1.3 The ASRC record Custodian will be responsible for receiving, filing and maintaining all official

(Level of Callout)

- A4.1.5.1.1 Notification - The ASRC is on notice that a search is occurring. Resources have not been requested and a callout does not seem imminent. If a notification is upgraded within twenty four hours, it is automatically cancelled.
- A4.1.5.1.2 Alert - The ASRC has a high probability of responding to a search within the next twenty four hours. Members should be contacted, availabilities should be determined and a response team organized.
- A4.1.5.1.3 Overhead Team - Only ASRC Incident Staff and Incident Commanders are being asked to respond at this time.
- A4.1.5.1.4 Quick Response Team - An ASRC OHT has been requested, and a limited number of FTL members as well. No FTM or COQ members are being asked to respond.
- A4.1.5.1.5 Limited Callout - A limited or tailored response has been requested, or has been suggested as appropriate by the AO.
- A4.1.5.1.6 Full Callout - All available ASRC are asked to respond to the search. If a full callout is requested for a later time (i.e. we are asked to respond at 0600Hrs), the level of callout is Full, not Alert. Full callout is also used for specific numbers of resources or Groups if FTM and COQ are being requested.

A4.1.5.2 The AO will check the non-prior or problem list and immediately advise the IC if the requested response area fall into either category.

A4.1.6 The AO will initiate conference dispatch by contacting a Dispatch Supervisor. The AO will inform the DS of the level of response, any collected information from the RA, and if the AO will serve as the Group Dispatcher and/or IC if appropriate.

A4.2 Conference Dispatch - The ASRC Dispatch function is fulfilled via the Dispatch Supervisor (DS) and the Dispatch Officer (DO) during actual or simulated missions. During non-mission times the Alert/Dispatch Coordinator provides overall oversight and control of the alert/dispatch

function.

- A4.2.1 The Dispatch Supervisor (DS) will receive and record any information from the AO.
- A4.2.2 The Dispatch Supervisor (DS) will identify or designate a Dispatch Officer (DO) for the Conference and a Group Dispatcher (GDO) for each group.
- A4.2.3 It is the responsibility of the DS to determine the initial IC based on who can be on scene in the least amount of time. This may entail changing ICs while on or more ICs are en route to the incident. The first IC to arrive at a search incident assumes command of the incident. This command may be passed to another incoming IC at the discretion of the initial IC. If more than one IC from the same group travel together, it should be determined before arrival who will be in charge.
 - A4.2.3.1 In the event an IC cannot be located the DS will attempt to contact every IC in a timely fashion to obtain an IC. If this attempt fails, the DS will activate Area Command Authority (ACA). ACS will determine if it is appropriate to send an IS member as a conference Agency Representative.
 - A4.2.3.2 Once an IC is appointed and has assessed the situation, he or she will determine any change in callout status. This individual is responsible for all operational decisions on scene and for all requests of conference resources. All groups must call in when pagers are activated to determine the status and details of the callout. All groups must contact their members if instructed by an DS.
- A4.2.4 If a limited number of resources are requests (A QRT callout for example), the AO may decide to place nearby groups on some level of callout while the rest of the Conference is on alert.
- A4.2.5 For information pertaining to decision regarding the use of the UVA medical helicopter, Pegasus, see the supplemental annex 10 titled "Pegasus Response Guidelines". For decisions regarding the use of the Park Police's helicopter contact VADES for coordination.
- A4.2.6 The DS must identify or designate a Dispatch Officer (DO) or assume that function.
- A4.2.7 The DS will report directly to the AR for all operational