

2508-A Fontaine Ave.  
Charlottesville, Va. 22903  
29 May 1986

Keith Conover  
36 Robinhood Rd.  
Pittsburgh, PA 15220


Dear Keith,

I received a copy of your ASRC SAROP Training Manual Draft several weeks ago. I like the idea of incorporating this type of document in an ASRC Operations Manual, and possibly in the ASRC Membership Manual. The decision to include part or all of it in the Membership Manual can be discussed by the Training Committee.

After reading over the material, I did notice several items I would like to bring to your attention. These suggestions are lengthy, but of course it is constructive criticism! Let me know what you think of these ideas. Thanks.

Sincerely,  
  
Brian A. Wheeler

cc: A. Baker, C. Metzler, C. Mueller  
baw



A. Page 13, Section A, first sentence

Might want to list Va. DES 800 phone number:

**(800-468-8892)**

B. Page 13, Section A, "ASRC Mission Alert Form(MAF)"

First of all, DES watch officers do not currently use an ASRC MAF. The sentence might be changed to incorporate Article 4.1 of the Va. SAR Council Preplan:

"...(EOC) at Richmond, Virginia." **Once the first notice of a SAR incident has been received by the Department of Emergency Services and an assessment made of the types of resources required, the urgency of the incident should be evaluated (see the NASAR field guide, Search is an Emergency) and should influence the type and number of responding resources, where they respond from, and perhaps their method of travel. If the Responsible Agent makes a specific request for the ASRC or the DES watch officer wishes to consult or contact the ASRC, he "then contacts University of Virginia..."**

C. Page 19, Section 1

Change to read:

**The group level callout is carried out or supervised by a Dispatch Officer (DO) appointed within the group. Since the DO's duties ideally involve radio communications, when possible, the group will appoint an amateur radio operator (ham) to be DO.**

D. Page 19, Section 4, First sentence

Change "ASRC IC" to **"Alert Officer or ASRC IC"**

E. Page 20, Section 7c

Delete item 7c "Standby". This alert posture is not currently recognized by the Conference and is not in the SAROP.

F. Page 20, Section D, Second Paragraph

After the first sentence:

**"...Group DO without difficulty." Ideally, the DO will use a telephone equipped with Call-Waiting so other callers can get through while the DO is executing the callout. Also, "when it is technically possible..."**

After the second paragraph:

**Usually the DO from the group responding first will act as the contact point for the entire Conference. Other group DOs, other SAR organizations, the Va. DES, will contact this person for information about the incident and to inform**

the Conference of another incident. With the permission of the ASRC IC, the DO should when possible, attempt to establish a radio link between the Incident Base and the Dispatch Center. This ideally will be accomplished by contacting the Amateur Radio Emergency Services County Emergency Coordinator (ARES EC), a ham radio operator, in the county where the Incident Base is located. Given information concerning what is available at the Incident Base, what two points need to be linked, and the type of link desired, this operator will be able to provide the Communications support and possibly other resources (Commo. Equip, 4x4's, manpower, etc.). Routine traffic may then be passed between the Incident Base and the DO.

G. Page 21, paragraph 3

Refer to the ASRC SAROP p.3 section 2b:

"...a few search resources might be dispatched." The defining criterion is speed. Highly mobile and readily available ("type I") resources are deployed, including, but not limited to, sign cutters, search dogs, containment patrols, aircraft, and hasty teams. The resources will often include personnel not trained in SAR, such as local volunteers. Containment and attraction techniques are first used in this phase. These techniques include patrols, camp-ins, natural barrier containment, and other methods to inclose the search area as completely as possible.

H. Page 25, paragraph 2

I wouldn't mention the "ASRC IC in town" theory. Granted in some rare circumstances this could be possible, the IC can make the decision and I do not think it should be mentioned in this document.

In sentence two: Change "rescue" to "Incident"

I. Page 27 and Page 28

These two pages make references to the ICS Operational System. Technically, there are a few mistakes. It is well written and understandable, the exact words are just incorrect.

General vs. Command Staff:

ICS Definitions

General Staff: The group of incident management personnel comprised of:

-The Incident Commander -The Operations Chief -The Planning Chief -The Logistics Chief  
-The Finance Chief

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and the Liaison Officer who report directly to the IC.

In paragraph 4, I think General Staff should be used instead of Command Staff. Also in this paragraph when referring to the deployment of field teams, the Operations Section Chief would deploy these teams vs. the Command Staff.

J. Page 28

Change Heading to: **Command and General Staff**

First Paragraph: "...functions of overall supervision," **development and implementation of strategic decisions, for approving the ordering and releasing of resources,** and liason with the Responsible Agent.

Second Paragraph: The Command or General Staff, according to ICS definitions, would probably never be greater than 10 to 15 and certainly not near 30 as mentioned.

K. Page 30

The SITSTAT Unit Leader is a member of the Planning Section.

L. Page 32, Section 1h

"Supervising the Command" **and General Staff.**

M. Page 32, Section 3

The ASRC is not currently using the Personnel File system. I know we did at some time in the past. Are you recommending we do again?

N. Page 33, Section 4

Change to read:

"The Operations Section Chief," **a member of the General Staff,** "is the IC's lieutenant..."

In the second sentence change "strategy" to **"Incident Action Plan"**

Move Section 4d to Planning Section Chief.

Throughout all of these ICS descriptions it might be helpful to arrange the paragraphs so you can tell just by their position which Branch of ICS each belongs to (ex. indent Commo Unit Leader under Logistics Section Chief).

N. Page 35, Table 1

Move SITSTAT to Plans Section

O. Page 39, Section 6b

The General Message Form (GMF) is not suitable for recording ASRC Incident radio communications. In current use by most of the Conference is the CAP radio log.

Finally, that is the end of these suggestions! This is the first major document I have

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# ALLEGHENY MOUNTAIN RESCUE GROUP

*a Group of the*  
**Appalachian Search and Rescue Conference, Inc.**

(membership pending)

Allegheny Mtn. Rescue Group, ASRC

P.O. Box 2196

Pittsburgh, PA 15230-2196

Member, Mountain Rescue Association

Member, National Association for Search and Rescue

Affiliate, Eastern Region, National Cave Rescue Commission

Emergency Phone: (804) 323-2300 (Virginia Emergency Operations Center)

---

22 June 1986

Brian Wheeler, ASRC Secretary  
P.O. Box 440 Newcomb Station  
Charlottesville, VA 22904

Dear Brian:

Thanks for your recent letter. The typesetting system looks very nice, and your comments on the SAROP Training Manual draft are very much appreciated. As I mentioned, the draft still needs a lot of work, and your kind of detailed constructive criticism is exactly what we need.

Due to my medical career, I haven't been active in coordination of ASRC missions over the last few years, and thus I haven't had as much chance as others to really use the ICS. However, when I was actively involved in ASRC mission coordination (i.e. back in the dark ages), I had opportunity to coordinate many missions, and I think the ASRC learned a lot about search management in those years, some of which made it into the old SAROP, but left out of the new SAROP. The SAROP Training Manual draft was therefore conceived as a way to integrate ICS structures into ASRC operational planning, but without losing the benefit of past ASRC experience in the rush to embrace the ICS. However, in order to achieve that goal, I think we need close cooperation between those who have been using the ICS on recent missions and those who coordinated ASRC missions in the olden days. Since you're the only person to send me any comments on either the first or second draft of the SAROP Training Manual, perhaps you and I can serve as focal points for these two ASRC subgroups. What do you think about preparing a proposal including a new SAROP, a new Module III for the SMRG (soon to be ASRC) BMTC, and a new ASRC Operations Manual all at the same time? That way the Board and ASRC Membership would be able to consider the set of publications as a coordinated whole.

As to my specific comments on your specific comments:

1. "Standby" is an alert posture originally developed by BRMRG for Group use some six or seven years ago. Since then, the idea was adopted by SMRG and now AMRG. Although

it does not appear in the Virginia SAR Council plan, it is still, I think, of value. (P.S. if you want to continue AMRG's support for a strong ASRC, don't use the Virginia SAR Council as a justification for ASRC-wide policy. Nobody here is against VSARC, but we just feel that the ASRC cannot limit itself to Virginia. As one member said: "Virginia? We don't live in Virginia. We probably won't even visit Virginia Virginia very often. Not only that, our state doesn't even have a common BORDER with Virginia!"

2. Regarding your paragraph about the use of "Type I resources" in the First Response Phase, I feel that if we are going to introduce the NASAR/MSF classification of search resources in a training manual (especially one designed primarily for new members who haven't been through MSF), we need to devote a few paragraphs to the differences between the "Types" and why we bother to classify search resources in this manner. Perhaps if we start integrating and updating the material from the old Module III (Search) of the SMRG Basic Member Training Course along with this "SAROP Training Manual," the proper place for such a tutorial becomes obvious. Therefore, I haven't yet included this in the Third Draft.
3. As far as I knew, we are still using the Personnel card file system. If it has been abandoned in recent years, that's news to me. I used it on almost every mission I ever ran, and I think it is still a valuable tool. (A computer registration system would be better, but . . .)
4. SITSTAT represents a function that in the old ASRC plan was delegated to the Operations Officer (keeping up the Status Map), which was my reason for switching it to Operations Section. The reason for continuing to have SITSTAT under Operations rather than Plans is that, in the past, Operations had used the Status Map as a tool for segmenting the overall strategy developed by Plans into individual tasks. The reason for this being done by Operations rather than Plans is that the rapidly-changing operational problems of a SAR incident may require real-time task-assignment decisions that cannot be adequately handled by Plans which is working a shift or two ahead. Instead, Plans sets out a general strategy on the Strategy Map and Operations breaks it down into individual tasks, forming teams as needed for each individual task.

If one were dealing with Strike Teams and Task Forces which were composed of mass-produced interchangeable parts, there is no reason why Plans cannot do all the task assignment. On the other hand, since the ASRC creates teams made up of individuals specially suited to the task at hand, having Operations handle the details of task assignment and Field Team assembly makes sense, and SITSTAT and the Status Map must be under Operations. I suppose we could leave SITSTAT under Plans with a sole function of monitoring and recording activities, and allowing Operations to continue to do task assignment and team assembly, but then it seems like we're really making SITSTAT a superfluous position. In other words, I have no particular commitment to the idea of

SITSTAT being under Operations, but I do believe that the concept of separating strategy formulation from breaking strategy down into tasks, and the concept of assembling teams specifically suited to a particular task, are innovations of ASRC's that are not reflected in plain-vanilla ICS management and should not become lost. I've switched it back to Plans in the Third Draft.

The remainder of your suggestions are excellent and need no comment.

I did get some verbal comments from Al Baker. He makes two major points:

1. Perhaps we should change the name of the "Overhead Team." An initial ASRC search management team of two people is not quite what the rest of the NASAR-associated world means by the term "Overhead Team." Perhaps we should call it the "Initial Search Management Team" (a bit wordy) or simply call it a "Quick Response Team" which is specialized for search management.
2. We should de-emphasize the use of parallel management structures and emphasize unified command structures. I.e. we could use the term "IC" instead of "ASRC IC." However, we need to preserve the idea of a single ASRC member in charge of the ASRC participation. Do we need a new term for this person? ("Captain?" "Chief?" "Boss?" "Head Honcho?" "Field Marshal?")

Another few items:

I'd be interested to know if you can come up with any examples or illustrative "hypothetical" stories for SAROP Training Manual (to make it more relevant and readable).

The Va. SAR Council TAF is not politically acceptable for use in AMRG's area. Either AMRG can come up with its own TAF and allow other Groups to use the VSARC one, or the ASRC can come up with a new ASRC TAF for use throughout the Conference. Neither alternative is great. What do you think? (Branching out into other states has disadvantages as well as advantages.)

I've included a photocopy of the last Board minutes with some corrections. I've also included a current AMRG Roster which lists our officers.

Lastly, I've enclosed a number of items for the ASRC files. I'm starting to send copies to you for the files, as well as to Al and to the other Groups.

Let me know what you think about my comments on your comments, and if you'd like to work actively with me on this project (provided the Board approves). Thanks!

As always,

Yours truly,



Keith Conover, M.D.  
Training Officer, AMRG; Director, ASRC

**Appalachian Search and Rescue Conference, Inc.**

**SEARCH AND RESCUE  
OPERATIONS PLAN (SAROP)  
TRAINING MANUAL**

**Third Draft**

**June 1986**



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**Appalachian Search and Rescue Conference, Inc.**

**SEARCH AND RESCUE  
OPERATIONS PLAN (SAROP)  
TRAINING MANUAL**

**Third Draft  
June 1986**

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Appalachian Search and Rescue Conference, Inc.  
P. O. Box 440 Newcomb Station  
Charlottesville, VA 22903

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The Appalachian Search and Rescue Conference is a volunteer, nonprofit public service organization devoted to wilderness search and rescue: the saving of lives in the outdoors. It provides training in search management and tactics, technical rescue, wilderness emergency medicine, and also provides safety education programs for the outdoor public. The ASRC provides trained personnel and teams for difficult search or rescue situations, and is a national leader in the development of modern search theory and rescue techniques.

ASRC 24-hour emergency phone: (804) 323-2300 (Commonwealth of Virginia Emergency Operations Center)

## **Appalachian Search and Rescue Conference**

### **Search and Rescue Operations Plan (SAROP) Training Manual**

#### **PURPOSE:**

This document is an instructional outline of the procedures to be followed by the ASRC in conducting search or rescue operations. It is for the information of any interested parties, but is particularly intended for the orientation of ASRC members and organizations with which the ASRC comes in contact.

#### **SCOPE:**

The SAROP Training Manual treats search and rescue (SAR) organization and procedures only in a general way: it neither covers any detailed procedures nor gives any official ASRC standards. These may be found in the ASRC Operations Manual. The SAROP Training Manual treats elements of search strategy and tactics only in an incidental fashion. This material is available in the SAR literature. For an overview, see Module III (Search) of the ASRC Basic Member Training Course, and for an annotated bibliography, see Appendix A of the Course.

#### **APPLICABILITY:**

This Manual outlines procedures for conducting a lost person search operation. To be complete, it assumes that the ASRC is coordinating a medium-sized search, including planning overall strategy, controlling all ground operations, coordinating all communications, and providing Field Team Leaders for all non-ASRC teams. Since the ASRC role may be limited to only a few of these capabilities, or may differ markedly from lost person search (e.g. downed aircraft search or natural disaster), guidelines are provided within this Manual and the ASRC Operations Manual for adapting the ASRC SAROP management structure to these situations, but ultimate authority for modification of the SAROP rests with the ASRC Incident Commander.

#### **NOTE REGARDING THIS DRAFT EDITION:**

This edition incorporates two major changes from previous editions of the SAROP: the Overhead Team and the Incident Command System. The concept of the Overhead Team has been added to the First Response Phase; an Overhead Team is a small team of management-trained ASRC, dispatched to the search area to assist with the initial organization of a search operation. The national Incident Command System has been integrated into the Manual, resulting in some changes in the Command and General Staff structure (although Field Team organization and the task assignment procedure are unchanged). The Incident Command System is a flexible and uniform management system, initially developed for interagency coordination of wildfire suppression, which is now being widely adapted to other complex multi-agency operations, including search. The text has been edited for clarity and succinctness, and examples from real or hypothetical operations have been added.

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## I. INTRODUCTION

In order that a search and rescue operations plan (SAROP) be both effective and practical it must meet four important criteria. The first is

### A. Completeness.

The SAROP must anticipate and provide for all aspects of search and rescue (SAR) operations. Means must be provided to meet the needs of the searchers while simultaneously providing procedures to meet with a multitude of search and rescue contingencies. Although the general problem of SAR is one of considerable complexity, the SAROP, if it is to be practical, must have

### B. Simplicity.

The SAROP will be executed by fallible people, often under considerable stress. If the SAROP is as simple as possible, the searchers are less likely to make mistakes which would jeopardize the mission. Furthermore, a complex plan burdens the searchers with its own procedures rather than fulfilling its proper function of freeing their creative powers to attack the mission's more substantial problems.

The SAROP attempts to simplify the conduct of a SAR mission by identifying and standardizing only the most important and general procedures. For each routine procedure a form is provided which outlines the standard procedure so the searcher doesn't forget anything, provides work space so the searcher gets complete and correct information and can organize his thoughts, and, finally, provides a written record for the accurate information of other searchers and for documentation of the mission afterwards. Completing the paperwork assures that the mechanics of the Plan are executed smoothly and efficiently but with a minimum of effort.

Still, many different situations may arise during a mission, and rigid standardization will impede progress rather than improve it. Hence the importance of



## I. Introduction

### C. Adaptability.

Although the SAROP is intended to provide standard procedures which may be followed with little thought, it does not ignore the intelligence of the searchers who are using it. It is up to the mission leaders to adapt the Plan to the situation at hand and apply only those procedures which are necessary or useful. It is through adaptability that a simple plan can be complete.

There are three main features of the SAROP which aid its adaptability. The first is the organization of a mission into five phases:

#### The Alert and Mobilization Phase

#### The First Response Phase

#### The Scratch Search Phase

#### The Saturation Search Phase

#### The Withdrawal Phase

Each Phase need only be initiated if it is appropriate, and the strategy employed in each Phase is based on need rather than procedure. For completeness, the SAROP (and this Manual) are written as if the ASRC were managing the entire search, but it is simple to adapt the SAROP to situations where the ASRC's role is more limited. For instance, if the Responsible Agent is an experienced search manager, and asks the ASRC only to provide Field Teams to search certain rugged areas, the ASRC Incident Commander (ASRC IC) will probably function as Command and General Staff by himself, and the procedures of the Scratch Search Phase will be followed. If, however, the Responsible Agent wants a saturation search of a wooded area for evidence, and he asks the ASRC to provide leaders for teams of local people, the procedures of the Saturation Search Phase would best be implemented, with a full complement of ASRC members as ASRC Command and General Staff, so as to manage the masses of searchers.

Another adaptable feature of the SAROP is the functional organization of both Incident Command System (ICS) and non-ICS structures: the Plan describes many jobs which may need to be performed during a mission, but how people are assigned to jobs, or the jobs to people, depends on the circumstances and is up to the leaders. For example, a Field Team is composed of Field Team Leader, Medic, Rescue Specialist, Radio Operator, Driver, and Searchers, but on a simple task a team of two people can discharge all these duties. The titles used in the SAROP are carried by functions, not individual people. The main reason for specifying these functions with titles is to provide a quick and simple means to divide and assign the work of the Command and General Staff or Field Team.

In many ways, the most important adaptable feature of the SAROP is its use of the national Incident Command System (ICS). The ICS is part of the National Interagency Incident Management System (NIIMS), a system for improving coordination on federal inter-agency operations. Although initially designed for federal agencies involved with wildfire suppression, the ICS is now being used by federal and non-federal organizations for a wide variety of incidents including disasters and searches. The ICS provides a management structure which may be expanded as needed for adequate control of a growing operation. The SAROP's extensive use of ICS structure and nomenclature ensures that the ASRC Command and General Staff may expand the management structure, using ICS procedures and forms, with little difficulty. This is true whether the ASRC retains overall command of the operation, hands over command to another agency, or takes part in a unified command structure with other agencies. Thus, the SAROP's use of the ICS also helps to ensure:

**D. Compatibility.**

The SAROP adopts most of the conventions of the ICS, with some extensions suited for the ASRC's primary activities: mountain rescue and wilderness search. Examples include Field Teams, Task Assignment Forms, and alert postures. None of these extensions is in any way incompatible with the standard ICS. Agencies employing the ICS will find most of the ASRC's nomenclature and position descriptions familiar, which promotes understanding and cooperation. It is therefore relatively simple to form a unified command structure, merging the command structure of the ASRC with other agencies using the ICS.

Finally, an effective and practical SAROP must provide

**E. Clear Delineation of Authority.**

A SAR operation can only be useful if it is a coordinated, unified effort. An operation involving many people of different backgrounds, capabilities, and training can only be expected to succeed if the standards of the SAROP are enforced by a unified leadership with a well-defined hierarchy.

Although some sort of paramilitary chain of command may be the ideal, ASRC leaders must understand that neither ASRC members nor volunteers will submit to such a system, and it is surely not necessary. Nevertheless, the leaders must be able to expect that their instructions will be followed fully and that all searchers will respect the command hierarchy.

The SAROP provides five distinct levels of authority: Searcher level, Field Team Leader level, Command and General Staff level, ASRC Incident Commander, and Responsible Agent. It is most important that all ASRC members understand that the ultimate authority during a mission is the Responsible Agent. The ASRC serves at his pleasure and is failing in its duty if it does not provide the service he wants.

Strictly speaking, only the County SAR Coordinator (often but not always the Sheriff), a State official, a National Park Superintendent, or the Aerospace Rescue and Recovery Service may be considered the Responsible Agent. However, in the SAROP, the term Responsible Agent is used for anyone with authority over the ASRC. The CAP Incident Commander on a downed aircraft search is a notable example.

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## II. THE ALERT AND MOBILIZATION PHASE

During the Alert and Mobilization Phase, the ASRC is alerted through the cooperation of the Virginia Department of Emergency Services (DES) and University of Virginia Emergency Medical Communications Center (UVA MEDCOM), whereupon the members of the appropriate ASRC Groups are mobilized. After analysis of the available information, the appropriate action is taken. This may involve the dispatch of a Overhead Team or Quick Response Team (QR Team) or the planning of a major search effort. The Alert and Mobilization Phase is illustrated in Figure 1.

### A. The Virginia Department of Emergency Services (DES) and University of Virginia Emergency Medical Communications Center (UVA MEDCOM)

The ASRC publicly lists the emergency phone number of the Virginia Department of Emergency Services (DES) as its primary emergency phone number: 804-323-2300. (DES also has an in-state toll-free number for use by search and rescue (SAR) agencies: 800-466-8892.) At any hour of day or night, either phone number will reach a watch officer at the Virginia DES Emergency Operations Center (EOC) at Richmond, Virginia. The watch officer evaluates the urgency of the incident, which influences the type and number of resources to be dispatched, and perhaps where they respond from and how they travel. If the DES watch officer decides to consult or alert the ASRC, or receives a specific request for ASRC assistance, he then contacts UVA MEDCOM (the University of Virginia Emergency Medical Communications Center) dispatcher at 804-924-5805/-9287, who notes the information and uses a paging system to alert the ASRC's Blue Ridge Mountain Rescue Group (BRMRG). The first member to call MEDCOM becomes the ASRC Alert Officer (AO) and contacts the DES watch officer for information. (If for any reason the paging system does not work, the UVA MEDCOM dispatcher calls down an Alert Officer List (AO List) until he reaches an Alert Officer.) The DES will generally continue to provide the ASRC with communications and coordination support throughout the mission, and the ASRC IC will keep the DES up to date on the mission's progress. Through a cooperative agreement, all SAR organizations in the Virginia Search and Rescue Council are automatically notified by the Virginia DES whenever the ASRC is participating in a mission.

To speed alerting, ASRC Groups may set up special agreements with local agencies for direct alerting. For instance, central Virginia EMS agencies and Shenandoah National Park may alert the Blue Ridge Mountain Rescue Group by a direct telephone or radio call to MEDCOM, and agencies in southwest Pennsylvania may alert the Allegheny Mountain Rescue Group by a direct telephone or radio call to STATCOM (the emergency communications center of the Center for Emergency Medicine of Southwest Pennsylvania). When a Group other than the Blue Ridge Mountain Rescue Group is alerted directly, a qualified member of the directly-alerted Group becomes the ASRC Alert Officer, and is responsible for appointing a qualified member as ASRC IC (usually, but not necessarily, from the directly-alerted Group). Whenever a Group becomes involved in a mission through such direct means, the ASRC AO or IC must initiate the standard ASRC alert system. The AO uses the UVA MEDCOM phone number to alert a Blue Ridge Mountain Rescue Group member (who becomes the initial BRMRG Dispatch Officer), telephones the Virginia Department of Emergency services, and through his Group Dispatch Officer assigns alert postures and gives dispatch instructions to all the ASRC Groups. See Figures 1 and 2.

## II. Alert and Mobilization Phase

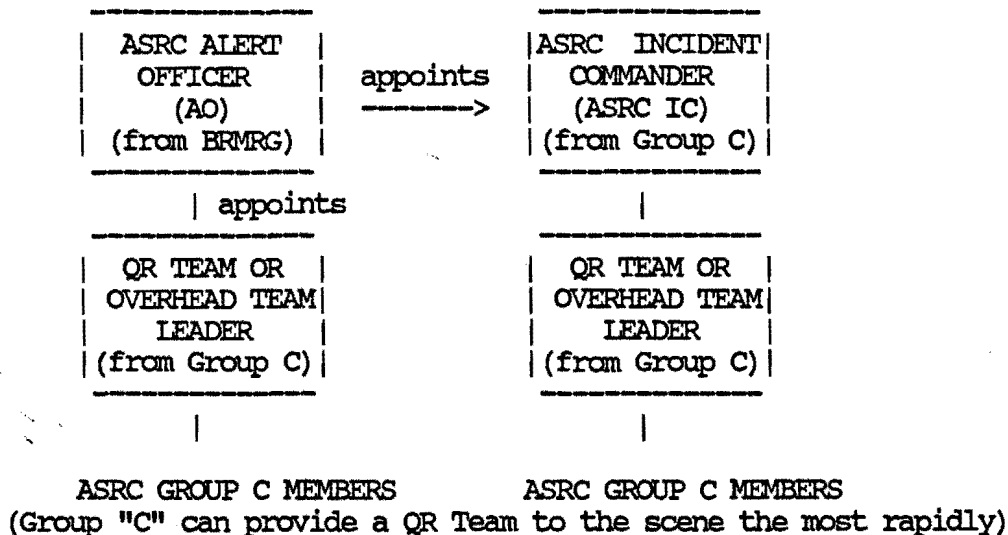
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telephone	telephone	paging
<u>Complainant</u> --> <u>Virginia EOC</u>	--> <u>UVA MEDCOM</u>	--> <u>ASRC Alert Officer</u>
(804-323-2300)	(804-924-5805)	(BRMRG paging system)

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### COMMUNICATIONS SEQUENCE

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### COMMAND STRUCTURE

*Figure 1: Initial Alerting of the ASRC.* The Complainant calls The Virginia Department of Emergency Services (DES) Emergency Operations Center (EOC) (804-323-2300); the DES watch officer obtains initial information, then calls the University of Virginia emergency medical communications center (MEDCOM), which initiates the Blue Ridge Mountain Rescue Group (BRMRG) paging system. The first qualified BRMRG member to call in to MEDCOM becomes the ASRC Alert Officer. The Alert Officer appoints a Quick Response Team Leader (QR Team Leader) or Overhead Team Leader from the Group which can provide a response most quickly (Group "C" in this example), and the QR Team Leader or Overhead Team Leader begins assembling his team. The ASRC Alert Officer appoints a qualified ASRC Incident Commander (ASRC IC), and the ASRC IC takes over command from the Alert Officer.

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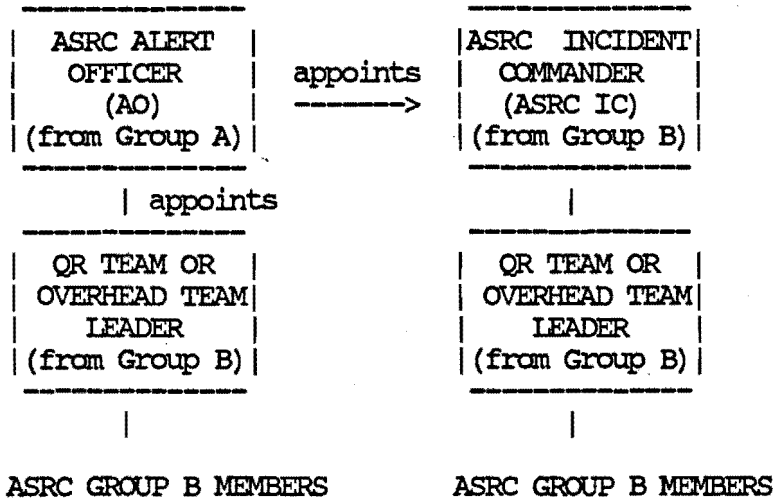
telephone (Group A paging or  
phone alerting system)

Complainant --> Group A Alerting Number --> ASRC Alert Officer

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COMMUNICATIONS SEQUENCE

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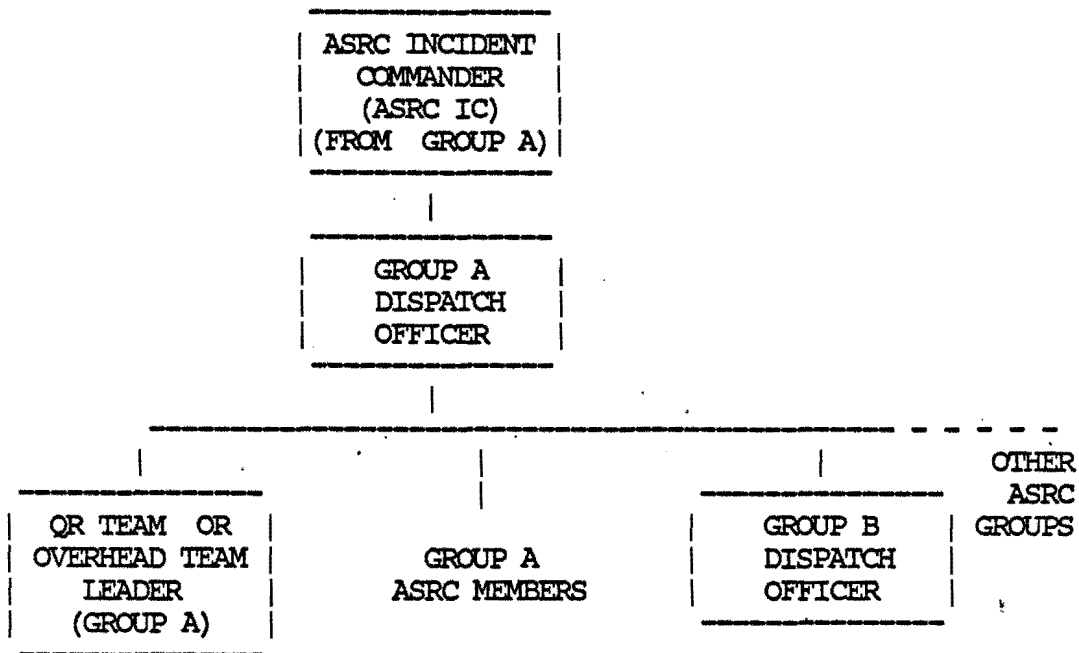
(Group "A" receives the call for help,  
but Group "C" can provide a QR Team to the scene most rapidly.)

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COMMAND STRUCTURE

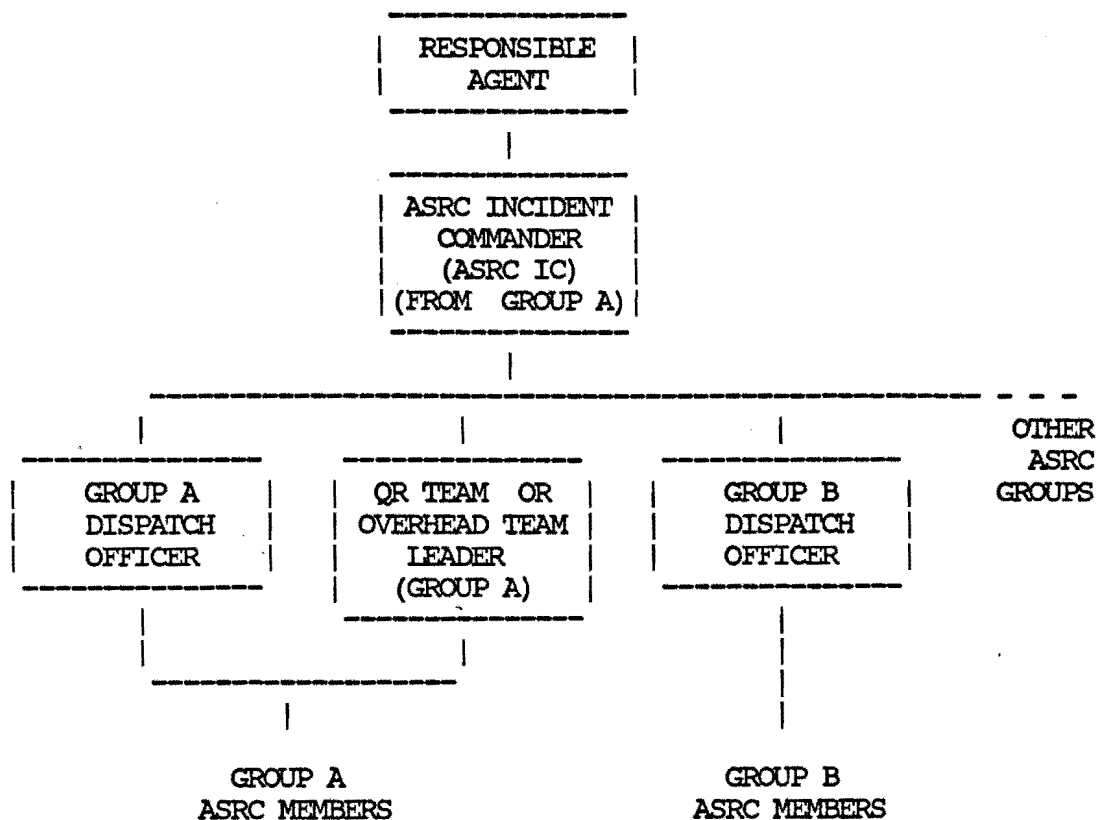
*Figure 2: Alternate Initial Alerting of the ASRC.* The Complainant calls an ASRC Group directly; the first qualified member of the Group to be alerted becomes the ASRC Alert Officer. The Alert Officer appoints a Quick Response Team Leader (QR Team Leader) or Overhead Team Leader from the Group which can provide a response most quickly (Group "B" in this example), and the QR Team Leader or Overhead Team Leader assembles his team. The ASRC Alert Officer appoints a qualified ASRC Incident Commander (ASRC IC), and the ASRC IC takes over command from the Alert Officer.

## II. Alert and Mobilization Phase



### COMMUNICATIONS STRUCTURE

*Figure 3A: Alert and Mobilization Phase Communications Structure.* The ASRC IC continues communications with the Complainant, and if the Complainant is not a Responsible Agent, contacts the appropriate Responsible Agent prior to starting any activities in the field. The ASRC IC appoints Dispatch Officers (DO's) in each of the Groups, and assigns each Group an appropriate alert posture. During the Alert and Mobilization Phase, the Dispatch Officer from the ASRC IC's Group customarily serves as the communications center between the ASRC IC, the DO's of the other ASRC Groups, and the QR Team or Overhead Team.



COMMAND STRUCTURE

**Figure 3B: Alert and Mobilization Phase Command Structure.** As per the specific requests of the Responsible Agent, the ASRC Incident Commander directs the alert and mobilization of ASRC resources through Group Dispatch Officers and possibly an Overhead Team Leader or Quick Response Team Leader.



## **II. Alert and Mobilization Phase**

### **B. The Alert Officer (AO)**

After receiving initial information from the DES watch officer, the Alert Officer (AO) calls the Complainant to get confirmation and enough information to plan an appropriate response. He enters the information on an ASRC Mission Data Form (MDF).

From this point, the procedure is dictated by the situation, but several things must be attended to:

1. The AO must evaluate the the problem, considering the type of situation (rescue, lost person search, downed aircraft search, body search or recovery, or others), urgency (age, medical condition, current and projected weather, length of time since person reported lost), and appropriate use of resources, then select an appropriate response (for example, initiating callout of an Overhead Team or Quick Response Team from an ASRC Group). Requests for air transport must be made by a qualified ASRC IC and cleared with the Responsible Agent.
2. Sufficient information must be secured to support the response; the ASRC Mission Data Form (MDF) and ASRC Missing Person Questionnaire (MPQ) help in this effort. This will be initiated by the AO and continued by the ASRC IC.
3. The Complainant must be assured that action is being taken, and an estimate of the ASRC's resources and response time should be provided. The Alert Officer should suggest ASRC capabilities the Complainant or Responsible Agent might find useful, but must not promise capabilities the ASRC cannot reasonably expect to provide.
4. Arrangements for further communication with the Complainant must be made.
5. An ASRC Incident Commander (ASRC IC) must be appointed and informed (the AO may appoint himself ASRC IC, otherwise he appoints a qualified ASRC IC, usually from the Group which can get a qualified team to the mission area most rapidly.) The ASRC Board of Directors establishes the standards for ASRC Incident Commanders, and selects only those ASRC members who meet these standards for the ASRC IC List. The standards include completion of the National Association for Search and Rescue's Managing the Search Function Course, training and experience in the management of ASRC missions, and requisite personality attributes. Each ASRC Group also identifies members who have the qualifications to serve as management assistants to an ASRC IC, publishing these names in the form of a Command and General Staff List, or by identifying them on the Group's Callout Roster.

### **C. The Appalachian Search and Rescue Conference Incident Commander (ASRC IC)**

The ASRC Incident Commander's job is to direct all aspects of the ASRC's participation in the operation. The effectiveness of the ASRC is his responsibility.

The ASRC IC's first task is to reassess the urgency of the problem, then to review and implement the AO's initial response plan (note, however, that the AO and ASRC IC may be the same person). Unless the Responsible Agent made the initial request for help, no action can be taken in the field; if the initial request is from some other source, once the ASRC IC has initiated the appropriate mobilization plan, he must contact the Responsible Agent.

## II. Alert and Mobilization Phase

Mobilization plans vary from Group to Group, and each Group must keep the ASRC Alert Officers up to date on alert and mobilization plans, but the following general principles apply.

1. The Group level callout is carried out or supervised by a **Dispatch Officer (DO)** appointed within the Group. Since the DO's duties ideally involve radio communications, the Group will often appoint an amateur radio operator (ham) to be DO.
2. If an Overhead Team is appropriate, as for most requests for assistance with a managing a lost person search, the ASRC IC appoints an **Overhead Team Leader** who selects the members of his Team and departs for the incident area. (As soon as the Overhead Team reaches the area, the Overhead Team Leader will become the new ASRC IC.)
3. If a Quick Response Team (QR Team) is appropriate, the ASRC IC appoints a **Quick Response Team Leader (QR Team Leader)** and the QR Team Leader assembles his QR Team. When dispatching an Overhead Team or QR Team, the ASRC IC will generally send the team from the Group which can get a qualified team to the scene first. Depending on Group capabilities and air transportation arrangements, this may or may not be the Group closest to the scene. Since the AO generally appoints and ASRC IC from the Group which will provide the QR Team or Overhead Team, the ASRC IC usually dispatching a team from his own Group. (Having an ASRC IC and QR Team from different Groups causes communication and coordination difficulties, and is to be avoided unless there are overriding reasons for it.)
4. If a Conference-wide callout is appropriate, the Alert Officer or ASRC IC alerts DO's in all ASRC Groups, which then follow their own mobilization procedures. As a general principle, the ASRC IC should keep some ASRC resources in reserve, should there be a subsequent request for ASRC assistance for a second mission, especially if the callout is for an operation outside the ASRC's usual area of operations.
5. Other types of response are possible, and it is up to the ASRC AO and ASRC IC to formulate appropriate plans.
6. Although the ASRC IC may appoint himself Overhead Team Leader, an interim ASRC IC will be appointed to serve while the Overhead Team Leader is traveling. It is also possible for the ASRC IC to appoint himself QR Team Leader; however, even a simple rescue may escalate into a difficult situation lasting many hours and requiring major management decisions. Therefore, the ASRC IC will very rarely travel to the scene or go into the field without appointing an interim ASRC IC, because in a car, on a plane, or up the mountain he is isolated from his lines of communication and command.

## II. Alert and Mobilization Phase

7. Since the ASRC receives requests for many different kinds of assistance, and is sometimes notified of an incident which might require ASRC assistance before a formal request for assistance arrives, four alert postures are used to describe the alert and mobilization state of the ASRC.

- a. Notification

A SAR incident is in progress, and the ASRC may be requested.

- b. Alert

A SAR incident is in progress, and a request for ASRC involvement is probable.

- c. Standby

A QR Team or Overhead Team is to be assembled and ready to go at a moment's notice, but dispatch is temporarily on hold.

- d. Callout

The ASRC has been requested, or is actively involved in the incident.

Each of these alert postures may be applied to the individual Groups; for instance, the ASRC may be on callout in that an Overhead Team has been dispatched from one ASRC Group, but all the other Groups are merely on notification because the mission is an evidence search for which no other ASRC assistance is likely to be needed.

8. The ASRC IC will ensure that every ASRC Group is aware of an ASRC mission, even though teams may be dispatched from only one or two Groups.

Once the callout procedures are set into motion, the ASRC IC begins, in concert with the Responsible Agent, the tasks of gathering information and planning for the operation. These tasks are not complete until the operation has ended.

### D. The Dispatch Officer (DO)

The Dispatch Officer (DO) has two main responsibilities during the Alert and Mobilization Phase. The first is to establish radio or intermittent telephone contact with the Overhead Team, QR Team, or any Group vehicles en route to the mission. The second is to execute the callout plan according to the IC's instructions. When the callout is finished, the DO gives the ASRC IC a quick survey of the manpower he has available; the ASRC Alert Summary Form (ASF) aids the DO in compiling this information.

Since rapid and efficient communications are the key to an efficient callout, it is vital that Group members be able to reach the Group DO without difficulty. Ideally, the DO will use a telephone equipped with call-waiting so members may reach the DO by telephone even while on the phone executing the callout. Also, when it is technically possible, the use of call-forwarding allows a DO to automatically transfer all his telephone calls to the telephone number of his relief; otherwise, all Group members must be told of the new DO phone number. Another way to avoid difficulty in members knowing the DO telephone number is to use an answering machine which lists the Group's current alert posture and the DO's name and telephone number. However it is accomplished, continuity of the links between Group members and their Dispatch Officer is essential.

Usually the DO from the first Group to respond will act as a central contact point for the entire ASRC. Other Group DO's, other SAR organizations, and the Virginia DES will maintain contact with this DO for mission progress information, and should another SAR incident occur. The DO will generally try to establish a radio link with the Communications Center at the Incident Base. Usually, the Amateur Radio Emergency Services (ARES) Emergency Coordinator (EC) of the county in which the search is conducted will be contacted and secure the assistance of local radio amateurs (hams) in establishing and maintaining this link, often through the use of amateur HF (high frequency) radios.

Each ASRC member is equipped with an ASRC Searcher Alert Form (SAF) so that he may record his dispatch instructions completely. The Dispatch Officer uses a SAF to organize his briefing for members being called out.

### III. THE FIRST RESPONSE PHASE

During the First Response Phase, the ASRC IC dispatches to the scene, by the most expedient means available, those resources most urgently needed. The two most common ASRC resources to be dispatched during the First Response Phase are a Quick Response Team (QR Team) and an Overhead Team.

The primary missions of the Quick Response Team (QR Team) are rescue and evacuation. In situations requiring these functions there is no question that dispatching a QR Team is appropriate, and in such cases the operation may move from First Response Phase directly to Withdrawal Phase.

During travel to the search or rescue site, the Base Officer (BO) (see below) and the Group Dispatch Officer maintain a regular communications schedule. If radio communication is not possible or if it fails, the QR Team stops regularly at a telephone to check in, so that the QR Team may be turned back or rerouted if necessary.

When a Responsible Agent asks for ASRC assistance in managing a lost person search, the most urgent need is for a small team of ASRC members experienced in the management of search operations: an Overhead Team. The team members act as managers or advisors, for local personnel or other SAR teams, or they act as an advance team. As an advance team, they will make all the necessary arrangements so that further SAR respondents can be rapidly and efficiently deployed. In addition to the Overhead Team, a few search resources might be dispatched; depending on the terrain, weather, and availability of resources, this might be a few ASRC Certified Members to serve as Field Team Leaders, or perhaps a pair of search dogs and handlers.

#### A. Quick Response Team Organization

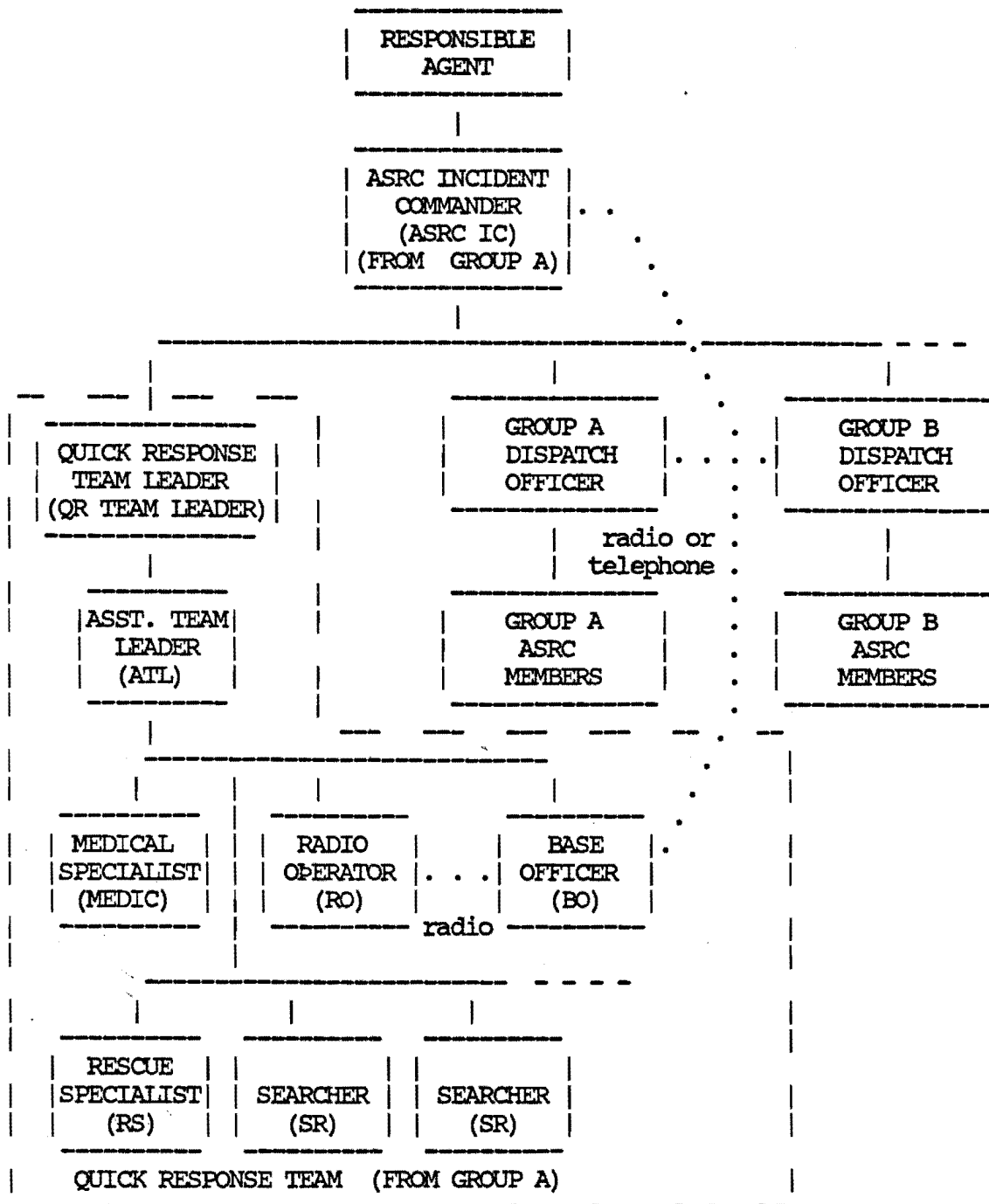
There are five positions on a Quick Response Team, but a single person may fill more than one position. QR Team organization is illustrated in Figure 4.

##### 1. The Quick Response Team Leader (QR Team Leader)

The Team Leader's responsibility is to carry out the mission assigned by the ASRC IC, within the constraint that he provide for the safety of his Team. He is the highest authority on the QR Team, but he must consider the judgement of the other specialists, particularly the MEDIC. The QR Team Leader's specific duties are

- a. Mission planning;
- b. Navigation;
- c. Personnel management;
- d. Equipment management;
- e. Safety; and
- f. Mission reporting.

### III. First Response Phase



**Figure 4. First Response Phase: The Quick Response Team (QR Team).** The Quick Response Team (QR Team) is organized by the Quick Response Team Leader (QR Team Leader). Meanwhile, the Dispatch Officer (DO) is alerting the rest of the Group, and the other Groups are being alerted by their own DO's. Communication from the ASRC IC to the QR Team in the field is maintained through the ASRC IC's Group DO, the Base Officer, and the QR Team Radio Operator (RO). The ASRC IC continues to gather intelligence and plan the operation under the Responsible Agent's direction.

#### 2. The Assistant Team Leader (ATL)

The QR Team Leader may, at his discretion, appoint one or more team members as Assistant Team Leaders (ATL's), to serve as his lieutenants. There are two major ways to use ATL's. If the QR Team Leader becomes the new ASRC Incident Commander soon after the QR Team arrives, then the Command and General Staff structures described under a subsequent section (see *The Scratch Search Phase*) would best be employed. However, if the QR Team Leader does not become ASRC IC, and if the scene is initially hectic and confusing (as is unfortunately often the case), the ATL can handle tactical details (e.g. establishing the QR Team's Base and readying the Team for the field) while the QR Team Leader is engaged in strategic planning or liaison (e.g. conferring with the ASRC IC or a Sheriff's Deputy). If the QR Team is large, it may be very useful to designate several ATL's, each with responsibility for an individual task or for a smaller group of members (e.g. one ATL to organize the QR Team's Base, another to coordinate with local Emergency Medical Services personnel, and a third ATL to assemble ASRC equipment for the rescue.)

#### 3. The Medical Specialist (MEDIC)

The MEDIC is responsible for the medical care of the victim(s) and incidental medical care of Team members. The MEDIC position should be assigned to the team member best qualified to care for a patient in the field (e.g. field-qualified physician, EMT-Paramedic, or Emergency Medical Technician (EMT)). The MEDIC's specific duties are

- a. Assembling necessary medical equipment and supplies;
- b. Medical care of team members;
- c. Medical care of victim(s); and
- d. Advising the QR Team Leader and Rescue Specialist on the medical situation and priorities during rescue and evacuation.

#### 4. The Rescue Specialist (RS)

The Rescue Specialist is responsible for the execution of any technical operations including rescue and evacuation of the victim(s). His specific duties are

- a. Assembling necessary technical equipment including litters and rigging;
- b. Supervising all roped travel;
- c. Planning and supervising rescue and evacuation;
- d. Advising the QR Team Leader of the technical situation and priorities; and
- e. Enforcing safety standards.

#### 5. The Radio Operator (RO)

The Radio Operator's responsibility is to maintain communication with the Base Officer (BO). His specific duties are

- a. Assembling communications equipment (with the BO);
- b. Establishing initial contact with the BO (and DO) during the Alert and Mobilization Phase;
- c. Maintaining contact with the BO; and
- d. Advising the QR Team Leader on the communications system.

### **III. First Response Phase**

#### **6. The Base Officer (BO)**

The Base Officer (BO) is responsible for securing the QR Team's Base (where the vehicles are left) and providing a communications link to the outside world, particularly the DO (and through him, the ASRC IC) and the Responsible Agent. The BO remains at the Base and therefore need not be field qualified, but he should, if possible, be an Amateur Radio Operator (Ham). His specific duties are

- a. Assembling communications equipment (with the RO);
- b. Establishing initial contact with the DO and RO during Alert and Mobilization Phase;
- c. Maintaining contact with the RO and DO;
- d. Advising the QR Team Leader, RO, and DO of the communications situation;
- e. Keeping a Radio Log (the BO will likely become the Communications Unit Leader during the Scratch Search Phase);
- f. Handling inquiries from the public or other agencies at Base; and
- g. Maintaining liason with the Responsible Agent.

The QR Team must be adapted to fit the situation at hand. The number of searchers, the choice of leaders, and the equipment taken all depend on the particular problems the QR Team expects to face.

#### **B. Overhead Team Organization**

The number of members on an Overhead Team is not fixed, but depends on the nature of the operation, the number of management-trained members available, and the availability of transportation (an Overhead Team is often dispatched by air transport). The positions on an Overhead Team include an Overhead Team Leader and a Radio Operator. During transit to the scene, the Overhead Team Radio Operator maintains communications with the Dispatch Officer of the dispatching Group. When the Overhead Team reaches the scene, the First Response Phase ends and the Scratch Search Phase begins. The original ASRC IC relinquishes command of the ASRC to the Overhead Team Leader, who becomes the new ASRC IC, and appoints members of his Team (or others) to Command and General Staff positions as described in a subsequent section.

#### **C. The Dispatch Officer (DO)**

The DO's duties during First Response Phase are the same as during the Alert and Mobilization Phase: if an Overhead Team, QR Team, or members from his Group have been dispatched, the DO must maintain contact through the QR Team's Base Officer, or Radio Operators of the Overhead Team or groups of members in transit. The DO keeps a Radio Log of all communications traffic (even if most of the traffic is by telephone, the log is still by convention termed a Radio Log). The DO serves as a Group communications center, fielding all enquiries from Group members and thus freeing the ASRC IC from distraction; the DO also serves as a contact point with the DO's of other Groups.

#### D. The ASRC Incident Commander (ASRC IC)

During the First Response Phase the ASRC IC is faced with two main problems. The first is supporting the QR Team or Overhead Team. The second is planning for subsequent Phases if a search subject is not readily found or should a rescue or other incident escalate into a major operation.

1. The support requirements of the QR Team are
  - a. Manpower (if more is needed);
  - b. Supplies (if the QR Team is in the field more than 48 hours);
  - c. Intelligence:
    - i. Mission status,
    - ii. Victim information,
    - iii. Weather reports, and
    - iv. Maps;
  - d. Medical and evacuation support:
    - i. Helicopter evacuation,
    - ii. Rescue Squad (ambulance) evacuation,
    - iii. Medical supplies for definitive care (if the MEDIC is capable of it); and
  - e. Communications (if the situation is more difficult than anticipated).
2. Planning for a large scale search depends on the circumstances, but four general principles apply:
  - a. All action must be approved by the Responsible Agent.
  - b. Initial and continued intelligence gathering is essential to success.
  - c. The Group DO's should be kept informed of all actions.
  - d. The ASRC IC must prepare an adequate summary of events and communications to forward to the Overhead Team Leader who will, when he reaches the search area, become the new ASRC IC.



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## IV. THE SCRATCH SEARCH PHASE

If the Overhead Team or QR Team are unsuccessful in locating the search subject immediately, a large scale search effort must be started. (The structures and procedures of the Scratch Search Phase are also useful in a protracted rescue operation.) During the First Response Phase, the ASRC IC should have made plans for this contingency, so that a Command Post can be established and the Scratch Search Phase can begin when daylight and weather permit.

Coordination between the many governmental and volunteer agencies involved in a large search or rescue is a difficult task. Adoption of the Incident Command System by volunteer agencies aids in coordination but is not a complete solution in itself; clever and thoughtful adaptation of the ICS is necessary. The SAROP and SAROP Training Manual provide broad general suggestions for ICS adaptation, but flexibility is essential.

The ASRC may be requested to serve the Responsible Agency in a variety of ways. This discussion will cover three common examples.

In jurisdictions where search and rescue problems are common (e.g. Shenandoah National Park), the Responsible Agent may have extensive experience in search management, will have a complete Command and General Staff established, and require only additional field personnel from the ASRC. Therefore, the ASRC participates in a Unified Command by having the ASRC IC assume the role of Liason Officer on the Responsible Agency's Command Staff. The General Staff in this case is provided by the Responsible Agency, and ASRC management is restricted to the ASRC Liason Officer's contribution to the Command Staff's plans.

On the other hand, many jurisdictions seldom deal with search and rescue incidents and therefore will want the ASRC to take the lead in management of the search, though with the Responsible Agency retaining overall direction. This is best served with a Unified Command where an ASRC IC runs the operation with a General Staff comprised mostly of ASRC members and a Command Staff including Liason Officers from the various volunteer and governmental agencies involved. The Liason Officer from the Responsible Agency plays the pivotal role of providing the ASRC IC with the Responsible Agency's goals and feedback on ASRC management. The wise ASRC IC selects talented members of other agencies for use in his General Staff as well as in his Command Staff.

A third possibility is that the ASRC may participate in an operation where the Responsible Agency is managing the search itself, with a non-ICS management structure. Often, such Responsible Agencies assign separate tasks to each of the volunteer and governmental agencies, relying on agencies to provide their own separate management. In such a case, the ASRC will use standard SAROP--ICS structure for managing its own Field Teams, and will offer to form a Unified Command with volunteer organizations interested in participating. In no case will an ASRC IC place ASRC members outside the ASRC chain of command unless a written cooperative agreement has previously been established (e.g. with Shenandoah National Park).

#### IV. Scratch Search Phase

During the Scratch Search Phase, the strategy will start with containment of the search area and starting attraction tasks, if these have not already been done. The Scratch Search Phase will usually form the bulk of a search operation, and will consist mainly of active search efforts using air-scenting search dogs for less rugged terrain and areas with a high probability of finding the victim proper, and using small ASRC teams for scratch and sweep search tasks of places where there is a high probability of clues, and for rugged areas not suitable for the dogs. The details, of course, depend on the situation.

Untrained volunteers should be employed sparingly; most of the search techniques of the Scratch Search Phase are designed for small, fast, highly-trained, and self-sufficient Field Teams. Though few volunteers are prepared such rigorous work (especially tasks at night, or in rough terrain or foul weather), but local people often have more thorough knowledge of the terrain than any ASRC members, and the wise ASRC IC will exploit this knowledge. Local amateur radio operators may be useful as Command Post radio operators, and some volunteers might be used for containment or for search tasks in level and accessible terrain, provided the weather is good. Otherwise, ASRC personnel provide the tactical forces during the Scratch Search Phase.

The basic tactical unit in a search and rescue operation is the Field Team; the command support unit is the Command and General Staff. The Command Staff consists of the ASRC IC and three positions (Information, Safety, and Liason Officers) which provide for delegation of some of the ASRC IC's command functions. The General Staff consists of the Chiefs of the four major Sections (Operations, Plans, Logistics, and Finance), who are supervised by the ASRC IC. (Since the ASRC is a volunteer agency, it never uses the Finance Section function.) The Staff assembles Field Teams designated by letters (referred to by the International Telecommunications Union--International Civil Aeronautical Organization (ITU-ICAO) phonetic alphabet, e.g. *Field Team Bravo*, *Field Team Delta*). The Operations Section Chief deploys these teams on specific tasks (designated by numbers) in accordance with the Plans Section Chief's search strategy ("Incident Action Plan"). The Task Assignment Form (see Figure 5) is used in assembling a Team suitable for a specific task. Figures 6 and 7 illustrate the Scratch Search Phase organization.

The ASRC IC will direct the placement of initial search facilities, if this has not already been done. The Command Post (CP) consists of the Operations Center where the Command and General Staff works, and the Communications Center, which is the command node for all search radio networks. The Incident Base is where members and equipment are kept between field assignments; the Base may be adjacent to the CP, or at some more convenient location. Camps are established as necessary to support field operations. (Staging Areas are mentioned in ICS materials, particularly for staging with firefighting vehicles, but are seldom used in lost person search.) Helibases serve as bases for helicopters working with the search, and Helispots where a helicopter may safely land are noted for use in Field Team transfers or patient evacuations.

### A. The ASRC Command and General Staff

The purpose of the Command and General Staff is to provide the ASRC IC with enough manpower to meet all his responsibilities in conducting the operation. This frees him to carry out his primary functions of overall supervision, development and implementation of strategic decisions, approving the requesting and releasing of resources, and liaison with the Responsible Agent.

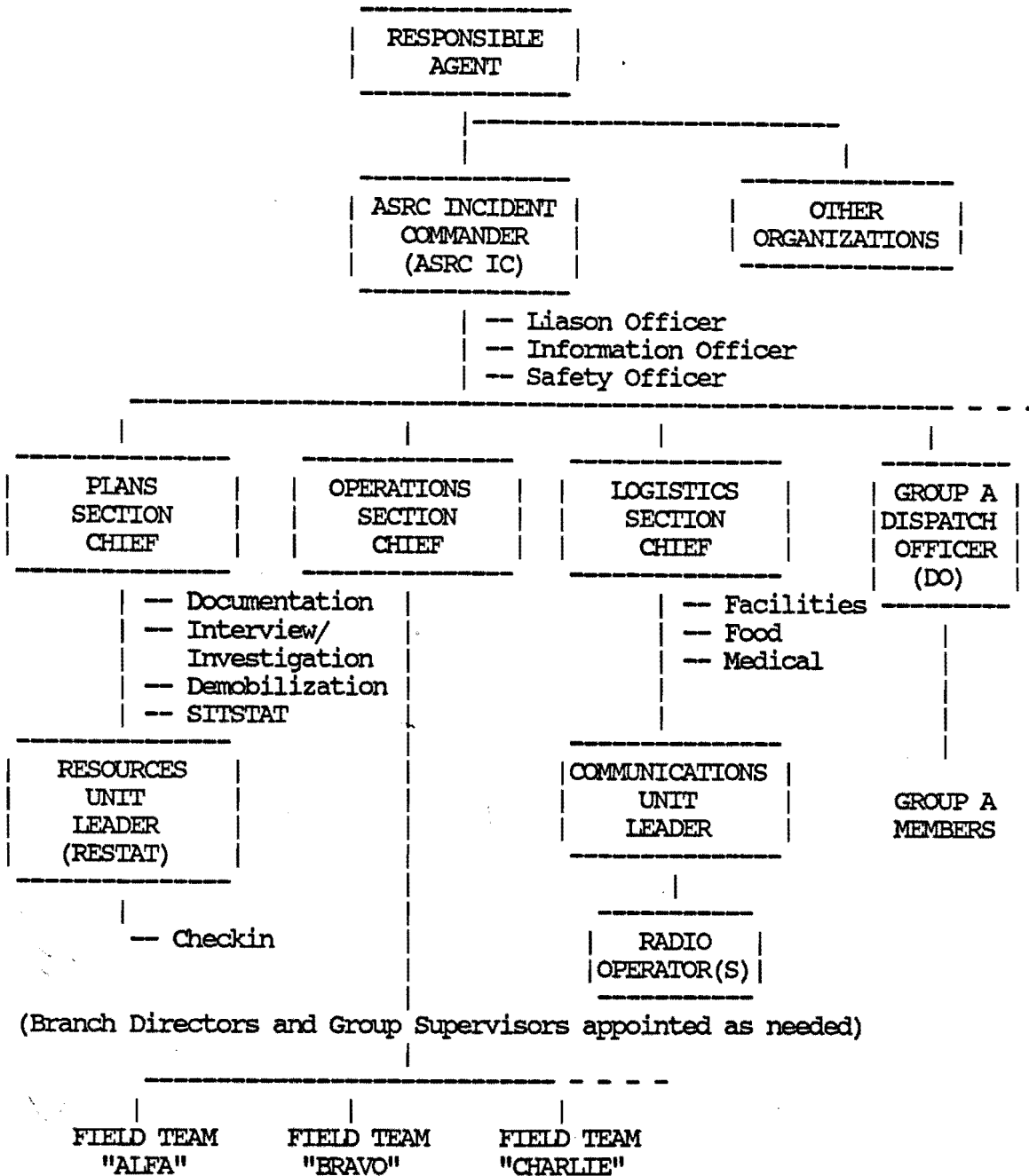
On a small operation, the ASRC IC may himself discharge some or all of the staff duties, but a large operation might employ a Command and General Staff of twelve or more. The Incident Command System (ICS) lists many potential Staff positions, some of which are designed for fire suppression activities and clearly unnecessary for lost person searches (e.g. Air Tanker Coordinator) and some which will not be needed by a volunteer organization such as the ASRC (e.g. Time Unit Leader, Compensation Claims Unit Leader).

Therefore, a Staff consisting of the seven positions most appropriate for a medium-sized search was selected for description in the SAROP Training Manual. By grouping all search-related ICS functions into these seven positions, a concise description of the necessary search management functions is achieved. When a function of one of the seven SAROP positions corresponds with a named ICS position, the name of that position is noted in *{brackets}*. The Command and General Staff may be easily expanded by appointing members to these positions.

An important concept embodied in the Incident Command System is that of **span of control**. The ideal maximum span of control is five; this means that each member in the command structure should supervise no more than five others. (The functional imperative of this principle, for any management problem, is: when things get too complex, delegate.) Thus, if the search grows larger than can be managed by the seven positions described here, the management structure must be expanded using some of the methods described in the pocket-sized ICS Field Operations Guide and other ICS materials, such as the establishment of up to five **Branches**, each consisting of up to five **Divisions** or **Groups**. For example: we are searching a rugged mountain, with dog teams and ASRC Field Teams working through the wooded slopes. Also, a major part of the search is technical search operations near the summit cliffs, so the ASRC IC has designated a **Summit Operations Branch Director** with responsibility for a small number of Field Teams operating near the summit. This Branch Director reports directly to the Operations Section Chief. When the summit search turns into a rescue with several distinct tasks, each one of which requires more than one Field Team (e.g. getting a "bash team" to the victim by one of three potential routes, obtaining a litter, rescue gear, and medical gear from several locations, and scouting out an evacuation route), the Summit Operations Branch Director appointed a **Bash Team Group Supervisor**, a **Support Group Supervisor**, and an **Evacuation Route Group Supervisor**. (This is again the principle of delegation. Please refer to the Incident Command System literature, referenced in Appendix A of the ASRC Basic Member Training Course, for more information on expansion of the ICS Command Structure.)

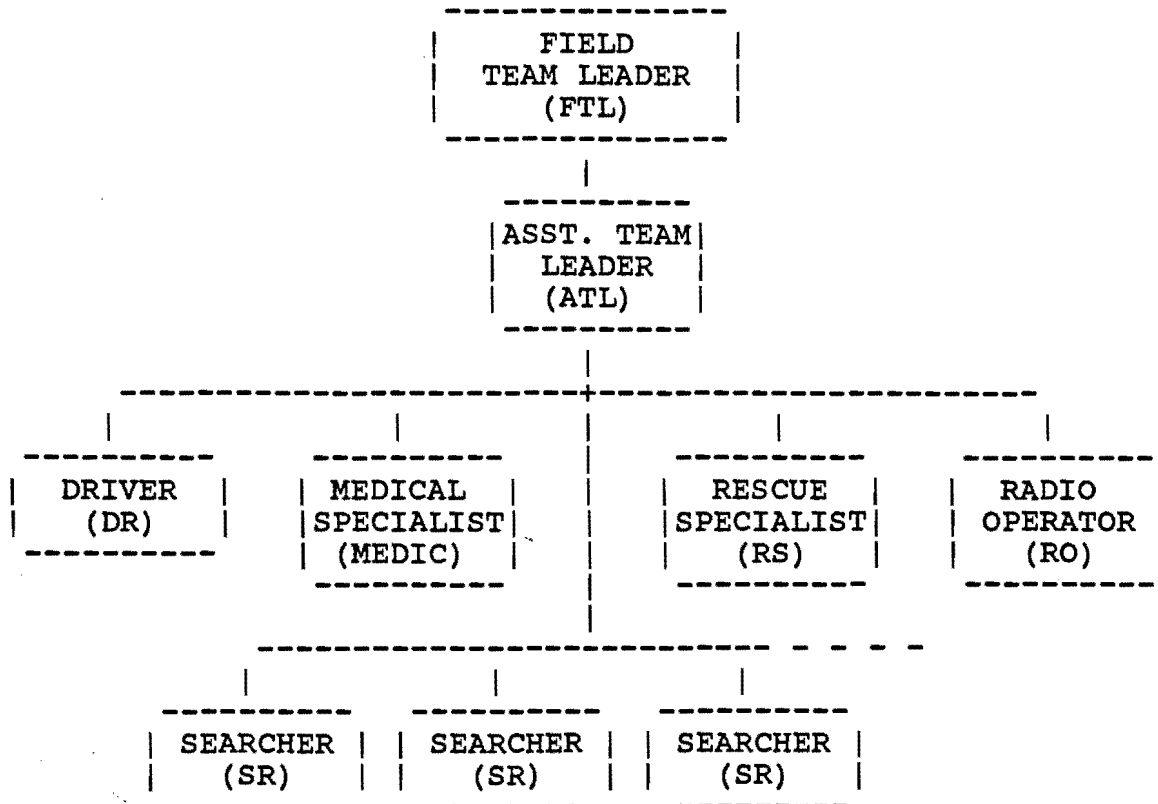
#### IV. Scratch Search Phase

*Figure 5. The Task Assignment Form (TAF).* The TAF is used by the Command and General Staff as a worksheet for assembling Field Teams to carry out tasks the Operations Section Chief creates based on the ASRC Incident Commander's strategy. The Operations Section Chief fills in the task number and description, the Resources Unit Leader (RESTAT) fills in the names of team members and the equipment to be issued, and the Communication Unit Leader fills in communications instructions. The FTL is then summoned and briefed, then he assembles his team and heads for the field. One copy of the TAF goes with the FTL, the other is kept in a TAF File for reference by the Command and General Staff.



**Figure 6. Scratch, Saturation, and Withdrawal Phase Command and General Staff.** The Plans Section Chief aids the ASRC IC in the development of strategy and tactics for upcoming shifts and days, and the Resources Unit Leader (RESTAT) manages personnel and equipment. The Logistics Section Chief manages the support logistics of the Incident Base and any Camps or Helibases, and the Communications Unit Leader manages radio and other communications nets. Under the direction of the Operations Section Chief, the Communications Unit Leader and Resources Unit Leader develop Field Teams to execute particular tasks, and manage them while in the field. The Dispatch Officer (DO) manages personnel still in town. Specific exceptions to this command structure (e.g. a Unified Command Structure) are discussed in the SAROP Training Manual text, the ASRC Operations Manual, and ICS materials. See the text for additional definitions and duties.

#### IV. Scratch Search Phase



**Figure 7. Scratch, Saturation, and Search Phase Field Team Organization.**  
The Field Team consists of a Field Team Leader (FTL), Assistant Team Leader (ATL), Radio Operator (RO), Medical Specialist (MEDIC), Rescue Specialist (RS), Driver (DR), and Searchers (SR). The Field Team Radio Operator communicates with the Radio Operator at the Command Post Communications Center (COMCTR).

1. The ASRC Incident Commander (ASRC IC)

During the Scratch Search Phase, the responsibilities of the ASRC IC are

- a. Debriefing the QR Team Leader, if appropriate;
- b. Supervising members of the Command Staff:
  - i. *{Liason Officer}*: maintaining liason with the Responsible Agent and leaders of other organizations in the operation;
  - ii. *{Information Officer}*: if so authorized by the Responsible Agent, assisting and dealing with members of the press, and providing information releases to the Groups for their public relations work;
  - iii. *{Safety Officer}*: monitoring the operation for hazards to searchers, and in particular, assessing the physical condition of searchers for returning to the field or driving home;
- c. Supervising intelligence gathering and strategy development by the Plans Section;
- d. Supervising the General Staff (Plans, Operations, and Logistics Sections); and
- e. Choosing a site for the Command Post and other facilities.

2. The Dispatch Officer (DO)

The Dispatch Officers do not go to the mission site, but stay at the Group's home town. The DO's responsibilities during the Scratch Search Phase are to provide a communications link from Command Post to the ASRC members in his Group's home town and to execute the IC's dispatch plans. In coordination with the Communications Unit Leader, the DO's third responsibility is to establish and maintain communication with all ASRC members dispatched from the home town to the mission Command Post. Each DO is responsible for providing his own relief.

3. The Plans Section Chief

The Plans Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the search and status of resources, and for generating plans for future shifts and days of the operation. On smaller operations, the ASRC IC will usually serve as Plans Section Chief himself. Specific duties include:

- a. Planning strategy (maintaining the **Strategy Map** and producing shift plans or daily plans);
- b. Planning for a find, including rescue, medical, and evacuation plans;
- c. Planning relief and support;
- d. *{Interview/Investigation Unit Leader\*}*: collecting information about the lost subject from the reporting party and any other persons with knowledge as develops throughout the investigation;
- e. *{Documentation Unit Leader}*: maintaining accurate and complete operation files, and maintaining the **mission Operations Log**;
- f. *{Demobilization Unit Leader}*: making demobilization plans;
- g. *{Situation Unit Leader (SITSTAT, for SITuation STATus)}*: maintaining the **Status Map**, which shows the current state of the search; and
- h. Supervising the Resources Unit.

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\* (This Unit has been added to the ICS by some National Park Service plans.)



#### IV. Scratch Search Phase

##### 4. The Resources Unit Leader (RESTAT)

The Resources Unit Leader (RESTAT, for REsources STATus) is responsible for managing all the people and Field Teams under ASRC control. He should be able, at any time, to say where any given person is, or whether a person of certain capabilities and personal equipment is available for team assignment. All personnel under ASRC control are identified by a card in the Personnel File. A card is filed under one of three categories:

**Assigned:** the person is currently assigned to a Field Team. All cards for personnel on Field Team *Bravo* are filed under *B*, cards for Field Team *Charlie* are filed under *C*, and so on.

**Available:** the person is at Incident Base or one of the Staging Areas and is available for assignment to a Field Team.

**Out-of-Service:** the person has signed out of the operation, or is otherwise not available for assignment to a Field Team.

The Resources Unit Leader's specific duties are

- a. **{Check-in Recorder}:** registering incoming and checking out outgoing searchers;
- b. Maintaining the Personnel File and Equipment Inventory (card files);
- c. Assembling Field Teams, by listing names on the Task Assignment Form (TAF), and moving cards within the Personnel File; and
- d. Issuing equipment to Field Teams and collecting it on return (the Resources Unit Leader specifies personal and team gear for each task, and notes equipment to be issued to the Team, on the Task Assignment Form).

##### 5. The Operations Section Chief

The Operations Section Chief, a member of the General Staff, is the IC's lieutenant. He is responsible for executing the strategy ("Incident Action Plan") developed by the ASRC IC and Plans Section Chief, and responsible for running the Command Post Operations Center. His specific duties are

- a. General operational planning;
- b. Supervising task assignment (the Operations Section Chief initiates each Task Assignment Form (TAF));
- c. Maintaining the TAF File; and
- d. Briefing and debriefing Field Teams or Field Team Leaders (FTL's).

##### 5. The Logistics Section Chief

The Logistics Section Chief is responsible for the physical needs of the operation:

- a. Equipment;
- b. Transport;
- c. **{Facilities Unit Leader}:** sheltered sleeping areas and security at incident facilities as needed;
- d. **{Food Unit Leader}:** food and water;
- e. **{Medical Unit Leader}:** incidental medical care for searchers and staff; and
- f. Sanitation.

The Logistics Section Chief also supervises the Communications Unit Leader.

7. The Communications Unit Leader

The Communications Unit Leader is responsible for the effectiveness of all ASRC mission communications. His specific duties are

- a. Directing the establishment, maintenance, and improvement of the communications networks, which are:
  - i. the **Tactical Net**: the primary radio communications network for command and control of Field Teams,
  - ii. the **Command Net**: radio or land-line communications between members of the Command and General Staff,
  - iii. the **Support Net**: communications for logistical support, and
  - iv. the **Ground-to-Air and Air-to-Air nets**: for coordination of air support activities.
- b. Supervising the Communications Center and Radio Operators:
  - i. Enforcing communications SOPs and security,
  - ii. Enforcing security at the Communications Center,
  - iii. Supervising log keeping, and
  - iv. Maintaining the **Communications Systems Chart**;
- c. Advising the Command and General Staff on communications matters;
- d. Advising the Resources Unit Leader on the issue and maintenance of communications equipment; and
- e. Providing communications instructions to Field Teams (this is accomplished by entering the instructions on the Task Assignment Form (TAF)).

#### **IV. Scratch Search Phase**

##### **B. The National Interagency Incident Management System (NIIMS) and Incident Command System (ICS)**

The National Interagency Incident Management System (NIIMS) was developed initially as a way to improve the management of large wildfires, ones that required the efforts of many different agencies and jurisdictions (e.g. the Forest Service, the Park Service, and local fire departments). This was later extended into a system for managing any sort of incident that cut across traditional agency lines, including natural disasters and lost person searches. The most important portion of NIIMS for the ASRC is the **Incident Command System (ICS)**. The Incident Command System is detailed in documents available through the ASRC, but a brief outline of portions pertinent to ASRC Trainee and Basic Members is presented here.

The ICS is designed to be simple, flexible, adaptable, and expandable. Key concepts include:

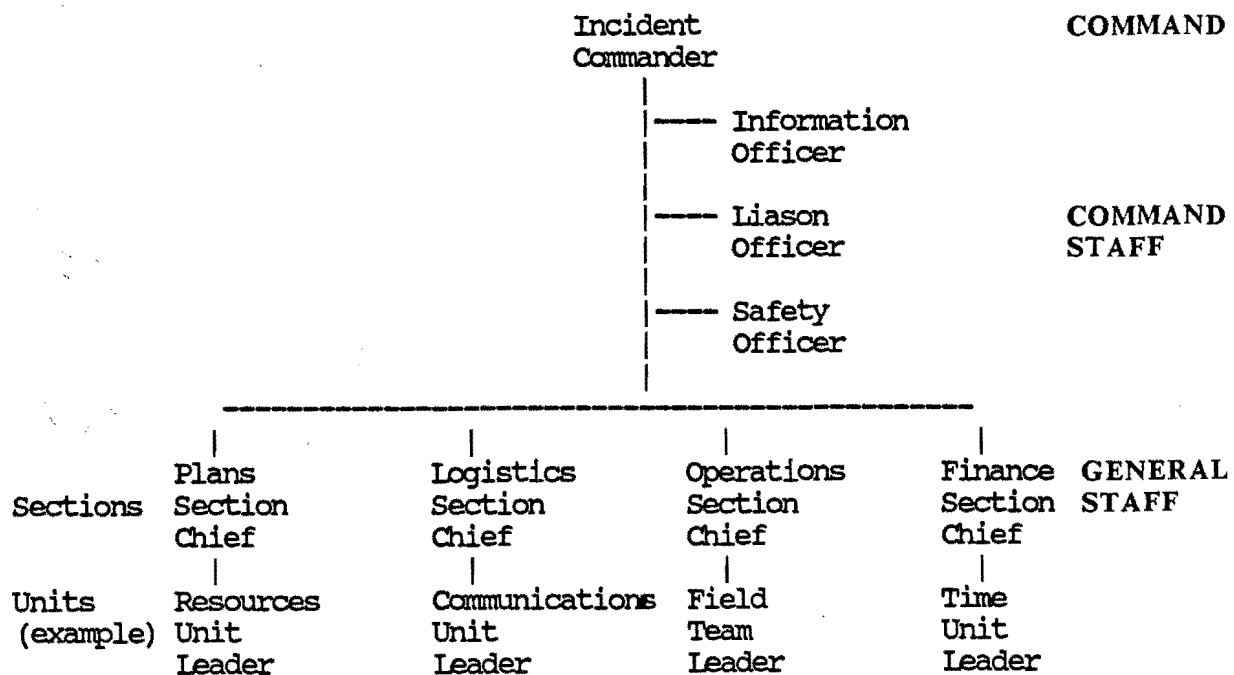
1. A standardized functional structure with uniform terminology, procedures, and organization, which thereby promotes cooperation between organizations, and which is easily applied to incidents large or small.
2. Provision for a unified command structure and consolidated action plans when multiple organizations are working together.
3. A modular organization which may be expanded as the incident expands, using the concept of manageable span of control to keep command structures from breaking down.
4. Integrated communications using plain english with no radio codes.

The ICS structure has six levels of organization, with a distinct term for each level and for the managers at each level. Since this is a functional organization, positions are created and filled only when and as needed. Thus, for a small search with only two Field Teams, the Incident Commander by himself might fulfill all the duties of the entire Command and General Staff. See Table 1 and Figure 8 for the basic ICS Command and General Staff structure.

When a search operation expands beyond the management scheme outlined in the SAROP, it becomes necessary to use the procedures of the ICS to expand the management structure to meet the needs of the operation. It is assumed that all ASRC Command and General Staff personnel are familiar with the ICS beyond the material presented in the SAROP, and will be able to expand the operation smoothly.

ASRC Example	Level	ICS Term
ASRC IC	Incident Command	Incident Commander
Information Officer	Command Staff	Officer
Operations Section Chief	Section	Section Chief
(e.g. Summit Operations Branch Director)	Branch	Branch Director
(e.g. Bash Team Group Supervisor)	Group	Group Supervisor
Field Team Leader, Resources Unit Leader	Unit	Unit Leader

*Table 1: ICS Organization Levels, Managers, and ASRC SAROP examples.*



*Figure 6: Standard ICS Command Structure.*

#### IV. Scratch Search Phase

##### C. The Field Team

The Field Team is the basic tactical search and rescue unit. The success of the mission depends entirely on the intelligence with which teams are deployed and on their effectiveness in the field.

A Field Team is organized in much the same way as the QR Team. The differences are:

1. The leader is called a **Field Team Leader (FTL)**,
2. There is no **Base Officer**,
3. Since the Staff endeavors to have vehicles driven only by their owners, appropriate members of the Team may be designated as drivers (DR's), and
4. The Field Team is designated by a letter and referred to by the ITU-ICAO phonetic for that letter (e.g. Field Team *Charlie*).

In strict ICS terminology, the ASRC Field Team is a Task Force, because the team is formed for a particular task, and broken down into its component ASRC (and other) members once the task is completed and the Field Team has reported back to Incident Base. A Strike Team would be a team which always had a set number of members and equipment, in distinction to the functional organization of an ASRC Field Team, which can be composed of two up to many more members, depending on the particular task. Since it is a useful term designating a particular type of Task Force, the term *Field Team* is almost universally used in search and rescue.

##### D. Operational Problems

###### 1. Task Assignment

A task is an attempt to solve a particular tactical search and rescue problem generated by the ASRC IC's strategy. There are four basic kinds of task:

- a. **Support Task:** This is an effort to resupply or add manpower to a team in the field.
- b. **Commo Task:**
  - i. **Relay:** a radio operator who relays messages.
  - ii. **Repeater:** an automatic or semiautomatic relay station.
- c. **Search Task**
  - i. **Scratch:** search of a point or linear feature (e.g. a trail, ravine, or ridge) by a small team.
  - ii. **Survey:** visual inspection of a large area from a single vantage point.
  - iii. **Sweep:** wide-spaced line search of an area.
  - iv. **Saturation:** close-spaced line search of an area.
  - v. **Hasty:** the initial search of the point last seen; usually performed by the Responsible Agency, but may be performed by a Quick Response Team.
  - vi. **Tracking (also known as man-tracking):** using the step-by-step or a similar method for following the victim's trail.
  - v. **Cutting for Sign:** small teams, generally working perpendicular to the victim's expected line of travel, looking for tracks or other clues of passage.
  - vi. **Containment:** the use of trail of road patrols to minimize the search area by assuring the victim has not left the search area.
  - vii. **Dog Liason:** an ASRC member or members assigned to work closely with a dog/handler team to provide assistance with skills in which ASRC members are expert.

**d. Rescue Task**

- i. **Rescue:** extrication and medical stabilization.
- ii. **Evac:** transportation of the victim to a road or helispot.

There are an infinity of variations.

Once a task need has been identified, the Operations Section Chief numbers it and enters a description on a Task Assignment Form (TAF). The Communications Unit Leader and Resources Unit Leader then follow the standard task assignment procedure (on the TAF) to assemble a suitable Field Team with proper equipment and communications to execute the task. The FTL is summoned and briefed, he assembles his Team, it gets a final briefing from the Operations Section Chief or his designate, and departs from the Command Post, Incident Base, or other facility.

If a task is identified which can be carried out by a team already in the field, a similar (but simpler) procedure is followed and the team is briefed by radio on its new assignment.

When a team returns to the Command Post, the FTL must be debriefed and the team must check in all its personnel and equipment with the Resources Unit Leader before its task is considered complete.

**2. Briefing and Debriefing**

It is essential that each searcher understand the object of the search operation (e.g. "We're looking for a 14-year old boy missing for two days; he's last reported wearing an orange jacket, green pants, and running shoes. He has a daypack with some water and gorp, and he has spent a lot of time day-hiking in the past."), any special considerations for the search area (e.g. "Wear bright clothes because there are 400 deer hunters in the search area.") or for the search subject (e.g. "The subject is congenitally deaf, so there is no point in yelling his name."). Special instructions on communications may be needed (e.g. "When on the west side of the mountain, you will need to use channel A, and you must use channel B on the east side.") or schedules must be set up (e.g. "Check in every hour, starting at 15 minutes past the hour; if you cannot make contact for 3 hours in a row, return to Base." or "If you receive no further messages by 1730 hours, head back down the mountain to the gravel road there and wait for an ASRC containment patrol to pick you up.") If there are untrained searchers involved, it may be necessary to provide survival instructions (e.g. "If you become separated from your team, find an obvious place to sit and *stay put*. Use your ASRC-issue leaf bags for shelter.") It is the responsibility of the Operations Section Chief, SITSTAT (Situation Unit Leader), or a specially-appointed Briefing Officer to see that this briefing is provided to all searchers going to the field, ideally along with a photocopy briefing sheet to accompany the map and Task Assignment form. This briefing may be given to the team as a whole, or it may be necessary for the Field Team Leader to receive a briefing and then to pass the information on to team members.

Debriefing teams returning from the field is vital. Although radio communications from the field may on occasion be good enough for detailed reporting of clues, debriefing in person almost always provides additional information about clues or field conditions. It is sad for vital clues discovered by a Field Team to surface in a critique three weeks after suspension of a mission. As with briefing, debriefing is the province of the Operations Section Chief or Situation Unit Leader, with the understanding that information derived from the field is vital to the strategic planning function of the Plans Section.

## **IV. Scratch Search Phase**

### **3. Relief**

People are fragile; a searcher's efficiency and safety-consciousness decrease rapidly under stress or after a few hours of searching. The Staff must be careful not to overextend the operation's manpower capabilities, or mistakes will be made and accidents will happen.

In some situations, the ASRC IC will not want to carry out any night searching, except for some simple surveys. A single Staff can effectively run such a "daylight operation" by sleeping at night.

On the other hand, it is reasonable to search around the clock, and so the Command Post must be manned by relief Staffs. Ordinarily, this is accomplished with two relief Staffs and the regular Staff, standing eight hour watches. Each relief Staff is led by a Watch Officer (WO) who serves as both ASRC IC and OC during his shift. The WO should notify the ASRC IC of any major developments.

Relief of searchers in the field is even more important. Exhausted searchers, even if willing, must not be sent out on yet another task: it is poor tactics to expend two searchers' lives trying to save one victim. The ASRC IC's dispatch plan should allow for staggering of mobilization times so that fresh searchers are always available.

### **4. Safety**

Everyone should be fanatical about safety. An operation involving 100 people for 3 days entails 7200 searcher-hours of opportunity for disaster. In particular, the Safety Officer (or ASRC IC if a separate Safety Officer has not been appointed) must ensure that all mission participants under ASRC control are monitored for fatigue or exhaustion. Searchers must not be permitted to return to the field or drive home when fatigue or exhaustion make this hazardous. (Most experienced ASRC IC's consider the most hazardous part of any rescue or search the drive back.)

### **5. Coordination with Other Organizations**

In jurisdictions with infrequent search and rescue incidents, the Responsible Agent is usually unfamiliar with the technical details of lost person search management. This is the case, ASRC members are almost always under the command of ASRC Field Team Leaders, who are in turn commanded by the ASRC Command and General Staff; the ASRC Staff is in turn responsible to the Responsible Agent. This allows safe yet maximal use of the talents of ASRC members. In a situation such as this, the ASRC must operate its own Staff independent of the other agencies involved, and the SAROP provides for this. (The final decision as to the ASRC's deployment on any mission is, of course, the ASRC IC's).

If another search and rescue (SAR) organization is involved in the mission (e.g. a search dog team), and it wishes to participate with the ASRC in a unified Command and General Staff, a Command Staff Liason from the other SAR organization may be attached to the ASRC IC, and management personnel from the other organization may be employed in Command and General Staff positions as described previously. Although Liasons from every organization involved in the operation should have a Liason Officer on the Command Staff, General Staff members should generally be selected on the basis of experience and competence, regardless of agency affiliation. It is particularly important that the Operations Chief be the most expert person available.

When many organizations are involved in a large operation, it sometimes is appropriate to form a Unified Command and General Staff with command personnel from each agency jointly determining objectives and commanding the operation. However, the ASRC, as a volunteer organization, always has a clearly identified ASRC IC who has responsibility for the safety and proper use of ASRC members, and authority to commit them to the operation or remove them from the operation if that becomes necessary.

There are certain specific instances in which the ASRC relegates command over ASRC members directly to another agency; these instances are specified by Cooperative Agreements which are found in the ASRC Operations Manual. In these cases, the ASRC IC relinquishes command of the ASRC and becomes the ASRC Command and General Staff Liaison, and retains only the authority to terminate ASRC involvement if this becomes necessary. An example of this kind of arrangement is when the ASRC is assisting Shenandoah National Park with a large search operation.

#### 6. Communications

Effective communication is extremely important to an efficient operation. There are two aspects of effective communication:

- a. The nets must be complete. Traffic cannot be passed to a station that cannot be worked. The Communications Unit Leader must place relays and repeaters where they are needed and the Operations Section Chief must not send teams where he can't talk to them. RO's should be well-trained in field maintenance of radios and must follow their commo instructions.
- b. Message handling must be accurate. Every fixed station must maintain a complete Radio Log. Communications Center RO's must use the standard Message Form for all traffic passed. Radio Operators must understand that their job is to pass traffic, not to generate it. Tactical decisions must be left to the leaders. Use of the radio Standard Operating Procedure (SOP) and Message Form enhances accuracy.

#### 7. Position Information

Quick and unambiguous reporting of team position is essential to an efficient search operation; a search team which cannot communicate its position is useless as a strategic tool. Each Field Team must be able to quickly, reliably, and accurately report its position using the standard ASRC Grid System. Field Teams must be able to use the Universal Transverse Mercator/Military Grid Reference System (UTM/MGRS) to work with many other SAR organizations, latitude and longitude to coordinate with helicopter pilots using the LORAN radionavigation system, and distance and azimuth from VOR's (VHF OmniRange beacons) as used by pilots without LORAN systems.

#### 8. Public Relations

Public relations is the province of the Responsible Agent. All enquiries should be referred to him or his delegates (sometimes the ASRC IC is one). ASRC members should respectfully refer to their superiors questions from the press or public, except to provide general information about the ASRC or one of its Groups. Searchers must be reminded by the Command and General Staff to be tactful but close-mouthed.



#### **IV. Scratch Search Phase**

##### **9. Medical Care and Evacuations**

Once the operation is underway, the ASRC IC must begin immediate planning for medical care of the subject once found. Since the ASRC operates in many different jurisdictions, no hard and fast rules for medical planning may be stated. However, close coordination and cooperation between the ASRC doctors and medics and those of the local **Emergency Medical Services (EMS)** system is critical. It should be made clear that the ASRC does not have any intent of providing medical care once the patient reaches the roadhead or a helicopter, although it is suggested the ASRC medic or doctor offer to accompany the patient to the hospital, but leave the decision up to the local EMS system. It is also important to make a smooth interface between ASRC and local EMS personnel in the field care of the patient. Although sometimes local EMS personnel may not be able to safely venture into the field to reach the patient directly, some EMS systems have EMT's and paramedics who are well suited to accompanying ASRC teams into the field. Recognition of the ASRC's expertise with wilderness emergency medicine must be tempered with the understanding that the local EMS system is considered responsible for prehospital patient care in its jurisdiction. Judgement, tact, and putting the patient's welfare first are essential to a smooth rescue.

Once a victim is located and medically stabilized, the problem of removing him to a hospital remains. The evacuation ("evac") is carried out in two stages: transportation by a Field Team to an accessible location such as a road or a helicopter landing area ("helispot"), then transportation by ambulance or helicopter to the appropriate medical facility.

Planning for various evac contingencies must be done well before the find so that no time is lost once the rescue is complete. The Strategy Map should note all potential helispots and passable roads, but the Plans Section Chief should note on the Status Map only those under consideration for use.

Planning the evac route should be done using all available reconnaissance data, especially the observations of the FTL at the site. Arrangements for ambulances or helicopters will be made by the ASRC IC, usually in consultation with the Responsible Agent.

##### **10. Mission Suspension**

ASRC involvement in an incident should not be terminated without the consent of the Responsible Agent, unless overwhelming safety concerns dictate otherwise. The decision to terminate ASRC involvement must be made by the person in command of the ASRC at the time; this will usually be the ASRC IC, but might be a Liason Officer when the ASRC is participating in a Unified Command Structure, or the Alert Officer during the initial stages of the alert process.

When there is thought of suspending search operations, the ASRC IC and Responsible Agent should ask for opinions from other leaders of the operation. Safety of searchers must always be a prime consideration in any such deliberations. If active search operations are to be discontinued, the ASRC may be able to assist the Responsible Agent by suggesting passive search techniques which may be continued.

## V. THE SATURATION SEARCH PHASE

The Saturation Search Phase begins when the ASRC IC decides to begin saturation searching (whether scratch and sweep searching are terminated or not). Saturation searching is usually a last resort, as it is inefficient and often destroys clues. The organization of the operation changes little; it is the nature of the tasks which is different. The biggest change is the large influx of people (mostly untrained volunteers) and the subsequent dilution of trained Field Teams with inexperienced searchers.

Even though the ASRC has the capacity to manage a large search operation, the ASRC membership, even with its Auxiliary Members, is not sufficient to mount a large-scale saturation search unaided. Consequently, untrained local volunteers will be needed during the Saturation Search Phase. These are a mixed blessing. The main problem is that, in general, they are inexperienced searchers and must be taught search techniques on the spot. This teaching makes great demands on the leadership capabilities of ASRC members. During the Scratch Search Phase, few untrained local volunteers should be employed except in containment tasks or in those special circumstances where a particular volunteer has valuable expertise. During the Saturation Search Phase, however, volunteers are completely indispensable.

The usual deployment of volunteers is in saturation line searches. ASRC members provide leadership, communications, and medical expertise, while volunteers provide the bulk of the manpower. Specially skilled volunteers, such as amateur radio operators (hams) and rescue squad EMT's, should be distributed to positions where their skills can be useful. During the Saturation Search Phase, ASRC members must be particularly aware for safety problems; it is customary, for example, for each FTL to carry extra food, clothing (e.g. wool hats) and storm shelters.

Each local volunteer reporting for service with the ASRC must register with the Resources Unit Leader using a **Searcher Registration Form (SRF)**, and be issued a **Searcher Information Sheet (SIS)** containing line search instructions, operational procedures, and safety rules. The Resources Unit Leader should endeavor to assign volunteers to Field Teams quickly to avoid confusion. Each FTL is then responsible for the welfare and effectiveness of his volunteers.

Volunteers leaving the search must check out with the Resources Unit Leader, and each FTL should see that his volunteers do so.

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## **VI. THE WITHDRAWAL PHASE**

The Withdrawal Phase begins whenever the search is terminated, either because it has been successful or because it has been abandoned. If the search is terminated without a find, the ASRC IC usually advises the Responsible Agent on passive search tactics which may be continued as long as needed. An orderly withdrawal is necessary so that no searchers get misplaced and so that the ASRC is again ready for mobilization. The withdrawal is carried out in three stages:

### **A. Withdrawal of Non-ASRC Searchers**

All volunteer non-ASRC searchers under ASRC management must be accounted for, and since some can be counted on to fail to check out, ASRC members will be needed to track them down.

### **B. Withdrawal of ASRC Searchers**

Once the non-ASRC searchers are all checked out, ASRC members begin withdrawing from the mission. The procedure is the same as checking in from a task in the field, except that each Field Team is released to return home rather than to rest in Base Camp. All searchers must check out with the Resources Unit Leader and return any ASRC-controlled equipment.

### **C. Withdrawal of ASRC Command and General Staff**

Once all people and equipment are accounted for, the ASRC IC should report to the Responsible Agent that all is well then withdraw the Staff. The mission is not complete, however, until all equipment is returned to its proper state of readiness with its home Groups, the Virginia DES is notified of this, and the ASRC IC (and his Staff) have sent the ASRC Secretary the Mission Report, consisting of the information on a standard National Association for Search and Rescue (NASAR) Report, a narrative summary, and all pertinent logs and forms.

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