

ASRC BOARD OF DIRECTORS MEETING

23 OCTOBER 1993

MINUTES

Meeting was called to order at 1030 by Dave Carter.

Attendance: *(People in italics were present)*

<i>AMRG Keith Conover</i>	<i>BRMRG Camille Birmingham - SEC.</i>
<i>AMRG Charles P. Kollar</i>	<i>BRMRG Bob Koester</i>
<i>MSAR Peter McCabe</i>	<i>RSAR Mark Pennington</i>
<i>SMRG Gary Mechtal</i>	<i>SWVaMRG Ian Nelson</i>
<i>SMRG Jenny Burmester - VICE CHAIR</i>	<i>SWVaMRG John Punches +</i>
<i>TSAR Dave Carter - CHAIR</i>	<i>*PVRG Brian Whalen</i>
<i>TSAR Mark Eggman</i>	<i>*PVRG Dome Poon</i>
<i>Patrick Turner - TREASURER</i>	

Others: *Kevin Dawe (RSAR), Betty Thomas (AMRG), Matt Rhode (TSAR), Gene Harrison (SMRG), Brian Ferguson (SWVaMRG)*
+holds Ian Nelson's proxy

Minutes for last meeting were not ready to be reviewed.

Officer / Committee Reports

Treasurer (Patrick Turner)- The minutes need to be checked to see who gets business cards. The business cards are ready to be handed out. *THE MINUTES WERE CHECKED AND ANY MEMBER CAN HAVE BUSINESS CARDS. EACH GROUP GETS 100 CARDS. CONTACT PATRICK TURNER IF A GROUP DID NOT RECEIVE BUSINESS CARDS.* Also see attached report.

Secretary (Camille Birmingham)- No report.

Training (John Punches)- John will meet with Keith Conover about coordinating training with the Virginia and Pennsylvania Wings of the CAP. The CAP have agreed to follow ICS and are opening their training to the ASRC. Groups are asked to develop table top missions to help train CAP in ICS.

If each group would send information and dates for major training events to Ralph Wilfong and Peter McCabe, they will be mailed out to the SAR community.

There has been some confusion recently with radio language, especially "secure the net" and "clear the net". *JOHN WILL MAIL EACH GROUP AN OFFICIAL UPDATED LIST OF RADIO LANGUAGE WITH SOME INPUT FROM GENE.*

Also see attached report.

Medical (?) - Amy Rue, Chip Meyers, Kevin Reynolds, and Gary

working on making the ASRC an EMS agency in Maryland. Appalachian Alert goes out to the SAR community beyond the ASRC. If you want to have something in The Alert get it to Peter by the first week in the month. Also see the attached report.

Alert Officers- Bob Koester handed out a packet of information that is attached. *BOB MOTIONED AND JOHN PUNCHES SECONDED THAT THE ATTACHED APPENDIX B. ALERT AND DISPATCH PROCEDURES BE ACCEPTED WITH THE NOTED CHANGES. MOTION PASSED 11 YEA 0 NAY 0 ABSTAIN.*

PETER McCABE MOTIONED AND KEITH CONOVER SECONDED THAT THE PROPOSED ALERT OFFICER (AO) CERTIFICATION REQUIREMENTS BE ACCEPTED WITH THE NOTED CHANGES AND ONE FRIENDLY AMENDMENT. THAT THE EVALUATION PART OF THE PROGRAM, BOTH WRITTEN AND PRACTICAL BE ENDORSED THROUGH THE GOOD OFFICE OF THE ASRC TRAINING OFFICER. MOTION PASSES 6 YEA 1 NAY 3 ABSTAIN. THE OVERALL MOTION PASSES 9 YEA 0 NAY ABSTAIN.

Training Manual- *KEITH WILL MAKE THE CHANGES TO THE TRAINING MANUAL AND MAIL IT TO THE SECRETARY AND EACH REPRESENTATIVE.*

Outdoor First Aid Training Program - Bob Koester reminded the Board that it had created an editorial board to approve the program. Little has been done with the editorial board and the lawyer that was on the board is no longer available. *FOR CONSISTENCY THE BOD RECOMMENDS THAT BOB FINDS A LAWYER FOR THE EDITORIAL BOARD.* A draft of the procedures and guidelines are attached.

Area Command Authority (ACA) Appointments- *BOB KOESTER, DAVE CARTER, AND GARY MECHTAL MOTIONED AND JOHN PUNCHES SECONDED THAT WILLIAM DIXON BECOMES AN ACA. MOTION PASSES 10 YEA 0 NAY 0 ABSTAIN*

New Business

Signature Cards- *PATRICK TURNER MOVED AND KEITH CONOVER SECONDED THAT THE SIGNATURE CARDS BE CHANGED SO THAT DAVE CARTER, PATRICK TURNER AND CAMILLE BIRMINGHAM BE ABLE TO SIGN CHECKS. MOTION PASSED UNANIMOUSLY.*

Business Cards- The business cards are in and each group will get 100 cards. Any ASRC member can have cards made with their name. To do so, please contact Patrick Turner at 440 Newcomb Station, Charlottesville, VA 22904.

1994 Dues- A Reminder that groups owe dues to the ASRC and need to pay them on time. Any question should be addressed to the treasurer at the above address.

Incident Staff appointment- *JENNY BURMESTER MOTIONED AND JOHN PUNCHES SECONDED THAT AMY RUE BE PROMOTED TO INCIDENT STAFF. MOTION PASSED.*

ID Cards- DES is still trying to get ID cards for SAR personnel. SWVaMRG has gotten ID cards from DMV in the mean while. Any one interested in these cards should contact Cindy Lambert SWVaMRG's secretary.

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ASRC LEADERSHIP RETREAT

The ASRC BOD meeting convened at about 10:45 am on Saturday October 23 at the PATC Blackburn Trail Center in the mountains of western Virginia. The BOD meeting was concluded at about 3 pm. The Leadership Retreat convened after dinner around 7:00 pm with the following groups/people in attendance:

AMRG:	Keith Conover (and wife) plus another AMRG member and wife
BRMRG:	NONE
ESAR:	Peter McCabe
PVAR:	NONE
RSAR:	Kevin Dawe
SMRG:	Jenny Burmester, Gary Mechtel, and Gene Harrison (SAT only)
SWVaMRG:	NONE
TSAR:	Dave Carter and Matt Rhode

On Saturday night, the BOD members conducted a brain storm session to develop a mission statement. The mission statement will be used to define the direction of the ASRC in the future. The BOD answered three questions:

- Who do we serve?
- What service do we provide?
- When do we provide this service?

The answers were as follows:

WHO DO WE SERVE

- Humans (members, subject, family, citizens)
- Authority (RA, DES)
- Other SAR/ES organizations

WHAT SERVICE DO WE PROVIDE

- Ground SAR-related Operations (Searchers, DOGWOOD, July 4, Triathlons)
- Ground SAR-related Management
- Ground SAR-related Resources
- Training (SAR, Outdoor, HUG-A-TREE)

WHEN DO WE PROVIDE THIS SERVICE

- Anytime (all seasons, regional (did not want to define), wilderness, rural, urban, and suburban)

On Sunday, the BOD spent the morning, from 8:00 until noon developing first priorities for the ASRC as follows:

IMMEDIATE (months)

- Improve information distribution - by providing minutes to BOD delegates; establishing an electronic bulletin board, as well as modifying the current format of the minutes to allow for items of importance to be more readily identified and distributed.
- Raise/manage funds
- Improve administrative tasks - by hiring someone to take and type meetings from BOD meetings.

MEDIUM (year)

- Identify issues related to changing the corporate structure of the ASRC BOD - such as having staggered terms for the officers to allow for a continuity to develop. Another idea would be to have a Chair-elect (Vice-chair) position which is a succession to Chair.
- Identify issues related to hiring a staff person - such as funding needed for salary and fringe, hiring, supervision, legal, insurance.

LONG-TERM (several years)

- Improve conflict resolution
- Resolve issues related to ASRC vs. Group rights
- Securing a corporate office
- Insurance/liability
- Paid travel

PAID STAFF PERSON

The ASRC has reached a size which it could benefit from having a full-time paid staff person to assist with the administrative tasks and well as securing funding for ASRC activities. The BOD is interesting in this as a medium term goal and has begun the steps to reorganize the ASRC structure to accommodate a paid position. The BOD listed a number of tasks which could be accomplished by a staff person. These tasks include responsibilities which could fall under a position of Executive Director and Secretary. These tasks included:

- Answer phone
- Manage an ASRC store (patches, t-shirts)
- Correspondence
- Minutes
- Record keeping (membership, patients, missions)
- Funding/financial management
- Networking
- Newsletter
- PR
- Political activism

Please provide any comments or input to Jenny Burmester or Gary Mechtel.

10/10/93
I, Ian Nelson, do hereby
give John Panches my permission
to vote in my name, as a result
of my absence from the B.O.D.
meeting on 10/13/93.

~~Ian Nelson~~
Ian S. Nelson
SW Va MRC



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

P.O. BOX 440
NEWCOMB STATION
CHARLOTTESVILLE, VIRGINIA 22904

23 October 1993 Treasurer's Report

We have had an income of \$165 since the last report. This is from three donations in memory of Ted Criddle totalling \$105. \$60 is from AMRG paying both their 1993 dues. The following groups have still not paid their 1993 dues. All are now delinquent.

1993 Group Dues: RSAR

1993 Individual Dues: RSAR and SMRG

I would like to bring up under new business that a late fee be assessed on all dues in the future. A late fee of \$5.00 per month should be sufficient. The fees could be waived by the Treasurer if contacted by the Group Treasurer in time. A reminder: 1994 Individual Registration Dues are due on 1 January 1994.

Our debit since the last meeting has been \$160.45. They include \$41.00 for pager service, \$12.07 for office supplies, and \$9.86 for general postage.

The major expense was business cards and they are here! I have them here for distribution. They cost \$38.94. If people would like business cards with their names printed on additional cards, the cost would be \$4.00 per one hundred. Please contact me.

The current status of 501c3 is one of waiting for the State Corporation to send our papers so we can send it to the federal government. Progress is expected shortly.

I am still trying to collect information on the different finance officers. Please have your treasurers contact me at the ASRC address with in the month.

One issue that needs to be settled is the \$175 refund from NABOR. We paid them \$425 to assist in the renewal of our radio license KA81942. We never got this license. We received a refund of \$175 dollars and I need further instructions please.

The final issue is that I need the board's approval to have on any one of the following signatures be able to write checks for the ASRC NationsBank account: David Carter, chairman; Camille Birmingham, secretary; and Patrick Turner, treasurer.

Respectfully submitted,

Patrick L. Turner
ASRC Treasurer

Joint ASRC - CAP Training

In a recent meeting of the ASRC and CAP "heads of state" the ASRC was tasked with teaching the CAP the ICS system as we use it. In addition, Groups are asked to open FTM and FTL classes to CAP squadrons their regions. Each Group Training Officer has been asked to develop one table-top mission per quarter during 1994. The dates for these events, and the dates of other "open" training events are to be forwarded to the ASRC Training Officer (address listed at end of report) by 1 Dec 93.

ASRC Advanced Training

Lisa Hannon has set up several IS level training sessions to be held in Charlottesville. These are excellent opportunities and I commend her on her hard work. Dates are as follows: 27 Oct, Albermarle Co. Police; 30-31 Oct and 13-14 Nov, MSO; 17 Nov, Shenandoah National Park. In conjunction with the MSO class an Alert Officer class will be held, the class is scheduled for 31 Oct from 1415 to 1615, the test date is scheduled for 14 Nov, 1500 to 1600. Contact Lisa at the BRMRG locker for more information.

Training With Pennsylvania Groups

At the last BOD I was tasked to contact Pennsylvania groups about training. No specifics were given. To be frank, its difficult enough to get groups within the ASRC to train together and I have some reservations about investing significant amounts of time on multi-state training efforts. I request that the BOD clarify its intent on this matter.

Other Training Issues

It was brought to my attention following the Charles City downed aircraft search that not everyone is familiar with the phrase "secure the net." This phrase is, for all practical purposes, synonymous with "clear the net" as it is used by many ASRC groups. "Secure the net" is used by at least some of the CAP squadrons. I recommend that individuals be familiar with both to facilitate interagency communications.

As a note of success, SWVaMRG hosted a simulation on 10-11 Sep in the Blacksburg area. It was attended by members of several CAP squadrons, Botetourt Mounted SAR, and Triangle Rescue.

Questions or Concerns?

If you have any training matters you would like addressed, questions you need answered, or if you need assistance with training programs please feel free to contact me as follows:

John Punches
628 Lee St.
Blacksburg VA 24060

Home Phone: 703-552-6957
Work Phone: 703-231-8835

Respectfully submitted 23 Oct 93,

John Punches
ASRC Training Officer

22 October 1993

A.S.R.C.
P.O. Box 440
Newcomb Station
Charlottesville, Va. 22904

To The B.O.D.

It is with regret that I must submit this letter of resignation as the Communications Secretary to the Board of Directors.

Over the past year my work has become ever more demanding and stressful as my company attempts to assert itself within our market share. The end result on my personal life has been long hours, nights away from home, and precious little time to share with my wife. Although I enjoy spending time with fellow members of the ASRC, I feel the time constraints on my behalf is not fair to the BOD or conference as a whole. Therefore I feel it would be wise if the Board would select another member who can offer the time and dedication necessary to effectively execute the position of Communications Secretary.

With Best Regards,



Mark Eggeman

ASRC Training Officer's Report
23 Oct 93

Standardized Training Materials

At the last BOD I presented my proposal, as requested, for adoption of the GSAR materials as the basis of an ASRC standardized training program. The result of this proposal was a decision by the Board to "pursue an agreement with SARTA" with respect to licensing the materials for use by Groups, in whole or in part, with the intention that the materials be incorporated into an ASRC training program. My discussions with the SARTA representative have revealed an understandable hesitancy to allow the ASRC to "pick and choose" among the materials in the development of a new program. SARTA's original proposal was that the GSAR program be adopted in whole as the ASRC training program. Additional material could be taught to fulfill the ASRC's more stringent requirements, but the GSAR materials would form the program's foundation.

There are some fundamental differences in opinion on this matter. SARTA maintains its position that the GSAR materials cover nearly all of the ASRC requirements and that by adopting them, the ASRC gains a ready-made training program which it (the ASRC) has historically failed to produce. The opponents to SARTA's proposal feel that the GSAR materials fail, to some extent, to meet the ASRC's specific needs, and that any standardized training program should be custom built to its specifications. Others contend that the ASRC does not truly require a standardized training program, that our training standards dictate the knowledge and skill requirements and that training within our individual groups should be left to the discretion of the Group Training Officers.

To this end I propose the following compromise:

- 1) SARTA will provide to each group a copy of the FTM and FTL ^{course} manuals, to be reproduced by the Group for the sole use of ASRC personnel therein. Each Group will in return remit ^{a fee} ~~the sum of \$100~~ to SARTA, to cover the costs of the originals and the license to copy the materials. No yearly licensing fee will be charged by SARTA, and any updates to the materials will be provided to the Groups (under the terms of agreement stipulated above) ~~for a cost of \$15.~~ Materials will be reproduced in whole, and no modifications shall be made to them by the ASRC. The intent of this agreement is to allow Groups access to the GSAR materials in a timely and financially feasible manner. SARTA will in turn be granted the right to refer to the ASRC corporate identity in marketing their materials (i.e. the GSAR FTM and FTL manuals have been adopted by the ASRC as their primary textbooks, etc).
- 2) The Group Training Officers will submit to the ASRC Training Officer suggestions for additional materials to be included in the ASRC training program. Lesson plans, additional licensed materials, and/or materials produced by the ASRC for Group use will be considered. The intent of the program as a whole will be to provide Groups with a comprehensive training resource for use in their individual training programs. Materials will be drafted to supplement the GSAR ^{materials} ~~manuals~~ and fulfill requirement for information as stipulated by the ASRC training standards. ^{any such} ~~Material will be offered to SARTA for possible inclusion in their materials~~ ^{accepted by the ASRC}
- 3) SARTA must approve those portions of this proposal directly applicable to it. I request that in the event the BOD agrees in principle to this proposal, acceptable limits of modification to the pricing/licensing structure be agreed upon by the BOD prior to referring the proposal to a bargaining committee.

**MARYLAND SEARCH & RESCUE GROUP (ESAR 616) REPORT
TO THE
APPALACHIAN SEARCH & RESCUE CONFERENCE**

October 22, 1993

New Trainees

23 new trainees have entered the M/SAR (ESAR 616) COQ/FTM training program. Two training weekends have been completed. Regular training meetings are held Monday evenings.

Facilities and Equipment

M/SAR dispatch has upgraded its pager system in the ASRC wide area pager network to the system using the 972 exchange.

M/SAR facilities have been extended to include an operations office, office for group officers, and a basement storage and classroom. Facilities, in the Columbia Red Cross office, are in addition to the M/SAR cache. The Operations Office will contain a training/operations telephone with a voice/mail system. The phone will be installed and operational by early November.

M/SAR has received a 1989 Class-C ambulance. The vehicle, on a Ford 350 diesel chassis, will be retrofitted and used/available for: the M/SAR MRA program; ICS division or remote site quarters where appropriate; and the resource management system being developed for the ASRC by M/SAR.

Incorporation

M/SAR has incorporated in Maryland.

Training Schedule

The M/SAR training schedule for September-December is attached.

During November 20-21, 1993, M/SAR will conduct a training and search/rescue simulation will be conducted at Sugarloaf Mountain reservation in Frederick County, Maryland. Coordinated training sessions will be conducted Saturday night with Maryland State Police aviation units on air/ground operations in night operations using Forward Looking Infrared (FLIR) techniques. All ASRC groups are invited. An Activity Notice is attached.

Search Operations Management Course

M/SAR will conduct a 40 hour MSO course on two weekends: January 14-16 and January 28-30, 1994. Training will begin at 0800 Saturdays on each weekend, and end at 1700 hours Sundays.

The fee will be \$45.00 covering costs of the MSO training materials, and refreshments during the training sessions. Limited housing in homes of M/SAR members in the Washington-Baltimore area will probably be available. Training will be conducted at the American Red Cross in Columbia, Maryland at 5450 Vantage Point Road. Directions and other information will be mailed to those registering and paying. Registration is on a first-come first-served basis for the first twenty persons. Write M/SAR at 11034 Berrypick Lane, Columbia, Maryland 21044.

Resource Management System

The ASRC resource management system for use in incident command operations in lost person SAR missions continues ontrack. Testing and evaluation of several components of the system are scheduled for the M/SAR November training weekend at Sugarloaf Mountain. During the period December - March other components of the system will be brought onto line including computer generation of TAFs from the system, and debriefing forms. During this period, table top testing of the system will be ongoing. Table top testing will include at least two sessions where IC types will be invited to bring scenarios with them and test the system to the limits they wish. The system is scheduled for rigorous field testing in spring 1994.

Alert Officer Training

It is anticipated that baseline decisions on the ASRC/AO issue will be proposed at the October 1993 ASRC Board meeting. In February 1992 we requested AO training.

Maryland Institute for Emergency Medical Services Systems

M/SAR is conducting preliminary discussions with MIEMSS re: the concept of ASRC being designated as a EMS program in Maryland for BLS services for off-road non-ambulance applications. At the present time, MIEMSS does not have a category in which ASRC services would fit. However, they are most willing to consider accommodating classifications they have.

MARYLAND SEARCH RESCUE GROUP (ESAR 616) APPALACHIAN SEARCH & RESCUE CONFERENCE TRAINING SIMULATION

WHAT TRAINING SIMULATION - Lost person(s) search and rescue

WHEN November 20-21, 1993 -- beginning Saturday morning from 0930 hours.

WHERE Simulation will be at Sugarloaf Mountain (Stronghold Reservation) in Frederick County, Maryland.

DIRECTIONS I-270 (in Maryland between Washington and Frederick) to Route 109. Follow signs to village of Comus and then to Sugarloaf Mountain. At entrance to Sugarloaf Mountain, follow private road to top of mountain and first large parking lot.

WHAT This will be a full scale lost person search simulation. Activities will include day/night search operations planned over the entire reservation. The terrain is mixed with both rolling and rugged areas. There are no buildings or quarters on the mountain. Mission Base will be inside a mobile home or other vehicle in parking lot.

Because Sugarloaf Mountain is a private reservation which closes at 1700 hours, those planning on participating in the Saturday night training must enter the park before 1700 Saturday and remain until after 0800 Sunday. Primitive bivouacking is available Saturday night. Daytime training on Saturday and Sunday will focus on search strategies and semi-tech evacuation procedures.

Night operations will include working with the Aviation Division of the Maryland State Police in both ICS functions and in air/ground operations using Forward Looking Infrared (FLIR) techniques.

This simulation will evaluate the present capability of M/SAR and other ASRC groups to work in remote areas where facilities, including water, electricity and telephones are not available.

This exercise will also provide a valuable opportunity for FTL candidates to lead field teams, and for IS and IC candidates to work shifts at mission base. The incident staff will be kept lean with the intention of getting maximum resources into the field.

PERSONAL GEAR 24-hour packs to include rations and water. Plan on bivouacking in the field Saturday night, and being on different search team missions on a 24 hour clock. Count on wet and cold weather, providing your own shelter from the elements, and night temperatures possibly ranging into the 20s. Portable toilets are available. Facilities for heating hot/boiling water will be available.


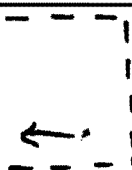
Bring full personal, and team semi-tech and technical equipment and gear.

EMERGENCIES Emergency contact for ASRC groups and members will be available 24 hours/day by using your group PIN for the ASRC pager net and/or calling digital pager number (301) 513-6955. Cellular phone service will be available on site.

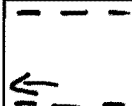

QUESTIONS Peter McCabe M/SAR (301) 596-5554 evenings

OCT 21 1993



SEPTEMBER '93

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JOE BROWN CLIMBING HELMETS WILL BE ORDERED IN MID-OCTOBER. FIND OUT DETAILS !			1	2	3	4
5	6 Bike Race 7-2:30  Labor Day	7	8	9	10	11
12	13 ESAR Open House 7:30 - 9:00	14	15	16	17	18 Orientation Weekend at Harper's Ferry
19 	20 Post Meeting 7:00 Team 7:30 Post	21	22	23	24	25
26 Post Officers & Advisors Meeting 7:30 pm at Red Cross	27 Post Meeting 7:00 Team 7:30 Post	28	29	30	POST ELECTIONS When? What For? Find Out!	


OCTOBER '93

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 WILL YOU BE COQ IN OCTOBER ?					1	2
3	4 Post Meeting 7:00 Team 7:30 Post	5	6	7	8	9
10	11  Columbus Day	12	13	14	15	16 Training Wknd Prince William Forest VA
17  American Red Cross CPR/BLS	18 Post Meeting 7:00 Team 7:30 Post	19	20	21	22	23 ASRC Board Directors Leadership Retreat Wknd
24  Maryland Mudder Bike Race Patapsco State Park	25 Post Meeting 7:00 Team 7:30 Post	26	27	28	29	30

NOVEMBER '93

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Post Meeting 7:00 Team 7:30 Post	2	3	4	5	6 Session #1 American Red Cross Emerg Responder Course
7 ←	8 Post Meeting 7:00 Team 7:30 Post	9	10	11  Veterans Day	12	13
14	15 Post Meeting 7:00 Team 7:30 Post	16	17	18	19	20 Training Wknd Sugarloaf Mtn
21 ←	22 Post Meeting 7:00 Team 7:30 Post	23	24	25  Thanksgiving Day	26	27
28	29 Post Officers & Advisors Meeting 7:30	30	WHEN DO YOU WANT TO SCHEDULE A <i>SWAP</i> MEET TO SELL AND BUY USED EQUIPMENT AND GEAR? It's up to you.			

DECEMBER '93

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WHAT ASPECTS OF THE POST CAN BE IMPROVED? HOW CAN YOU MAKE CHANGES HAPPEN? THINK ABOUT IT!			1	2	3	4 Session #2 American Red Cross Emerg Responder Course
5 ←	6 Post Meeting 7:00 Team 7:30 Post	7	8	9	10	11 Training Wknd in Pennsylvania
12 ←	13 Post Meeting 7:00 Team 7:30 Post	14	15	16	17	18 ASRC Board Directors
19	20 Post Meeting 7:00 Team 7:30 Post	21	22	23	24	25  Christmas Day
26	27	28 Shenandoah ESAR Leadership Sweatlodge Trip	29	30	31	DO ONTO OTHERS.....

APPALACHIAN ALERT

THE APPALACHIAN SEARCH & RESCUE CONFERENCE

**BOX 440
NEWCOMB HALL STATION
CHARLOTTESVILLE, VIRGINIA 22904-0440**

OCTOBER 1993

A Publication of the Appalachian Search & Rescue Conference, Inc.

Appalachian Alert collates information submitted by Appalachian Search & Rescue Conference, Inc. (ASRC) teams, develops and presents information of interest to the wilderness search and rescue community in the mid-Atlantic region, and reports activities of ASRC board of directors meetings, its committees, ASRC group and training events, and related business. The bulletin will be printed the third week of every month. Information should be received by the Editor -- at his address shown below -- the first week of every month.

If individuals or ASRC groups wish to report SAR related research or present opinion pieces, Appalachian Alert may be the forum for that presentation. Appalachian Alert is mailed to colleagues and programs in other states and regions involved in lost person SAR services and related emergency services.

JURASSIC SAR I (Or, Did Dinosaurs Really Start the ASRC?)

The second installment of JURASSIC SAR I by Tyrannosaurus Colorcodus continues to be delayed. For those who did not read the first installment in August 1993, the story began in ancient times -- about six hundred and thirty million seconds ago (or 20 years) tracing the origins of the ASRC back to its roots. As we said last month, it is difficult to inscribe history on stone tablets. Tyrannosaurus Colorcodus says it's also difficult to format stone tablets.

PRESIDENT'S CORNER

Let's consider the problem of initial response. When I say that I mean the response in the first eight hours after a 333 has gone down.

I am concerned as Chair that in the last three missions that I was IC, there was a very poor response in total numbers from ASRC during the initial eight hours. Given the middle of the week, the distance from various units, etc., I did not expect a large response, but I hoped for a larger and quicker response than occurred. Historically, these conditions have produced low numbers, but perhaps, just perhaps there is something else going on.

I raise this as something for you as an individual to ponder over. I am not beating anyone up. Each of us has to make the decision whether or not to go on a particular mission based on the status of our lives. But, each of us also weighs the mission itself. For instance, are you willing to drive six hours to search for a known suicide? Or perhaps, an elderly man who has been missing for six days?

Do you decide on going to a mission based on the urgency of the mission? I mean by that, would you go more quickly if it was a three year old child missing for about six hours than the elderly man missing for six days? Would you prefer to save your leave, or however you get time off for missions during the week, for the three year old?

Supposing no three year olds are missing? Will you wait until you feel the mission is serious enough before you commit?

I go on a lot of missions and see the same people over and over again. I have to wonder if our of 279 people in this organization, why I keep seeing the same 30-40 people. Is it the reasoning process on when to go to a mission above? Or, is there some other reason?

Perhaps we all need to consider why we respond and when. Perhaps the answer to our personal reasons will explain why we have limited initial responses.

WHO ARE THE SEARCHERS?

"The nation's 'search and rescue' community is small, no more than the population of a small town, but the volunteer service provided by these skilled teams of individuals far exceeds simple numbers. They are people who venture 'beyond the roadhead,' regardless of weather and terrain, to help the victims of back-country accidents. What fire departments, ambulance services and other public safety agencies do in cities and towns, search and rescue teams do in the severest environment - rock, forest, cold and blizzard.

The people who choose rescue as an avocation are remarkable. They're driven by an overabundance of adrenaline, and inexhaustible compassion for those in need and a hunger for high adventure. They must train hard, some more than 200 hours a year."

Parr, P., Mountain High, Mountain Rescue, Fulcrum, 1987.

The above excerpt is used by SWVMRG in their new member packets.

ASRC GROUP TRAINING ACTIVITIES

Tidewater Search & Rescue Group, in conjunction with the Virginia Department of Emergency Services, is sponsoring a Field Team Member training program. The training program is scheduled for Newport News during the weekends of October 20-31 and November 20-21. Class size is limited to 35 participants with an application deadline of October 25. Cost is \$10.00 with reservations accepted on a first come first served basis. Questions can be directed to Dave Carter at: (804) 466-8094 Home or (804) 437-4635 Work.

Maryland Search & Rescue Group: November 20-21, 1993. Training and search/rescue simulation will be conducted at Sugarloaf Mountain reservation in Frederick County, Maryland. Coordinated training sessions will be conducted Saturday night with Maryland State Police aviation units on air/ground operations in night operations using Forward Looking Infrared (FLIR) techniques. Because Sugarloaf Mountain is a private reservation which closes at 1700 hours, those planning on participating in the FLIR training sessions Saturday night must enter the park before

700 Saturday and remain until after 0800 Sunday. Primitive bivouacking is available Saturday night. Daytime training on Saturday and Sunday will focus on search strategies and semi-tech evacuation procedures. Call M/SAR at (301) 596-5554 for information.

UPCOMING ASRC BOARD MEETINGS

The October meeting of the ASRC Board will be a weekend retreat October 23-24 at the Blackburn Appalachian Trail Center off Route 7 near Round Hill, Virginia. During the retreat future ASRC goals and directions will be discussed.

Future ASRC Board meetings will be December 18, February 26, and April 23. The April 23 meeting is the 1994 ASRC Annual Meeting. These meetings are scheduled to be held in Charlottesville, Virginia adjacent to the ASRC dispatch office.

SEARCH OPERATIONS MANAGEMENT COURSE PLANNED IN MARYLAND

The Maryland Search & Rescue Group (M/SAR) will conduct a 40 hour MSO course on two weekends: January 14-16 and January 28-30, 1994. Training will begin at 0800 Saturdays on each weekend, and end at 1700 hours Sundays.

The fee will be \$45.00 covering costs of the MSO training materials, and refreshments during the training sessions. Limited housing in homes of M/SAR members in the Washington-Baltimore area will probably be available. Training will be conducted at the American Red Cross in Columbia, Maryland at 5450 Vantage Point Road. Directions and other information will be mailed to those registering and paying. Registration is on a first-come first-served basis for the first twenty persons. Write M/SAR at 11034 Berrypick Lane, Columbia, Maryland 21044.

NEWS OF INTEREST FROM MARYLAND

M/SAR dispatch has upgraded its pager system in the ASRC wide area pager network to the system using the 972 exchange. M/SAR facilities have been extended to include an operations office, and a basement storage/classroom. Facilities, in the Columbia Red Cross office, are in addition to the M/SAR cache.

Former RSAR member Todd L'Herron has relocated from Florida to Maryland where he is a doctoral student at the University of Maryland. Todd's address is 9769 Good Luck Road, Seabrook MD 20706. Phone number: (301) 794-8953.

NEWS OF INTEREST FROM PENNSYLVANIA

With several recent lost person searches in Pennsylvania with teams from several sections of the Commonwealth participating, the need for a central coordinating activity has been recognized. While the Pennsylvania Search & Rescue Council (PSARC) planned to develop an operational capability in its future program capabilities, at this time PSARC is moving immediately to develop, in the next 60 days, a limited operational capability with plans to appoint a PSARC mission coordinator to provide assistance to responsible authorities and PSARC teams where assets may be requested or needed from beyond the immediate service area, and where multiple incidents may occur in one or adjoining sections of the Commonwealth. The PSARC mission coordinator program will be similar, in its initial development, to the role of the ASRC Area Command Authority.

NEWS OF INTEREST FROM VIRGINIA

Greg Sazonov is the new Operations Officer for the Southwest Virginia Mountain Rescue Group (SWVMRG). Greg can be reached at (703) 232-1528.

APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

President (TSAR)	David Carter (804) 466-8094
Vice President (SMRG)	Jenny Burmester (703) 978-7819
Secretary & Treasurer (BRMRG)	Camile Birmingham (804) 979-7254
Operations Officer (TSAR)	David Carter (804) 466-8094
Training Officer (SWVMRG)	John Punches (703) 552-6957
Medical Officer (TSAR)	Scott Shuffield (804) 460-1849
Communications Secretary (TSAR)	Mark Eggeman (804) 425-8842
ASTM Representative (SWVMRG)	John Punches (703) 552-6957
Appalachian Alert Editor	Peter McCabe (301) 596-5554
11034 Berrypick Lane	Columbia, Maryland 21044

ASRC GROUPS

<u>Allegheny Mountain Rescue Group (AMRG)</u>	(412) 869-3747
c/o Dept Emerg Medicine	Mercy Hospital of Pittsburgh
1400 Locust Street	Pittsburgh PA 15219-5166
President	Owen Gornley (412) 776-1081
Training Off	Dave Knorr (412) 843-9484
Ops Off	Mike Kuga (412) 869-2567
<u>Blue Ridge Mountain Rescue Group (BRMRG)</u>	(804) 924-3472
PO Box 440	Newcomb Station C'ville VA 22904
President	Marc Burrsink (804)
Training Off	Allison Mebe (804) 977-9780
Ops Off	Brian Laurey (804)
<u>Maryland Search & Rescue Group (M/SAR)</u>	(301) 596-5554
11034 Berrypick	Columbia MD 21044
President	Kelly Naylor (410) 750-5850
Training Off	Gary Schlueter (410) 880-3004
Ops Off	Edward Marsh (410) 381-2679
<u>Potomac Valley Rescue Group (PVRG)</u>	(301) 314-7444
Box 10	Stamp Union Bldg
	College Park MD 20742
President	Brian Whalen (410) 744-6674
Training Off	Scott McCabe (301) 596-5554
Ops Off	Dome Poon (301) 590-9424
<u>Richmond Search & Rescue Group (RSAR)</u>	(804) 768-5555
P O Box 9025	Richmond VA 23225
President	Kevin Dawe (804) 750-1623
Training Off	Tony Felts (804) 271-7307
Ops Off	Bill Fisher (804) 748-6214
<u>Shenandoah Mountain Rescue Group (SMRG)</u>	(703) 255-5034
118 Park St	Vienne VA 22180
President	Gary Mechtel (410) 381-2593
Training Off	Jim Fishenden (703) 538-6568
Ops Off	Paul DeHaven (703) 354-2957
<u>Southwest Virginia Mountain Rescue Group (SWVMRG)</u>	
203 Progress St	Blacksburg VA 24060
President	Dave Zader (703) 951-2914
Training Off	John Punches (703) 951-3161
Ops Off	Greg Sazonov (703) 552-6957
	(703) 232-1528
<u>Tidewater Search & Rescue Group (TSAR)</u>	(804) 466-8094
803 Townsend Ct	Norfolk VA 23502
President	David Carter (804) 466-8094
Training Off	Earle Evans (804) 693-4391
Ops Off	Ruth Carter (804) 466-8094

Appendix B. Alert and Dispatch Procedures

1 Alert

The ASRC Alert Officer (AO) will fulfill the alert function. The AO is intended to act as the interface (with decision making capabilities) between the ASRC and an outside agency requesting ASRC operational support.

1.1 The AO responds to an initial request for ASRC participation *from a Responsible Agent*.

1.2 Response Coordination with Requesting Agencies

1.2.1 When the incident is in Virginia, ASRC responses will normally be coordinated through Virginia Department of Emergency Services (DES).

1.2.2 When the incident is outside Virginia, the AO arranges deployment of ASRC resources with the Responsible Agent (RA) or the RA's designee. DES will then be notified by the AO and given details of the ASRC response. Response need not be coordinated through DES.

1.2.3 *The AO will collect appropriate information to start the alert process in a timely fashion.*

1.2.4 *If the AO is required to contact the RA directly they must be prepared to provide ~~expert~~ suggestions. Δ'd*

1.2.5 *The AO is responsible for determining if an ASRC response is appropriate.*

1.3 When an ASRC group learns of a search where the ASRC has not been requested and has an interest in approaching the RA, any contact will be made through the most appropriate ASRC Incident Commander (IC). A "Notification" page will be used to indicate that contact is being made.

1.4 All calls to the DES concerning searches where the ASRC has not been requested will be routed through an IC.

1.5 Alert Officer Decisions

1.5.1 It will be determined by the AO, after talking to DES or to the RA, what level of callout the search requires.

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 not upgraded within 24 hours, it is automatically cancelled.

1.5.1.2 Alert - The ASRC has a high probability of responding to a search within the next 24 hours. Members should be contacted, availabilities should be determined and a response team organized.

1.5.1.3 Overhead Team - Only ASRC Incident Staff and Incident Commanders are being asked to respond at this time.

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.

1.5.1.5 Full Callout - All available ASRC members 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 0600), the level of callout is Full, not Alert. Full callout is also used for specific numbers of resources or groups if FTMs and COQ are being requested.

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.*

2 Conference Dispatch

The ASRC Dispatch function is fulfilled via the Dispatch Supervisor (DS) and the Dispatch Officer (DO). The DO gathers and relays information between all ongoing incidents and the groups within the conference, and supports the incident ASRC information needs. The DS is an AO-Qualified individual with extensive experience as DO who oversees the DO and ensures continuity of mission insight throughout changing DO shifts. This function therefore includes the following subfunctions:

- 2.1 The Dispatch Supervisor (DS) will receive and record any information from the AO.
- 2.2 The Dispatch Supervisor (DS) will identify or designate a Dispatch Officer (DO) for the Conference and a Group Dispatch Officer (GDO) for each group.
- 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 one 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.
 - 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). ACA will determine if it is appropriate to send an IS member as conference Agency Representative (AR).
 - 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 the pagers are activated to determine the status and details of the callout. All groups must contact their members if instructed by an DS.
- 2.4 If a limited number of resources are requested (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.
- 2.5 For information pertaining to decisions regarding the use of the UVA medical helicopter, Pegasus, see the supplemental appendix titled "Pegasus Response Guidelines". For decisions regarding the use of the Park Police's Helicopter, see the supplemental appendix titled ""
- 2.6 The DS must identify or designate a Dispatch Officer or assume that function.
- 2.7 The DS will report directly to the AR for all operational decisions during an incident. The DS will report directly to ACA if the AR is of IS rank or below. The DS will report directly to the ASRC Conference Chairman for changes in policy decisions.
- 2.3 The DS may activate ACA if needed.
- 2.4 During periods of low activity, the DS may authorize the DO to physically leave the dispatch office unstaffed if an answering machine is set to answer the dispatch phone line with a message describing the current mission status and detailing how to contact the DS if needed.
- 2.5 During any ASRC incident, the DS is responsible for maintaining a conference dispatch, for finding a replacement DS, and for providing continuity between dispatch locations and shifts.
- 2.6 *The DS is responsible for ensuring dispatch closes properly.*

3 Conference Dispatch Officer

- 3.1 The initial DO is responsible for initiating the Dispatch function.
- 3.2 The DO is responsible for recruiting additional help as needed to ensure timely dispatching.
- 3.3 It is the responsibility of the DO to maintain an updated list of GDO's for each group, including a pager or telephone number where that person can be reached.
- 3.4 The DO will keep a log of every telephone conversation that occurs during a mission, including the time of the calls.
- 3.5 The Conference DO will keep an updated status board that monitors the availability of members of every group.
- 3.6 The Conference DO will maintain contact with Mission Base at least every six hours and will pass on updated information to every group dispatch and to DES.
- 3.7 If the Conference was alerted through UVA MEDCOM, then the Conference DO will keep MEDCOM apprised of the mission situation every 24 hours.
- 3.8 ASRC Dispatch is responsible for all operational dispatch functions. If an ASRC group is not capable of performing its own dispatch function, the ASRC DO is responsible for maintaining that group's dispatch.
- 3.9 The Conference DO is responsible for passing to the group DO at least once a day:
 - 3.10.1 Changes in weather, Base location or directions
 - 3.11.2 Changes in alert status
 - 3.12.3 When group members reach or leave base
 - 3.13.4 Incident update
- 3.14 If contacted by members of the press, the Conference DO has two options:
 - 3.14.1 The DO can refer the reporter to the IC or ACA.
 - 3.14.2 The IC or ACA may approve a press statement to be given out by the DO.
- 3.15 The Conference DO is responsible for filling equipment requests from base. This includes calling other groups to see what is available. This may include dispatching personnel to the search solely for the purpose of transporting equipment.
- 3.16 Once Dispatch has been notified by Base that there is a find, or that a decision has been made to suspend the mission, all groups must be contacted immediately. If there are teams en route, a turn-around page must be issued. If teams are en route without a pager and have not called in, Dispatch must notify Base that there are still incoming personnel.
- 3.17 The DO is responsible for talking to each of the GDO's to ascertain that they have received an end-of-search page. This may include calling the GDO directly.
- 3.18 The Conference DO is responsible for contacting DES to notify them that the mission is closing, unless DES notified Dispatch first.
- 3.19 If Dispatch will be closing, all groups must first be notified. If any group has members who are unaccounted for, or if any group cites a reason why dispatch should not close, then Dispatch will remain open or reopen until all Conference members have returned.
- 3.20 The Conference DO will notify the DES Watch Officer when Dispatch closes. If the ASRC was alerted through UVA MEDCOM, then the Conference DO will notify the MEDCOM operator that Dispatch is closing.
- 3.21 The Conference DO at closing is responsible for filing the Dispatch Log with the mission files.

4 Group Dispatch

The Group Dispatch Officer (GDO) is allocated to fulfill the local group dispatch function. The GDO gathers and relays information between the group and the DO. Given the

nature of the ASRC response requirements, this may be a time critical function and may entail multiple types of data gathering (eg. find which IS's are available before doing a general call-out). The GDO is also responsible for coordinating the local group response and may also be called upon to support the DO function on an as needed basis. This function therefore includes the following subfunctions.

- 4.1 It is the responsibility of every GDO to contact all of the members in the group to determine availability.
- 4.2 The GDO is responsible for finding a replacement, recruiting help as necessary to support timely dispatching, and maintaining group information continuity.
- 4.3 It is not the responsibility of the GDO to determine the level of callout for the group members. The DO will pass on information already determined by the AO or IC. In the case of conflicts between DO and GDO, the DO's decision take precedence unless noted otherwise in ASRC documents.
- 4.4 The GDO is responsible for passing to the DO:
 - 4.4.1 Availability of members by training level, including names of individual IC and IS members who are available
 - 4.4.2 Time when members leave to respond to a mission
 - 4.4.3 Notification when all members have returned from the mission
- 4.5 If a group DO is contacted by a member of the press, he or she must refer the reporter to Conference Dispatch.
- 4.6 The group DO is responsible for answering every page from Conference Dispatch. There may be more information to pass along, or a change in the callout status.
- 4.7 The group DO is responsible for contacting members after being notified that a mission is closing. This is particularly important for members who are preparing to respond or who are en route. If members en route can not be reached, the Conference DO must be notified.
- 4.8 The group DO is responsible for knowing when all group members have returned from a mission and must remain open or available until receiving notification that all members have returned.

PROPOSED ALERT OFFICER (AO) CERTIFICATION REQUIREMENTS

1. Be ^{qualified}certified as Incident Staff (IS) or Incident Commander (IC).
2. ~~Serve as IS or IC on at least three missions (simulations are NOT acceptable). On at least one of these missions, begin serving as IS or IC within the first operational period of ASRC involvement.~~ } *thrown out*
3. ^{ASRC}Complete the AO training course. Pass the written test.
4. Display knowledge, confidence and political competence in a practical examination given by an experienced AO selected by the Alert/Dispatch Coordinator. This examination will include the candidate acting as AO in several simulated Alert scenarios involving varying complexities and complications of political, organizational and technical nature.
5. ~~Complete a training course concerning the peculiarities of the area in which the AO will function. Pass the written or oral test.~~
6. Be approved by a simple majority of eligible voters present at a Group business meeting.
7. Be approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.

ASRC AO Lesson Plan

October 22, 1993

Lesson I. Introduction

- A. Alert Officer characteristics (AO procedures)
- B. AO qualification requirements (training standards)
- C. AO role and responsibilities

Lesson II. The Alert Process

- A. Virginia
 - 1. DES
 - 2. Direct
 - 3. Local Citizen/Group
- B. Maryland (MOU)
- C. Pennsylvania (DER agreement, PSAR documents)
- D. Typical process (Appendix B ASRC Ops manual.)

Lesson III. Interfacing with the Responsible Agent/Requestor

- A. Collecting information (AO procedures)
- B. Providing Suggestions (MSO and lecture material)
- C. Passing information to Dispatch Supervision.

Lesson IV. ASRC Missions and Policies that affect Response.

- A. Conference resources
- B. Conference policies
 - 1. Appendix B. Operations manual
 - 2. Alert/Dispatch Policies
 - 3. Annex 1-AA
 - 4. VA DES MOU
 - 5. MD MOU
 - 6. ASRC Operational Requirements
 - 7. Applicable sections of Operations Manual

Lesson V. Levels of Response

- A. Definitions of level of response
- B. Response level considerations
- C. Operational considerations of levels.

Lesson VI. Interface with Conference Dispatch

- A. Passing information to Dispatch Supervisor.
- B. Dispatch Officer training.

Lesson VIII. Specific Situations

Lesson IX. General Background

- A. Pager network
- B. Pager Codes
- C. Other

Lesson X. Practical testing

PROCEDURES AND GUIDELINES
for
OUTDOOR FIRST-AID PROGRAMS
of the
APPALACHIAN SEARCH & RESCUE CONFERENCE

Draft
8/22/93

Please send comments to:

Robert J. Koester

ASRC

P.O. Box 440

Newcomb Hall station

Charlottesville, Va 22904

Section 1.00
Administrative Guidelines

1.01 COURSE REQUIREMENTS

Unless otherwise indicated, these administrative guidelines are applicable to the Introduction to Outdoor First-aid (IOFA) and refresher courses, the Fundamentals of Outdoor First-aid (FOFA) and refresher courses, and the instructor's course. These guidelines cover all subjects dealing with initiating and conducting courses, and submitting necessary paperwork for all levels of certification at these levels.

1.02 INSTRUCTOR/COORDINATOR RESPONSIBILITIES

- a. Assist each student in completing an application for training. This form should be taken up and retained by the instructor until the final written exam is administered. The final score should be recorded on this form.
- b. Select qualified professional instructors to teach each lesson and sufficient instructor aides for all scheduled practice sessions.
- c. Maintain records of attendance and amount of participation of each certified WFA instructor.
- d. Maintain records of attendance and performance for all students attending the course. Send copies of the class roster, and scores to ASRC records.

1.03 LESSON INSTRUCTORS

- a. Although OFA instructors are certified by the ASRC to teach any or all portions of the course, maximum use should be made of physicians, nurses, and medical specialists. These persons should be familiarized with the objectives and lesson plans for the class in advance.
- b. In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all practice sessions of each lesson. If certified WFA instructors are not available, EMT's or those with higher training may be used.
- c. Substitute instructors should be selected beforehand by the course coordinator in the event the scheduled instructor is unavoidably detained. Under no circumstances shall an unqualified person be left in control of the class.
- d. When specialist other than certified instructors are utilized as instructors, the lead instructor should be present to insure that proper instruction is given.

1.04 COURSE SCHEDULING

Authorized persons planning to organize and conduct training programs certified by the ASRC shall follow instructor lesson plans approved by the ASRC.

1.05 LESSON PLANS

Separate lesson plans are available for each of the courses. Instructors will utilize only those curriculum authorized and approved. If the instructor wishes to add additional material it must be approved by the Course Coordinator or editorial committee and then later reviewed by the ASRC.

1.06 TEACHING MATERIAL

At this time there is no required textbook. The instructor may select the desired text to be used in the course. Students handouts are available from the ASRC if the instructor wishes to use them. Visual aids are encouraged.

1.07 CLASS SIZE

- a. Class size should be limited to a maximum of 20 to 30 students.
- b. The group size for practice periods should not exceed 6 students per instructor aide. Should the student-to-instructor ratio exceed 6:1, a proportional increase in time for practice will be required for each lesson.

1.08 STUDENT REQUIREMENTS FOR ENROLLMENT

- a. Be proficient in reading, writing, and speaking the English Language.
- b. Students less than 18 attending the course will provide the Instructor with documentation from an Officer of the agency and the signature of a parent or guardian verifying their approval of the student attending the course. Upon completion of the program, the form should be kept on file.

1.09 REQUIREMENTS FOR ASRC TESTING

Students attending a standardized training program preparing for examination shall meet the following requirements:

- a. Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.
- b. Satisfy all course requirements established by the course instructor.
- c. Testing must be completed within six months of the course's conclusion.

1.10 SKILL EXAMINATIONS

- a. The final practical examination will be administered by qualified skill examiners in the presence of the lead instructor. Where possible, the practical exam will be administered prior to the written exam.
- b. Practical station evaluation forms have been developed (actually not yet 5/93) and should be given to each student at the beginning of the program.
- c. Students must demonstrate proficiency on every skill station.
- d. Retesting
 1. Students failing two or less skills on the practical shall be given one opportunity to retest on those skills. The retest must be performed in the presence of the lead instructor. That retest may be taken once on the same night as the failure but not until all other skills on the practical have been completed.
 2. Failure of three or more skills on the practical constitutes complete failure of the practical. All practical skills must be completed on the retest.
 3. Students may retest at another test site provided they have a letter from their lead instructor.
 4. Failure of any retest shall constitute total failure of the practical exam and will require completion of the basic training course prior to being permitted to take the written and practical again.
 5. Retest on the practical must be completed within 90 days of the original test.
- e. Qualified evaluators shall be utilized in the evaluation of all practical examinations. Effort should be made to not utilize individuals as evaluators to test a student from their own agency of affiliation. If the lead instructor finds that one or more of the evaluators are not familiar with the skill or unable to do a proper evaluation, the station may be closed.
- f. Students should not be utilized as subjects for skill stations. An exception would be a student who has completed the entire exam.

1.11 WRITTEN EXAMINATIONS

- a. The final written examination should be administered by the lead instructor.
- b. Instructors are encouraged to prepare interim examinations throughout the course of instruction.
- c. Once the written exam has begun, no student will be allowed to leave and return (other than for restroom). Any student who does leave will have their exam scored for only the questions completed prior to departure.
- d. The ASRC's standard for successful completion is that the student shall obtain a minimum score of 75 on the final standardized examination.
- e. Persons failing to achieve a minimum passing score must retest within 90 days from the original exam. Students passing the written and needing a retest on the practical are not required to repeat the written exam. Likewise, a student passing the practical and needing a retest on the written would not be required to repeat the practical. If that retest is failed, the student must complete the full basic course.

1.12 CLASS ATTENDANCE REQUIREMENTS

Every attempt should be made by students to attend all lessons. Specific numbers of classes students may be allowed to miss will be addressed with each training program.

1.13 ORAL TESTING

Oral testing will not be permitted on written examinations.

1.14 CERTIFICATES OF COMPLETION

Students successfully completing all requirements for certification, will be mailed a certificate at the conclusion of the training program.

1.15 CERTIFICATION EXPIRATIONS

Refresher training for all levels of training must be completed prior to the expiration date displayed on the certificate. Individuals who have not met the refresher course requirements within the certification period and who can show valid cause, may request an extension of training certification. This is done by submitting a letter to the ASRC WFA Program coordinator. The applicant would be notified in writing the decision to grant or deny the request. Only one extension may be granted.

Draft

Section 2.00
Introduction to Wilderness First-Aid Program

2.01 COURSE DESCRIPTION

The Introduction to Outdoor First-Aid (IOFA) program was developed to provide training in the provision of emergency care in an outdoor or wilderness setting for those unlikely to provide extended care. It teaches initial assessment and treatment for disorders common in a wilderness setting.

The course does not address rescue or transportation of an injured or ill patient. It also does not address the needs of prolonged expeditions in a true wilderness area. The course is intended for the interested outdoorsman who needs additional education on environmental hazards. The course is also suited for field team members of search and rescue units who will be placed with more skilled medical personal.

2.02 PROGRAM LENGTH

The IOFA program consists of 14 lessons involving a minimum of 8 hours of classroom and field training. The refresher program consists of 10 lessons requiring 6 hours of classroom and field training.

2.03 ATTENDANCE

No student will be allowed to miss more than 2 hours of class.

2.04 PRACTICAL TESTING

Practical testing will consist of:

- a. primary survey
- b. vital signs
- c. fracture immobilization (forearm)

2.05 FINAL CERTIFICATION

Certification for the Introduction to Outdoor First-Aid Program is for a period of four years from the date of completion.

Section 3.00
Fundamentals of Outdoor First-Aid Program

3.01 COURSE DESCRIPTION

The Fundamentals of Outdoor First-Aid (FOFA) program was developed to prepare an individual responsible for leading a small team or group into the wilderness to handle emergencies common to this environment. No previous first-aid training is required. The course is intended to provide a group leader adequate knowledge to provide a first response until an evacuation team with more skilled personnel arrives. It also provides a leader with knowledge and skills to recognize and potentially prevent certain environmental disorders from becoming worse.

The course does not teach any survival, or rescue skills. It assumes the patient will be able to evacuate themselves from the wilderness or an evacuation team will be sent with more highly trained medical personnel.

The course stresses prevention, improvisation, recognition, and treatment of disorders common in a wilderness setting. Topics include scene management, patient assessments, first-aid kits, medical reports, shock and wound treatment, musculoskeletal problems, lightning strikes, heat and cold disorders, snakebites, poisonous mushrooms, high altitude, water purification techniques, and applicable general medical problems. Instruction involves illustrated lectures, demonstrations, and practical exercises.

3.02 PROGRAM LENGTH

The FOFA program consists of 15 lessons requiring a minimum of 18 hours. The refresher course is completion of the IOFA program, passing the IOFA written test, and passing the FOFA practical exam.

3.03 ATTENDANCE

No student will be allowed to miss more than 6 hours of the FOFA program. If a student is refreshing they will not be allowed to miss more than 2 hours.

3.04 PRACTICAL EXAMS

The practical will consist of:

- a. patient assessment
 - 1. primary survey
 - 2. appropriate treatment
 - 3. vitals
 - 4. secondary survey
 - 5. appropriate treatment
 - 6. patient report
- b. fracture immobilization

3.05 FINAL CERTIFICATION

Certification for the FOFA is for a period of three years from the date of completion of the program

Section 4.00
OFA Instructor Program

4.01 COURSE DESCRIPTION

The Outdoor First-aid instructors program is a xx hour course designed to train and certify instructors to teach the Introduction to OFA and refresher course and the FOFA and refresher course. The lead instructor for the course will be an instructor-trainer approved by the ASRC OFA Program editorial board.

4.02 PREREQUISITES FOR OFA INSTRUCTOR CANDIDATES

- a. Must be a minimum of 18 years of age.
- b. Must have successfully completed the FOFA course.
- c. Must have successfully completed an EMT program (or higher such as ST, C-tech, Paramedic, Certified Emergency R.N., P.A., D.O., or M.D.).
- d. Must have a minimum of one year field experience as an Emergency Medical Technician or higher.
- e. Must be associated with an organization that functions in a wilderness environment.
- f. Must be a high school graduate or equivalent.
- g. Obtain a minimum score of 85 percent on the written pretest. The pretest score shall remain valid for a period of two years from the date tested.
- h. Demonstrate proficiency and ability to perform all skills during a formal practical examination.

Draft

4.03 REQUIREMENTS FOR OFA INSTRUCTOR CERTIFICATION

- a. Successfully meet all the prerequisites.
- b. Successfully complete the instructor pretest.
- c. Satisfactory demonstration of skills on the FOFA practical.
- d. Attendance of the Instructors workshop.
- e. Demonstration of the knowledge and skills required of an Instructor during a presentation made at the instructors workshop.
- f. Demonstration of maturity and good judgement.
- g. Approval of the Instructor-trainer and ASRC board of directors.

4.04 CERTIFICATION

Certification will be valid for two years from the date of completion of the ASRC board of director approval. Certification will also mean the instructor will also be certified as successfully completing the FOFA course as long as a valid instructor.

4.05 RECERTIFICATION REQUIREMENTS

The OFA instructor's privilege to teach must be renewed every two years in order to accomplish recertification requirements. To fulfill the requirements, he or she shall:

- a. Teach at least 18 hours of the IOFA or FOFA subject material within the two year period.
- b. Attend a minimum of one Instructor refresher workshop within a four year period, and
- c. Score a minimum of 85% of the FOFA written exam.

4.06 FAILURE TO MEET RECERTIFICATION REQUIREMENTS

Instructors failing to meet any requirements in section 4.05 above shall be eligible to request a six (6) month extension to allow completion of the requirements.

- a. An instructor failing the written test will be allowed 90 days to retest.
- b. An instructor failing the retest must go through the entire instructor process again.
- c. If (b) occurs the instructor's status of FOFA certification will be valid for one year.

Draft

BRMRG Report to ASRC BOD

23 October 1993

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2.) A new training class has been started. Besides holding an Open House and a FTM Workshop, weekly training has started. About 30 to 40 people are presently in the class, including over 26 new call-out qualified members. FTM testing will occur on Dec. 5 with a bivouac the night before.

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4.) We held a fund raiser by parking cars at Van Rippers Music Festival on 3 October 20. Event was a success, earned us a nice sum of money, and everybody had fun.

5.) BRMRG would like to remind all groups that the BRMRG 800 number is for use by Base during a search only. It should not be given out or on rosters as the number for the Blue Ridge Mountain Rescue Group or as the number of the ASRC. The true number is (804) 924-3472.

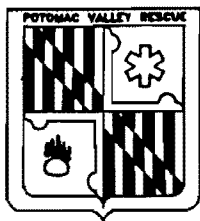
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15 Oct	Buckingham County, VA	2	6

Dispatched for:

Dates:	Place:	Status:
6 Oct	Caroline County, VA	1
17 Oct	Buchanan County, VA	2
20 Oct	King George County, VA	2



POTOMAC VALLEY RESCUE GROUP

Box 10 ❖ Edele H. Stamp Student Union
University of Maryland
College Park, MD 20742
(301) 314-7444



A Member Group of the Appalachian Search and Rescue Conference, Inc.

ANNUAL STATUS REPORT to the APPALACHIAN SEARCH & RESCUE CONFERENCE

23 October 1993

OPERATIONS

Training: Potomac Valley Rescue Group (PVRG) has begun its new training curriculum for new members. Over the summer of 1993, Brian Whalen (President), Dome Poon (Operations Officer), and Scott McCabe (Training Officer) revised the training program for PVRG to include more outdoor "hands-on" experience with less indoor lecturing. Past criticisms and a loss of interest by several members of PVRG in the past year initiated this response. Included with this report is the initial training schedule for the fall training program by Scott McCabe.

An unsuccessful attempt to obtain speakers and/or trainers from other ASRC groups was made by Scott McCabe. This attempt was made to further add to an improving program and give new members perspectives and training from sister groups that have been established for several years. Any person who would be interested in helping as a guest speaker or trainer is encouraged to contact PVRG at (301) 314-7444 (messages only) or Brian Whalen at (301) 314-0857.

Pagers: The operations of PVRG have been greatly improved over the past two months by the addition of 4 pagers on a local net number (301) 513-6995 and the ASRC net. The pagers were dispersed with PINs to Brian Whalen (President - PIN 601), Dome Poon (Operations Officer - PIN 602), and Scott McCabe (Training Officer - PIN 603), and Tom Cochrane (Tracker - PIN 604). Peter McCabe was a great assist in obtaining the information and contracts with MetroCall.

Recruiting: Obviously, the low response factor is a concern which PVRG is taking seriously. During the later half of September, PVRG embarked on a series of recruiting drives which targeted both students at the University of Maryland, but anybody that climbs or hikes at several state and national parks in the area. Both of these strategies have proven successful as PVRG has thusfar maintained at least 30 new members and are expecting to slightly increase from upcoming public relations activities. Many of the new members bring experience in many fields to the group.

PVRG Vehicle: In late August, Peter McCabe informed the PVRG president of a possible lead to obtaining a used utility vehicle at a very low or no cost from the Maryland Fire and Rescue Institute (MFRI) at the University of Maryland. Several follow-ups have led to an understanding and transfer of a 1974 Dodge utility van via surplus from MFRI to PVRG. We eagerly await the transfer and the opportunity to have such an addition to our resources. There is also an understanding between PVRG and the College Park Volunteer Fire Department that PVRG will be granted a parking space for the vehicle on the grounds of the new "superstation" currently under construction. We are currently awaiting the delivery of Maryland State vehicle tags and all processing to be completed by the University of Maryland. Delivery should occur in early December.

Fundraising: PVRG has held its first two fundraising activities by running concession stands at the University of Maryland football games. Several hundred dollars were raised to add to badly needed funding. This will greatly aid in more complete training of new members and purchasing of new gear. Several more fundraising activities may be planned in the future.

Paperwork: A complete and updated roster will be forthcoming after the influx of new members has slowed and all paperwork has been completed. Our new dues which have been enacted now cover name tags and ASRC patches for uniforms. A great effort has been made to streamline all membership information and applications so as to concentrate on training and not on lost paperwork or additional forms to be filled out. Thus far, the process has seemed to work quite adequately. In addition, within the next month, PVRG members will also be issued an "ID card" which will identify them as a PVRG member *and* will also include medical information and training (first aid, CPR, etc). This is also a new strategy in group communication and may prove valuable in the field.

Notes from the President: As president of Potomac Valley Rescue Group, I have turned most of PVRG's goals toward long range. Our response in the past has been a serious concern and is being addressed by many of the drastic changes in group policy and training. Politics (which has existed in the past) will take a low priority in favor of learning how to efficiently train and maintain an effective SAR group with the correct attitude. Any advice or criticism is welcome and encouraged. Thank you.

Brian Whalen

Potomac Valley Rescue Group

Proposed Schedule for Fall 1993

The schedule here is principally divided up into three sessions that span the duration of the semester. Each session is designed to teach similar skills and build upon those skills with each following session.

The sessions fall within a four week cycle; with one business meeting, three training meetings, and one training weekend. The three training meetings are designed in the following method:

- Meeting #1 - Teaching by guest lecturers and PVRG members
- Meeting #2 - Continuing practice of meeting #1 skills
- Meeting #3 - Continuing practice of meeting #1 skills;
 - GTO certification on skills

The weekend following these three meetings will utilize these new skills in a simulated SAR incident to teach their application in the field.

The schedule proposed is as follows:

- 14 Sept.- Intro to SAR
- 21 Sept.- Intro to SAR/ Slide Show/ Business
- 28 Sept.- **Group A Training**
 - Search Skills
 - Land Navigation #1
 - Wilderness Survival
 - Field Commo #1
- 05 Oct.- Continuing Group A Training
- 12 Oct.- Continuing Group A Training/ GTO Certification
- 16-17 Oct. Weekend Training
- 19 Oct.- Business
- 26 Oct.- **Group B Training**

Land Navigation #2
Field Commo #2
Personal Equipment
Ropes and Technical Hardware
Belays
Litter Handling Techniques

02 Nov.- Continuing Group B Training

09 Nov.- Continuing Group B Training/ GTO Certification

13-14 Nov. Weekend Training

16 Nov.- Business

23 Nov.- Group C Training

Legal Aspects of SAR
SAR Operations
Incident Site Procedures
Field Team Organization
Helicopter Operations

30 Nov.- Continuing Group C Training

07 Dec.- Continuing Group C Training/ GTO Certification

11-12 Dec. Weekend Training

14 Dec.- Business Meeting

Pack checks must also be organized on a regular and systematic schedule. It is proposed that they occur biweekly, either 1/2 hour before or after the meeting, beginning Sept. 28. The qualification for the minimal personal equipment would be able to be certified at any of these biweekly sessions by the GTO.

Please note any comments and changes on this schedule ASAP and contact Scott McCabe (301) 596-5554. It is highly suggested that this be done before the beginning of the fall semester so the PVRG schedule can be completed by then.

CPR and First Aid will be incorporated into training.



SHENANDOAH MOUNTAIN RESCUE GROUP

118 PARK STREET SOUTHEAST

VIENNA, VIRGINIA 22180-4608

(703) 242-1276

SMRG REPORT TO THE ASRC OCTOBER 23, 1993

TRAINING

- The current EFM class which began in July, will be tested in December.
- A new Training Schedule is being developed:
 - An EFM/FTL GEAR-type course will (probably) be offered in January.
 - A MBO GEAR-type course will (probably) be offered in January.
- SMRG is currently offering a 1st Responder course. About 12 people are participating, five from SMRG and the rest from Potomac Valley dog groups and local fire stations.

OPERATIONS

- SMRG provided medical stand-by and clean-up support for the HAMFEST held September 11-12, 1993 at the Montgomery County, MD Fairgrounds. About 10 people participated. No major problems.
- SMRG personnel responded to the following ASRC missions:

- 9/28/93	Downed Aircraft, Charles City CO, VA	4 responded
- 10/2/93	42 yom, Altoona PA	4 responded 4 standby
- 10/4/93	19 yom, Great Dismal Swamp, VA	5 responded
- 10/6/93	ALERT	
- 10/10/93	ALERT, 54 yom, Buchanan Co, VA	10 standby
- 10/15/93		
- The Potomac Appalachian Trail Club (PATC) Dogwood Half Hundred Endurance Race will probably be held at the end of April, 1994. More details to come.

FINANCIAL

- SMRG recently submitted our annual budget to the PATC for about \$3,000.
- SMRG's 1994 fiscal budget will be for about \$10,000.

MEMBERSHIP

- A SMRG roster is attached.
- Total: 42, IC-2; IS-8, FTL-6, EFM-7, COO-8, other-9.

Southwestern VA Mt. Search & Rescue

for BOD 10-23-93

42 New members (probationary)

14 have become CQ

1 FTM from TSAR

Searches

Responded

Sept. 28

10

Oct 4

5

Oct 8

5

Oct 10

13

Oct 15

?

(ASRC III, we went as

volunteers at Δ's

request)

10 searches (2mm - ASRC)

Applied for grant 50/50 matching
3 fundraisers ~~of~~ 3,000.

Guest speaker on Alzeimers

TSAR REPORT - BOD MEETING 23 OCT.

Training

- Vertical Training at Raven's Roost on 11-13 Sept was a success. Many members from TSAR and RSAR attended. Training the first day ~~was~~ concentrated on ropes, knots, anchors, hauling systems, ascending, and rappelling. A vertical simulation was held the second day.
- TSAR is hosting a FTM class starting 30-31 Oct at Harwood's Mill Reservoir. All those interested in attending please contact Dave Carter.

Fund Raiser

- TSAR again helped park cars at the 20th Annual Fall Festival at Newport News City Park. \$600 was raised.

Missions

- Several members attended the downed aircraft mission in Charles City county.

I get you a letter copy

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ASRC Training Officer's Report
23 Oct 93

Standardized Training Materials

At the last BOD I presented my proposal, as requested, for adoption of the GSAR materials as the basis of an ASRC standardized training program. The result of this proposal was a decision by the Board to "pursue an agreement with SARTA" with respect to licensing the materials for use by Groups, in whole or in part, with the intention that the materials be incorporated into an ASRC training program. My discussions with the SARTA representative have revealed an understandable hesitancy to allow the ASRC to "pick and choose" among the materials in the development of a new program. SARTA's original proposal was that the GSAR program be adopted in whole as the ASRC training program. Additional material could be taught to fulfill the ASRC's more stringent requirements, but the GSAR materials would form the program's foundation.

There are some fundamental differences in opinion on this matter. SARTA maintains its position that the GSAR materials cover nearly all of the ASRC requirements and that by adopting them, the ASRC gains a ready-made training program which it (the ASRC) has historically failed to produce. The opponents to SARTA's proposal feel that the GSAR materials fall, to some extent, to meet the ASRC's specific needs, and that any standardized training program should be custom built to its specifications. Others contend that the ASRC does not truly require a standardized training program, that our training standards dictate the knowledge and skill requirements and that training within our individual groups should be left to the discretion of the Group Training Officers.

To this end I propose the following compromise:

- 1) SARTA will provide to each group a copy of the FTM and FTL ^{Course} manuals, to be reproduced by the Group for the sole use of ASRC personnel therein. Each Group will in return remit the sum of \$100 to SARTA, to cover the costs of the originals and the license to copy the materials. No yearly licensing fee will be charged by SARTA, and any updates to the materials will be provided to the Groups (under the terms of agreement stipulated above) for a cost of \$15. Materials will be reproduced in whole, and no modifications shall be made to them by the ASRC. The intent of this agreement is to allow Groups access to the GSAR materials in a timely and financially feasible manner. SARTA will in turn be granted the right to refer to the ASRC corporate identity in marketing their materials (i.e. the GSAR FTM and FTL manuals have been adopted by the ASRC as their primary textbooks, etc).
** NOT SOLD -- ONLY GIVEN; ONLY TO ASRC GROUP MEMBERS*
- 2) The Group Training Officers will submit to the ASRC Training Officer suggestions for additional materials to be included in the ASRC training program. Lesson plans, additional licensed materials, and/or materials produced by the ASRC for Group use will be considered. The intent of the program as a whole will be to provide Groups with a comprehensive training resource for use in their individual training programs. Materials will be drafted to supplement the GSAR ~~materials~~ and fulfill requirement for information as stipulated by the ASRC training standards. ** OFFERS TO SARTA TO REVIEW*
- 3) SARTA must approve those portions of this proposal directly applicable to it. I request that in the event the BOD agrees in principle to this proposal, acceptable limits of modification to the pricing/licensing structure be agreed upon by the BOD prior to referring the proposal to a bargaining committee.

*Can also
CO TO SARTA
during*

Handwritten

Joint ASRC - CAP Training

In a recent meeting of the ASRC and CAP "heads of state" the ASRC was tasked with teaching the CAP the ICS system as we use it. In addition, Groups are asked to open FTM and FTL classes to CAP squadrons their regions. Each Group Training Officer has been asked to develop one table-top mission per quarter during 1994. The dates for these events, and the dates of other "open" training events are to be forwarded to the ASRC Training Officer (address listed at end of report) by 1 Dec 93.

ASRC TO TRAIN VA WING IN ASRC-version ICS.

ASRC Advanced Training

804-979-9266

Lisa Hannon has set up several IS level training sessions to be held in Charlottesville. These are excellent opportunities and I commend her on her hard work. Dates are as follows: 27 Oct, Albermarle Co. Police; 30-31 Oct and 13-14 Nov, MSO; 17 Nov, Shenandoah National Park. In conjunction with the MSO class an Alert Officer class will be held, the class is scheduled for 31 Oct from 1415 to 1615, the test date is scheduled for 14 Nov, 1500 to 1600. Contact Lisa at the BRMRG locker for more information.

MSO COLUMBIA JAMUNE - \$45 + FORD/1000 -
2ND + 4TH WEEK JANUARY

Training With Pennsylvania Groups

At the last BOD I was tasked to contact Pennsylvania groups about training. No specifics were given. To be frank, its difficult enough to get groups within the ASRC to train together and I have some reservations about investing significant amounts of time on multi-state training efforts. I request that the BOD clarify its intent on this matter.

Other Training Issues

It was brought to my attention following the Charles City downed aircraft search that not everyone is familiar with the phrase "secure the net." This phrase is, for all practical purposes, synonymous with "clear the net" as it is used by many ASRC groups. "Secure the net" is used by at least some of the CAP squadrons. I recommend that individuals be familiar with both to facilitate interagency communications.

As a note of success, SWVaMRG hosted a simulation on 10-11 Sep in the Blacksburg area. It was attended by members of several CAP squadrons, Botetourt Mounted SAR, and Triangle Rescue.

Questions or Concerns?

If you have any training matters you would like addressed, questions you need answered, or if you need assistance with training programs please feel free to contact me as follows:

John Punches
628 Lee St.
Blacksburg VA 24060

Home Phone: 703-552-6957
Work Phone: 703-231-8835

Respectfully submitted 23 Oct 93,

John Punches
ASRC Training Officer