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July 5, 1988

TO: ASRC Operations Committee

FROM: Arthur W. Dodds, Jr. *Art Dodds*
SMRG Operations Officer

SUBJECT: Draft Operations Manual

I appreciate that many changes have been made, that agreed with my previous comments, THANK YOU!

There remain two serious problems with intent, as follows:

4.2.3 Downed Aircraft Incidents:

The ASRC Should not, in anyway, indicate that they are prepared to assume the responsibilities of Directional Finding Teams, that would conflict with the National Search and Rescue Plan for the Civil Air Patrol. There is also no mention of Directional Finding Equipment in Group Equipment.

4.2.4 Cave Rescue:

This item should be deleted or restated as follows:

In the event the ASRC is directly contacted for a cave rescue incident, the ASRC will immediately contact the Virginia Department of Emergency Services. The ASRC may provide logistical and administrative support to above-ground operations if requested through proper and legal channels.

Here are the reasons:

1. The NCRC is not a rescue group, but a communication network. The Va DES has all current contact data for cave rescue groups in the service area of ASRC. The VA DES number is also valid for Cave Rescue emergencies.
2. Certification: The NCRC does not certify anyone in cave rescue and any reference to ASRC/NCRC training/certification would be incorrect.
3. Any ASRC personnel that is a member of a cave rescue group, you can not join or be a member of NCRC, will respond as part of that group and any association with ASRC would not enter into the picture, as they would be representing their cave rescue group.

Black ink = K. Parkes comments
Other ink = A. Dodds
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APPENDICES:

- A -- Operational Policies of Local Group (to be added by individual groups to their copies of Operations Manual)
- B -- Alert and Dispatch Procedures
- C -- Technical Rescue Standards
- D -- ASRC Search and Rescue Operations Plan
- E -- Communications Policies and Procedures Guide

1.0 General Information

1.1 Authority

Article I of the bylaws of the Appalachian Search & Rescue Conference, Inc. (ASRC), grants the Board of Directors the power to establish, publish, and enforce standards of procedure for search and rescue operation in the form of an ASRC Operations Manual.

1.2 Purpose

This manual is intended to disseminate the policy of the ASRC through its Board of Directors to all its members and other interested parties. Such information should assist the public through greater familiarity with ASRC search and rescue (SAR) operations and thus result in more efficient joint ground search and rescue operations.

1.3 Responsibility

The ASRC Operations Officer is responsible for the accuracy and maintenance of this manual. The ASRC Secretary is responsible for its publication and dissemination.

1.4 Administration of Operational Policy

This policy shall be administered by the following:

1.4.1 Group Chairman *composed of*

The ASRC shall be ~~divided into field~~ organizations called Groups. ~~Each group shall select a Group Chairman.~~ The Group Chairman is responsible for ensuring Group compliance with ASRC operational policy.

1.4.2 ASRC Incident Commanders

An ASRC Incident Commander (IC) serves as the responsible agent of the ASRC on incidents and must make and enforce all operational decisions. During the course of an incident involving the ASRC, the ASRC IC (or ASRC Agency Representative) is responsible for ensuring compliance by ASRC personnel with ASRC operational policy.

1.4.3 Chairman of the ASRC Board of Directors

The Chairman of the ASRC Board of Directors is responsible for ensuring ASRC-wide compliance with ASRC operational policy.

1.5 Application of Regulations

These regulations shall be in effect whenever any member of the ASRC represents themselves as such or responds as an agent of the ASRC.

1.6 Changes and Updates

The information in this manual and its appendices may be changed, if necessary, by the ASRC Operations Officer. Such

Chm of ASRC

changes may take immediate effect, but all such changes must be approved by the ASRC Board of Directors or General Membership at the next meeting to remain in place. Upon making a change to this manual or any of its appendices, the ASRC Operations Officer must notify all groups of the changes and their intent.

Alternatively, the ASRC Board of Directors or General Membership may recommend and approve changes to this manual or any of its appendices. However, the input of the Operations Officer and other members of the Conference Operations Committee should be sought prior to any proposed changes.

*Suggest Reviews
take place by Group
Operations
Officer.*

1.7 Annual Review

The ASRC Operations Officer will conduct an annual review of this manual (and its appendices) and will present suggested changes to the ASRC BOD at the first BOD meeting of the new year.

2.0 Administrative Requirements

2.1 Minimum Group Equipment List

The following equipment will be acquired and owned by every ASRC Certified Group, and will be brought, when necessary, to an incident when members of that group respond:

- (1) Incident Operations Kit
- (1) Adult-sized Field Litter (Stokes, Sked, etc.) with ASRC pre-rig [initials]
- (2) 150' 11mm⁶ static kernmantle rescue ropes
- (1) Semi-Tech Kit -- comprised of equipment to permit one field team to conduct a semi-technical evacuation in wooded terrain *155.000 MHz*
- (1) Base Radio (with all ASRC *150*'s-band frequencies)
- (2) Hand-held field radios (with all ASRC *150*'s-band frequencies) *155.000 MHz*
- (24) Rolls of surveyors/flagging tape
- (1) Field Medical Kit (EMT-Level) *Basic*

2.1.1 Incident Operations Kit Contents

The following is a minimum list of equipment and materials which will comprise an ASRC Certified Group's Incident Operations Kit:

ICS Forms:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-209 Incident Status Summary
- ICS-213 General Message
- ICS-214 Unit Log
- ICS-215 Operational Planning Worksheet

ASRC Forms:

- PPAS Projected Personnel Availability Summary
- SIR Incident Individual Sign-In Record

~~Virginia SAR Council Forms: or equivalent form~~

- LPR/C Lost Person Report/Checklist
- TAF Task Assignment Form
- CSOF Crash Scene Observation Form
- SDF Subject Debriefing Form

plus other State forms as they become required

Documents:

- NASAR's Search is an Emergency Field Guide
- ICS Field Operations Guide (ICS-420)
- Current ASRC Group Rosters

SNP *and Pennsylvania*

ASRC SAR Resource List
ASRC Communications Quick Reference *and copy of Radio licenses*
ASRC Search and Rescue Operations Preplan (SAROP)
ASRC Operations Manual
Virginia SAR Council Standard Operational procedures
Guidelines for SAR Coordination through the Virginia
Emergency Operations Center

PER preplan

Materials:

ASRC Grid Overlay Templates
Map Board w/ Acetate (1)
State Highway Maps (VA, MD, PA, WV)
State Aeronautical Maps for VA, MD, PA, WV
Washington, Cincinnati Sectional Aeronautical Charts
Clip Boards (2)
Field Notebook
Carbon Paper
Calculator
File Folders
Paper Tablet (Legal Pad)
Permanent and Non-Permanent Colored Pens
Colored Ball-Point Pens
Pencils
Ruler
Drawing Compass
Erasing Template
Permanent Pen Eraser
Pencil Eraser
Paper Clips
Scotch Tape
Drafting Tape
Tacks
Stapler and Staples

2.1.2 Semi-Technical Evacuation Kit Contents

The following is a minimum list of equipment which will
comprise an ASRC Semi-Technical Evacuation Kit:

- (3) Belay Devices -- either large "Rescue-Eight"
figure-eight descenders, or Rappel/Brake
-Bar Racks
- (5) 20' lengths of 1" *rope* ~~tubular webbing~~ *11mm or half in*
- (3) Pair of Large Leather Gloves
- (3) Large, Locking-D Carabiners
- (2) Directional devices (pulleys or equivalent)

~~Obviously~~ *is sufficient to* this list of equipment ~~would not~~ outfit an
entire evacuation team; it is assumed that ASRC members
participating in an evacuation will have personal
semi-technical gear.

2.1.3 ASRC Pre-rig for Field Litter

The following is a minimum list of equipment which will
comprise an ASRC Pre-rig for a Field Litter:

- Can not be pre-rup with "Y" yoke*
- * A rigid or semi-rigid field litter (stokes basket, Sked, etc.)
 - * A "Y" yoke attached to the head of the litter, using at least 11mm static line, with one large locking-D carabiner. *backboard*
 - * An ensolite insert for the bottom of the litter.
 - * Three wool blankets *or equivalent*
 - * One set of victim tie-straps (cf. Appendix C -- ASRC Technical Rescue Standards)
 - * One climbing helmet with eye/facial protection
 - * A tarp or similar wet-weather patient covering.

2.2 Conference Record-keeping Requirements

The following list is the minimum information which must be kept for official ASRC records. This information is necessary so that the administrative functions of the ASRC have an official information source on its members. Groups must keep pertinent information up-to-date with the ASRC Secretary. The following information must be passed to the ASRC Secretary:

- * Name
- * Mailing Address
- * Phone Numbers (Both Home and Work)
- * Membership Type
- * Date of Membership Qualification
- * Name of Qualifying Official
- * Level of Medical Training and Expiration Date
- * Incident Command/Incident Staff Designation
- * Vehicle Information (Car type, capacity, license plate, radio equipment)

2.3 Callout Roster Requirements

The following is a list of minimum information which must be presented upon an official group Callout Roster. This information is necessary so that ASRC operations function effectively:

- * Name
- * Address (preferably geographic)
- * Phone Numbers (both Home and Work)
- * Membership Type
- * Level of Medical Training
- * Incident Command/Incident Staff Designation
- * Vehicle Information (Car type, capacity, license plate, radio equipment)

2.4 Thirty-Six Month Review

Appropriate group information

All Certified Groups shall undergo a comprehensive review, to be defined and conducted by the Board of Directors, at regular intervals not to exceed thirty-six months.

2.4.1 Requirements of Review

2.4.1.1 Minimum Equipment

Certified Groups shall maintain minimum equipment requirements as set forth in the ASRC Operations manual, and be prepared to show physical evidence of the existence of such equipment.

2.4.1.2 Minimum Membership

Certified Groups shall be comprised of at least six (6) Certified, four (4) Base or Field Qualified Associate, and six (6) Trainee members at each thirty-six month review. Membership shall not drop below this figure for more than four (4) months of any year. Members may be tested to determine if they meet standards for stated level of training.

2.4.1.3 Financial Solvency

Certified Groups shall provide their books and financial papers for a complete audit by the Conference CFO. Groups must also be prepared to show continuing evidence of meeting all financial obligations, both to the Conference and to other organizations.

2.4.1.4 Conference Involvement

Certified Groups shall attend twelve (12) or more Conference events with at least five (5) members present at each event over each 36-month period. The group must be able to indicate the events at which it met this requirement.

2.4.1.5 Compliance with Conference

Certified Groups shall show evidence of meeting and maintaining the standards of the ASRC, as set forth in the documents of the ASRC, including (but not limited to): the Articles of Incorporation, Bylaws, Training Standards, and this Operations Manual. Specific areas of compliance must be demonstrable. Those areas include (but are not limited to): training; criteria for conferring the various levels of membership; compliance with political policies of the ASRC, including policies set by the Board of Directors; and a continuing state of operational readiness as set forth by the documents of the ASRC.

2.4.2 Failure of Review

The ASRC Board of Directors shall determine if these standards have been met. If the standards have not been met, the BOD may apply the following measures. In the case of application of these measures, the BOD shall notify the appropriate group by certified mail within the 10-day period following the decision.

2.4.2.1 ^{deficiencies} Offenses Found During Review

For any ~~offense~~(s) found during the review: the group shall be placed under observation for an 18 month period, during which time they must correct the problem. If by the end of

*The board
may
reduce*

the 18 month period the group fails to conform to these standards, the group shall be reduced to probationary Certified Group status, and must meet all requirements (as set forth in Article III, Sections 3.1.2 and 3.2 of the ASRC Bylaws) to return to Certified status.

2.4.2.2 Offenses of Groups on Probation

If any offenses are noted during the time a group is reduced to probationary status, Article III, Section 3.5 of the ASRC Bylaws shall be invoked, with the possible consequence of removal of the group's charter.

2.4.2.3 ASRC Board Intervention

The ASRC Board of Directors reserves the right to intervene in all groups. Intervention is appropriate in the case of major transgressions of ASRC policies, procedures, or Board directives.

2.4.2.4 Criminal Activities

In the event of a group being convicted of any applicable state or federal laws, or an individual member of a group convicted (of other than traffic-related laws) due to participation in search and rescue activities, the ASRC BOD shall immediately place the group on probationary status until such time as the matter has been investigated by the BOD. At such time, the Board of Directors shall make a recommendation on any further action which may be taken.

2.4.3 Appeals

All groups hold the right ^{For} to appeal ^{to be} any decision made by the Board of Directors. ~~When~~ an appeal ~~is~~ made, the group in question shall notify the BOD within thirty (30) days of receiving notice of a BOD decision. At that time, two (2) ^{voting members} people will be chosen at random ~~from the voting members of~~ ^{from each} each ASRC group, ~~excluding the group in question.~~ ^{ASRC group,} This panel ~~shall~~ ^{shall} hear all evidence regarding the decision and return an opinion to the BOD within 60 days of being convened. ^{excluding the group in question,}

to form the

3.0 Personnel Requirements

3.1 Minimum Personal Equipment List

The following equipment will be brought and carried by all ASRC members when responding to an incident:

- * Appropriate clothes and footgear for both fair and foul weather
- * Water container of one- to two- liter capacity
- * Day pack (knapsack will be sufficient)
- * Five large, heavy-duty plastic trash bags
- * Food for 48 hours
- * Headlamp (or flashlight) and second light source
- * Lighter, matches and candle, or equivalent WATERPROOF firesource.
- * Knife
- * Compass
- * Personal First Aid Kit
- * WATERPROOF pen/pencil and paper
- * Whistle
- * Two pairs plastic or vinyl examination gloves

3.2 Supply Requirements

All ASRC members responding to a mission, whether by air or ground transport, shall carry food and supplies to be self-sufficient for a period of 48 hours.

3.3 Callout Requirements

There is no requirement for any ASRC member to respond to an incident callout.

3.4 Air Transport Requirements

If a member chooses to accept air transport to an incident, they must commit at least 48 hours to the mission. Return flights are not guaranteed. When flying in rotary-wing aircraft, members must wear fire-retardant clothing if available.

3.5 Uniform Requirement

All members responding to an incident will wear an ASRC uniform conforming to the following standards:

- Shirt: A blue chambray or canvas shirt, to be worn either in base or in the field; or a yellow canvas shirt to be worn in the field. A yellow ASRC T-Shirt (w/ Conference Logo on the front) is also acceptable base-camp wear.
- Pants: Either wool or cotton fatigues are suitable. Jeans are not to be worn.
- Other: The ASRC patch is to be worn on the left sleeve, just below the shoulder; a patch showing medical certification is to be worn

on the right sleeve, just below the shoulder. An ASRC name-tag (blue, w/ name and "Appalachian Search & Rescue" in white) is to be worn over the right pocket. Over or on the left pocket, either the MRA patch (for certified members of MRA-member groups) or the VaSARCo patch may be worn.

Appearance on SAR incidents conveys professionalism (~~or lack thereof~~) to other agencies and personnel. All members are ~~asked~~ ^{required} to appear professional at all times during missions.

3.6 Identification

All certified members belonging to a member-group of the Virginia Search and Rescue Council ~~will~~ be issued a Virginia Search and Rescue Council Identification Card.

Not sure that this is a standard

3.7 Personal Conduct

3.7.1 Behavior

including personal attire

Professional behavior is expected and required by all members. All protocols and requirements as set forward by this document and any others ~~endorsed~~ ^{approved} by the ASRC will be followed. Members will comply with the directions of those ASRC personnel in a position of command responsibility over them.

3.7.2 Intoxicating Substances

Any field team member or incident staff member under the influence of alcohol and/or intoxicating substances will be relieved of their assignment and reported to the Incident Commander and the ASRC Board of Directors for appropriate disciplinary action.

3.8 Refusal of Assignments

Any ASRC member has the right to refuse or discontinue any assignment or task if they perceive it unsafe or potentially unsafe, if it is not clearly understood, or if they believe it to be beyond their level of training, knowledge, or equipment.

4.0 Incident Policies

4.1 Primary Mission of the ASRC

The primary mission of the Appalachian Search and Rescue Conference, Inc., is to provide personnel trained for and capable of conducting both the management of and field tasks for search and rescue operations for missing and/or injured persons, 24 hours a day, 365 days a year.

4.2 Secondary Missions of the ASRC

4.2.1 Training Other Organizations

object The ASRC may ~~sometimes~~ provide training services to other organizations. Such training is usually provided ~~in hopes~~ *with the* of improving the abilities of other emergency services organizations. The ASRC assumes no liability for events resulting from either the use or misuse of information or skills taught to other organizations.

4.2.2 Preventative Search and Rescue

The ASRC may sometimes provide educational programs designed to lessen the likelihood of ~~said programs~~ *Program Participants* becoming lost, and/or to improve their ability to handle personal emergencies such as being lost. The ASRC assumes no liability for events resulting from either the use or misuse of information or skills taught with such an intent.

4.2.3 Downed Aircraft Incidents

CAP Responsibility Delete The ASRC will respond to downed aircraft incidents if the search area can be defined ~~well enough to potentially involve and require trained ground search and rescue assets.~~ If requested by the Responsible Agent, the ASRC may respond ~~Emergency Locator Transmitter (ELT) direction-finding teams.~~ The ASRC will not attempt to coordinate large-scale aerial searching.

4.2.4 Cave Rescue

Delete refer completely or review as attached The ASRC will not provide an initial ~~or first response~~ for a cave rescue incident. In the event the ASRC is directly contacted for a cave rescue incident, the ASRC will ~~immediately contact the National Cave Rescue Commission.~~ *DESIGN* The ASRC may provide logistical and administrative support to above-ground operations if requested through proper and legal channels. ASRC personnel properly trained in cave rescue may participate underground as members of the ASRC. Such training must be recognized by both the NCRC and the ASRC Training Committee. *TRAINED IN CAVE RESCUE* ASRC personnel ~~pre-trained~~ dual-membership ASRC/NCRC personnel may participate in underground rescue. Any ASRC personnel not trained in underground rescue will not be permitted underground. ASRC

unless approved by ASRC IC

*See Comments attached
A. Dodds h*

~~personnel who are untrained in below-ground skills but are otherwise field-qualified may perform as above-ground support personnel.~~

4.2.5 Swiftwater Rescues

The ASRC will not provide an initial or first response for swiftwater rescues. In the event the ASRC is directly contacted for a swiftwater incident, the ASRC will immediately contact DES. The ASRC may provide logistical and administrative support if requested through proper and legal channels.

or other State ER coordinating agency.

4.2.6 Disaster Assistance

4.2.6.1 Commonwealth of Virginia Disaster Plan

The ASRC may respond to any major medical emergency or statewide disaster, provided legal authorization is given. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be self-sufficient for greater than 48-hour periods.

appropriate state RA or State coordinating agent,

4.2.6.2 Disaster Plans of Other States

The ASRC may respond to any major medical emergency or statewide disaster, provided legal authorization is given and the ~~Conference Chairman agrees~~ to support the mission. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be self-sufficient for greater than 48-hour periods.

As formal agreements with state governments are arrived at, additional sections will be added to this document detailing the ASRC's role in that state's disaster response (cf. Commonwealth of Virginia Disaster Plan, 3.2.6.1).

4.2.6.3 United States of America Disaster Plan

The ASRC may respond to any medical emergency or national disaster provided legal authorization to respond is given. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be self-sufficient for extended periods of time. If members accept air transportation, return flights usually cannot be provided until the incident is over.

4.2.6.4 International Disaster Plan

The ASRC may respond to any major medical emergency or disaster in a foreign country provided legal authorization through a United States of America Federal Agency is secured. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be self-sufficient for extended periods of time. Members realize that return flights usually cannot be provided until the incident is over.

4.3 Incident Scope

4.3.1 Authorization to Respond

No ASRC resource may respond to an incident, representing him or herself as a member of the ASRC, unless an ASRC Incident Commander (IC) has evaluated the incident and determined that the ASRC, either as an organization or as individual resources, will respond. Whenever possible, this should be the ASRC IC who will act as the IC (or ASRC response leader) for the incident.

The ASRC will not become involved in an incident, either as an organization or as individual resources representing themselves as members of the ASRC, without authorization from the legal responsible agent for the incident.

4.3.2 Response Area

While the ASRC considers its primary coverage area to be within the states of Maryland, Pennsylvania, and Virginia, and the District of Columbia, the ASRC may respond to any incident anywhere as long as proper legal authorization is granted.

4.3.3 Incident Support

Once committed to an incident, ASRC involvement is guaranteed for at least 72 hours. However, in the event of simultaneous incident involvement, the ASRC reserves the right to reallocate some of its resources. The ASRC reserves the right to withdraw its resources if the ASRC IC determines that further participation in the incident unduly jeopardizes the health and safety of the participating ASRC members.

The ASRC, as an all-volunteer organization, does not require or solicit any payment or service for services provided. The ASRC will not refuse an incident based upon an inability of the subject to render payment or service. In addition, the ASRC will not accept any receipt of money that can be construed to be payment for services rendered. The ASRC will accept payment for material expended, equipment loss, and transportation costs.

4.3.4 Incident ~~Refusal~~ Decline

The ASRC may refuse any incident if the health and safety of its members are considered to be unduly jeopardized by participation in the incident. The ASRC may ~~refuse~~ decline incidents not ~~related to ground search and rescue~~ ^{operational} unless the ASRC has entered into a previous ^{agreement} with the responsible agent. The ASRC will refuse any incident involving the search for or apprehension of criminals or suspected criminals. The ASRC will ~~refuse~~ decline any mission considered to be the sole responsibility of a local EMS agency if adequate equipment, resources, and properly trained personnel are present.

4.3.5 Patient Transport

The ASRC will not transport any patients by vehicle or ambulance except if a major medical emergency exists and the local EMS agency requests or authorizes this service.

4.4 Callout and Response to an Incident

4.4.1 Individual Callout

Conference Dispatcher off for
Upon leaving for an incident, each member must notify his local group dispatch. The ~~group~~ dispatcher is responsible for tracking group personnel and resources on-scene, en-route, available and unavailable, as well as for passing this information on to the Conference Dispatch. Each responder should bring his or her personal gear to an incident, and is responsible for notifying Incident Staff upon arriving at an incident, *if* unequipped for his or her level of training.

4.4.2 Response to an Incident

If possible, all responding vehicles will affix a ~~VasARCO~~ "Search and Rescue" magnetic placard to responding vehicles. Members will proceed to incidents in a manner in accordance with all highway regulations. Personnel of the ASRC, when responding as members of the ASRC in private vehicles, shall not use or display flashing red lights. Any marking or signs on vehicles shall be approved by the ASRC Board of Directors if of an official nature. All individual drivers shall be given directions and an emergency contact telephone number. The driver and passengers in the front seat or front compartment of a vehicle shall have their seatbelts or other restraining device ~~activated~~. *fastened.*
Any vehicle which has been designated as a Conference emergency response vehicle will be in accordance with any and all applicable regulations for all jurisdictions in which it is intended to be used. If possible, communication using ASRC-approved radio frequencies should be made available to vehicles.

4.4.3 Aircraft Response

Members receiving air transportation must understand and agree to abide by the policies set forth in the section, "Air Transport Requirements" on page 6. *no page numbers shown.* In addition, any *use section* safety requirements established by the air carrier must be followed. Any certified group or affiliate group with an agreement or contract for specialized air transport must place a copy of the agreement with the ASRC Secretary and the ASRC Administrative Office. *- 4.8.11*

4.4.4 En-route Callbacks

Teams enroute *direct* (and not in ~~immediate~~ contact with ASRC dispatch, ~~for instance~~ by radio) should call ASRC Dispatch (or the Virginia EOC, if involved) on an hourly basis. The first ASRC team to arrive on-scene should update ASRC Dispatch ~~(and possibly the Virginia EOC)~~ on the accuracy of directions to the incident. ASRC Dispatch ~~(and possibly the~~

~~Virginia EOC~~ should also be notified whenever directions change.

4.4.5 Transport Reimbursement

The ASRC will not reimburse members for travel-related expenses.

4.5 Arrival at an Incident

Upon arrival at an incident, ASRC members will sign-in using the incident's check-in procedure. Members will represent themselves as part of the ASRC, and not of any individual group, while signing in and performing incident activities.

4.6 Incident Commander Policies

4.6.1 Selection of an Incident Commander for an Incident

The ASRC IC will be chosen from a list of approved ASRC ICs, as determined by the ASRC Board of Directors. The basis for the selection of an IC for a particular mission will be a decision by the ASRC Alert Officer on which potential IC would be able to respond most quickly to an incident.

4.6.2 IC Management Style

The ASRC IC shall use any management style they deem necessary provided such style does not conflict with "Appendix D -- ASRC Search and Rescue Operations Plan" or other requirements set forth in this document.

To ensure safety and clear judgement, an ASRC IC should coordinate an incident using (twelve-hour) shifts whenever possible.

8 to 12

4.6.3 IC Command Responsibilities

It is the responsibility of the ASRC IC to see that an ASRC IC is always in command of ASRC personnel on the incident. In addition, the ASRC IC should always be available to the Responsible Agent and to ASRC members for command decisions. The only exception to the above shall be when under written cooperative agreement, the ASRC participates in a unified command structure with the Responsible Agency. In this case, the ASRC IC will become an ASRC Agency Representative and will yield command over ASRC resources, while reserving the option to withdraw ASRC resources. The ASRC IC is responsible for seeing that all ~~group~~ ^{group} DOS and the Virginia EOC are kept up-to-date on the progress of the incident. As per the EOC-VaSARCo cooperative agreement, the other SAR organizations of the VaSARCo will be notified by the EOC whenever the ASRC is involved with a mission.

4.6.4 Documentation Responsibilities

~~In Virginia~~, the ASRC IC is responsible for mission records, medical documentation, personnel documentation, and debriefing the Virginia EOC as required. The ASRC IC should file with the ASRC Secretary a mission summary within 30 days and a mission narrative within 90 days of the close of

Post inc: medical documentation
an incident. Other documentation, such as sign-in sheets, should be filed with federal, state, or local agencies as appropriate.

4.6.5 Safety

The ASRC IC is responsible for insuring that all ASRC members are in adequate physical and mental condition to travel before being released from a search. Individual ASRC members are required to check-out with the IC or an appointed Safety Officer upon leaving an incident, to verify they are able to travel safely. *Each member responsible when at*
~~The ASRC will not be responsible for a member after release from an incident if the member has consumed any intoxicating substance.~~ *home*

4.7 Field Teams

4.7.1 Briefing

Prior to deployment, field teams will receive a briefing to include task assignment, equipment required, communications procedures and radio callsigns, safety precautions, and other applicable information. *OK npts 5864 involvement terminated*

4.7.2 Refusal or Modification of Assignments

Any field team leader may refuse, abort, or modify any task or assignment if deemed unsafe, potentially unsafe, not clearly understood, or beyond the level of training or equipment present on the team. The field team leader must make every effort to inform command of any alterations in task or assignment, including the reasons for such an alteration.

4.7.3 Tasks Along Roads

Whenever a field team works on or near a road, team members should use high-visibility clothing or vests if available. ~~Teams working near a road at night should position a person on the edge of the road to flag down traffic.~~ Whenever possible, law enforcement officials should be used to control traffic.

4.7.4 Debriefing

All field teams will be debriefed at the conclusion of their task.

4.7.5 Administrative Considerations

4.7.5.1 Field Team Leaders

A Field Team Leader shall be at least 18 years of age.

4.7.5.2 Carrying of Firearms

No member of the ASRC will carry into the field any firearms unless required by local, state, or federal statute.

4.8 Radio Communications

4.8.1 Clear Text

ASRC communications shall be in plain English, with ITU-ICAO phonetic spelling where necessary. Accepted prowords, use of the ~~Virginia Search and Rescue Council Victim Status~~ Codes, and proper radio communications procedures, are described in Appendix E -- ASRC Communications Policies and Procedures Guide.

Standard victim

4.8.2 Compliance with FCC Regulations

All FCC laws, requirements, regulations, and policies will be stringently followed. The callsign assigned by the FCC and shown on the radio license will be used at the beginning and end of each transmission or series of transmissions or once every half-hour on the half-hour as necessary.

*are you sure?
or is this something that must be stated in our standards?*

4.9 Evacuations

4.9.1 Medical Considerations

what is a medic?

4.9.1.1 MEDIC Qualifications

The MEDIC must have certification as an EMT or higher, valid for the state in which the medic is operating. The MEDIC must be at least 18 years of age.

4.9.1.2 Approaching the Victim

When victim status is unclear, only the FTL and MEDIC should approach the immediate area of the victim; other team members should act ~~to~~ to protect a potential crime scene.

4.9.2 Triage

In multiple victim incidents, the MEDIC will perform triage as per the current standard of practice for his level of training, and will direct others in necessary medical care. The MEDIC will establish evacuation priorities for the use of the Field Team Leader and Rescue Specialist in planning the evacuation.

4.9.3 Use of Local EMS Agencies

Whenever possible and safe, a member of the local EMS agency should be a member of the evacuation team and may serve as the MEDIC. When the patient reaches the roadhead or a helispot, the medical responsibility of the ASRC is usually ended and the patient should be turned over to the local EMS agency. However, if the current ASRC medic is of higher medical certification than the members of the local EMS agency, the ASRC MEDIC must accompany the patient until an equivalent level MEDIC is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.

4.9.4 ALS Considerations

The MEDIC, if providing Advanced Life Support (ALS) treatment, must be licensed and operating under all

applicable regulations and protocols. If ALS care is provided, the receiving medical facility and physician must be recorded. The patient's history will then be submitted to the ASRC's Operational Medical Director for review.

4.9.5 Documentation

In all cases of medical treatment being rendered, whether BLS or ALS, to the search subject or a searcher, written documentation will be made. This documentation will be presented to the IC for review and approval.

4.9.6 Semi-Technical Evacuations

4.9.6.1 Equipment

eye protection
5 mps standard only?!
All members of a semi-technical evacuation team shall wear gloves and a helmet. The patient will be secured inside the stokes basket by a method approved by the rescue specialist. Helmet and eye protection will be given to the patient unless medically contraindicated. Group or Conference equipment with a known history will be utilized whenever possible.

4.9.6.2 Procedures

All other procedures and equipment used will follow standards as established in "Appendix C -- ASRC Technical Rescue Standards."

4.9.7 Technical Evacuations

4.9.7.1 Equipment

also
eye protection
5 mps standard only?!
All members of a technical evacuation team shall wear gloves, helmet, and other safety equipment as needed. The patient must be secured using an approved method. Helmet and eye protection will be given to the patient unless medically contraindicated. Group or Conference equipment with a known history will be utilized whenever possible. All other procedures and equipment used will follow standards as established in "Appendix C -- ASRC Technical Rescue Standards."

4.9.7.2 Safety

All knots, anchors, and critical points will be inspected for safety by at least two different personnel. The Rescue Specialist is responsible for the safety of all procedures. A separate safety officer will be appointed, if possible.

4.9.7.3 Personnel

All members of a technical evacuation team must be properly trained in technical evacuations skills. ~~Litter attendants in a technical evacuation must be at least 18 years of age.~~

4.10 Ground Search and Rescue Procedures

All operational procedures and protocol for ground search and rescue are outlined under "Appendix D -- ASRC Search and

*what about
MRA certified
ESARCS?*

Rescue Operations Plan."

4.11 Mutual Aid

The ASRC will, whenever possible, enter into mutual aid agreements with other agencies, in order to ensure resources for SAR incidents should the ASRC be unable to respond. An example is the VaSARCo mutual aid agreement in its Standard Operating procedures.

4.12 Situations Not Addressed

In the event of a situation unaddressed in this document or any of its appendices, the Conference Alert Officer will contact an approved IC. The IC will then confer with other members of the Conference, the Responsible Agent, DES, and/or any other source of information in order to formulate the appropriate response.