

ASRC OPERATIONS MANUAL  
SECTION IX

OPERATIONS DOCUMENT DISTRIBUTION

Documents

1. MAF<sup>1</sup>.....Mission Alert Form.
2. AO-IC LIST.....Alert Officer--Mission Coordinator List.
3. MDF<sup>1</sup>.....Mission Data Form.
4. FTL LIST.....Field Team Leader List.
5. DO LIST.....Dispatch Officer List.
6. MPQ<sup>1</sup>.....Missing Person Questionnaire.
7. CALLOUT ROSTER.....Group roster.
8. ASF<sup>1</sup>.....Alert Summary Form.
9. SAF.....Searcher Alert Form.
10. QR TAF.....Quick Response (modified) TAF.
11. TAF<sup>2</sup>.....Task Assignment Form.
12. SRF<sup>2</sup>.....Searcher Registration Form.
13. SIS<sup>1</sup>.....Searcher Information Sheet.
14. SAROP.....ASRC Search and Rescue Operations Plan.
15. OPS MANUAL.....ASRC Operations Manual.
16. HYPOTHERMIA FOLDER.....SAFECO/Intn. Rescue Assn. Safety Education Folder.

<sup>1</sup>Example in following pages (Section X).

<sup>2</sup>Example in Section V.

Personal folders

1. Member: 1 AO-IC LIST; 3 SAFs; 1 CALLOUT ROSTER.
2. Field Team Leader: Same as (1) above, plus: 2 QR TAFs.
3. Alert Officer: Same as (1) above, plus: 1 of each group CALLOUT ROSTER; 1 of each group FTL LIST.
4. Mission Coordinator: Same as (3) above, plus: 1 of each group DO LIST; 2 MDFs; 5 MPQs; 2 ASFs; 2 QR TAFs.
5. Dispatch Officer: Same as (4) above.
6. UVA Police Dispatcher: 1 AO-IC LIST; 3 SAFs; 1 SAROP.

Operations Kit (OPSKIT)

1. MC-00 Notebook with: 1 AO-IC LIST; FTL and DO LISTS; all CALLOUT ROSTERS; SAROP and OPS MANUAL; paper for OPSLOG.
2. MC-00 folder with: 5 MDFs; 15 MPQs; 5 ASFs; 5 SAFs; 100 TAFs; pencils, pens, and grease pencils.
3. FO folder with 400 SISs; 400 HYPOTHERMIA FOLDERS; 25 Civil Air Patrol mission sign-in forms; pencils, pens, and paper.
4. FO file boxes with: completed and cut SRF cards for all ASRC personnel (except Auxiliary Members); 400 blank SRF cards.
5. FO file box with alphabetical tabs and paper clips.
6. Receipt book for EO.
7. EO file box with: cards filled out for all ASRC equipment; blank cards; alphabetical tabs; pencils and pens.

8. CO notebook with: Radio log paper, scratch pads, pens and pencils, copies of ASRC radio licenses.
9. COMMUNICATIONS SYSTEMS CHART with acetate front and grease pencils.
10. Registration board with instructions for incoming searchers.
11. Minimum personal equipment board with acetate cover.
12. Status Map board with acetate cover.
13. Strategy Map board with acetate cover.
14. Box of "leashed" pens for searcher registration.
15. Lighter fluid for cleaning acetate.

# OPSKIT

1. 1 REFERENCE NOTEBOOK WITH
  - CURRENT ASRC / GROUPS ALERTING LIST
  - CURRENT CALLOUT ROSTER FROM EACH GROUP
  - LIST OF CONTACTS, PHONE NUMBERS, ETC.
  - SARCP
  - OPS MANUAL DRAFT
  - CURRENT NASAR STATISTICAL INFORMATION
  - COPY OF ASRC RADIO LICENSES + RADIO ASSIGNMENTS
2. 1 OPSOLEG NOTEBOOK WITH
  - 50 SHEETS HEAVY-DUTY LINED PAPER
3. 1 COMMUNICATIONS LOG NOTEBOOK WITH
  - 50 SHEETS HEAVY-DUTY LINED PAPER
  - 1 CARDBOARD BACKING SHEET
  - 100 DOUBLE / CARBON 3 HOLE-PUNCHED MESSAGE FORMS
  - ~~100~~
4. 1 METAL 9"X12" FILE BOX WITH (AT LEAST)
  - 5 - MDFs
  - 15 - MPQs
  - 5 - ASFs
  - 5 - SAFs
  - 100 - DOUBLE / CARBON TAFs
  - 200 - SISs
  - 25 - ASRC FACT SHEETS
  - 25 - GROUP FACT SHEETS
  - 10 - C.A.P. PERSONNEL SIGN-IN SHEETS
  - PERSONNEL IN BASE CAMP LONG
  - 3 X5 FILE BOXES WITH
    - 1 - SET BLANK INDEX TABS
    - 200 - BLANK LINED 3"X5" FILE CARDS
    - 1 - SET FILE CARDS, COLOR-CODED FOR ALL GROUP MEMBERS (BLUE - BRMRG, GREEN - SMRG, - PUSRG)
5. 1 PERSONNEL IN BASE CAMP LONG
6. 1 PERSONNEL IN FIELD LONG 3"X5" FILE BOX WITH
  - 1 - SET ALPHABETICAL INDEX TABS
  - 1 - BOX LARGE PAPER CLIPS

- 1 EQUIPMENT 3" X 5" SHORT FILE BOX WITH  
 100 - 3" X 5" CARDS, LINED, BLANK  
 1 - SET FILE CARDS FOR ALL GROUP OPERATIONAL  
 EQUIPMENT  
 1 - SET ALPHABETICAL TABS
- 8. 1 PORTFOLIO CASE
- 9. 1 MAP BOARD WITH CLEML. RHN COVER;  
 TO FIT 4 8 1/2" X 11" MAP COPIES
- 10. 1 BRIEFING BOARD WITH ACETATE COVER ~~AND~~  
~~LEATHER MARKERS (2)~~ AND CLEML. RHN COVER,  
 WITH P-CORD FOR HANGING UP
- 11. 1 COMMUNICATIONS SYSTEMS CHART WITH ACETATE  
 COVER
- 12. 1 BOX WITH ACETATE MARKERS, COLORED PENCILS,  
 LIGHTER FLUID
- 13. 1 METAL 9" X 12" FILE BOX WITH MAPS:  
 2 - (GRIDDED) VA. AERONAUTICAL CHARTS (+WV+MD)  
 2 - (GRIDDED) VA. HIGHWAY MAPS (+WV+MD)  
 2 - (GRIDDED) VA. TOPO MAP INDICES (+WV+MD)  
 2 - SETS OF 1:250,000 USGS TOPO MAPS, (GRIDDED)  
 FOR VA.  
 2 - SETS OF ALL JNF, GWNF, AND MNF MAPS (GRIDDED)  
 2 - SETS OF ALL PATC MAPS (GRIDDED)  
 1 - SET OF ALL VA COUNTY HIGHWAY MAPS (GRIDDED)  
 (+WV+MD)
- 14. 1 METAL 9" X 12" FILE BOX WITH MAPS:  
 1 EACH OF ALL 7 1/2" TOPO MAPS IN SERVICE AREA  
 WITH GRID NUMBERS ADDED
- 15. 1 BRIEFCASE FOR NOTEBOOKS + SMALL ITEMS
- 16. 1 FOOTLOCKER FOR ENTIRE OPSKIT