

ASRC CONDENSED OPERATIONS MANUAL
APPALACHIAN SEARCH AND RESCUE CONFERENCE

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Vision Statement of the Appalachian Search And Rescue Conference

The Appalachian Search And Rescue Conference (ASRC) will become the most widely recognized and reliable Search and Rescue Resource in the Mid-Atlantic Region.

<page of Acronyms>

The Primary missions of the ASRC are Lost Person search and Downed Aircraft incidents.

The Secondary Missions of The ASRC is training other organizations; preventative SAR; and above ground assistance (and support services) for cave rescue, swiftwater rescue, and urban collapsed structure SAR. The ASRC may also provide disaster assistance and relief services (for) established rescue squads, fire departments, law enforcement agencies, (and government agencies).

Application of Regulations

These regulations, procedures, and policies will be in effect whenever: (1) members of the ASRC represent themselves as such or respond as an agent of the ASRC, or (2) as appropriate with respect to internal ASRC operational protocols.

Group Authority In the Field

Individual groups have very limited authority once they respond to an incident. Individual groups do have authority over their own equipment, members of their group who are minors, and their personnel.

Authority Over Individuals

Once an individual member of the ASRC commits to responding to an incident, the conference has the authority to order the individual's efforts, except for the following:

- Requiring an individual to perform a task when the individual determines the task to be unsafe;
- Personal finances;
- Personal gear;
- The ability to withdraw from an incident; and
- Providing services beyond the member's level of training.

Restraining Action

The ASRC Operations Officer may restrain any ASRC member from actively participating in ASRC operations, provided the cause of restraint has operational significance. The details of the restraint may be tailored to the whatever extent desired by the Operations Officer. All such restraining actions shall be resolved by the ASRC BOD within 3 months, preferably at the next BOD meeting.

Operations Officer Duties in the cause of a Restraining action

Prior to the Operations Officer decision to restrain a member from further operational participation, the operations officer must contact the individual(s) in question and discuss the issue with the individual(s). After which, if restraining action is still deemed necessary, the Operations Officer must first inform the individual of the restraining action, followed by the ASRC Chair and the appropriate Group Chair.

Role of the ASRC Chair

As a check and balance, the ASRC Chair also has the authority to restrain any member of the ASRC. However, it is recommended that in practice, the ASRC Chair defer to the ASRC Operations Officer and that the Chair only restrain the ASRC Operations officer when deemed necessary.

ASRC Board of Directors Intervention

The ASRC Board reserves the right to intervene in the case of any transgressions of ASRC operational policies, procedures, or Board Directives. The actions of the ASRC BOD supersede those of either the ASRC Chair or the ASRC Operations Officer.

In all cases where the ASRC provides ALS treatment to a patient, the patients medical history will be submitted to the appropriate ASRC Operational Medical Director for review, and a review will be conducted by the ASRC Medical Officer. In any and all cases where medical treatment or aid is rendered by ASRC personnel, whether the treatment is considered to be first aid, BLS or ALS medical treatment, proper written documentation shall be made.

There are Group Non-Incident Operational Policies which are abridged in this edition.

The ASRC has 4 Operational States:

Ready state,
Notification State,
Alert state, and
Response state.

PRIMARY RESPONSE PROTOCOLS

Authorization to Respond

No ASRC resource may respond to an incident and represent him or herself as a member of ASRC, unless (1) approval for response has been given by an Alert Officer upon evaluating a request from a Responsible Agent, and (2) that an ASRC

agency representative (AR) has committed to respond to the incident. Whenever possible, this should be the ASRC IC who acts as the AR for the incident.

Incident Support

Once committed to an incident the ASRC will continue to provide support for a minimum of seventy-two hours. However, in the event of simultaneous incidents, the ASRC reserves the right to re-allocate resources. The ASRC reserves the right to withdraw its resources if the ASRC AR or ASRC Area Command Authority (ACA) determines that further participation in the incident would place ASRC resources in unacceptable jeopardy. The ASRC can decline an incident when the health and safety of its members is in jeopardy, or when the incident involves searching for, or apprehension of, escaped criminals or suspected felons.

Field Team Composition

Under normal ASRC operations, field tasks will be carried out by a field team. The ASRC will normally will use Field Team Leaders (FTLs) to lead teams of SAR personnel into the field.

FTL Roles and Responsibilities

The details of the roles and responsibilities of an FTL are contained in Annex D.

Medic Appointment

The Medic, whether on a field team or an Evacuation team, shall be appointed by the on-scene incident staff, or in the absence of such an appointment, the FTL shall appoint the Medic as necessary.

5.8.2 Medic Qualifications: If possible, the Medic should possess certification as an EMT or higher, valid in the state in which the Medic is operating. The Medic must be at least 18 years old. In the absence of an EMT, the adult with the highest medical training should initiate care to the appropriate level. When a person with greater training arrives, they will assume responsibility for patient care.

The medic on a rescue team shall possess the certification of EMT or higher, valid in the jurisdiction in which the rescue is occurring.

Approaching the Patient

When patient status is unclear, and/or the rescuer safety at the scene is not well established, only the Medic, and other such personnel deemed necessary by the FTL, will approach the immediate area of the victim. All other team members should both to protect a potential crime scene and to protect themselves using reasonable safety measures.

Semi-Technical/Technical Evacuations

The following sections apply whenever semi-technical or technical evacuations occur, both actual field events or any training events.

Equipment

All members of a semi-technical or technical team shall wear (leather) gloves and a helmet. The patient will be secured inside the Stokes or other type of basket by a method approved by the Rescue Specialist. Helmet and eye protection will be given to the patient unless medically inadvisable according to the medic.

Authority to move the patient

The attending medical authority (i.e., the Medic), has the authority to stop the evacuation of a patient in order to ensure patient safety, comfort, or medical care.

Evacuation 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. Neither the Rescue Specialist nor the Safety officer will be involved with the actual mechanics of the rescue.

Personnel

All members of a semi-technical or technical rescue team will be properly trained in skills appropriate for the tasks at hand.

On-Scene Safety

The ASRC Agency Representative (AR) is responsible for the education of reasonable safety precautions and risk mitigation steps. The Group Representative are responsible for ensuring that Group minors are supervised by an appropriate responsible adult. The ASRC AR is responsible for ensuring that all ASRC members are in adequate physical and mental condition to travel before being released from an incident.

A safety plan shall be developed prior to releasing any driver from an incident.

Any accident or injury shall be reported to the ASRC Safety officer within 24 hrs of the incident, injury, or onset of illness.

There are Group Incident Operational Policies in the full Ops Manual (sec. 6)

MEMBERSHIP OPERATIONAL POLICIES

Active Duty

Active duty is defined for ASRC members when responding to an ASRC incident, returning from an ASRC incident, or who are on-scene at an ASRC incident. Members who respond to a page or phone call are not on active duty until the member commits to respond and departs to the incident.

Removal from Active Duty

An ASRC member may be removed from active duty at any time during an incident. The member initiates this process by signing out from the incident. However, the

member is still considered on Active Duty until the member calls his/her dispatch indicating that the member has returned from the incident or assumes responsibility for their own actions.

An Individual's Obligations

The following describe the obligations that any ASRC member has when the member is on active duty.

ASRC Authority Over the Individual Member

Once a member is on active duty, the member shall perform all duties and tasks assigned by the ASRC command structure, with the exception of those items called out below.

Refusal of Assignment

An ASRC member on active duty should refuse an assignment if the member perceives that the task is too unsafe or potentially unsafe to the member, other searchers, or the patient. The ASRC member should also refuse an assignment if the member feels the task is beyond his/her skill level.

Leaving an Incident

An ASRC member on-scene may leave the incident at his or her discretion; it is highly recommended that the on-scene Safety Officer grant approval prior to the member leaving the incident.

MISSION RESPONSES

The following describes the policies that apply to a member of the ASRC who is on active duty.

Uniform Requirements

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 C, Personal Field Requirements.

Carrying of, or Use of, Firearms

ASRC personnel will not use, wear, carry or display firearms of any size shape or form while responding as a member of ASRC to any incident, unless required by local, state or federal statute or regulations.

Majority

ASRC members who are minors must be accompanied by a responsible adult member of their Group at any incident. It is not necessary that an adult accompany the member on all tasks that might be assigned.

Air Transportation

ASRC members receiving air transportation must be prepared to return to their home location on their own. They must also meet any requirements which are imposed by the carrier.

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.

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. (The use of pagers supersedes this requirement, however, the ASRC makes no guarantees that adequate pager coverage exists throughout the operational region)

On-Scene Arrival

Once an individual arrives at the incident base, the individual shall ensure that ASRC Dispatch knows of their arrival.

Incident Sign-in

Upon arrival at an ASRC incident, ASRC members shall 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/BRMRG.

Transport Reimbursement

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

Personal Conduct

Every member of the ASRC, independent of the member's role, training, or authority shall meet the following conduct standards when on active duty.

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. Failure to behave professionally may result in actions taken against the offender.

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 ASRC AR and ASRC BOD for appropriate disciplinary actions.

Personal Safety

Every member of the ASRC is responsible for their own safety when on active duty. Every member of the ASRC shall also be aware of, and aid in, providing safety to all other SAR personnel on-scene.

FIELD TEAM LEADER POLICIES

D.1 FTL Behavior

As with all ASRC members, but especially when fulfilling the role of an FTL, the ASRC member should always conduct themselves in a professional and courteous manner.

D.2 Leading a Field Team

ASRC members assigned to a field task as the team's FTL will be a least 18 years old.

D.3 FTL Briefing

Prior to deployment, field team leaders will receive a briefing to include: task assignment, equipment required, communications procedures and radio call signs, safety precautions, search information, and other applicable information.

D.3.1 Lack of Briefing

In the event that ASRC field team leader is not provided with the required information, the field team leader is responsible for, and will personally insure that the necessary information is obtained.

D.4 The Field Team Briefing

The field team leader will in turn brief the field team covering the same information and any additional information required to reasonably ensure the successful completion of