

? NO, INCLUDES 4/88 DOCUMENT  
? YES, APPROX TO MINUTES LATER

AUGUST ? 1988

LIKELY JAN 1989 -12

Notes regarding recent ASRC/AMRG Callout by NCRC, from prior to Secretary leaving:

- I. Re: ASRC--NCRC Operations
  - A. Reinforce ASRC-NCRC agreement: ASRC members don't go underground unless as NCRC members.
  - B. If ASRC help is needed,
    1. A qualified ASRC IC must always be appointed, even if from another Group.
    2. The ASRC member on scene with highest IS/IC qualification is always in charge ("Agency Representative"), functioning as IC, even if a distant person is still IC.
    3. The entire ASRC must be alerted, and, if local resources become strained, dispatch may be turned over to ASRC central dispatch (if any portion of the ASRC is responding, ASRC central dispatch will be established anyway).
    4. All ASRC members are responding as ASRC members, not as individual Group members.
  - C. All ASRC dispatch or field actions must be initiated by a qualified ASRC IC who has been appointed as IC by an ASRC AO.

Information on the new TeleMail system, from BB Oris (this system is donated for use by ASRC):

- II. Telenet E-Mail, get local number from BB (all after a semicolon (;) is a comment):

Telenet	User
=====	
?	Mail
ID?	ASRC
Password?	SARHOG
Command?	SCAN ALL ; shows subjects of all messages waiting
	R or READ #
Action?	COMPOSE
to?	BBORS or ASRC
cc?	<CR> ; carbon copy
subject?	(enter Subject line)
text?	(enter text, use ^H for backspace; enter a period (.) on a new line to exit
send?	(y/n)
	BYE ; logs off

minutes, continued during middle of meeting

- III. Communications-- Bob Elron (see also his written report)
  - A. FCC has denied use of repeater use on ASRC license unless re-coordinated, which would cost about \$500/frequency/state.
  - B. Could we get business band licenses? May be cheaper
  - C. 155.340 and 155.400 are for communication with hospitals only. 155.16 is our primary tactical frequency, and 155.205 and 155.280 are for mutual aid

in Virginia and North Carolina, and will be used as secondary and tertiary frequencies for operations if 155.16 is not usable.

- D. Complaint about ASRC license was from someone who didn't know that ASRC was authorized on 155.16 and heard us talking.

IV. MRA

- A. MRA wants us to pay dues; \$5/member/year.
- B. Exact delineation of number of ASRC/MRA Rescue members depends on our Rescue certification standards, which are waiting for the new Virginia Rescue standards to develop (so ours will be consonant with them). All other ASRC members are eligible for MRA Support Membership.
- C. Moved, by BB Oris, that MRA membership be voluntary for ASRC active members, who must pay \$5/year MRA dues, and withdraw ASRC's dues subsidy. Seconded by Parkes, passed unanimously, Mechtel having already left and not being available to abstain.
- D. Former ASRC Basic Members continue as MRA Rescue Members until Rescue standards are established (consensus of those present with no dissension).

- V. NASAR Report: NASAR just got large grant for urban disaster planning.

VI. Maryland

- A. ESAR posts and SMRG are establishing closer relationships with local counties.
- B. ESAR 616 will now be dispatched by Howard County 301-992-2300.

VII. VaSARCo

- A. ASRC and VaSARCo are using Botetourt Mounted SAR more on missions. Good for containment, carrying in equipment.
- B. DES Mobile Command Post mobile home is available for Virginia missions.

- VIII. Patches: we have 200, our cost \$2.54 each, Groups can buy for \$3.00 each. Get from Bob Elron in lots of 5 or 10.

Robert Elron, ASRC Patch Person  
P.O. Box 2255  
Falls Church, VA 22042  
1-703-207-0406 (h)

IX. Old Business

- A. ESAR was permitted to use ASRC logo on their new bus by Chairman Cady Soukup, no dissent from Board.
- B. The ASRC Secretary still needs signed application copies from all ASRC members with waiver. (Old Group applications are acceptable, provided a signed waiver is included; the new ASRC-wide application form is not quite finished.)

- X. Training Schedules to Diane Burroughs, ASRC Training Committee Chair, who will distribute.

Dianne Burroughs, ASRC Training Chairman  
3521 Dunevin Drive #202

Chesapeake, VA 23321

1-804-483-3784 (h)

1-804-393-5036 (w)

- XI. Next Membership Meeting date and place established: see below.
- XII. New Business: Moved to accept the Communications Rules and Policies document, as presented by Bob Elron and amended, as of October 8, by Bob Elron. Seconded by Koester, passed unanimously.
- XIII. Dates
  - A. Next BOD: Oct 7<sup>th</sup>, with concurrent Communications Committee meeting, at SNP HQ, 1000 hours.
  - B. Membership Meeting, 2<sup>nd</sup> of December, Saturday, tentatively at Charlottesville, VA, with Conference vertical training at Raven's Roost on the Blue Ridge Parkway on Sunday.
  - C. Training Committee Test Writing meeting, August 26<sup>th</sup>, BRMRG Locker, 1000 hours.
- XIV. Adjourned at 1645.

To: Communications Committee  
From: Le Ligon SWUMRG Commo Officer  
Subject: Need for base communications personnel  
Date: 10 November 1988

Because of a conflict between SWUMRG's training schedule and the date of the next meeting I will be unable to attend.

After observing base communication operations on several occasions, the first weekend of the Fluvana mission (1-6 October 1988) in particular, it has come to my attention that there is a need to have a number of people who are trained base radio operators. On this particular weekend it appeared that people with little experience were the operators. Batteries designed to work in a particular radio were placed in the wrong radios. *Ex. Maxon batteries put in a Micromac radio, batteries are of different voltages.* It seems that if more experienced or trained people were in charge commo would have run smoother. The second weekend when there were multiple nets in operation, if two competent people had not been there commo would have been horrible.

In the Communications Committee meeting of 2 April 1988 something was discussed about training people but it went no further. It seems that training, equipment, and things of a generally useful nature would be more important than spending 4 hours discussing how to change a system that works and doesn't need changing.

It would also be nice if members of the committee be sent an agenda for the meetings, when the next meeting is, and the minutes from the previous meeting. This should not be too difficult as all of the members have access to bitnet through their groups.

# Motion for Procedures for Appointments and Committees

## I. Definitions

- A. ASRC shall mean the Appalachian Search and Rescue Conference as an entity separate from its member groups.
- B. Board shall mean the Board of Directors of the ASRC.
- C. Appointment shall mean an official position created by the Board, that is not included in the ASRC Articles of Incorporation or ByLaws.

## II. Creation, change, and dissolution of Appointments and Committees.

- A. The Board shall create, change, and dissolve Appointments and Committees, permanent and temporary, as needed, by a majority vote.
- B. Creations and changes shall be written in a short Charter that shall state the purpose(s) and administration of the Appointment or Committee. The Charter must be presented to the Board, for approval, no later than one month after the creation or change.

## III. Annual Report

- A. Each appointment and Committee shall present, in writing, to the Board, at the first meeting of the ASRC Fiscal year, a report that shall include all of the following that apply:
  - 1. List of tasks and projects worked on in the past year, and planned for the new year.
  - 2. Expenditures for the past year, and budget for new year.
  - 3. Status of any ASRC equipment for which it is responsible.
  - 4. List of all agreements with outside entities, for which it is responsible, and any changes that are expected in the new year. (ex. an agreement ending, regardless of renewal)
- B. The Board will accept all reports as unapproved. The Board can then show its agreement with the contents by approving a report, or part of the report.

## IV. Financial

- A. Funds raised by an Appointment or Committee are property of the ASRC, and under control of the Board.

## V. Committee Meetings

- A. Semiannual meetings, scheduled and announced at the Board, one month in advance, are required.

## VI. Record Keeping

- A. The official copy of all records (i.e. correspondences, meeting minutes, reports, publications,...) are to be kept at ASRC headquarters.

## SMRG Communications SOP

### I. Use of ASRC Licenses

- A. SMRG and its members will abide by all FCC regulations pertaining to any radio licenses under which it may operate.
- B. SMRG and its members will abide by ASRC Board approved communication rules and guidelines.
  - 1. In cases where rules or guidelines are in conflict, SMRG will notify the ASRC Board, in writing, of the conflict and attempt to resolve the conflict.

### C. Establishing and operating a Radio Net

- 1. Herein; a Radio Net exists when one or more radios transmitt.
- 2. The only SMRG members who are authorized to establish or maintain responsibility a Radio Net are:
  - a. Training Officer, for Training events.  
This authority may be delegated for an event.
  - b. Operations and Communications officers for testing.  
This authority may be delegated for a test.
  - c. Operations Officer for any SMRG event.  
This authority may be delegated for an event.
  - d. At an Emergency Incident ASRC Operations Policy is in effect.
- 3. Authorizing a Radio Net:
  - a. Requires that the Authorizing member be present.
  - b. Makes the Authorizing member in charge of and responsible for that Net.
- 4. At multi-group events, authorization may be passed to a non-SMRG ASRC member who is authorized by his Group.
- 5. Authorization applies only Radio Nets using ASRC licenses. Entering any other Radio Net requires permission of that net's owner.

### D. Privately Owned Radios

- 1. Assignment and removal of ASRC Unit numbers to personally owned radios is to be requested thru the SMRG Communications Officer.
- 2. A Unit number is not authorization to establish or enter any Net on any FCC license.

## II. Use of SMRG Communications Equipment

- A. Any SMRG member can transport SMRG Communications equipment to any mission, training, or event. That member accepts responsibility for properly packaging the equipment when picking it up, and unpackaging the equipment when returning it.
- B. Any person, regardless of membership, who uses SMRG Communications equipment, assumes responsibility for that equipment until its return. That person may be charged for replacement or repair of lost or damaged (beyond normal wear) equipment.

## III. SMRG Communications Officer

- A. Is appointed by the Chairman, and reports to the Operations Officer.

### B. Duties

- 1. Maintain SMRG communications equipment.
- 2. Advise on SMRG communications needs, current and future.
- 3. Represent SMRG on communications matters within the ASRC.
- 4. With the Chairman's permission, represent SMRG on communications matters outside the ASRC.
- 5. Maintains records, and is knowledgeable of:
  - SMRG communications equipment,
  - SMRG communications rules and policies,
  - ASRC communications rules and policies,
  - FCC licenses under which SMRG normally operates.

## Motion for: Procedures for interactions with External Entities

### I. Definitions

- A. ASRC shall mean the Appalachian Search and Rescue Conference as an entity separate from its member groups.
- B. Board shall mean the Board of Directors of the ASRC.
- C. Group shall mean a member group of the ASRC
- D. External Entity is any organization or individual that is not a member of the ASRC.

### II. Correspondences

- A. All correspondence using the ASRC letterhead, or representing the ASRC through use of an ASRC position title, shall have a copy stored at ASRC headquarters.
  - 1) Correspondence from ASRC shall be a copy.
  - 2) Correspondence to ASRC shall be the original.
- B. Correspondence using the ASRC name and logo within a Group letterhead is excepted.
- C. Exceptions
  - 1) Requests for general information about the ASRC.
  - 2) Advertisements, announcements, and other such literature.
  - 3) Free samples that do not imply any commitment by the ASRC.

### III. Agreements

- A. All agreements between the ASRC and any external entity are to be written, approved by the Board, and signer must have signature authority.
- B. Agreements can become effective only after Board approval.
- C. The original copy of an agreement is to be kept at ASRC headquarters.

### IV. Representation by Individual Members

- A. Prior approval by the Board, in writing, must be obtained before any ASRC member can officially represent the ASRC to any External Entity.
- B. The following ASRC appointed and elected offices carry automatic approval to officially represent the ASRC to all External Entities.

This privilege can be revoked by a majority vote of the Board.



## Proposal for Record Keeping

### 1.0 Definitions

1.1 ASRC is the Appalachian Search and Rescue Conference as an entity separate from its member groups.

1.2 Board is the Board of Directors of the Appalachina Search and Rescue Conference.

1.3 External Entity (Entities) is any organization (business, goverment, club, etc...) or individual that is not a member of the Appalachinan Search and Rescue Conference, or who is a member, but is representing another organization at the time.

### 1.0 Records

1.1 The official versions of all ASRC documents (records, meeting minutes, correspondence, agreements, etc...) will be kept at the ASRC Coperate Headquarters.

1.2 All correspondence, incoming or outgoing, from any ASRC member, in any official capacity, to any External Entity are to be copied and sent to the ASRC Headquarters for filing.

### 2.0 Agreements

2.1 All agreements between the ASRC and any external entity are to be written, and approved by the ASRC Board of Directors prior to the agreement being effective.

### 3.0 Representation of ASRC by individual members

3.1 Any member wishing to officially represent the ASRC to any external Organization, or at any event, must first gain the approval of the Board prior to the representation.

## Proposal for ASRC Committees and Appointments

1.1 The Board shall have the right to create, change, or dissolve and committee or appointment, not specified in the ASRC ByLaws, by a majority vote.

1.1 At the creation of a committee or appointment the Board shall approve a mission statement containing the purpose(s) and administration of the committee or appointment. Any evaluation of a committee or appointment shall be based upon its stated purpose(s). A committee or appointment may apply to the Board for a change in it's assigned purpose(s).

1.2 Each committee and appointment shall present, in writing, status reports at the April and October Board meetings.

1.3 Each committee is required to hold, at least, semiannual meetings. These meetings are to be scheduled, announced at the Board meeting prior to committee meeting.

## Proposal for ASRC Honorable Member Titles

1.1 Any member who has been an ASRC member for five years, a Certified member for four of those years, and has signed in and was present for over an hour at fifty or more missions; upon losing his Certified membership can apply for title of ASRC Certified Retired. The application shall contain: the member's name, the name of the ASRC Group of which he was (is) a member, dates of ASRC membership, dates of Certified membership, and list of missions in which the member participated. That application will be reviewed by the Secretary, and passed before the ASRC Board for approval. Upon approval, the members application will be entered in a log of Certified Retired, to be kept by the Secretary. If the application is not approved, the Secretary will send a letter of the reason(s) for the disapproval.

1.2 The title of Retired Associate shall be the same as the title of Retired Certified, except that reference to Certified be changed to Associate, and that any time spent as a Certified member may be applied to the required four years as an Associate.

1.3 An ASRC Board Member, by instruction of his group, may present an application for either Retired title for a member, or former member, of his group. He may also request that the Board approve the application even though the applicant does not meet one of the above requirements. In these cases the application shall also include a detailed statement of the applicant's service to the Conference that compensates for the unmet requirement.

2.1 The ASRC Board may, by a two thirds majority vote, confer upon an individual, regardless of membership, who has given exceptional service to the Conference for a period of at least three years, the title of Honorable Member. The Secretary shall, in writing, advise the individual of the conferred title.

**From:** Gary Mechtel  
**Date:** October 25, 1987  
**Subj:** Goals Committee (Plans Committee)

**To:** ASRC BOD

Greg recently mailed me a notice requesting a written definition of the goals committee. This memo documents my answer to Greg's request. I hasten to add that in my normal "Big Picture View of the World", I have expanded the committee to a Planning Committee. My reasoning is contained herein, including reports explaining why we need a planning committee, the committee's functions, its operational methodology, and its composition.

### **Why:**

The ASRC does not adequately address its present and future problems because it does not have a Planning Committee. Moreover, the BOD wastes inordinate amounts of time discussing issues that have not been adequately researched. Creating and using a goals committee to prepare a once-a-year set of draft goals is short sided. The BOD needs a committee to prepare plans, goals, forums, policies, and think beyond the day to day events that presently drive conference business. The ASRC is too large to maintain itself in a purely passive administrative mode. The conference needs the active approach of predicting problems and either eliminating or reducing them while the problems are still in their infancy. The planning committee obviously works for the BOD and does not set policy. Rather the committee will present an issue, evaluate its impact, and if warranted, give detail arguments pro & con and prepare a strawman position for discussion. The BOD will then address the issue.

### **What:**

The committee will address the following items:

- Yearly goals
- Long term goals
- Internal Conference communications
- Addressing specifically (BOD) assigned top-level tasks
- Documenting leadership personnel charts
- Collecting regional data and preparing predictions
- Yearly planning forums
- Preparing draft top-level policies

### **Who:**

The committee will consist of:

- A BOD liaison
- A member from each group
- Any interested ASRC members
- The committee will also recruit non-ASRC members as needed.

### **How:**

The development of any issue needs three independent functions, all of which are performed within the Planning committee. These functions are:

- The issue leader
- The committee review
- The reviewer

The committee will perform its duties by having the chairperson assign a task leader and a reviewer for each task. The lead person's role is to collect the data and prepare the document(s). This does not require the leader to actually write the documents, rather the leader must coordinate the document's development. Practically speaking however, the task leader will usually do most of the work.

The leader must first present a short document addressing the issue to the committee, requesting the committee either further develop the issue or reject it. The committee will then review the document and agree or disagree with the leader's conclusions. If an issue is to be dropped, the document and supporting arguments will be presented to the BOD. Three voting committee members provides the quorum needed to determine if an issue should be further developed (by mail or phone is sufficient, not necessarily at a meeting). If the committee disagrees with the leader, the leader may appeal directly to the BOD.

If the issue is to be developed further, a reviewer is required. This person will be assigned by the committee chair. (It may happen that one reviewer will oversee all the committee's issues for the year.) The reviewer's role is to assure the BOD that an issue has been reasonably addressed from all points-of-view. However the reviewer will not judge the contents of each point-of-view. This process is tempered by the sensitivity of the issue and the amount of time spent on any one point-of-view. The reviewer will not necessarily require that an issue be withheld more than a few months if an unrepresented side is attempting a pocket veto.

This process will assure that the jobs are completed in a reasonable amount of time and with some fidelity to the various sides of an issue.

Some items (as determined by the chair) will not require all this effort. Such items as collecting data and documenting personnel will be done quickly and efficiently.

### **Whats next:**

There are a number of issues that should be addressed immediately by the Planning Committee. These include:

- Short Term Goals
- Long Term Goals
- The role of affiliate groups
- Initial alerting & dispatching of resources
- Funds distributions
- Document Leadership personnel Charts
- Predicting ASRC future commitments
- Addressing the ASRCs administrative overload (including refining the BOD)
- MRA role
- ASRC vs Groups, both their roles and authority
- ASRC service area and functions

**From:** Gary Mechtel  
**Date:** December 2, 1987  
**Subj:** Operational Usage of ASRC Groups  
**To:** ASRC BOD

This memo address the use of all ASRC groups, certified and affiliate. It is written in resonse to a request for some definition on why and how to use affiliate groups. The position presented here provides a means of placing the use of affilitate groups within the context of how to use any ASRC resources.

There has been some growing pains in the use of affiliate groups (ie, the ESARs). This is due to the conferences's unfamiliarity with affiliate groups. The method of resolving these growing pains requires that we look at the use of all conference groups and the envisioned role of affiliate groups. The solution is to confirm the generic roles of certified groups, the specific missions of each certified group, and the specific missions of each affiliate group. However, always remember that the role of any group or individual in the ASRC is to help the injured or missing.

As defined or implied elsewhere (Bylaws and Articles of Incorporation), each certified group is intended to provide the local training and administrative functions needed to maintain the ASRC resources in a local region. However, the ASRC in total, was to remain in charge of actual operational incidents. The ASRC group membership requirements have been expanded to allow for affiliate groups, since it was foreseen that the number of incidents will continue to grow. The main reasons for allowing in affilate groups included: more man-power for the growing number of incidents, more trained manpower operating under the same training and operational standards, more manpower providing a greater varity of techincal and administrative resources and knowledge, more manpower providing more political authority, and more manpower trained in speciality areas (eg communications or 4WD operators) thereby releasing certified members to perform in their trained roles. All these items will ultimately mean saving more lives.

Different certified groups are capable of performing different functions at different skill levels. It is assumed that all certified groups are able to generically provide trained field team leaders, trained searchers, and the appropriate minimal gear (radios, non-techincal evacuation gear) for most incidents in the Mid-Atlantic region. However, outside the world of sub-atomic physics, no two items are alike. This is especially true of the presently certified ASRC groups. Some have ICs, some have antenna masts, some are more capable underground, some are understaffed and undertrained. The solution is to have each group submit to the BOD a reasonable statement of their present top-level capabilites. This could be updated whenever the group desires. However, to protect the conference, any such statements must be approved by the BOD. This will prevent a group from claiming outrageous capabilities. These statements will also provide important operational data for AOs ICs, and dispatchers. Moreover, these documents provide useful administrative, fundraising, political, and morale functions.

Affiliate groups will also have to submit mission statements. These will outline the funcions the affiliate group is able to perform. This would address how to use such groups, with the understanding that each group should be alerted in the normal fashion and the callouts are performed in a fair and equitable manner for both the subject(s) and all the group(s). (Obviously, however, the subject(s) take priority over the groups.)

This policy's results will provide an easy and convient method for determining who should be used on any one incident. In the future, (possibly via computer networks) it may be possible to maintain a weekly up-date of each group's detailed capabilities. This is left for the operations committee to think about.

## Example Mission Statement:

### ESAR Mission Statement (Jan. 1988)

#### Group Qualified to Provide:

FTL's

FQS's

M.S.'s

others

a's  
5/5  
5/6  
3/1  
/10

where  $a/b \Rightarrow$

$a = \uparrow 18 \text{ yr}$

$b = \downarrow 18$

#### Sufficient Equip. for:

non-Tech. evac

internal radio communications (only)

#### Notes:

- Many highly qualified winter capable members
- Some difficulty w/ Transportation
  - Location (vis-a-vis Va.)
  - D.C. Traffic Patterns
  - Low % of drivers
- High Probability of Response, (all Yr.)
- many minors
- MRA associate member
- alerted via SMRC

# MEMORANDUM

From: VaSARCo Operations Committee [Todd L'Herrou, (804) 649-8207]

To: All VaSARCo Agencies

Subject: Call-Down Procedures

Date: 7 November, 1987

Call-Down should be initiated at the time that the IC calls DES to inform the SAR Duty Officer that the search is over. Call-Down efforts should include notifying the dispatchers of the agencies involved, release of un-needed resources, and, when necessary, turn-around of manpower in route. If turn-around is needed, methods which may be used are:

1. Paging resource via resource's own page system or protocol.
2. Request that DES transmit turn-around message over 155.205
3. Request that the DES SAR Duty officer issue an APB for those known to be enroute. If a APB is issued, the text should be as follows: "Call the Department of Emergency Services @ 1 (800) 468-8892". To facilitate use of this method, vehicles enroute should monitor the State Police frequencies. Those frequencies are:

158.985, 159.000

159.135, 159.165

(Note: these frequencies are each in use in several areas in VA)

4. Any other reasonable method may be used.

**MEMORANDUM**

**From:** VaSARCo Operations Committee [Todd L'Herrou, (804) 649-8207]

**To:** All VaSARCo Agencies

**Subject:** Call-Down Procedures

**Date:** 7 November, 1987

Teams enroute should call their dispatcher or Va DES @ 1 (800) 468-8892 on an hourly basis. Also, the first-in team should call DES with an update on accuracy of the directions. DES should also be notified any time the directions change.

**MEMORANDUM**

**From:** VaSARCo Operations Committie [Todd L'Herrou, (804) 649-8207]

**To:** All VaSARCo Agencies

**Subject:** Armed or possibly armed subjects

**Date:** 7 November, 1987

Whenever possible VaSARCo Agencies should avoid any situation where the mental condition of the subject suggests the possibility of searchers being at risk. However, several agencies have already been involved in such situations, and it would be unrealistic to think that more will not arise. In such instances, several guidelines should be followed. These are as follows:

1. Appoint a safety officer to evaluate risk.
2. Obtain the advice of the subject's psychiatrist, or another professional psychiatrist or psychologist.
3. Consider the possibility of sending an police officer or deputy with each field team. If needed, the Va DES can facilitate the use of State Police for this duty.
4. Suspend the search if the risk is too high.



## **WILDERNESS EMERGENCY MEDICAL SERVICES**

- I. Objective: To provide patients within the Commonwealth of Virginia injured or suffering from illnesses in a wilderness site, with medical care appropriate to their unique needs.
- II. Definitions:
  - A. Wilderness evacuation- The transportation of patients from a wilderness site, without automotive vehicles, off-road vehicles, marine craft, or aircraft, to a point where routine EMS vehicles or aeromedical services may be accessed.
  - B. Wilderness Site- Where all equipment must be carried to a patient due to overgrown areas, mountainous terrain, cave passages, urban disasters (when normal transportation no longer exist) or other obstacles. In addition, the time required to evacuate the patient to a point where routine EMS vehicles may be accessed is greater than one hour.
  - C. Wilderness Emergency Services- Providing emergency medical care to a patient located in a wilderness site and continuing to provide such care during the evacuation to a routine vehicle access site or aeromedical landing zone.
  - D. Wilderness Emergency Medical Services Agency- any person, agency, or organization which provides Wilderness Emergency Medical Services as a regular activity or which professes to provide Wilderness Emergency Medical Services.
- III. Guiding Philosophies
  - A. Improve the level of medical care provided patients located in a wilderness setting.
  - B. Provide medical training for situations that occur in Ground Search and Rescue, Mountain rescue, cave rescue, and disasters.
  - C. Inclusion of primary care training for self, team members, and patients.
  - D. Training recognized and maintained within scope of all government regulations and medical standards.
  - E. Techniques and skills kept at a level where proficiency may be maintained or continuing education required.

#### IV. Existing Understandings

##### A. With the Virginia Department of Health.

1. VDH recognizes the need to provide special training to those EMT's who regularly operate in a wilderness setting.
2. VDH is willing to consider a certification program after closely observing a pilot course.
3. VDH requires the close supervision of the pilot course with the UVA Pre-hospital program.
4. VDH requires all participants to hold a valid VA EMT-A

##### B. With the Virginia Department of Emergency Services

1. DES is willing to sponsor the course, in the sense of providing limited funding for meeting rooms, instructor travel reimbursement, course material, mailings, and making audiovisual aids contingent upon the availability of funds.
2. DES will provide training and certification of GSAR skills.

##### C. With the UVA Pre-hospital Program

1. Dr. Christoph is willing to evaluate and guide the program.
2. Others?

##### E. With the ASRC/CEM Pilot program

1. Course material may be used to establish a Virginia Program.

#### V. Method of Implementation

##### A. Course Material Development

1. The course outline will largely be developed by the ASRC/CEM consortium.
2. The Virginia course will also include any additional skill modules.

## B. Course Planning

1. establish dates (April 8-10, 22-24)
2. establish training site (Charlottesville)
3. line up instructors (see attached sheet)
4. prepare outlines (ASRC/CEM consortium, course director, instructors)
5. prepare text materials (on-going)
6. line up VDH reviewers (communicate with Susan)
7. line up students (ASRC, NPS, Bridgewater, Baywood,)

## VI. W-EMT-A Prerequisites

### A. Ground Search

1. Hold a valid GSAR level I certificate.
2. Demonstrate possession of all equipment mandated by GSAR level I.
3. Be an active member of a recognized search and rescue group as determined by DES.

**B. Medical**

1. Hold a valid Virginia EMT-A certificate.
2. Have an Operational Medical Director willing to participate in a Wilderness EMS system and/or the applicant is a member of a licensed EMS agency.

**C. Age**

1. Minimum age shall be 18.

**VII. Wilderness EMT Requirements**

**A. Attend 43 hours of a W-EMT course.**

**B. Successfully pass both a written and practical examination.**

**C. Successfully meet a Physical fitness requirements**

**1. Testing method**

- a. The step test as utilized by the United States Forest Service will be the primary method of testing physical fitness.
- b. A member may elect to run a distance of 1.25 miles in a time of 12 minutes or less to be considered fully qualified.
- c. The member may elect to take a treadmill test administered at their own expense.

**2. Administration**

- a. The test may be administered any time of day as long as temperature, humidity, diet, rate, and step distance are controlled.

**3. Required Scores**

- a. Medical team members must score a 40 or greater.

E. Demonstrate possession of the following items.

1. All items listed on the GSAR level I Minimum Personal Equipment list.
2. Electric headlamp with spare batteries and bulb.
3. Clear goggles.
4. Climbing helmet or hardhat with chinstrap.
5. Medical kit containing the following:
  - a. Airway- Oropharyngeal airways made of plastic in infant, child, and adult sizes (two each). Mouth gag or bite stick. 35 cc syringe with catheters. Which are sterile, individually wrapped, disposable, and made of rubber or soft plastic. Pocket mask.
  - b. Diagnostic tools- Sphygmomanometer, stethoscope, light source, and a hypothermia thermometer.
  - c. Dressings- Band-Aides (6), sterile 4"X4" gauze pads (6), "Moddass pad (1), self adhering roller gauze of at least 3" in width (3), elastic roller "Ace" bandage 3" in width by at least 5 yds (1). 36"X36"X51" triangular bandage (2), 1" in width tape (1), moleskin 4"X6" (2), occlusive dressing (2).
  - c. Tools- Bandage scissors (1), Cotton tipped applicators (6), splinter forceps (1), needle (1), 19 gauge needle (1).
  - d. Medications- Iodine type- water purification tablets (1 bottle), Electrolyte powder (makes one liter), 1% povidone-iodine solution (5 oz), Sting-Kill solution (5 ampules).
  - e. Other- Pen/notebook (1), Plastic gloves (2 pairs), Mask (2), Wire splint or "SAM" splint.

VII. W-EMT, W-EMS, and Medications

A. OTC medications

1. Train W-EMT for self use.

B. Prescription Medications

1. Train W-EMT for self use.

**C. Medication Kits**

1. Medications kept in a standard nylon pack with a belt to enable it to be kept close to the body.
2. Prescription to fill the kit will be issued by the agency's OMD in accordance with established protocols.

**D. Documentation**

1. A Pre-hospital patient care report will be required any time an W-EMT renders aid to a patient when operating with the agency.
2. The patient may include the W-EMT.
3. Copies of the report will be given to the agency, state, patient, pharmacy if required, and the agency's OMD.

**E. Continuing education requirements**

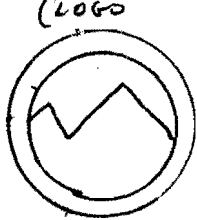
**F. Recertification requirements**

# **WILDERNESS-EMT PILOT PROGRAM COURSE OUTLINE**

<b>Friday</b>				
<i>April 8</i>				
Koester	Registration and Introduction	18:00	0.2	hr
Koester	Wilderness EMS	18:15	0.5	hr
Stooksbery	Wilderness Environment	19:00	1.0	hr
Fox	Principles of General Medicine	20:10	1.5	hr
<b>Saturday</b>				
<i>April 9</i>				
Stewart	Wilderness Trauma I (shock and fluids)	08:00	1.5	hr
	Pharmacology	09:45	3.0	hr
***	Lunch	12:45	1.0	hr
	Wilderness Medicine	13:45	3.0	hr
***	Dinner	17:00	2.0	hr
	Wilderness Trauma II	19:00	1.0	hr
<b>Sunday</b>				
<i>April 10</i>				
Stewart	Environmental Emergencies	09:00	2.5	hr
***	Lunch	12:00	1.0	hr
	Patient Assessment	13:45	2.0	hr
Macreth	Transport Considerations	15:00	1.0	hr
	Extended management	16:10	0.5	hr
Stewart	Environmental Emergencies II	16:45	1.5	hr
<b>Friday</b>				
<i>April 22</i>				
	Immobilization and packaging	18:00	2.0	hr
Wilfong	Disaster Management	20:15	1.0	hr
<b>Saturday</b>				
<i>April 23</i>				
	Communications	08:00	0.5	hr
	Improvisation	08:35	1.0	hr
Crocker	CISD	09:50	1.0	hr
Wilfong	Helicopter lecture	11:00	1.0	hr
***	Lunch	12:00	2.0	hr
Staff	Helicopter practice	14:00	2.0	hr
Staff	Simulation/practice stations	16:10	5.0	hr
***	Dinner in field	:		
Staff	Simulation/practice stations	:		
**	Study	21:30		
<b>Sunday</b>				
<i>April 24</i>				
Koester	Written test	10:00	2.0	hr
***	Lunch	12:00	1.0	hr
Staff	Practical test	13:00	3.0	hr
Staff	Critique	16:00	0.5	hr
Staff	Graduation	16:30	0.5	hr

## **Afterwards**

Continuing education and skill evaluation



# Appalachian Search & Rescue Conference, Inc

P.O. Box 440

Newcomb Station

Charlottesville, Virginia 22904

## APPLICATION FOR MEMBERSHIP

### Personal

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: **M** **F**

Equipment Color Code: \_\_\_\_\_

### Medical

Please list any medical conditions which could affect your performance in the field, or which should be known in case of an emergency. **Include allergies and drug reactions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Availability

Are you available for mission callouts: **Y** / **N**

If so, do you have any time-of-day or geographic limitations? **Y** / **N** If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact

Next of Kin: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Other Contact: \_\_\_\_\_

### Equipment

**Vehicle** **Y** / **N**

Capacity (include driver & equipment): \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Roof Rack: **Y** / **N**

License Number (incl State): \_\_\_\_\_

### Communications:

ASRC VHF: \_\_\_\_\_

"Ham" VHF: \_\_\_\_\_

CAP VHF: \_\_\_\_\_

CAP HF: \_\_\_\_\_

**Mobile**

**Mobile**

**Mobile**

**Mobile**

**Handheld**

**Handheld**

**Handheld**

**Base**

Climbing Gear? (rope and rack of protection) **Y** / **N**

Essential Outdoor Equipment? **Y** / **N**

**Address:** (update when necessary)

Dates

Addresses

**Telephone Numbers**

Dates

Home Phone

Work Phone

**NAME** (Last, First, MI - Please Print)

**SSN**

**ASRC Group to Which Applying**



D. ASRC Training Standards (Chris Ingle)

E. ASRC Application (Jim Rooney)

F. WENT COURSE - OUTLINE OUT AND FROG. DISTRIBUTION?

3:15

## VII. NEW BUSINESS

A. Fundamentals of Wilderness First Aid Course (Koester)

B. W-EMT in Virginia (Koester)

C. ASRC Membership Manual (Conover)

D. Potential Bylaws changes relating to tax exempt status of groups (AMRG)

4:30

## VIII. Adjournment

MIS  
EDITORIAL BOARD?

① SOLICIT BIDS / INFO?

② ESTABLISH OUR STANDARDS . . . .

- 10 FOR S&B

- OTHERS NOT WANT TO USE

## DISTRIBUTION

EDITORIAL BOARD

EDITOR + ELVES

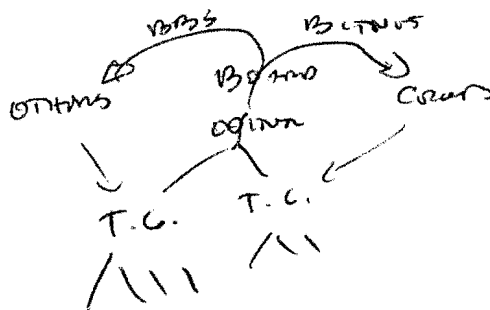
BITNET - BBS - OTHERS

(OTHERS)

TASK GROUPS

GROUPS

APRIL 1 - TASK GROUPS ? OUTLINE  
EDITORIAL BOARD - 4-5 PEOPLE



# FUNDAMENTALS OF WILDERNESS FIRST-AID

Developed For the  
East Coast  
International Search and Rescue  
Team

## STANDARDS

- [illegible]

- \* Describe the causes of a sprain.
- \* Describe the signs and symptoms of a sprain.
- \* Describe the proper treatment of an ankle sprain.
- \* Describe the effects of a fracture or dislocation of the spine may have.
- \* Describe the types of wilderness trauma most likely to produce spinal injuries.
- \* Describe the signs and symptoms of a spinal injury.
- \* Demonstrate in-line cervical traction.
- \* Demonstrate the proper technique for removing a climbing helmet.
- \* Demonstrate methods to improvise cervical collars.
- \* Describe the proper treatment for removal of foreign bodies to the eye.
- \* Describe the signs and symptoms, and the proper treatment for a scratched cornea.
- \* Describe the signs and symptoms of insulin shock.
- \* Describe the proper treatment for insulin shock in the conscious and unconscious subject.
- \* Describe the actions to be taken by the wilderness medic if the patient is aggressive.
- \* State the role of the wilderness first-aid at the crime scene in relation to patient care and the chain of evidence.
- \* Explain the methods of heat loss from the body.
- \* Describe the methods of thermoregulation during cold stress.
- \* Describe locations for determining core temperatures and advantages and disadvantages of each.
- \* Describe the importance of clothing and shelter in avoiding hypothermia.
- \* Describe the importance of layering.
- \* Briefly describe the pathophysiological changes to the muscles, brain, circulatory system, and heart.
- \* Describe the difference between chronic, subacute, and acute hypothermia.
- \* Describe the signs and symptoms of hypothermia, differentiating between mild and severe hypothermia.
- \* Describe treatment for mild and severe hypothermia in a wilderness setting.
- \* State the complications of treatment of hypothermia.
- \* List factors that predispose to frostbite.
- \* List methods to prevent frostbite.
- \* Describe the signs and symptoms of frostnip and frostbite.
- \* Describe the treatment of frostbite including when rewarming is appropriate.
- \* Briefly describe the signs and symptoms, and prevention of trench foot.
- \* Describe the effects of alcohol, caffeine, and smoking.