ASRC BOARD OF DIRECTORS MEETING
23 April 1994
MINUTES

Meeting was called to order at 1030 by Dave Carter.

BUSINESS MEETING

Attendance: *(People in italics were present)*

AMRG Keith Conover	BRMRG Audrey Wilsom
AMRG Charles P. Kollar	BRMRG Bob Koester
MSAR Peter McCabe	RSAR Mark Pennington
MSAR Darrell Hale	RSAR
SMRG Gary Mechtal	SWVaMRG Dave Zader
SMRG Amy Rue	SWVaMRG John Punches
TSAR Dave Carter	*PVRG Brian Whalen
TSAR Matt Rhode	*PVRG Dome Poon
Patrick Turner	
Others:	

Officer and Committee Reports

Treasurer's report (Patrick Turner) - MSAR and PVRG still owe their dues. The money for the radio license has cleared.

Operation/Chairman's report (Dave Carter) - There has been no search activity since the last meeting. Dave is looking for the list of equipment needed by affiliate groups. Bob does not think that the list exist. The disk with the operations manual will be sent to Kieth Cononver to be put into the ASRC Ops formula. Peter suggested that we change the format of the Ops manual to wordperfect.

DES had a finishing school for Ics. It was decided that DES would ask for CAP to send their MCs to do Incident Staff work for most searches. The MCs need 12 hours in Plans and 24 hours in Ops to become a state IC.

See Addendum.

Training Report (John Punches) - In old business, revised CQ standards and, introductory paragraphs for the other training level standards will be presented.

Uniform Committee (John Punches) - A proposed new uniform standard will be presented in old business.

ASTM (John Punches) - Since the last BOD meeting four proposed ASTM standards regarding search and rescue operations were reviewed. The first was a testing method for rescue carabiniers. John found the tests proposed to be unrealistic and thought if passed it might pose a legal concern if groups continued to use carabiniers not meeting its standard. John voted negatively on this item. The other proposed standards involved an overview of SAR, suggesting methods and terminology for groups unfamiliar with SAR (voted affirmative); definitions of underwater operations and equipment (abstained); and a thorough standard on use of the International Phonetic Alphabet and its accompanying components. This last reflected ASRC practice and I voted affirmative. A copy of these proposed standards are available from John Punches at 628 Lee Street, Blacksburg, VA 24060; if anyone needs more information.

Communications Report (Amy Rue for Steve Houck) - The ASRC application for a radio license has gone through coordination in Rhode Island and was sent to the FCC on April 1st, 1994.

In case of a mission, where more than one frequency is needed, contact Steve Houck for temporary authorization: (W)202-653-7484, (H)703-257-7659, and (Pgr)703-701-1881.

Medical Committee (Amy Rue) - Resources review continues, still need: 1)roster with levels or medical training, 2)Medical equipment list/inventory (med pack, base kits, etc. & standard contents) from most groups.

Old Business

501 (C) (3) (Bob Koester) - Back from the state and mailed to IRS. Shortly Bob will need two

checks 1) for $100 for he IRS and 2) for $100 for the SCC.

Medical Licensure in Maryland (Peter McCabe) – Peter has arranged for the ASRC and MSAR to be recognized as a non-transport Basic Life Support Unit in Maryland. "MIEMSS [Maryland Institute for Emergency Medical Services Systems] will recognize ARSC [ASRC], Inc. as a Non-transport Basic Life Support Unit when credentialed members and/or advisors are conducting training and/or performing search and rescue missions in Maryland." signed Ronald B. Schaefer, REMT-P, Director for EMS Field Operations.

AMY RUE WILL SUMMARIZE WHAT VA EMT's NEED TO DO FOR MARYLAND EMT STATUS

Bulletin Board (Dave Carter) – The Bulletin board at DES is up and running.

Reorganization Committee (Dave Carter) – The Committee has discussed many ways to change things and set-up the conference. There will be no need to change the Articles of Incorporation if we keep the Board of Directors and change the Bylaws.

Uniform Committee (John Punches) – The committee's recommendations were handed out at the meeting. A couple of issues were discussed; including, group functions that are not ASRC functions. GROUPS THAT ARE INVOLVED IN EVENTS THAT HAVE NOTHING TO DO WITH THE ASRC, SHOULD NOT BE WEARING THE ASRC PATCH AT THAT TIME. IF THE GROUP IS USING THE ASRC MEDICAL LICENSE, THEN IT SHOULD WEAR THE ASRC PATCH.

BOB MOTIONED AND PETER MCCABE SECONDED TO ACCEPT ANNEX 7 WITH THE NOTED CHANGES (SEE ADDENDUM) 7 YES, 0 NO, AND 2 ABSTAIN. MOTION PASSED.

Callout Qualified Members (John Punches) – John Punches' recommendation for a definition of callout qualified and their expected duties was handed out at the meeting. During the discussion the question of the purpose of CQs came up, along with compliance of the ASRC with anti-discriminatory regulation. BOB MOTIONED AND PETER MCCABE SECONDED TO ACCEPT JOHN'S RECOMMENDATIONS WITH THE NOTED CHANGES (SEE ADDENDUM) 7 YES, 0 NO, AND 0 ABSTAIN. MOTION PASSED.

ADA – AMY RUE AND PETER MCCABE WILL LOOK AT WAYS TO DEAL WITH THE PHYSICALLY CHALLENGED JOINING THE ASRC.

New Business

Elections for 1994-95 –

CHAIR	DAVE CARTER
VICE CHAIR	GARY MECHTAL
TREASURER	PATRICK TURNER
SECRETARY (NON-RECORDING)	BOB KOESTER
RECORDING SECRETARY	

Training Officer Appointment – BOB KOESTER MOTIONED AND AUDREY WILSON SECONDED THAT JASON DALTON BE MADE BRMRG's TRAINING OFFICER, PENDING PASSING HIS FTL TEST. 6 YES, 0 NO, AND 0 ABSTAIN. MOTION PASSED

MIKE ? MOTIONED AND PETER MCCABE SECONDED THAT MEG GRALIA BE MADE PVRG's TRAINING OFFICER UNTIL MAY. 10 YES, 0 NO, AND 0 ABSTAIN. MOTION PASSED

Reappointment of all Training Officers – DAVE CARTER REAPPOINTED ALL GROUP TRAINING OFFICERS: MATT RHODES-TSAR, CINDI LAMBERT-SWVAMRG, KIRT HORNICEK-MSAR, AND WILLIAM DIXION-SMRG. THE TRAINING OFFICERS FOR RSAR AND AMRG WILL NEED TO BE BROUGHT BEFORE THE BOARD WHEN THEIR NAMES ARE KNOWN.

Recording Secretary – The ASRC is looking for a recording secretary. The conference will appreciate any and all volunteers; but, is willing to pay $50 per meeting if necessary.

OPERATIONS MEETING

Old Operations

Proposed Statement of Intent – Work on this is being held until the ADA (physically challenged statement) is made by Peter McCabe and Amy Rue. TABLED.

Reappointments from the Chair – DAVE CARTER REAPPOINTED JOHN PUNCHES TRAINING OFFICER AND AMY RUE CHAIR OF THE MEDICAL COMMITTEE. PETER MCCABE MOTIONED AND BOB KOESTER SECONDED FOR THE BOD APPROVAL OF DAVE's APPOINTMENTS 10 YES, 0 NO AND 0 ABSTAIN. MOTION PASSED

Operations Manual – GARY WILL TRY TO GET THE OPERATIONS MANUAL FORMATTED AND READY TO GO BY THE JUNE MEETING.

Alert-Dispatch Officer position (Camille Birmingham) - Camille's proposed Alert-Dispatch Officer position description was handed out and discussed. *BOB MOTIONED AND JOHN PUNCHES SECONDED THAT THE PROPOSAL BE ACCEPTED AS AMENDED (SEE ADDENDUM). 10 YES, 0 NAY, AND 0 ABSTAIN. MOTION PASSED*

New Operations

Appointment of Operations Officer - *DAVE CARTER APPOINTED GARY MECHTAL OPERATIONS OFFICER. PETER MCCABE MOTIONED AND BOB KOESTER SECONDED FOR THE BOD APPROVAL OF DAVE'S APPOINTMENT 9 YES, 0 NO AND 1 ABSTAIN. MOTION PASSED*

Alert-Dispatch Officer appointment - *DAVE CARTER MOTIONED AND BOB KOESTER SECONDED THAT CAMILLE BIRMINGHAM BE MADE THE ALERT-DISPATCH OFFICER. 10 YES, 0 NO, AND 0 ABSTAIN. MOTION PASSED*

Incident Staff appointment - *BOB KOESTER MOTIONED AND JOHN PUNCHES SECONDED THAT ALLISON MABE BE MADE INCIDENT STAFF. 10 YES, 0 NO AND 0 ABSTAIN. MOTION PASSED*

JOHN PUNCHES MOTIONED AND ? SECONDED THAT SARAH JENSON BE PROMOTED TO INCIDENT STAFF. 10 YES, 0 NO, AND 1 ABSTAIN. MOTION PASSED

Meeting Adjourned at 1330.

ASRC GENERAL MEMBERSHIP MEETING
23 APRIL 1994
MINUTES

Meeting was called to order at 1335 by Dave Carter.

Attendance: (Both present and with proxies)

AMRG	0 present	0 proxies
BRMRG	5 present	28 proxies
MSAR	2 present	0 proxies
PVRG	4 present	0 proxies
RSAR	0 present	1 proxy
SMRG	2 present	3 proxies
SWVaMRG	5 present	9 proxies
TSAR	1 present	12 proxies
Total	19 present	53 proxies 74 members

Bike Team - SWVaMRG wants to start a bike team. The team would be limited to SWVaMRG due to terrain and experienced members. The requirements would be that everyone must be an FTM, supply their own bikes and equipment, be good riders, and would carry their FTM gear, med kit, and radio. The bike team would be used for containment and hasty teams. Members would be required to check their equipment before each task. SWVaMRG is interested in trying to get a special grant from REI for $2000 for bike gear (lights and air pumps and saddle packs). THE MEMBERSHIP SAID GO AHEAD TO SWVAMRG, AND ASK THEM TO SUPPLY THE IS WITH A BRIEFING SHEET ON THE CAPABILITIES OF THE TEAM, WHERE THEY WOULD BE BEST USED AND HOW THEY WILL BE CALLED OUT. GARY MECHTAL MOVED AND MICHELLE PUNCHES SECONDED THAT SWVAMRG BE TASKED WITH INVESTIGATING THE USE OF MOUNTAIN BIKES FOR SAR AND RECOMMENDING FOR THE ASRC APPROPRIATE TRAINING AND OPERATIONAL STANDARDS. FURTHER THAT THEY SUBMIT A INTERIM PROGRESS REPORT 6 MONTHS FROM NOW AND A FULL REPORT 1 YEAR FROM NOW. 71 YES, 0 NO AND , 1 ABSTAIN. MOTION PASSED.

Minutes - BOB KOESTER MOTIONED AND ? SECONDED THAT THE MINUTES FORM THE LAST MEETING BE ACCEPTED. 71 YES, 0 NO AND 1 ABSTAIN. MOTION PASSED.

Officer Reports (see minutes from BOD meeting 4-23-94)

Group Reports (Handed in writing)

Appalachian Alert (Peter McCabe) - Needs input PLEASE.

MSAR (Peter McCabe) - Is getting a grant to hire a person to provide services for troubled youths.

PETER WOULD LIKE TO GET A COPY OF EACH GROUPS ROSTERS FOR HIS DATA BASE.

Air nautical maps were available for the taking at the end of the meeting.

Changes to ASRC OPS Manual (Camille Birmingham) - Camille handed out a copy of all the changes to the ASRC OPS Manual dealing with alerting and dispatch (see addendum). GARY AND DAVE WILL MAKE SURE THAT ALL THE CHANGES ARE INCORPORATED IN THE NEW OPS MANUAL.

Move the General Membership Meeting - Discussion was held on whether the time for the General Membership meeting should be changed. It was decided to hold this until the reorganization of the conference is done. TABLED.

Reorganization Committee report (Dave Carter) - The ASRC is in need of reorganization. The Conference is growing and new groups want to join. The ASRC is in need of a way to raise money and a system to apply for grants. The State Resources for Volunteerism was contacted to obtain some suggestions for structuring a volunteer organization, the Red Cross and United Way were also studied. Changes will be necessary to run the business of the ASRC better.

Pay for Rescue - The ASRC should think about taking a position on the topic of pay for rescue; maybe even write a statement, since we provide a volunteer service. Arguments for are: the cost of rescue operations, possible protection from law suites, may help people to take responsibility for their actions. Arguments against: invasion of the "last free area" being governed. TOM COCHRANE IS WILLING TO CHAIR A COMMITTEE TO COME UP WITH A POLICY STATEMENT.

June Meeting - The ASRC BOD meeting will be in Charlottesville on June 25, 1994.

ASRC BOD Meeting Dates - Meetings are on the 4th Saturday of every 2nd month. June 25th, August 27, October 22, and December 24 (will be rescheduled later).

Liability - For what is the ASRC liable? OPERATIONS, TRAINING AND MEDICAL OFFICERS NEEDS TO SEE WHAT THE ASRC MAY BE RESPONSIBLE FOR IN THEIR AREAS AND HOW THE ASRC CAN PROTECT ITSELF. DAVE WILL ASK THE NSAR LAWYER ABOUT THIS ISSUE ALSO.

PVRG - PVRG needs to brought up to full membership. Since they are not prepared now there will have to be a special membership meeting scheduled.

IC/IS Roster - Please send any correction to the roster to Camille Birmingham at the locker. Make sure to check the recertification dates.

Helicopters - Langley is getting two new helicopters. Also the Navy would like to use their helicopter out of Oceanna for SAR.

Simulations - May 14-15 there will be a Horizontal simulation involving two helicopters and the CAP.

BRMRG will be having a simulation on October 23, 1994.

Training - FTM, FTL, and PSO will be available at Camp Virginia Jaycees in NOV and DEC. The new MSO course will be taught.

SMRG is offering a FTL course in July and August. There will also be a CPR course.

Meeting adjourned at 1556.

Southwest Virginia Mountain Rescue Group
Report to BOD
April 23, 1994

Missions Attended

None

Membership

IC	1
IS	0
FTL	7
FTM	21
CQ	16
Trainee	?

Other Activities

Presented Hug - a - Tree program for 50 children at Blacksburg Public Library

Provided medical support for a two mountain bike races

Conducted a rappeling session for handicapped adults

Training

Twelve members completed testing for FTM

New Officers

Chair	Dave Zader
Vice Chair	Gabe Williams
Sec	Doug McCaskil
Treas	Tiffany Worthington
Ops	Greg Sazonov
Training	Cindie Lamber
BOD	Dave Zader / John Punches
SARCO	Dave Zader / Margo Osborne

Other

Purchased 6 portable radios and 6 digital pagers.

Respectfully Submitted,

John Punches
23 Apr 94

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

April 22, 1994

Membership

M/SAR membership stands at 49 persons for this period including 8 new members (boots); 20 COG; 13 FTMs; 8 FTLs, and 2 IS persons

Achievements of Note During the Year

During this reporting year, M/SAR negotiated an MOU for the ASRC with the Maryland State Police for lost person SAR services in Maryland.

Recently, M/SAR completed negotiations with the Maryland Institute for Emergency Medical Services Systems to recognize the ASRC as a non-transport Emergency Medical Services Basic Life Support Unit providing off-road emergency medical search and rescue services in Maryland. Similar recognition was given to M/SAR.

M/SAR has been asked by the District of Columbia to develop a 2 year program to involve youth in emergency services. The grant program will involve training in coordination with three District departments; Police, Fire and Ambulance, and Emergency Preparedness, in the development of an Emergency Services Corps.

Resource Management System

The resource management system for use in incident command operations in lost person SAR missions continues to progress. Pilot testing has been taking place at training simulations.

Coordinated Relationships with other Organizations

M/SAR continues its involvement with the Mountain Rescue Association (MRA). During the last several months, in the absence of coordinated direction, M/SAR stepped into administrative responsibilities for the MRA Appalachian Region. As soon as others fill this administrative breach, M/SAR plans to step out of its assumed duties.

M/SAR will continue its relationship with Howard Community College (HCC) with HCC becoming a secondary sponsor of the unit. M/SAR is also discussing a secondary sponsor relationship with the Fifth District of the Howard County Fire Department.

Goals for the Year

To play a leadership role in activities this year in the development of the Maryland Search & Rescue Council.

To complete development of its resource management system for use in incident command operations.

To retrofit a vehicle for use an incident command facility in emergency services activities.

SMRG Report

1) SMRG recently completed a VA State First Responder Class. All thirteen students who completed the class have been certified as VA First Responders.

2) Currently ~~the~~ SMRG is involved with PATC's Annual Dogwood SC+. hike.

TO: All ASRC Groups
FROM: Patrick Turner, ASRC Treasurer
DATE: 24 April 1994
RE: Child Abuse books

One of these was mailed to the ASRC and I thought it might be something that all of the groups might like to have in their individual libraries, so I ordered one per group. You can still get copies for free (until 1 September) by mailing the order sheet from the back of the book. If you have any questions, do not hesitate to call me. Thanks.

Sincerely,

Patrick Turner

'SAR TIMES and TOPICS

YARD SALE - CUTS GALORE

On Saturday 11 March we held our annual Yard Sale at Mark and Colleen's home. It was an event filled day.

Jonsey and Candi are to be congratulated on their efforts in making money for TSAR. They wrangled with the best of them and managed to make profits for TSAR that Colleen felt she never could have done.

Colleen (the yard sale coordinator) did her usual excellent job of getting everything together and the sale went rather smoothly.

In the middle of the morning, however, while the sale was full of people, Ruth (who was pruning Colleen's Crepe Myrtles, cut the end off of her Left Index finger.

The resulting activity centered around first aid, and getting Ruth to the Doctor. The DR. (a young man, obviously new at being a MD) saw no humor when Ruth quipped that they weren't able to find the end of her finger because a "dog problem ate it"/

He did lighten up, however, after being besieged by TSAR folks when he returned her quip with one of his own. "You won't pick your nose with that finger for a while"

They wrangled with the best of them and managed to make profits for TSAR.

My thanks to Candi and Jonsey for their professional handing of the injury as well as the comfort they offered Ruth, From both of us "THANKS!"

The sale raised $265.43. Not bad for a lot of "junk". Still .does anyone want a rebuilt transmission for a 1962 valiant? For sale cheap.

Oh. Ruth is fine, in some pain. She lost about 1/8" of the finger tip. As a safety tip she recommends concentration on task when using sharp objects.

RSAF GRANT SUBMITTED

With Colleen's invaluable assistance as Treasurer. Dave submitted our next RSAF grant. For those of you not familiar with his grant. the Commonwealth added a cost of $1.00 to each license plate costs. The purpose of this additional money was to provide assistance to rescue squads.

side...

TRAINING APRIL - MAY

We begin to change now toward technical skills practice and learning new skills in preparation for the vertical simulation

APRIL 1995

1-2 1900-1700 GSAR Institute, Roanoke, Dave C.
  6 1900-2100 Table Top, Carter's, Dave C.
22 1030 BOD, General Membership Meeting, Blacksburg, VA, Dave C.
27 1900-2100 TSAR Business Meeting, Pizza Hut, Northampton Blvd. Dave C.

MAY 1995

14 1300-1700 Basics Review, Uppy/Downy, Driver Tower, Mark E
25 1900-2100 TSAR Business Meeting, Pizza Hut, Northampton Blvd, Dave C
19-21 FTM,FTL Maryland Wing CAP (tentative)
28-31 NASAR Convention, Nashville, TN

> "whenever anyone is treated during a mission a RUN SHEET must be filled out by the person performing the treatment."

Dispatch Schedule

Continuing the rotation. the following is the rotation for the next two months.

POST THIS SOMEWHERE PLEASE

1 Apr. - 15 Apr. Mark Eggeman
15Apr-30 Apr. James Poole
1 May -15 May Andy Bayne
15 May 30 May Candi Capozzi

Remember that the ASRC dispatch system is checked (123) page usually on Tuesday sometimes on Mondays. If you are dispatch you need to call them.

Please remember that you are to fill out a Dispatch Log whenever there is a mission. for however long the mission should last. Forward these logs with five working days to Dave for filing.

There are two grant cycles each year. One in March and the other in August. The grants are awarded about three months after submittal.

There is no guarantee that a unit will get a grant. Each applicant goes through a screening process which involves viewing by members of the Board an then review by the local EMS Council.

TSAR under the ASRC medical license is eligible as a Group for these funds. However, we are competing with local rescue squads.

We can ask for either hardship or regular funding. With hardship we pay less than with a 50-50 match.

This time we requested three additional radios. a copier and a unit which will allow us to use our base station s a repeater. We shall see how we fair in the selection process.

I am concerned because it is apparent that the whole process is slanted toward the rescue squ operation. For istance. fund raising is an issue. We scrape by. but then we do not have the funding needs of a squad. Last time (with the trailer) we were told we needed a better fund raising plan.

While this is easy to say. we have very different client and fund raising base than the average rescue squad. As a result we will not have thousands in CD's like many squads.

Keep your fingers crossed!

KEVIN NEEDS YOUR MEDICAL CERTS

Kevin (as our Medical Unit Leader) need you to see him your current medical certifications (if you haven't already)

One requirement of the ASRC license that we operate under is that the ARSc (and groups by extension) must maintain current records of medical certifications.

Thus we all need to send him copies, now and later as things change.

STEERING COMMITTEE RECOMMENDS BY-LAW CHANGES

A t the March business meeting the chairman of the steering committee Mark Eggeman briefed the group on the work of the steering committee.

The committee (which is still open to any group member who wants t help) has been using the quality movement processes to redesign TSAR.

The group has worked its way through development of a Mission and Vishnu Statement, to a the development of the major processes of the group and now is working on the sub processes.

The committee knew we needed to redesign TSAR's management in order to reflect what it was doing with the processes. So the basic organizational framework was sketched out and Dave was asked to draft a modification to the By-laws to reflect the committees thinking.

When Dave was done, he presented the results to the committee and after more discussion and effort the result was presented to the group at the meeting. Mark made a motion that they be accepted and the motion passed unanimously.

By our current by-laws the group will vote next month on accepting the by-laws. With this news letter you have a copy of the new By-laws. Ruth suggested and the group agreed that we should send out a copy of the old By-laws so you can compare the two.

Perhaps a little briefing will help understand why we are doing this and what we hope to accomplish.

TSAR was originally structured along the lines of the ASRC . However, in the ten years since TSAR was formed it has become very clear that our operational organization (ICS) and our daily operations (ASRC model) were in constant conflict. While we are very efficient in the field, we were a lot less efficient on a day to day basis.

Secondly, the ASRC model did not lend

The strategic on for TSAR which should take us in the next Century.

itself to both efficiency and involvement of members.

Third, we were very unclear as to what a officer should be doing and how they should be doing it.

The new By-laws are based on the ICS structure model. They are also based on the construction of a "process book". This means a book that contains all of the major processes for getting the business of TSAR done.

We know that the first person to hold each of these new positions will need to detail out the subprocesses defined by the committee. And, this fits with the quality model, as the person doing the job should define the day to day operation. with review by their supervisor.

The plan is to pass the By-law changes in April. They would become effective at the elections to be held in September. The new positions would come into effect at the time. The committee will spend the rest of the Spring and Summer putting together the major and subprocesses into a "process book" which will be the ways things are done in TSAR.

The committee will then begin work on the strategic plan for TSAR which should take us in the next Century. (Kinda scary thought huh???) This effort will need creative thinkers and people who are willing to work. Are you? Join us then.

TSAR is a separate corporation from ASRC and long ago received 501-c-3 tax exempt status. Part of the reason for restructuring is to enable to us to operate as a separate corporation should we need to.

ASRC was designed in the 60's and the world has really changed since then. TSAR was created in the 80's and the world has changed. TSAR is adapting ASRC is not. IF ASRC adapts then our partnership will flourish, if not we need to be prepared for the future whatever that may bring as we develop our strategic plan.

SAR BITES

The task of searching an area is always difficult. But, there are some techniques which might help you as a team member or team leader do a better job.

Use critical spacing. Analyze what you know about the subject. What did he or she have on or with them? What are you looking for at this time? For instance, is this the fifth day of a search for a subject who might down and un-responsive? Is this in the early hours of a search where the subject might be moving. The difference here is what you are looking for.

In a search where the subject is likely down and not moving you are more looking for a downed subject, but still looking for clues. In the early stages of a search you are looking for clues more than the subject.

Given what you know about a subject and what you might be looking for, when you arrive in the search area, put something of the size, shape and color that the subject might have had or worn on the ground. Back away from the object until you can no longer see it. Then walk back until you can. The distance from you to the object is one half of the spacing for two people searching in a search line. When you are searching you, and the folks on either side of you, will want to keep within this distance.

Yes, you may have to do this more than one time in the search area as the foliage or vegetation changes. Since most search segments are not homogeneous you can expect to have to do this more than once.

This technique has produced excellent results in field trails and experiments.

The second technique is purposeful wandering. When it comes to open grid/closed grid searches our traditional methodology has been to walk in as straight a line as possible as you go through the area. To use purposeful wandering you "wander" within the constraints of the critical spacing. You thus move back and forth across your part of the search segment according to the dictates of your own head.

The research work and field trails have shown that these tow techniques combined produce a much higher than average probability of detection than simply following a line on the ground.

In each technique it is expected that you are clue aware. But, interestingly enough in the field trails we have done with local police, fire, rescue and administrative types (who are a part of the three days SAR First Responder course) these two techniques produce a much higher POD for these relatively untrained searchers than the traditional straight lines.

What would be interesting to try would be to take members who are already rained FTM/FTLs, expose them to Greg Fullers awareness training and then do the experiment again when the folks are fresh and then later after folks are worn out (as is usually the case with search missions). Wonder what we might find? Anyone interested in doing an experiment?

Answers to A QUIZ

1. When you set declination on a orienteering compass do you turn the bevel left or right? (bezel) Ruth says A, you turn it left.

2. 1/8 inch on a 1:25,000 topo map is equal to how far on the ground?
A. 250 feet

3. If a hill in Seashore is 9 feet above sea level, how many contour lines would show on the map?
A. One, contours are five feet. Nine is short of ten feet.

4. If I give you a UTM of A256.367 how big is the area I just described?
A. 100 Meters (first two digits in a regular UTM are actually counted as one digit.

5. You can see three distinct landmarks from your location. What is the technique called to determine where you are?
A. Resection

6. What does purple on a topo map mean?
A. Photo revised

What is the radio call that you give when you locate a subject?

MAY 1994 NEWSLETTER

TRAINING:

MAY

10   1900-2100 Vertical Problem, Rock Gym, Mark and Dave
14-15 0800-1700 Horizontal Simulation, Chippokes State Park, Jim Poole
20-22 1900-1700 Middle East Region CAP SAR College, Fort Pickett, VA. Dave C
   25 1900-2100 TSAR Business Meeting, Pizza Hut, Northampton Blvd
   29 1000-1300 Clue Awareness, TBA, Jess

JUNE

→ 12 1000-1300 Vertical Training, Driver Tower, Kevin R
   23 1900-2100 TSAR Business Meeting, Pizza Hut, Northampton Blvd
   26 1000-1300 Radio mast and communications set up. Camp Pendleton, VAB
      Dave C

TRAINING Mark and I have signed off a total of five people in preparation
for the Sennca simulation. We figure we need a total of ten TSAR folks to
pull this off. So, we need to know if anyone else is planning to go????
Please call us. We still need to do the check off for those planning to go.
NOW, this check off is for those planning to participate directly in the
simulation. If you aren't planning to go on the rock with us then you do not
need the check out, BUT we need to know if you are going. Please Call!

The indoor mini simulation is also necessary. It May 10th, please note.
Bring you helmet and fly the colors. Please call me before the 9th if you are
planning to come, otherwise I am going climbing.

SIMULATION - note date above. If you are planning to come in friday night
call Ruth for how to get in the park. If you are planning to come, call Ruth
she needs to get numbers. Please do this before 11 May. She has information
you will need in order to participate.

VARIOUS

Fund Raising - Colleen sent out a letter asking for input on fund raising, as
discussed at the meeting she is still trying for inputs. We are looking for
an idea that will raise us funds in one effort for the entire year. Any
ideas?

General Membership Meeting - Dave was re-elected as Conference Chairman for
another year. We collected 14 proxies from you guys. Thanks for those that
sent them in. Basically, we passed motions that created a new position of
Conference Dispatch Coordinator and Okd a uniform policy that is pretty much
what we already do here.

Vertical Team - Meeting at the Rock Gym on the 10th following the simulation.
                    Questions? Call Ruth or Dave

ASTM Representative's Report to BOD
23 Apr 94

Since the last BOD I have reviewed four proposed ASTM standards regarding search and rescue operations. The first was a testing method for rescue carabiners. I found the tests proposed to be unrealistic and thought if passed it might pose a legal concern if groups continued to use carabiners not meeting its standard. I voted negatively on this item. The other proposed standards involved an overview of SAR, suggesting methods and terminology for groups unfamiliar with SAR (voted affirmative); definitions of underwater operations and equipment (abstained); and a thorough standard on use of the International Phonetic Alphabet and its accompanying components. This last reflected ASRC practice and I voted affirmative. A copy of these proposed standards are available at this meeting if anyone needs more information.

ASRC Training Officer's Report to BOD

At the last BOD I was tasked to revise the CQ standard, develop introductory paragraphs to be included in each of the other training level standards, and propose a new uniform standard. Copies of these items are attached.

Annex Seven
Uniform Standard an Allowable Use of the ASRC Emblem/Logo
Draft March 30, 1994

A7.1   Statement of Intent

The ASRC uniform has been designed to meet several objectives. First and foremost, it serves as the organization's primary means of identifying members as ASRC resources. It is, therefore, necessary to limit the number of, and variability within, uniforms. Second, it has been kept as simple as possible. It is intended to be functional, easily available, and low in cost. Third, suitability to the environment in which members function has been considered, but the increased cost and decreased availability of clothing designed specifically for the range of conditions to which ASRC members are exposed could not be justified within the context of a uniform requirement.

A7.2   Standard

A7.2.1 Overview

Apparel utilized by persons representing the ASRC shall be socially acceptable (i.e. not display inappropriate statements, images, etc.), shall promote a professional appearance, and shall, to the extent feasible, be appropriate for the terrain and weather to which the wearer is likely to be exposed. Members shall refrain from wearing apparel that identifies or associates them with non-ASRC organizations.

A7.2.2 Use of the ASRC Name, Patch, and Emblem/Logo

The ASRC name, emblem or logo, whether incorporated in the ASRC patch or in some other form, is the most readily recognized symbol of the organization. Its use on missions or for official business purposes is encouraged. However, general personal use of the name/emblem/logo provides unacceptable opportunity for misrepresentation of the organization. The use of the ASRC name, patch and/or emblem/logo shall be limited to official ASRC business (including, but not limited to, training and incidents). This in no way prohibits the use of the name, patch or emblem/logo on personal items, provided those items are used solely while engaged in ASRC activities, or any ASRC identification is removed or concealed when items are used for non-ASRC functions.

Non-ASRC organizations/individuals may receive patches for display in patch collections (or other appropriate displays) through request to the ASRC Board of Directors.

A7.2.3 Uniform Components

The ASRC uniform shall consist of the following:

Primary Uniform Shirt

* A long-sleeved shirt, medium blue in color.

* The ASRC patch shall be affixed to the left sleeve, just below shoulder level.

* The ASRC name tag (approximately 3/4" x 3", with member's name and "Appalachian Search and Rescue" in white lettering) shall be affixed over right pocket.

* A medical certification patch may be affixed to the right sleeve, just below shoulder level.

* A state seal or other state identification patch may be affixed over the left pocket.

* An ASRC training level rocker, displaying the member's level of training certification, may be affixed below the ASRC patch.

* No other embellishments to the primary uniform shirt shall be employed.

Light Weight Uniform Shirt

* A bright yellow T-shirt.

* The ASRC symbol/corporate name may be incorporated for official ASRC business only.

* The ASRC name tag shall be affixed so as to be visible.

* Embellishments to the ASRC light weight uniform shirt shall be allowed providing they are in good taste and do not detract from the professional appearance of the uniform.

Pants

* Dark-colored BDUs are encouraged for field operations. Use of jeans or shorts are discouraged in general as they do not portray a professional image.

Other Clothing Articles

* Other clothing articles are left to the discretion of the individual, provided they comply with conditions specified within this standard.

A7.2.4 Other Forms of Identification

* The ASRC name tag may be utilized with appropriate outer garments or equipment to identify the wearer as an ASRC member.

* The use of a personal identification badge/tag in conjunction with the uniform or as a general method of identification is encouraged, provided said identification complies with the tenets of this standard.

* The use of functional area (e.g. ICS position) identification badge/tags are in no way prohibited by this standard, provided said identification complies with the tenets of this standard.

A7.2.5 Use of the Uniform

* Any member, in good standing, of the ASRC may wear an ASRC uniform provided the have achieved the training level of Call-out Qualified. Trainees may dress in uniform-like apparel, but may not utilize the ASRC patch or emblem/logo. Trainees may utilize the ASRC name tag if authorized to do so by their group training officer.

* Members are encouraged to wear the uniform when representing the ASRC on missions or other functions. Team leaders and incident staff are strongly encouraged to utilized easily visible ASRC identification (uniform or other) when serving in their respective functions.

* Persons shall not wear the ASRC uniform, nor shall they display the ASRC name, patch, or emblem/logo, when engaging in non-ASRC activities.

I. ASRC Call-Out Qualified (CQ) Member (draft 6 apr 94)

A. Scope and Intent

Call-Out Qualification is intended to form the most basic level of the ASRC training hierarchy. Its purpose is to facilitate rapid involvement of new members in search incidents while ensuring, to the extent feasible, that persons representing the ASRC are capable of functioning as useful members of a field team engaged in uncomplicated tasks. Persons of this training level are not intended to be involved in tasks of dangerous, intricate, or politically sensitive natures. CQs must be familiar with ASRC policies and procedures and must possess the common sense and maturity to serve the organization effectively.

B. Qualifications

To become a Call-Out Qualified member of the ASRC, the applicant must meet the following requirements:

1. Complete and submit to the Group Training Officer an ASRC application for membership;

2. Meet all requirements specified in the ASRC Articles of Incorporation, Bylaws, and Operations Manual;

3. Participate satisfactorily in ASRC or Group training covering: the role of the CQ, ASRC policies and procedures, personal equipment, short-term survival, search tactics, and personal safety;

4. Participate satisfactorily in a minimum of one ASRC or Group practical field exercise;

5. Meet ASRC minimum equipment requirements as set forth in the ASRC Operations Manual;

6. Demonstrate the ability to function as an effective member of a field team on an uncomplicated task, as judged by the Group Training Officer.

C. Equipment Requirements

Equipment requirements are specified in the ASRC Operations Manual. Items listed below are for information purposes only -- refer to the Operations Manual for the most current requirements.

1. Appropriate clothing and footgear for both fair and foul weather;

2. Water containers with a minimum total capacity of two liters;

3. Food for 48 hours;

4. Five large, heavy-duty trash bags;

5. Two sources of light (headlamp strongly recommended as primary source);

6. Two waterproof sources of fire;

7. Knife;

8. Orienteering compass;

9. Personal first aid kit;

10. Whistle;

11. Waterproof pen/pencil and paper;

12. Two pairs of plastic/vinyl examination gloves;

13. Pack in which to carry equipment listed above.

Proposed Statements of Intent for ASRC Training Levels above the level of CQ
4 Apr 94

FTM

The Field Team Member training level is intended to be conferred upon those individuals who have developed a significant knowledge base and proven their ability to serve as an effective member of a field team. The FTM must be able to function both in daylight or darkness, in difficult terrain, and in adverse weather conditions, and should possess the common sense and maturity to participate in tasks of a delicate nature. FTMs are expected to assist the FTL with team management as necessary, and should be capable of performing simple functions at a search base with a minimum of supervision. FTMs may on occasion be asked to serve as a team leader, should conditions necessitate.

FTL

The Field Team Leader training level is intended to be conferred upon those individuals who have proven their ability to function as an FTM and have developed significant leadership skills. They are expected to make sound decisions in the field, to provide on-the-job training for untrained searchers, and to interface effectively between the search management personnel and field personnel. FTLs should be capable of performing search base functions under the supervision of the Incident Staff (e.g. commo, briefing/debriefing, map maintenance, staging, etc).

IS

The Incident Staff training level is intended to be conferred upon those individuals who have proven their abilities as an FTL and have developed the capacity to serve in search management positions of all levels (with the exception of the Incident Command position), under varying levels of supervision depending upon experience. IS must have demonstrated knowledge of the ASRC management procedures, must be able to work independently, and must be capable of following through on assignments.

IC

The Incident Commander training level is intended to be conferred upon those individuals who have proven their abilities to provide leadership and to manage search incidents. They must be have gained significant experience in actual search situations, be calm, level-headed, and mature, and must have demonstrated the ability to effectively manage sensitive situations. Incident Commanders must be politically astute and diplomatic in nature. They are the representative and commanding officer of ASRC resources on ASRC incidents.

4. Personnel Requirements

4.1 Mission Responses

4.1.1 ASRC personnel will report to a mission in the appropriate uniform and dressed in accordance with the weather and operating conditions. They will bring the minimum personal equipment specified in Annex 4, Individual Requirements. Members not meeting these requirements will be sent home.

4.1.2 ASRC personnel will not wear, carry or display firearms of any size shape or form while responding as a member of ASRC to any incident. Failure to comply with this requirement may result in suspension or for blatant or repeated incidents dismissal.

4.1.3 Refusal of Assignment - Any ASRC member may refuse an assignment if they perceive it as unsafe or potentially unsafe. They may refuse as well if they feel it to be beyond their level of training, knowledge or equipment.

4.1.4 Majority - ASRC members who have NOT received their majority must be accompanied by an adult member of their Group at any mission/incident. It is not necessary that an adult accompanied the member on all tasks that might be assigned.

4.1.5 Air Transportation - ASRC members receiving air transportation must understand that they must be prepared with sufficient funds to return to their home location. They must also meet any requirements which are imposed by the carrier.

4.1.6 Individual Callout - Upon leaving for an incident, each member will notify his/her local Group Dispatch Officer. *Each responding member will call their local dispatch once they have returned to their home, regardless of the hour.*

4.1.7 En-Route call back - *Individuals*/or teams in route which are not in immediate contact with ASRC dispatch will call dispatch on an hourly basis.

4.1.7 Scene Arrival - Once a Team or *individual* arrives at the incident base, they *will contact ASRC Dispatch to report their arrival.*

    4.1.7.1 Upon arrival at an ASRC incident, ASRC members will sign in using the incident's sign-in procedures. Members will represent themselves as part of the ASRC *with their group name following ASRC, i.e. ASRC/BRMG.*

4.1.8 Transport Reimbursement - The ASRC will not reimburse members for

travel-related expenses.

4.1.9 ASRC rules, regulations and policies will not apply to any ASRC certified and affiliated group providing that the group does not:

    4.1.9.1 Use the ASRC radio license without a separate letter of authorization.

    4.1.9.2 Operate as an EMS agency within the Commonwealth of Virginia.

    4.1.9.3 Wear the ASRC uniform

    4.1.9.4 Represent themselves as members of ASRC; whenever an ASRC Group is involved in an operational response, ASRC will be notified.

Personal Conduct

4.2.1 Behavior - Professional attire and behavior is expected and required of all members. Members will comply with the directions of those ASRC members in the position of command responsibility over them.

4.2.2 Intoxicating substances - Any ASRC member responding to a mission will not use alcohol or intoxicating substances while performing tasks related to mission operations. Members under the influence of such substances will be relieved from their assignment and reported to the Incident Commander, Agency representative or ASRC Board of Directors for appropriate disciplinary action.

5.0 Ground Search and Rescue Procedures

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

5.2 **Mutual Aid** - The ASRC will, whenever possible, enter into mutual aid agreements with other agencies, in order to ensure resources for SAR incidents should the ASRC be unable to respond. An example is the VaSARCo mutual aid agreement in its Standard Operation Procedures.

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

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

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

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

ANNEX THREE
ASRC ADMINISTRATIVE OPERATIONS

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

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

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

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

A3.3   Administrative Operations

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

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

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

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

(Level of Callout)

A4.1.5.1.1 Notification - The ASRC is on notice that a search is occurring. Resources have not been requested and a callout does not seem imminent. If a notification is upgraded within twenty four hours, it is automatically cancelled.

A4.1.5.1.2 Alert - The ASRC has a high probability of responding to a search within the next twenty four hours. Members should be contacted, availabilities should be determined and a response team organized.

A4.1.5.1.3 Overhead Team - Only ASRC Incident Staff and Incident Commanders are being asked to respond at this time.

A4.1.5.1.4 Quick Response Team - An ASRC OHT has been requested, and a limited number of FTL members as well. No FTM or COQ members are being asked to respond.

A4.1.5.1.5 Limited Callout - A limited or taylored response has been requested, or has been suggested as appropriate by the AO.

A4.1.5.1.6 Full Callout - All available ASRC are asked to respond to the search. If a full callout is requested for a later time (i.e. we are asked to respond at 0600Hrs), the level of callout is Full, not Alert. Full callout is also used for specific numbers of resources or Groups if FTM and COQ are being requested.

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

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

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

function.

A4.2.1 The Dispatch Supervisor (DS) will receive and record any
        information from the AO.

A4.2.2 The Dispatch Supervisor (DS) will identify or designate a
        Dispatch Officer (DO) for the Conference and a Group Dispatcher
        (GDO) for each group.

A4.2.3 It is the responsibility of the DS to determine the initial IC
        based on who can be on scene in the least amount of time. This
        may entail changing ICs while on or more ICs are en route to
        the incident. The first IC to arrive at a search incident
        assumes command of the incident. This command may be passed to
        another incoming IC at the discretion of the initial IC. If
        more than one IC from the same group travel together, it should
        be determined before arrival who will be in charge.

   A4.2.3.1 In the event an IC cannot be located the DS will attempt
             to contact every IC in a timely fashion to obtain an IC.
             If this attempt fails, the DS will activate Area Command
             Authority (ACA). ACS will determine if it is
             appropriate to send an IS member as a conference Agency
             Representative.

   A4.2.3.2 Once an IC is appointed and has assessed the situation,
             he or she will determine any change in callout status.
             This individual is responsible for all operational
             decisions on scene and for all requests of conference
             resources. All groups must call in when pagers are
             activated to determine the status and details of the
             callout. All groups must contact their members if
             instructed by an DS.

A4.2.4 If a limited number of resources are requests (A QRT callout
        for example), the AO may decide to place nearby groups on some
        level of callout while the rest of the Conference is on alert.

A4.2.5 For information pertaining to decision regarding the use
        of the UVA medical helicopter, Pegasus, see the supplemental
        annex 10 titled "Pegasus Response Guidelines". For decisions
        regarding the use of the Park Police's helicopter contact VADES
        for coordination.

A4.2.6 The DS must identify or designate a Dispatch Officer (DO) or
        assume that function.

A4.2.7 The DS will report directly to the AR for all operational

Proposed Alert-Dispatch Officer position

Appendix B. Alert and Dispatch Procedures
B4   Group Dispatch **moves to B5 and all new stuff follows:**
B4   Group Dispatch Coordinator

     The Group Dispatch Coordinator (GDC) is a designated person from each group responsible for the dissemination of dispatch information.

A3.4   Alert-Dispatch Officer – The ASRC Alert-Dispatch Officer (ADO) oversees the administrative preplanning and critiqueing of the alert and dispatch functions of the ASRC. The ADO is responsible for the training and critiqueing of the Conference Alert Officers (AOs) and the Conference Dispatch. During searches the IC has oversight control over the entire alerting/dispatch process.

    A3.4.1   Administrative

       A3.4.1.1   The ADO will ensure that all necessary agencies have current Alerting information.

       A3.4.1.2   The ADO will ensure that all AOs, ICs and Group Dispatch Coordinators (GDC) are aware of all changes in the alert and dispatch procedures

       A3.4.1.3   The ADO is responsible for maintaining a Conference roster of ACAs, ICs, ISs, and other specialized categories.

       A3.4.1.4   The ADO in conjunction with the Conference Secretary keep a Conference Alert roster.

       A3.4.1.5   The ADO will keep a list of Group Dispatch Coordinators.

    A3.4.2   Responsibility for Conference Alert Officers

       A3.4.2.1   The ADO provides training and testing for new AOs.

       A3.4.2.2   The ADO critiques AO performances and if needed reports to the BOD

    A3.4.3   Maintaining the ASRC Pagers and Pager net.

       A3.4.3.1   The ADO is responsible for all ASRC pagers.

         A3.4.3.1.1   The ADO may assign the ASRC Pagers with the approval of the ASRC BOD.

         A3.4.3.1.2   The ADO will keep the pagers in working order.

         A3.4.3.1.3   The ADO can send pagers in for repairs with the approval of the ASRC BOD and treasurer.

         A3.4.3.1.4   The ADO will keep a inventory of ASRC pagers, including serial numbers and pager numbers.

       A3.4.3.2   The ADO will ensure the working order of the ASRC pager net.

         A3.4.3.2.1   The ADO is responsible for weekly pager tests.

         A3.4.3.2.1.1   If a Group does not call-in the ADO will check with that group to see if the ASRC net is working on their pagers.

         A3.4.3.2.1.2   If the pager net is not working the ADO will immediately work to correct this problem.

       A3.4.3.3   The ADO will distribute any pertinent information to the GDCs about the pager net.

         A3.4.3.3.1   The ADO is responsible for reviewing ASRC pager codes and bringing suggestions to the ASRC BOD.

    A3.4.4   The ADO is responsible for the administrative oversight of alerting and dispatching of the Conference.

       A3.4.4.1   The ADO will provide a central administrative contact for any difficulty with conference alert, dispatch, and/or

group dispatch.

A3.4.4.1.1   The ADO will facilitate communications between the ASRC BOD, AOs, Conference Dispatch, and Group Dispatch Coordinators.

A3.4.4.1.2   In the event of difficulty the ADO will present the problem and his/her recommendations to the ASRC BOD.

A3.4.4.2   The ADO will re-evaluate Conference Alert/Dispatch procedures quarterly and make recommendations.

A3.4.4.3   The ADO will work with the GDC of any group to correct any short comings of Conference Dispatch and/or the Group's Dispatch.

A3.4.4.4   Members of the ASRC can come to the ADO if they have a problem with their Group's Dispatch.

A3.4.5   ADO Qualifications

A3.4.5.1   ADO must be a ASRC AO.

A3.4.5.2   ADO must have been AO for at least 3 Alerts.

A3.4.5.3   ADO must receive a simple majority vote of approval from the ASRC BOD.

CHANGES TO ASRC OPS MANUAL
as of 23 APRIL 94

The following changes were made to the current ASRC Operations Manual (Edition 1.1, November 1989, fourth printing November 1991) at the ASRC Board of Directors meeting on 23 October 1993. Some editorial changes which have not yet been voted on are in *italics*. A new edition will be published soon which incorporates these and possibly other changes. These changes are, however, effective immediately.

The following was made section 4.6 of the ASRC Operations manual

4.6   Area Command Authority (ACA)
4.6.1   Activation of ACA will take place under the following conditions:
4.6.1.1   Whenever the Incident staff have serious disagreements over the decisions or actions of the AR and after talking with the AR.
4.6.1.2   Whenever multiple incidents take place and the AR cannot formulate a mutually satisfying allocation of resources.
4.6.1.3   Whenever an Incident commander wishes to activate ACA due to the complexity of a search or multiple searches. In this case exclusionary selection factors for the ACA do not apply.
4.6.1.4   During disaster incidents.
4.6.1.5   Whenever the decision to send IS member has AR must be made.
4.6.1.6   Whenever, an AO needs an operational decision made and cannot contact the IC in a timely fashion.
4.6.1.7   Whenever the RA raises issues concerning the competence of the AR or IC.
4.6.1.8   Whenever initiated by the DS.
4.6.1.9   Whenever initiated by the AO.
4.6.2   ACA qualifications
4.6.2.1   ACA ICs must be a recognized current ASRC IC.
4.6.2.2   ACA ICs must have served at least 5 searches (simulations don't count here) as IC
4.6.2.3   ACA ICs must receive a favorable vote from at least 2/3 of the ASRC ICs present (in person, by proxy, or through a two-way telecommunication device) at an announced IC meeting.
4.6.2.4   ACA ICs must receive a simple majority vote of approval from the ASRC BOD.
4.6.3   Procedures
4.6.3.1   Requests for activation of ACA will be sent to ASRC Dispatch
4.6.3.2   Dispatch will maintain a list of ACA qualified personal
4.6.3.3   The DS will set off a pager code for ACA. The first ACA responding will perform the function.
4.6.3.4   That person will be excluded if they are currently serving as AR, on scene at any of the searches, or have a conflict of interest making a decision regarding a particular individual.
4.6.3.5   In the event no ACA qualified IC can be found the ASRC Chair will serve as ACA regardless of their training level or exclusion criteria. In the event the ASRC Chair cannot be contacted the ASRC Vice-Chair will fulfill the function.
4.6.3.6   Once appointed, the ACA will remain the ACA for the incident until relieved.
4.6.4   Functions
4.6.4.1   During disaster incidents, provide control over all the ASRC assets and approve all ASRC commitments.
4.6.4.2   Serve as the binding arbitrator if significant concerns arise over IC competence. The ACA is required to discuss all charges against the IC with the IC in question. If the ACA decides to remove the IC the decision of the ACA shall be reviewed at the next ASRC Board of Directors meeting. At the option of the ACA, the IC's certification to function at the IC level may be suspended until that meeting.
4.6.4.3   Serve as the binding arbitrator if significant concerns arise over allocation of resources during multiple missions.
4.6.4.4   Maintain pager or phone contact with the AR, DO, RA. when activated.
4.6.4.5   Keep the ASRC chairman informed of major decisions.
4.6.4.6   Provide oversight of an IS member if serving as AR.
4.6.4.7   Provide operational guidance if an AO or DS cannot contact the IC.

The previous section 4.6 (Incident Commander Policies) became 4.7.
The previous section 4.7 (Field Teams) became 4.10
The following was made section 4.8 in the ops manual:

4.8   The ASRC Agency Representative Function
       The ASRC Agency Representative (AR) provides the on–scene ASRC oversight function. The AR acts as the on–scene commander responsible for managing all ASRC resources. The AR may also be respnsible for managing all the SAR resources, in which case the AR is called the IC. However, the AR may not be running the operation, in which case the AR is simply the ASRC Liaison to the incident commander. The functions for the AR are described elsewhere in the operation manual, ASRC SAROP, ASRC OR, VaSAR CO SOP, ICS documentation, etc.)
4.8.1   For all incidents that the ASRC responds to, or that the ASRC is on alert for, the AR is responsible for reviewing and if necessary, amending the initial AO decisions. If the AR is an IS then this responsibility falls to the ACA.
4.8.2   The AR is responsible for controlling and directing all on–scene ASRC resources.
4.8.3   The AR is responsible for requesting all off–scene ASRC resources.
4.8.4   The AR is responsible for reporting to the DO at least once per shift.
4.8.5   If multiple missions occur, each AR will coordinate resource needs with each other and dispatch. In the event either AR is not satisfied then the Dispatch Supervisor will activate ACA.

The previous section 4.8 (Radio Communications) was made 4.11.
The following was made section 4.9

4.9   ASRC Group Representative Function.
       The ASRC Group Representative function is intended to help coordinate the on–scene group resources and provide information about those resources to the on–scene Incident Staff via the ASRC AR. The Group Representative (GR) is allocated the task of completing the following subfunctions:
4.9.1   The GR must be on–scene.
4.9.2   The GR is responsible for finding a replacement GR as determined by group protocols.
4.9.3   The GR must support the on–scene Incident Staff's information needs.
4.9.4   The GR must monitor the group's on–scene assets and personnel.
4.9.5   The GR is responsible for coordinating any specific needs of the on–scene group personnel through appropriate channels.
4.9.6   The GR is not required to remain at base, but must be in contact.

The previous section 4.9 (Evacuations) was made 4.12.
The previous sections 4.10-4.12 were made 4.13-4.15, respectively.
The following Appendix B was added, completely replacing any previous versions of this Appendix.

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   AO qualificattions
1.1.1   ASRC AOs must be a recognized ASRC IC or IS.
1.1.2   Complete the ASRC AO training course. Pass written class.
1.1.3   Display knowledge, confidence and political competence in a pratical examination given by an experianced AO selected by the Alert-Dispatch *Officer* (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.
1.1.4   Be approved by a simple Majority of eligible voters present at a Group business meeting.
1.1.5   Be approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.
1.2   The AO responds to an initial request for ASRC participation from a Responsible Agent.

1.3   Response Coordination with Requesting Agencies

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

1.3.2   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.

1.3.3   The AO will collect appropriate information to start the alerting process in a timely fashion.

1.3.4   If the AO is required to contact the RA directly they must be prepared to provide suggestions.

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

1.4   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.

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

1.6   Alert Officer Decisions

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

1.6.1.1   <u>Notification</u> – *a search is occuring, the ASRC is not being asked to respond. The likihood of the ASRC being involved is deemed low by the AO.*

1.6.1.1.1   *The AO may set off a 111 page and inform Group Dispatchers of the sitituation. No further action is required. The page maybe delayed as appropriate.*

1.6.1.1.2   *Group Dispatchers will answer the 111 page. No further action is required.*

1.6.1.2   <u>Alert</u> – *a search is occuring the ASRC is not being asked to respond at this time. The likihood of ASRC involvement is deemed high. Alert is also used for a potential callout for a disaster or similar incident is possible. An Alert last 12 hours.*

1.6.1.2.1   *The AO will decide is avalibities are required.*

1.6.1.2.1.1   *If they are not required the notification procedure will be followed.*

1.6.1.2.1.2   *If the AO decides aviialibilities are required the AO will contact a DS, who will open Conference Dispatch. Once conference dispatch locates a potential overhead team and collects availabilities it may close.*

1.6.1.2.1.3   *Staging should also be considered.*

1.6.1.2.2   *Group Dispatches should follow conference dispatches instructions.*

1.6.1.3   <u>Overhead Team</u> – *a request for an IC and 1–3 staff members to respond at any time.*

1.6.1.3.1   *The AO will contact a DS, who will open Conference Dispatch. Then conference dispatch locates an overhead team and collects availabilities. Dispatch stays open until the end of the search.*

1.6.1.3.1.1   *Staging should also be considered.*

1.6.1.3.2   *Group Dispatches will collect availabilities of staff members first and then collect availabities from the rest of the group.*

1.6.1.4   <u>Limited Callout</u> – *a request for a specific type or number of ASRC resources to respond. May range anywhere from a lager OHT untill almost a full callout.*

1.6.1.4.1   *The AO will contact a DS and clearly specifies the exact request to the DS. The DS will open Conference Dispatch and locates an overhead team. The DS has the prerogative to meet the request in the most timely and efficent manner. Dispatch stays open until the end of the search.*

1.6.1.3.2   *Group Dispatches need to note if their group is being requested resources, the time needed, the number and type. Group Dispatches will collect availabilities of the requested resource first and then collect availabilities from the rest of the group.*

1.6.1.5   <u>Full Callout</u> – *All conference resources are requested to respond at this time due to the urgent nature of the search.*

1.6.1.5.1   *The AO will contact a DS, who will open Conference Dispatch. Then conference dispatch locates an overhead team and collects availabilities for the next three days. Dispatch stays open until the end of the search.*

1.6.1.5.1.1   *Staging should also be considered.*

1.6.1.5.2   *Group Dispatches will collect availabilities of staff members first and then collect*

availabities from the rest of the group.

1.7 (2.4) If a limited number of resources are requested (a limited 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.

1.8 (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 AO 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 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 ""

2.5 The DS must identify or designate a Dispatch Officer or assume that function.

2.6 The DS will report directly to the AR for all operational decisions during an incident. The DS will report directly to the 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.

2.7 The DS may activate ACA if needed.

2.8 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.

2.9 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.

2.10 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:

3.9.1(3.10.1)   Changes in weather, Base location or directions

3.9.2(3.11.2)   Changes in alert status

3.9.3(3.12.3)   When group members reach or leave base

3.9.4(3.13.4)   Incident update

3.10(3.14)   If contacted by members of the press, the Conference DO has two options:

3.10.1(3.14.1)   The DO can refer the reporter to the IC or ACA.

3.10.2(3.14.2)   The IC or ACA may approve a press statement to be given out by the DO.

3.11(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.

3.12(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.

3.13(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.

3.14(3.18)   The Conference DO is responsible for contacting DES to notify them that the mission is closing, unless DES notified Dispatch first.

3.15(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.

3.16(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.

3.17(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 <u>must be notified</u>.

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.