Appalachian
Search and Rescue
Conference, Inc.

O P E R A T I O N S
M A N U A L

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Appalachian Search and Rescue Conference
This version supersedes all previous editions.
First Edition, November 1988 (Second Printing, October 1989, with
1 change)

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CONTENTS

Appendices

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Appalachian Search and Rescue Conference
Operations Manual

Version 1.1   November, 1988
Reprinted October 1989 with 1 Revision

1   General Information
    1.1 Authority
      Article I of the bylaws of the Appalachian Search and Res-
    cue 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 res-
    cue (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 Operation Policy
      This policy shall be administered by the following:
        1.4.1 Group Chairman
          The ASRC is composed of organizations called Groups.
        The Group Chairman (or other chief executive officer) 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 com-
        pliance by ASRC members 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 members of
    the ASRC represent themselves as such or respond 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, who
shall be the Chairman of the Operations Committee. Such
changes may take immediate effect, but all such changes must
be approved by the ASRC Board of Directors or General Member-
ship 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 Mem-
bership 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 Com-
mittee should be sought prior to any proposed changes.

1.7 Annual Review
   The ASRC Operations Officer will conduct an annual review
of this manual (and its appendices) and will present sug-
gested changes to the ASRC Board of Directors at the first
Board of Directors meeting of the new year.

2   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
   (2)   150' or 200' 11mm or 1/2" 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
   (1)   Base Radio (with all ASRC 155.000 MHz band frequen-
          cies)
   (2)   Hand-held field radios (with all ASRC 155.000 MHz
          band frequencies)
   (24)   Rolls of surveyors/flagging tape
   (1)   Field Medical Kit (EMT-Basic level)

   2.1.1 Incident Operations Kit Contents
      The following is a minimum list of equipment and mate-
   rials which will comprise an ASRC Certified Group's Inci-
   dent 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
        LPR/C   Lost Person Report/Checklist
        TAF   Task Assignment Form
        CSOF   Crash Scene Observation Form
        SDF   Subject Debriefing Form

ASRC Operations Manual

Medical Forms:
  ASRC Wilderness Basic Life Support Protocols
  Other appropriate local forms (e.g., trip reports)
Documents:
  NASAR's Search is an Emergency Field Guide
  ICS Field Operations Guide (ICS-420)
  Current ASRC Group Rosters
  ASRC SAR Resource List
  ASRC Communications Quick Reference
  ASRC Search and Rescue Operations Plan (SAROP)
  ASRC Operations Manual (includes Virginia and
    Pennsylvania SAR Council Standard Operating Proce-
    dure, Pennsylvania Department of Environmental
    Resources SAR Preplan)
  ASRC Radio Licenses
  Virginia SAR Council Standard Operational procedures
  Guidelines for SAR Coordination through the Virginia
    Emergency Operations Center
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
  Pennsylvania Topographic Map Atlas
  Washington and 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 11mm or 1/2" rescue rope
(3)    Pair of Large Leather Gloves
(3)    large, Locking-D Carabiners
(2)    Directional devices (pulleys or equivalent)
```
   This 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:

- þ A rigid or semi-rigid field litter (stokes basket, Sked, etc.) with adequate spinal immobilization
- þ A "Y" yoke attached to the head of the litter, using at least 11mm static line, with one large locking-D carabiner
- þ An Ensolite insert for the bottom of the litter
- þ Three wool blankets or equivalent
- þ One set of victim tie-straps (cf. Appendix C -- ASRC Technical Rescue Standards)
- þ One climbing helmet with eye/facial protection
- þ 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
    Social Security number
    Mailing Address
    Phone Numbers (both Home and Work)
    Membership Type
    Training Qualification(s) and Date of Expiration
    Level of Medical Training and Expiration Date
    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:

    Group information (alerting phone #, etc.)
    Name
    Address (preferable geographic)
    Phone Numbers (both Home and Work)
    Training Qualification(s)
    Level of Medical Training
    Vehicle Information (car type, capacity, license plate,
       radio equipment)

2.4 Thirty-six Month Review

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 exist-
     ence of such equipment.

ASRC Operations Manual

2.4.1.2 Minimum Membership
   As specified in the ASRC Bylaws, Article III, Sections
3.4 and 3.6, a Certified Group shall be comprised of at
least sixteen (16) Active Members, of which six (6) must
hold Field Team Leader or higher certification, and ten
(10) must hold Field Team Member or higher certification
at each thirty-six month review. Group membership shall
not drop below this figure for more than four (4) months
of any year. Members may be tested by the ASRC Board of
Directors to determine if they meet standards for stated
level of training.
   2.4.1.3 Financial Solvency
   Certified Groups shall provide their books and finan-
cial papers for a complete audit by the Conference Chief
Financial Officer. 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 Con-
ference events with at least five (5) members present at
each event over the 36-month period. The Group must be
able to indicate the events at which it met this require-
ment.
   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 confer-
ring 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 opera-
tional 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 Board of Directors may apply the following
measures. In the case of application of these measures,
the Board of Directors shall notify the appropriate Group
by certified mail within the 10-day period following the
decision.
   2.4.2.1 Deficiencies Found During Review
   For any deficiencies 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 18-month period the Group fails to
conform to these standards, the Board of Directors may
reduce the Group to probationary Certified Group status,
and if so, the Group must meet all requirements (as set
forth in Article III, Section 3.4 of the ASRC Bylaws) to
return to Certified status.

Page 8 of 25

2.4.2.2 Groups on Probation

If any offenses are noted during the time a Group is reduced to probationary status, Article III, Section 3.8 of the ASRC Bylaws shall be invoked, with the possible consequences 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 Board of Directors shall immediately place the Group on probationary status until such time as the matter has been investigated by the Board of Directors. 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 to appeal any decision made by the Board of Directors regarding their Group status. To make an appeal the Group in question shall provide written notification to the Board of Directors within thirty (30) days of notification of the Board of Directors' decision in question. At that time, the Board of Directors will choose two (2) Active Members, at random, from all ASRC Groups, except the Group in question. This panel shall hear all evidence regarding the decision and return an opinion to the Board of Directors within sixty (60) days of being convened.

3   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 fire source
- Knife
- Compass

Personal First Aid Kit
WATERPROOF pen/pencil and paper
Whistle
Two pairs plastic or vinyl examination gloves

ASRC Operations Manual

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 forty-eight (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 members choose to accept air transport to an incident, they must commit at least forty-eight (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 Member Uniform Specification
     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 only in the field. A yellow ASRC T-shirt (with the Conference Logo on the front) is also acceptable base-camp wear.
     Pants: Wool or cotton fatigues are acceptable. Other pants are acceptable, except that 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, approximately 3/4" by 3", with the member's name and "Appalachian Search & Rescue" in white) is to be worn over the right pocket. Over or on the left pocket, members may wear one of the following:
     þ the small MRA Rescue patch (for members with Rescue Specialist certification),
     þ the MRA Support patch (for other members who are permitted to wear the uniform), or
     þ the Virginia Search and Rescue Council patch.
     No other patches or emblems are to be worn on the uniform shirt.*
     Members with the right to wear the ASRC uniform shirt may affix patches (ASRC and medical) and an ASRC nametag to personal parkas or other outer garments, provided that they are in the same positions as are specified for the uniform shirt and no other patches or emblems are worn on the garment.* *Added October 1989
   Appearance on SAR incidents is an important way to buttress our professionalism in the eyes of other agencies and person-

nel. Members are required to appear and act professionally
at all times during missions.

3.6 Identification
     All Active Members of any ASRC Group that is a member of
the Virginia Search and Rescue Council will be issued a Vir-
ginia Search and Rescue Council Identification Card.

3.7 Personal Conduct

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

3.7.2 Intoxicating Substances
    Field team members or incident staff members under the
   influence of alcohol or intoxicating substances will be
   relieved of their assignments and reported to the Inci-
   dent Commander and to the ASRC Board of Directors for
   appropriate disciplinary action.

3.8 Refusal of Assignments
  ASRC members have 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 equip-
ment.

4   Incident Policies

4.1 Primary Mission of the ASRC
  The primary mission of the Appalachian Search and Rescue
Conference, Inc. is to provide members trained for (and
capable of) conducting wilderness search and rescue opera-
tions for missing and/or injured persons. This includes both
management and field tasks. The ASRC is available for such
tasks 24 hours a day, 365 days a year.

4.2 Secondary Missions of the ASRC

4.2.1 Training Other Organizations
    The ASRC may provide training services to other organi-
   zations. Such training is usually provided to improve
   capabilities 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 decrease the likelihood of program
   participants becoming lost, or to improve their ability
   to deal with emergencies such as becoming lost. The ASRC
   assumes no liability for events resulting from either the
   use or misuse of information or skills taught with such
   an intent.

ASRC Operations Manual

4.2.3 Downed Aircraft Incidents
   The ASRC will respond to downed aircraft incidents if
requested by the Responsible Agent. The ASRC will not
attempt to coordinate large-scale aerial searching.
4.2.4 Cave Rescue
   The ASRC will not provide an initial response for a
cave rescue incident. In the event the ASRC is directly
contacted for a cave rescue incident, whether in Virginia
or elsewhere, the ASRC will refer the call to the Vir-
ginia Department of Emergency Services. The ASRC may
provide above-ground logistical and management support if
requested through proper channels.
   ASRC members properly trained in cave rescue may parti-
cipate underground as members of the ASRC. Such proper
training must be formally recognized by the ASRC Training
Committee. ASRC members who are not trained in
underground rescue will not be permitted underground,
unless specifically authorized by the ASRC IC.
4.2.5 Swiftwater Rescues
   The ASRC will not provide an initial response for
swiftwater rescues. In the event the ASRC is directly
contacted for a swiftwater incident, the ASRC will
immediately refer the call to the appropriate Responsible
Agent or state coordinating agency. The ASRC may provide
logistical and administrative support if requested
through proper channels.
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, or strike teams. ASRC members may be required
to be self-sufficient for greater than 48-hours.
     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 mis-
sion. The ASRC may provide incident staff, logistical
support, and/or strike teams. ASRC members 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 roll in that state's disaster
response (cf. Commonwealth of Virginia Disaster Plan,
3.2.6.1).

Page 12 of 25

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, logisti-
cal 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 author-
ization 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, represent-
ing 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 pos-
sible, 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 Maryland, Pennsylvania, Virginia, and the District of
Columbia, the ASRC may respond to an incident anywhere
provided proper legal authorization is granted.

4.3.3 Incident Support
Once committed to an incident, the ASRC will continue
to be available for at least 72 hours. However, in the
event of simultaneous incidents, the ASRC reserves the
right to reallocate its resources. The ASRC reserves the
right to withdraw its resources if the ASRC IC determines
that further participation in the

4.3.4 Declining an Incident
The ASRC may decline to participate in an incident if

the health and safety of its members are considered to be
unduly jeopardized by participation. The ASRC may
decline incidents not related to ASRC missions unless the
ASRC has entered into a previous agreement. The ASRC
will refuse any incident involving the search for or
apprehension of criminals or suspected criminals. The
ASRC will decline any mission considered to be the sole
responsibility of a local EMS agency if adequate equip-
ment, resources, and properly trained personnel are pres-
ent.

ASRC Operations Manual

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
Upon leaving for an incident, each member must notify his local group Dispatch Officer (DO). Each DO is responsible for tracking group personnel and resources on-scene, en-route, available and unavailable, as well as for passing this information on to Conference Dispatch Center. Each responder should bring his or her personal gear to an incident, and is responsible for notifying Incident Staff upon arriving at an incident unequipped for his or her level of training.
4.4.2 Response to an Incident
If possible, a "Search and Rescue" magnet placard will be affixed 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.
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 to be used. If possible, communications 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. In addition, any 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.
4.4.4 En-route Callbacks
Teams en-route (an not in immediate contact with the 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 e 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
      ASRC ICs shall use any management style they deem
   necessary, provided such style does not conflict with the
   ASRC Search and Rescue Operations Plan or other require-
   ments set forth in this document.
      To ensure safety and clear judgment, an ASRC IC should
   coordinate an incident using twelve-hour shifts whenever
   possible.
   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 com-
   mand over ASRC resources, while reserving the option to
   withdraw ASRC resources
      The ASRC IC is responsible for seeing that all group
   DOS and the Virginia EOC are kept up-to-date on the prog-
   ress 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
      The ASRC IC is responsible for mission records, medical
   documentation, personnel documentation, and debriefing
   the Virginia Emergency Operations Center as required.

The ASRC IC should file with the ASRC Secretary a mission summary within thirty days and a mission narrative within ninety days of the close of an incident. Other documentation, such as sign-in sheets, should be filed with federal, state, or local agencies as appropriate.

ASRC Operations Manual

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 ASRC member must notify the Group DO when the member is at home or his or her mission involvement ends.

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.

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. 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 Leading a Field Team
Although ASRC Members under age 18 may become qualified as a Field Team Leader, the Incident Staff shall only assign members with Field Team Leader certification who are also 18 or older to actually command a team.

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 standard status codes, and proper radio communications procedures are described in the

appendix ASRC Communications Policies and Procedures.

Page 16 of 25

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.

4.9 Evacuations

4.9.1 Medical Considerations

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 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 that 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 medical 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 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

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 the appendix ASRC Technical Rescue Standards.

4.9.7 Technical Evacuations

4.9.7.1 Equipment

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 the appendix 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 members. 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 evacuation skills.

4.10   Ground Search and Rescue Procedures

All operational procedures and protocol for ground search and rescue are outlined in the appendix ASRC Search and 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 con-
tact an approved IC. The IC will then confer with other mem-
bers of the Conference, the Responsible Agent, DES, and/or
any other source of information in order to formulate the
appropriate response.

ASRC Operations Manual

                         Appendix E
              Virginia Search and Rescue Council
                 Standard Operating Procedures

1   Purpose
     These Standard Operating Procedures (SOPs) are designed to
  maximize the effectiveness and efficiency of the Virginia SAR
  Council Agencies when the participate in SAR incidents in the
  Commonwealth of Virginia. These SOPs will help minimize
  risks to SAR personnel while optimizing the cost-effective
  care given to the subjects of SAR incidents.
2   Application
     These SOPs address the alerting, dispatching, and respond-
  ing of Field Operation Resources (FORs) to emergency SAR
  incidents along with the operational procedures used prior
  to, during, and after an incident. Figure 1 shows the func-
  tional flow chart for FOR usage.
3   Situations
  3.1 Primary Functions
     The Council recognizes four types of emergency SAR inci-
  dents where Council Agencies often provide primary, expert
  capabilities (via FORs) to help resolve emergency incidents.
  These are:
            Land SAR incidents
            Cave SAR incidents
            Missing Aircraft SAR incidents, and
            Water SAR incidents.
  3.2 Secondary Functions
     The Council recognizes that its member agencies also pro-
  vide support services for other types of emergency incidents,
  including Disaster incidents.
4   Responsibility for Activation
  4.1 Department of Emergency Services
     The Virginia Department of Emergency Services (VDES) Search
  and Rescue Duty Officer (SARDO) may request and activate
  Council FORs for incidents in accordance with VDES's and each
  agency's operational requirements, and in accordance with
  existing statutes, agreements, and policies.
  4.2 Local Jurisdiction Requests
     Council FORs may respond to direct requests for assistance
  from a local Responsible Agent (RA). The RA is defined as an
  authorized official from the appropriate state or local
  jurisdiction. If possible, requests from a local RA should
  be routed through the SARDO in order to (1) provide the SARDO
  information concerning the nature of the incident, (2) allow
  the FORs to respond as State Resources, and (3) allow the
  SARDO to track the status of the SARA resources presently

available in the Commonwealth. If the request is not routed
through the SARDO and the Council Agency does respond to the
RA's request, then the Council Agency should inform the SARDO
about the incident.

4.3 Responding Without Direct Requests
   Council FORs will not participate in any incidents without
a request from a RA. Council agencies that know of an inci-
dent may offer their services by contacting the RA either
directly or through the SARDO, but responses are not allowed
unless the RA approves.
5   Initial Incident Aid Request
5.1 RA Request
   When a RA initially requests aid, the following data should
be collected and evaluated:
   (1) The incident description and urgency (low, medium,
high)
   (2) The RA's specific needs
   (3) Specific directions to the incident
   (4) The RA's title and name
   (5) A contact number for future communications.
5.2 Initial Council Agency Response
   The first qualified FOR that arrives on the scene should
evaluate the situation and contact the SARDO with its find-
ings. The data shall include any necessary updates to the
incident urgency, travel directions, contact points, and
resource needs. These findings must also be passed to the IC
when the IC first arrives at the scene. The IC may update
the SARDO as needed.
6   Mutual Aid
6.1 General Mutual Aid
   A Council IC may request other Council FORs in an incident.
This request may be a general or a specific request for FORs.
Requests should be routed through the SARDO from the IC or
his designee.
      6.1.1 Requesting ICs and their agencies will assume no
      financial or legal liability for the responding FORs.
      6.1.2 Requesting ICs are responsible for arranging stag-
      ing areas and briefings for the responding FORs.
6.2 Shenandoah National Park
   The SNP will notify the VDES Emergency Operations Center
(EOC) of any incident where it is requesting other Council
FORs. Council Agencies may request SNP FORs to respond out-
side the SNP. The SNP will inform the EOC whenever any of
its personnel respond to an incident in the Commonwealth that
lies outside the National Park lands.
6.3 The SARDO
   The SARDO will help coordinate the mutual aid requests by
locating the necessary additional FORs while considering the
incident's urgency, the Commonwealth's other SAR needs, the
uncommitted FOR's status, the FOR's transportation difficul-
ties, and other pertinent factors.

ASRC Operations Manual

7 Incident Operations
   7.1 Incident Management
     Incident Management is necessary to efficiently and effec-
   tively resolve SAR incidents. This management function
   requires a proper chain of command and clearly defined
   management procedures. Any management system used must
   include the functions of Command, Operations, Planning,
   Logistics, and Finance.
   7.2 Chain of Command
       7.2.1 Each agency that responds FORs to an incident must
       appoint an on-scene Agency Representative (AR) to act as
       the liaison between the agency and the Incident Manage-
       ment. This function must be maintained throughout the
       duration of the agency's participation at the incident.
       7.2.2 A Council IC shall be appointed to (1) act at the
       liaison for all the SAR Council FORs involved at an inci-
       dent and (2) coordinate all Council FORs and other
       pertinent resources.
       7.2.3 The Council IC is initially appointed by the first
       responding Council agency in conjunction with the SARDO.
       The IC is responsible for passing the IC function off to
       another qualified Council member as necessary. Whenever
       a new IC is appointed, the old IC is responsible for
       informing the SARDO of the change in command.
   7.3 SOP Suspension
     An IC may suspend the use of any part of the SOP (including
   the use of the ICS) provided the IC determines that the inci-
   dent requires special procedures.
   7.4 The Individual Responder's Requirements
     Any responding Council Agency member is responsible for (1)
   arriving properly prepared for the terrain and weather, and
   (3) being self-sufficient for 24 hours in the field. The
   individual member must obey all the directives of the Council
   IC that are concerned with safety issues.
       7.4.1 Air Transportation
         In some incidents, FORs may be flown to the scene via
       VDES coordinated air transportation. Any requests for
       VDES coordinated air transportation must be made to the
       SARDO via the IC. Such requests are mainly evaluated on
       the basis of the incident urgency. Any FORs transported
       by VDES coordinated air assets are expected to remain on
       scene for at least 48 hours. Furthermore, such FORs are
       not guaranteed return transportation.
   7.5 Safety
       7.5.1 When working near roads, especially near high-speed
       thoroughfares, SAR personnel should wear high visibility
       clothing. At night someone should be positioned near the

road to flag down traffic. When possible, law enforce-
ment officials should control traffic.

Page 22 of 25

    7.5.2 At all incidents the Council IC must assess the risks before deploying any FORs. These risks include, but are not limited to, the terrain, the weather, the mental and physical condition of the SAR personnel, and mental condition of the subject.

    7.5.3 Whenever a reasonable chance exists that the subject may place the SAR personnel at a significant risk, the Council IC should obtain the advice of the RA, the SARDO, and the SCO (as appropriate), determine reasonable safety procedures. These procedures may include: suspending the incident, providing law enforcement escort with each field team, or withdrawing the volunteer resources.

7.6 In incidents where any Council FORs respond as State Resources, VDES will have an SCO assigned to the incident. Each agency's AR should report to the SCO when the agency's first FOR(s) arrive at the scene. The IC should periodically coordinate with the SCO. If the SCO is needed but is not present, contact the SARDO for the necessary aid.

7.7 Multiple Incidents

  If multiple separate incidents occur and not enough resources are available, the SARDO and the separate ICs will determine the best allocation of resources and determine if other resources are needed.

7.8 Documentation

  Standard SAR Council forms, ICS forms, maps, CAP forms, and unit forms should be used to document all actions taken and information received. A complete incident log should be maintained by the Incident Staff.

7.9 Resources

  In any extended incident the IC will establish a resource relief plan.

7.10   Reporting

  The IC will report the incident status to the SARDO at least once per shift.

7.11   Dispatching

  FORs in transit to incidents in progress are urged to call in to the EOC or the incident base for periodic incident status updates. Agency dispatchers should inform the on-scene incident staff whenever their personnel are leaving for the incident and whenever their personnel have returned to base.

7.12   Land SAR Incidents

    The Council shall use ICS as the standard management system when conducting Land SAR field operations.

    7.12.1 Communications

       7.12.1.1 Standard Frequencies

The following are the standard Council operation radio
frequencies designations:
(1) 155.160 MHz
(2) 155.205 MHz
(3) 155.280 MHz
(4) 155.340 MHz
(5) 155.400 MHz

Page 23 of 25

ASRC Operations Manual

7.12.1.2 Codes

No operational codes will be used except (1) map coor-
dinates, (2) patient status codes, and (3) secure net
requests. Patient care should never be restricted in
order to maintain operational code protocols. The status
codes are:

(1) STATUS 1 - The subject is alive and will be able to
walk out on his/her own.

(2) STATUS 2 - The subject is alive and will require
aid in extrication.

(3) STATUS 3 - The subject is dead.

The secure net request is:

SECURE THE NET - The user is about to transmit sensi-
tive information and requests that the other system take
care in releasing the sensitive information. This is
useful when transmitting status 2 or status 3 data in
order to protect the family or the scene.

7.13   Cave Incidents

7.13.1 The Council FORs shall use ICS as the standard
management system when conducting Cave SAR field opera-
tions.

7.13.2 Cave SAR incidents are normally coordinated with
the NCRC.

7.14   Missing Aircraft Incidents

7.14.1 Missing Aircraft or ELT incidents are normally
coordinated by the Virginia Wing of the Civil Air Patrol
(CAP).

7.14.2 When the CAP is conducting Air Operations, all
non-CAP aircraft should be coordinated through the CAP
Mission Coordinator.

7.14.3 If non-CAP aircraft are not coordinated through
the CAP Mission Coordinator, CAP aircraft may be with-
drawn from the incident.

7.15   Water SAR Incidents

7.15.1 Any incident in navigable waters is the jurisdic-
tion of the United States Coast Guard.

7.16   Other Types of Incidents

7.16.1 When possible, the Council shall use ICS as the
standard management system when participating in other
emergency incidents.

7.16.2 For disasters, see Title 44 of the Code of Vir-
ginia

8   Incident Resolution

8.1 Incident Closing

8.1.1 Successful Incidents

The patient(s) status and the time of the incident
closing will be communicated to the SARDO within a

reasonable time delay after successfully concluding the
incident.

8.1.2 Unsuccessful Incidents

Suspension without a find will be made after consulta-
tion between the IC, the SCO, the SARDO, and the RA. The
IC will advise the RA of other appropriate techniques
(e.g. passive search techniques) useful for continued
efforts.

8.2 Demobilization

The IC will call the Virginia EOC when all teams have left
the site. Agency dispatch officers will call the EOC when
all their FORs have safely returned to home quarters. The
Council IC must account for all on-scene personnel that the
IC directed.

8.3 Documentation

The IC will submit a standard incident report to the
Department of Emergency Services no later than seven days
after suspending an incident.

9   SOP Review

These SOP's should be reviewed periodically and updated as
needed.

10 Glossary

The following terms were used in this document:

AR   Agency Representative--the leader of all FORs from a
        single SAR Council Agency.

EOC   Emergency Operations Center--the VDES communications and
        coordination center located in Virginia.

FOR   Field Operational Resources--those resources that each
        agency sends to an incident that are primarily intended
        to operate in the field. This excludes the SCO.

ICS   Incident Command System--a management system used for
        emergency incidents that includes the functions of: com-
        mand, operations, planning, logistics, and finance.

IC   Incident Commander--the individual who is in charge
        of all Council agency field operational resources on the
        scene.

RA   Responsible Agent--the legal authority that is
        responsible for the SAR incident.

SAR   Search and Rescue

SARDO   VDES SAR Duty Officer

SCO   State Coordinating Officer--the person who represents
        VDES at the incident scene, usually a First Sergeant from
        the Virginia Sate Police. The SCO's function is sto help
        coordinate state and local resources and to serve as the
        liaison between the state and local governments.

SNP   Shenandoah National Park

SOP   Standard Operating Procedure--standards used by SAR Coun-
        cil agencies when conducting field operations in the Com-
        monwealth of Virginia.

VDES   Virginia Department of Emergency Services--the state
       agency working for the Governor charged with coordinating
       emergency operations in the Commonwealth of Virginia.