



APPALACHIAN SEARCH & RESCUE CONFERENCE, INC.

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Dear Folks,

Enclosed is the latest version of the changed Operations Manual. This version captures all changes that I can find up to the last BOD meeting in April 94.

I am asking that you have whom ever you want review the manual. Please forward changes to our new/old Operations Officer:

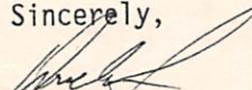
Gary Mechtel
9027 Early April Way
Columbia, MD.
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Gary will compile any comments and make changes as necessary.

WE WILL VOTE ON ACCEPTING THIS MANUAL AT THE JUNE BOD MEETING. So this is your last chance to propose changes or corrections.

It has taken way too long to complete this process. Please make whatever comments you want, but please make them quickly.

Sincerely,



David A. Carter
Chairman

APPALACHIAN SEARCH AND RESCUE CONFERENCE

OPERATIONS MANUAL

**Version 2.0
April 28 1994**

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1 General Information

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

1.2. Purpose - This manual is intended to disseminate the policy of the ASRC through its BOD to all members and other interested parties. The annexes which are attached direct procedures for operation of the ASRC to support the policy contained in this document. Such information should assist the public through greater familiarity with ASRC SAR operations and thus result in more efficient joint ground SAR operations.

1.3 Responsibility -

1.3.1 The ASRC Operations Officer is responsible for the accuracy and maintenance of this manual and the related annexes.

1.3.1.1 The Operations Officer will prepare change pages for those pages affected by BOD decisions and forward the change pages to the ASRC Secretary within thirty days of the BOD meeting.

1.3.2 The ASRC Secretary is responsible for its publication and dissemination, and will forward a Master Copy of change pages to the Incident Commanders, Chairman and delegates of each group before the next scheduled BOD meeting.

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 and procedures.

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 (AR)) is responsible for compliance by ASRC members with ASRC operational policy and procedures.

1.4.3 Chairman of the ASRC BOD - The Chairman of the ASRC BOD is responsible for ensuring ASRC-wide compliance with ASRC operational policy and procedures.

- 1.5 **Application of Regulations** - These regulations will 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 annexes may be changed 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 Membership at the next meeting in order to remain in effect. Upon making a change to this manual or any of its annexes, the ASRC Operations Officer must notify all groups of the changes and their intent.

Alternatively, the ASRC BOD or General Membership may recommend and approve changes to this manual or any of its annexes. However, the input of the Operations Officer 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 annexes and will present suggested changes to the ASRC BOD at the first BOD meeting of the new calendar year.

2 ADMINISTRATIVE POLICY

- 2.1 Group Certification** - ASRC personnel are members of Groups. In order for these members to participate in ASRC Operations their Group must be certified. Certification requires the meeting of procedures outlined in Annex 1, Procedure and Requirements for Group Certification.
- 2.2 36 month review** - Each Group after having attained Certification is expected to pass a review every 36 months on the anniversary of the initial certification. Failure to comply with the procedures in Annex 2, Group Review and Re-certification will result in the Group being de-certified. De-certified group members will not be allowed to participate in ASRC Operations. De-certified group members may apply for membership in other groups to regain their ASRC membership.
- 2.3 ASRC BOD Intervention** - The ASRC BOD reserves the right to intervene in the case of major transgressions of ASRC policies, procedures, or Board Directives.
- 2.4 Criminal Activities** - In the event that a Group or individual member is convicted of any applicable state or federal laws (other than traffic related laws), the ASRC BOD shall immediately place the Group or individual on probationary status until such time as the matter has been investigated by the BOD. At such time, the BOD shall make a recommendation on any further action which may be taken.
- 2.5 Disciplinary Action** - The BOD can, by following the due process procedure outlined in 2.6, take disciplinary action against members or Groups who have violated ASRC policies, procedures, or Board Directives.
 - 2.5.1 Types of Actions** - The BOD can only discipline by the following types of actions:
 - 2.5.1.1 Suspend membership** - The member/group will not be permitted to participate in any ASRC activity for a definite period of time established by the BOD at the appropriate hearing and the period of suspension must serve some specific purpose detailed in the minutes of that meeting.
 - 2.5.1.2 Lower Certification Status**- The member or Groups certification status is lowered and the member/group must follow the established procedure to regain the original certification level.
 - 2.5.1.3 Cancel Membership** - Member/Group membership is terminated and member/group will not ever be allowed to re-apply for membership.

- 2.5.1 **Legal Actions** - None of the language above will prevent the BOD from filing criminal charges for violation of laws of Commonwealth/State where such action took place. Nor, will the language prevent the filing of Civil Suits should such action be deemed necessary at the advice of the Conference's legal advisor.
- 2.6 **Due Process** - In all cases where accusations are made against a member/group the following process will take place:
- 2.6.1 **Initial Charge** - An Officer of the Corporation will be permitted to make a written charge of violation of the Conference Policy, procedures, Board directive at any meeting of the BOD.
- 2.6.1.1 **Contents of Written Charge** - The written charge must state the specifics of the violation. It must include specific items violated, date of violation, names of witnesses, and other information which describes the violation.
- 2.6.2 **Board Action** - The Conference Chairman will establish a date for a hearing on the charge not sooner than thirty days in advance nor farther than 60 days and will direct the secretary to forward copies of the charge and related materials to the affected member/group along with the established date of the hearing.
- 2.6.3 **Hearing** - The hearing will be open only to members of the BOD, the affected person/group and witness's for both sides.
- 2.6.3.1 **Presentation of Case** - Each side will be permitted to present their evidence in the case and will follow the rules of evidence normally used.
- 2.6.3.2 **Examination of Witness's** - Witnesses may be cross examined by either side in the case.
- 2.6.3.3 **Summary of Case** - Each side will be allowed to summarize the evidence prior to BOD discussion and decision.
- 2.6.3.4 **BOD Decision** - After presentation of evidence and summary the Chairman will excuse the parties involved and the BOD will discuss the case in private. After discussion the BOD by a simple majority vote of the BOD will establish guilt or innocence in the matter. The BOD will then by simple majority vote establish the discipline to be imposed.
- 2.6.3.5 **Announcement of Decision** - The Chairman will recall principles involved and announce the decision of the BOD. If the member or Group wishes to appeal the decision the member or group will be advised of the appeal process

outlined in 2.6.4

2.6.4 Appeals - All members/groups hold the right to appeal any decision made by the BOD regarding their member/groups status. To make an appeal the member/group in question shall provide written notification to the BOD within thirty days of the notification of the Boards decision in question. At that time, the BOD will choose two Active Members, at random, from all ASRC Certified Groups, except the member(s)/group(s) in question. The panel shall hear all evidence regarding the decision and return an opinion to the BOD within sixty days of being convened.

2.6.4.1 The panel may return either a decision to support or deny the appeal.

2.6.4.1.1 If the appeal is denied, the BOD will impose the discipline.

2.6.4.1.2 If the decision is to support the appeal, the case will be considered to be closed. No further action on the matter will be taken by the BOD.

7 Conference Record-keeping Requirements

2.7.1 Membership records - Each Group is required to maintain an accurate and timely record of each member of that group regardless of that individual's call out availability. Procedures for reporting and content are contained in Annex 3, ASRC Administration Operations.

2.7.2 Callout Rosters - Each Group will maintain a callout roster of those members who are qualified and capable of responding to missions. Procedures in Annex 3 will be followed to assure each group complies with this requirement.

3. INCIDENT POLICY

3.1 PRIMARY MISSION OF THE ASRC

The primary mission of the ASRC is to provide members trained for (and capable of) conducting wilderness, rural, suburban and urban search and rescue operations for missing or injured persons. This includes both management and field tasks. The ASRC is available for such tasks twenty four hours a day, three hundred and sixty five days a year.

3.2 SECONDARY MISSION OF THE ASRC

- 3.2.1 Training Other Organizations** - The ASRC may provide training to other organizations. Such training is usually provided to improve capabilities of other emergency service organizations. The ASRC assumes no liability for events resulting from either the use or misuse of information or skills taught to other organizations.
- 3.2.2 Preventative Search and Rescue** - The ASRC may 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 intent.
- 3.2.3 Downed Aircraft Incident** - 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.
- 3.2.4 Cave Rescue** - The ASRC will not provide an initial response for a cave rescue incident.
 - 3.2.4.1** In the event the ASRC is directly contacted for a cave rescue incident, whether in Virginia or elsewhere, the ASRC will immediately refer the call to the Virginia Department of Emergency Services.
 - 3.2.4.2** The ASRC may provide above-ground logistical and management support if requested through the proper channels.
 - 3.2.4.3** ASRC members properly trained in cave rescue may participate underground as members of ASRC when the ASRC has been officially requested to respond to the incident.
 - 3.2.4.4** ASRC members who have received proper training in accordance with the standards and certification of the

National Cave Rescue Commission will have such noted on their training records.

3.2.5 Swiftwater Rescue - The ASRC will not provide an initial response for swiftwater rescues.

3.2.5.1 In the event that ASRC is directly contacted for a swiftwater incident, the ASRC will immediately refer the call to the appropriate Responsible Agent or state coordinating agency.

3.2.5.2 The ASRC may provide logistical and administrative support if requested through the proper channels.

3.3 DISASTER ASSISTANCE

3.3.1 Commonwealth of Virginia Disaster Plan - The ASRC may respond to any major medical emergency or Statewide disaster, provided DES has requested ASRC through normal procedures.

3.3.1.1 ASRC may provide incident staff, logistical support, or strike teams.

3.3.1.2 ASRC members may be required to be self-sufficient for greater than forty eight hours.

3.3.2 Disaster Plans of Other States - The ASRC may respond to any major medical emergency or statewide disaster, provided legal authority is given by the Responsible Agent for that State and the Conference Chairman agrees to support the mission.

3.3.2.1 ASRC may provide incident staff, logistical support, and/or strike teams.

3.3.2.2 ASRC members may be required to be self-sufficient for greater than forth eight hours.

3.3.3 United States of America Disaster Plan - The ASRC may respond to any major medical emergency or statewide disaster, provided legal authority is given by the Responsible Agent for that Disaster and the Conference Chairman agrees to support the mission.

3.3.3.1 ASRC may provide incident staff, logistical support, and/or strike teams.

3.3.3.2 ASRC members must realize that they may be required to be self-sufficient for extended periods of time.

3.3.4 International Disaster Plan - The ASRC may respond to any major medical emergency or statewide disaster, provided legal authority is given by the Responsible Federal Agency for that Disaster and the Conference Chairman agrees to support the mission.

3.3.4.1 ASRC may provide incident staff, logistical support, and/or strike teams.

3.3.4.2 ASRC members must realize that they may be required to be self-sufficient for extended periods of time.

3.3.4.3 If an ASRC member is flown by the Federal Government to an overseas location, they can expect not to be able to return until it is at the convenience of the government.

3.4 INCIDENT SCOPE

3.4.1 Authorization to Respond - No ASRC resource may respond to an incident, representing him or herself as a member of ASRC, unless approval for response has been given by an Alerting Officer upon the request of a Responsible Agent, the situation has been evaluated by an ASRC Incident Commander (IC) and that IC has determined that the ASRC, either as an organization, group, or individual resources, will respond. *Whenever possible, this should be the ASRC IC who act as the (AR) or the IC for the incident.*

3.4.2 Response Area - The ASRC considers its primary coverage area to be Virginia, Maryland, Pennsylvania and the District of Columbia. Response outside of these areas will be dictated by the availability of resources to meet the requirements of 3.4.3 at the time of the request and that the request must come from a RA.

3.4.3 Incident Support - Once committed to an incident the ASRC will continue to provide support for a minimum of seventy two hours. However, in the event of simultaneous incidents, the ASRC reserves the right to re-allocate resources. The ASRC reserves the right to withdraw its resources if the ASRC IC/AR determines that further participation in the incident would place ASRC resources in unacceptable jeopardy.

3.4.4 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.

3.4.4.1 The ASRC may decline incidents not related to ASRC missions unless the ASRC has entered into a previous agreement.

3.4.4.2 The ASRC will refuse any incident involving search for or apprehension of criminals or suspected criminals.

3.4.4.3 The ASRC will decline any mission considered to be the sole responsibility of a local EMS agency if adequate equipment, resources, and properly trained personnel are present.

3.4.5 **Patient Transfer** - 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.

3.5 **Area Command Authority (ACA)**

3.5.1 Activation of ACA will take place under the following conditions:

3.5.1.1 Whenever the Incident Staff have serious disagreements over the decisions or actions of the Agency Representative (AR) and after talking with the AR.

3.5.1.2 Whenever multiple incidents take place and the AR cannot formulate a mutually satisfying allocation of resources.

3.5.1.3 Whenever an Incident Commander wishes to activate ACA due to the complexity of a search or multiple searches. In this case exclusionary selection factors for the ACA do not apply.

3.5.1.4 During disaster incidents.

3.5.1.5 Whenever the decision to send an IS member as AR must be made.

3.5.1.6 Whenever the Alerting Officer (AO) needs to make an operational decision and cannot contact the IC in a timely fashion.

3.5.1.7 Whenever the RA raises issues concerning the competence of the AR or IC.

3.5.1.8 Whenever initiated by Dispatch Supervisor (DS)

3.5.1.9 Whenever initiated by the AO.

3.5.2 **ACA Qualifications**

3.5.2.1 ACA ICs must be a recognized current ASRC IC.

- 3.5.2.2 ACA ICs must have served at least five searches (simulations don't count here) as IC.
- 3.5.2.3 ACA ICs must receive a favorable vote from at least 2/3 of the ASRC ICs present (in person, by proxy, or through a two way telecommunications device) at an announced IC meeting.
- 3.5.2.4 ACA ICs must receive a simple majority vote of approval from the ASRC BOD.

3.5.3 Procedures

- 3.5.3.1 Requests for activation will be sent to ASRC Dispatch.
- 3.5.3.2 Dispatch will maintain a list of ASRC qualified personnel.
- 3.5.3.3 The DS will set off a pager code for ACA. The first ACA responding will perform the function.
- 3.5.3.4 The person will be excluded if they are currently serving as AR, on scene at any of the searches, or have a conflict of interest making a decision regarding a particular individual.
- 3.5.3.5 In the event that no ACA qualified IC can be found the ASRC Chair will serve as ACA regardless of their training level or exclusion criteria. In the event the ASRC Chair cannot be contacted the ASRC Vice-Chair will fulfill the function.
- 3.5.3.6 Once appointed, the ACA will remain the ACA for the incident until relieved.

3.5.4 Functions

- 3.5.4.1 During disaster incidents, provide over-all ASRC resource management and approve all ASRC commitments.
- 3.5.4.2 Serve as the binding arbitrator if significant concerns arise over IC competence. The ACA is required to discuss all charges against the IC in question with the IC in question. If the ACA decides to remove the IC the decision of the ACA shall be reviewed at the next ASRC BOD meeting. At the option of the ACA, the IC's certification to function at the IC level maybe suspended until that meeting.
- 3.5.4.3 Serve as the binding arbitrator if significant concerns

arise over the allocation of resources during multiple missions.

- 3.5.4.4 Maintain pager or phone contact with the AR, DO, RA when activated.
- 3.5.4.5 Keep the ASRC Chairman informed of major decisions.
- 3.5.4.6 Provide oversight of an IS member if serving as AR.
- 3.5.4.7 Provide operational guidance if an AO or DS cannot contact the IC.

3.6 Incident Commander Policies

- 3.6.1 **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 BOD. The basis for selection of an IC for a particular mission will be a decision of an ASRC Alert Officer (AO). This decision will be based on which IC can arrive first on scene. This may entail changing ICs while one or more ICs are in route to the incident. The first IC to arrive at a search incident assumes command of the incident. This command may be passed to another incoming IC at the discretion of the initial IC. If more than one IC from the same group travel together, it should be determined before arrival who will be in charge.
 - 3.6.1.1 There will only be one ASRC IC per incident. When the IC requires rest then a second shift IC can be appointed.
 - 3.6.1.2 The appointment of the ASRC IC will occur when the AO makes that decision and the IC will remain the Incident IC until relieved, the mission is closed or suspended, or the IC must depart the scene.
 - 3.6.1.3 The last IC appointed for the Incident is responsible for completing all appropriate administrative work required by ASRC, or other agencies.
- 3.6.2 **IC Management Style** - ASRC IC's shall use any management style they deem necessary, provided that such style does not conflict with ASRC by-laws, procedures, or Operational Plans.
- 3.6.3 **Length of shifts** - To promote safety and clear judgement, and ASRC IC should serve no more than a single twelve hour shift in a twenty four hour day.
- 3.6.4 **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.

3.6.4.1 There are two exceptions to this policy:

3.6.4.2.1 When ASRC members respond to an incident and a overhead team has not been requested, then the ASRC IC will become a Agency Representative (AR) yielding command of ASRC forces, but reserving the right to withdraw ASRC forces if circumstances require it.

3.6.4.2.2 When the ASRC IC serves as part of a Unified Command with the AR, then the ASRC IC will become a Agency Representative (AR) yielding command of ASRC forces, but reserving the right to withdraw ASRC forces if circumstances require it.

3.6.5 **IC Administrative Requirements** - The ASRC IC will:

3.6.5.1 Contact ASRC dispatch at least once per shift in order to advise dispatch of incident operations status and status of personnel. The 1-800 number may be used for this purpose.

3.6.5.2 Contact the appropriate State or Federal Agency a least once per shift to advise of the incident status.

3.6.5.3 At suspension or close the ASRC IC will:

3.6.5.3.1 File required reports with State Agencies.

3.6.5.3.2 Will file with the ASRC secretary a mission summary within thirty days and a mission narrative within ninety days.

3.6.5.3.3 Originals of all mission files, sign-in sheets, Task Assignment Forms, Maps, etc will be filed with the ASRC Record Custodian within ninety days of the close of the mission.

3.6.6 **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 ASRC IC/AR, Operation Chief or an appointed Safety Officer upon leaving an incident.

3.6.7 Political Sensitivity- ASRC IC's are chosen for, among other items, their political sensitivity. The use of this skill is especially important when entering jurisdictions that are new, or area where previous ASRC operations have created problems. When advised by dispatch of a response in either of these area, the IC should be especially careful in making contacts and directing operations.

3.7 Field Teams

3.7.1 Briefing - Prior to deployment, field team leaders will receive a briefing to include task assignment, equipment required, communications procedures and radio call signs, safety precautions, and other applicable information.

3.7.1.1 The field team leader will in turn brief the field team covering the same information and any additional information required to reasonably ensure the successful completion of the task.

3.7.1.2 In the event that ASRC FTL is not provided with the required information, the FTL will personally assure that the information required is obtained and passed on to the team.

3.7.2 Debriefing - After deployment all ASRC FTL's will receive a debriefing. This de-briefing will include POD's for the area searched, terrain evaluation, task evaluation, safety hazards, and other items deemed necessary by the IC.

3.7.3 Refusal or Modification of Assignments - Any Field Team Leader may refuse, abort or modify any task or assignment if deemed unsafe, potentially unsafe or beyond the level of training or equipment of the team.

3.7.3.1 Should the FTL modify the assignment they will make every reasonable effort to advise Operations of the change including the reasons for such an alteration.

3.7.4 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 and practical, law enforcement officials should be used to control traffic.

3.7.5 Debriefing - At the end of a task, the FTL will debrief the team. He/She in turn will be debriefed by Operations.

3.7.6 Carrying of Firearms - No member of ASRC member signed into the incident as an ASRC member will carry firearms unless required by

local, state or federal statute.

3.7.7 Leading a Field Team - Field Team leaders assigned to a field task as an FTL will be a least 18 years.

3.8 The ASRC Agency Representative Function - The ASRC Agency Representative (AR) provides the on-scene ASRC oversight function. The AR acts as on-scene commander responsible for managing all ASRC resources. The AR may also be responsible for managing all the SAR resources, in which case the AR is called the IC. In the event that the AR may not be running the operation, the AR will serve as the ASRC Liaison to the Incident Commander. The function of the AR are described elsewhere in this operations manual, ASRC SAROP, ASRC or VaSAR CO SOP, ICS Documentation, etc.

3.8.1 For all incidents the ASRC responds to, or that the ASRC is on alert, the AR will be responsible for reviewing and if necessary amending initial AO decisions. If the AR is an IS then this responsibility falls to the ACA.

3.8.2 The AR will be responsible for controlling and directing all on-scene resources.

3.8.3 The AR will be responsible for requesting all off-scene ASRC resources.

3.8.4 The AR will be responsible for reporting to the DO at least once per shift.

3.8.5 If multiple missions occur, AR's will coordinate resource needs with each other and dispatch. In the event an AR is not satisfied the DS will activate ACA.

3.8.6 In the event that ASRC members can arrive on scene before a AR/IC the options listed below can be directed by the AR/IC in route through dispatch.

3.8.6.1 ASRC resources can be staged at a point selected to be within no more than fifteen minutes from the Incident Base. These members will accomplish sign-in sheets while waiting.

3.8.6.2 The ASRC IC or ACA can direct a specifically identified senior IS or FTL to make contact with the RA in order to:

3.8.6.2.1 Advise the RA of the arrival time of the AR/IC.

3.8.6.2.2 Fill out the Lost Person Report.

3.8.6.2.3 Develop available information regarding the base

such as power, shelter, food that is available in order to brief the AR/IC when they arrive.

3.9 ASRC Group Representative Function - The ASRC Group Representative function is intended to help coordinate the on-scene group resources and provide information about those resources to the on-scene Incident Staff via the ASRC AR. The Group Representative (GR) is allocated the task of completing the following sub-functions:

3.9.1 The GR must be on-scene.

3.9.2. The GR is responsible for finding a replacement GR as determined by group protocols.

3.9.3 The GR must support the on-scene Incident Staff's information needs.

3.9.4 The GR is responsible for coordinating any specific needs of the on-scene group personnel through the appropriate channels.

3.9.5 The GR is not required to remain at base, but must be in contact.

3.10 Radio Communications

3.10.1 **Clear Text** - ASRC Communications shall be in plain english, with ITUICAC phonetic spelling where necessary. Accepted pro-words, use of the standard status codes, and proper radio communication procedure are described in the ANNEX 7 ASRC Communications Policies and Procedures.

3.10.2 **Compliance with FCC Regulations** - All FCC laws, requirements, regulations, and polices will be stringently followed. The call sign assigned by the FCC and shown on the radio license will be used *at least once every hour on the half hour*.

3.11 Evacuations

3.11.1 Medical Considerations

3.11.1.1 **MEDIC Appointment** - The MEDIC whether on a field team or an Evacuation team will be appointed as such by the FTL, Operations Officer or designee.

3.11.1.2 **MEDIC Qualifications** - The MEDIC must possess certification as an EMT or higher, valid in the state in which the MEDIC is licensed. The MEDIC must be at least 18 years old.

- 3.11.1.3 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 road head 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 qualification than that of the local EMS personnel, the ASRC MEDIC must accompany the patient until an equivalent or higher level MEDIC is available to accompany the patient, unless permission to turn over the patient is received from a legitimate medical command physician.
- 3.11.1.4 Approaching the Victim** - When victim status is unclear, only the FTL and the MEDIC will approach the immediate area of the victim; other team members should act to protect a potential crime scene.
- 3.11.1.5 Triage** - In multiple victim incidents, the MEDIC will perform triage per the current standards of practice for his level of training, and will direct others in necessary medical care. The MEDIC will establish evacuation priorities for the use by the FTL and RS in planning the evacuation.
- 3.11.1.6 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 appropriate ASRC medical director for review. When the review is complete, the Medical director will forward the medical history to the ASRC Record Custodian for filing with the Mission records.
- 3.11.1.6.1** If the medical director questions the diagnosis, treatment, or other related matters, he/she will direct these question, comments to the Medical Chairman for action.
- 3.11.1.7 Documentation** - In all cases of medical treatment being rendered, whether BLS or ALS, to the search subject or searchers, proper written documentation will be made. The documentation will be presented to the IC for review and approval. The IC will assure that such information is filed with the incident files at the close of the mission.

3.11.2 Semi-Technical/Technical Evacuations

3.11.2.1 Equipment - All members of a semi-technical or technical team shall wear gloves and a helmet. The patient will be secured inside the stokes or other type of 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.

3.11.2.3 Safety - All knots, anchors, and critical points will be inspected for safety by at least two different members. The RS is responsible for the safety of all procedures. A separate safety officer will be appointed, if possible.

3.11.2.4 Personnel - All members of a semi-technical or technical rescue team will be properly trained in skills appropriate for the tasks at hand.

3.12 Accidents, injuries or Illness of ASRC Member - Any accidents, injury or illness that occurs to an ASRC member while on a mission or as a result of a mission will be reported to the ASRC Safety Officer with twenty-four hours of the incident or the onset of illness or injury.

3.12.1 The ASRC Safety Officer will investigate the incident and report to the next BOD meeting:

3.12.1.1 A summary of the incident which will include: what happened, the extent of the accident, injury or illness.

3.12.1.2 Recommendations for action that need to be taken to prevent a repeat of the accidents, injury or illness.

4. Personnel Requirements

4.1 Mission Responses

- 4.1.1 ASRC personnel will report to a mission in the appropriate uniform and dressed in accordance with the weather and operating conditions. They will bring the minimum personal equipment specified in Annex 4, Individual Requirements. Members not meeting these requirements will be sent home.
- 4.1.2 ASRC personnel will not wear, carry or display firearms of any size shape or form while responding as a member of ASRC to any incident. Failure to comply with this requirement may result in suspension or for blatant or repeated incidents dismissal.
- 4.1.3 Refusal of Assignment - Any ASRC member may refuse an assignment if they perceive it as unsafe or potentially unsafe. They may refuse as well if they feel it to be beyond their level of training, knowledge or equipment.
- 4.1.4 Majority - ASRC members who have NOT received their majority must be accompanied by an adult member of their Group at any mission/incident. It is not necessary that an adult accompanied the member on all tasks that might be assigned.
- 4.1.5 Air Transportation - ASRC members receiving air transportation must understand that they must be prepared with sufficient funds to return to their home location. They must also meet any requirements which are imposed by the carrier.
- 4.1.6 Individual Callout - Upon leaving for an incident, each member will notify his/her local Group Dispatch Officer. *Each responding member will call their local dispatch once they have returned to their home, regardless of the hour.*
- 4.1.7 En-Route call back - *Individuals/or* teams in route which are not in immediate contact with ASRC dispatch will call dispatch on an hourly basis.
- 4.1.7 Scene Arrival - Once a Team or *individual* arrives at the incident base, they *will contact ASRC Dispatch to report their arrival.*
 - 4.1.7.1 Upon arrival at an ASRC incident, ASRC members will sign in using the incident's sign-in procedures. Members will represent themselves as part of the ASRC *with their group name following ASRC, i.e. ASRC/BRMG.*
- 4.1.8 Transport Reimbursement - The ASRC will not reimburse members for

travel-related expenses.

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

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

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

4.1.9.3 Wear the ASRC uniform

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

Personal Conduct

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

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

5.0 Ground Search and Rescue Procedures

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

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

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

ANNEX 1
PROCEDURE AND REQUIREMENTS FOR GROUP CERTIFICATION.

A1.1 Certification as a Probationary Certified Group

A1.1.1 To be considered as a Probationary Certified Group an organization must:

A1.1.1.1 Obtain a letter of sponsorship from a Certified Group.

A1.1.1.1.1 A Certified Group may only sponsor one Probationary Group at a time.

A1.1.1.2 Agree to meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards and Operations Manual.

A1.1.1.3 Have at least ten ASRC Active members including: two with FTL or higher certification and six with FTM or higher certification, as determined by the sponsoring Group's Training Officer, as defined by the ASRC Training Standards.

A1.1.1.4 Possess the minimum certified Group equipment, as set forth below in A1.1.3.

A1.1.1.5 Have it's members certifications endorsed by the sponsoring Certified Groups Training Officer.

A1.1.1.6 Provide proof they paid the ASRC Group dues, and have opened a bank account in the Group name with a minimum balance of \$100.00.

A1.1.1.7 Have received 501 (c) 3 tax exempt status.

A1.1.1.8 Have written and published a set of Group By Laws.

A1.1.1.9 Have written and publish group call out procedures.

A1.1.1.10 Elect two Active Members to become non-voting delegates to the ASRC BOD.

A1.1.2 Once the Sponsoring Group is assured that the above has been met, they will request in writing, with documentation of all items above in A1.1.1 attached, a vote at the next BOD meeting for certification of the sponsored group as a Probationary Certified Group.

A1.2 Certification as a Certified Group

A1.2.1 Once a Probationary certified Group has served as a Probationary Group for a period of eighteen months, they may be considered for Certified Group status providing the following has been met:

A1.2.1.1 The Group has a minimum of sixteen ASRC Active Members, including six with FTL or higher certification, and ten with FTM or higher certification as determined by the sponsoring Group's Training Officer, and as defined by the ASRC Training Standards.

A1.2.1.2 At least five Group members have attended each of nine Conference events (incidents, simulations, BOD meetings, etc)

A1.2.1.3 Have selected a GTO who is confirmed by the BOD.

A1.2.1.4 Passed a comprehensive Certified Group Review as defined in Annex 5.

A1.1.2 Once the Sponsoring Group is assured that the above has been met, *they will recommend in writing, with documentation of all items above in A1.1.1 for a 2/3 vote of Active Members attending at the next General Membership Meeting for certification of the sponsored group as a Certified Group.*

A1.1.2.1 *Upon a successful vote for acceptance by the Group, the Conference TO will record the date of the vote in the list maintained for the purposes of review. And, a letter will be prepared within thirty days by the Conference Secretary advising the Group of its status.*

A1.1.2.1 *If a negative vote is obtained, the Conference Secretary will prepare, within thirty days, a letter advising the Group of the reasons for failure and what is to be done to correct the situation.*

A1.1.2.2 Appeals - All groups hold the right to appeal any decision made by the BOD regarding their groups status. To make an appeal the Group in question shall provide written notification to the BOD within thirty days of the notification of the Boards decision in question. At that time, the BOD will choose two Active Members, at random, from all ASRC Groups, except the Group in question. The panel shall hear all evidence regarding the decision and return an opinion to the BOD within sixty days of being convened.

A1.1.3 Certification as a Probationary Affiliate Group

A1.1.4 Minimum Group Equipment List - The following equipment will be

acquired and owned by every ASRC Certified Group, and will be bought, when necessary, to an incident when members and Group respond:

(1) Incident Operations Kit Which will contain the following:

ICS Forms:

ICS-201 Incident Briefing
ICS-202 Incident Objectives
ICS-203 Organization Assignment List
ICS-204 Division Assignment List
ICS-205 Incident Radio Communication 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 Operations Planning Worksheet

ASRC Forms:

PPAS Projected Personnel Availability Summary
CSOF Crash Scene Observation Form
SDF Subject Debriefing Form

VA SAR Council Forms:

*LPR Lost Person Report
TAF Task Assignment Form*

VA DES Mission Forms:

*Shift Summary report
After Action report
SAR Unit Personnel Register
Vehicle Register
Volunteer Register*

Medical Form:

ASRC Wilderness Basic Life Support Protocols
Other appropriate local forms (e.g. trip report)

Documents:

NASAR's Search is an Emergency Field Guide
ICS Field Operations Guide
Current ASRC Group Rosters
ASRC Communications quick reference
ASRC Search and Rescue Operations Plan
ASRC Operations Manual (Includes Virginia and Pennsylvania SAR Council Standard Operating Procedure, Pennsylvania Department of Environmental Resources SAR Preplan)
ASRC Radio Licenses

Guidelines for SAR Coordination through the Virginia Emergency Operations Center

Materials:

- ASRC Grid Overlay Templates
- Map Board with acetate (1)
- State Highway Maps (VA, MD, PA, WV, NC)
- State Aeronautical Maps for VA, MD, PA, WV NC
- Pennsylvania/Virginia 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
- Pencils
- Ruler
- Drawing Compass
- Erasing Template
- Permanent Pen eraser
- Pencil Eraser
- Paper Clips
- Scotch Tape
- Drafting Tape
- Tacks
- Stapler and Staples

- (1) A rigid or semi-rigid adult sized Field Litter (Stokes, Sked, etc.) with ASRC pre-rig. The ASRC rig consist (at a minimum) of the following:
 - A "Y" yoke attached to the head of the litter, using at least 11mm static line, with one large locking-D carabiner.
 - An Ensolite insert for the bottom of the litter
 - Three wool blankets or equivalent
 - One set of victim-straps
 - One climbing helmet with eye/facial protection
 - A tarp of similar wet-weather patient covering
- (2) 150' or 200' 11mm or 1/2" static kermantle rescue ropes
- (1) Semi-Tech Kit -- Composed of equipment to permit one field team to conduct a semi-technical evacuation in wooded terrain.
 - (3) Belay devices -- either large "Rescue Eight" figure eight decenders, or rappell/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)
- (1) Base Radio (with all ASRC 155.000 MHz band frequencies)
(Maybe a minimum 25 Watt mobile radio with power supply)
- (2) Hand held field radios (with all ASRC 155.00 Mhz band frequencies)
- (1) Field Medical Kit (EMT-Basic level)

ANNEX 2
PROCEDURES AND REQUIREMENTS FOR GROUP REVIEW AND RE-CERTIFICATION

- A2.1 *Notification - Six months before the expiration of the 36 month review period the TO will write a letter advising the Group Chairman of the impending review.*
- A2.2 *The Group will provide written documentation of the items listed below to the ASRC TO who will evaluate for compliance with the listed procedures. The ASRC TO will make a recommendation regarding compliance with this policy to the BOD. He/she will bring the material to present to the BOD which falls before the end of the review period.*
- A2.2.1 *Minimum equipment - Certified Groups shall maintain equipment requirements set forth in Annex 1, and be prepared to show physical evidence of such equipment.*
- A2.2.2 *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 active members, of which six must hold FTL or higher certification. The remainder must be at least FTM rating.*
- A2.2.2.1 *Group membership shall not drop below this figure for more than four months of any year.*
- A2.2.2.2 *Members maybe tested by the BOD to determine if they meet the standards for the stated level of training.*
- A2.2.3 *Financial Solvency - Certified Groups shall provide their books and financial papers for a complete audit by the Conference Treasurer.*
- A2.2.4 *Conference Involvement - Certified Groups shall attend twelve or more conference events (Incidents, simulations, BOD meetings, et cetera) with a minimum of two active members at each event.*
- A2.2.5 *Compliance with Conference - Certified Groups shall show evidence of meeting and maintaining the standards of ASRC. These include the Articles of Incorporation, Bylaws, Training Standards, and this manual.*
- A2.3 *Deficiencies Found During the Review - For any deficiencies found during the review the Group by a simple majority vote of the BOD may be placed on probation for an eighteen month period, during which time they must correct the problem.*
- A2.3.1 *If by the BOD meeting prior to the end of the eighteenth month of the probationary period, they have not given written proof of*

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

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

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

ANNEX THREE ASRC ADMINISTRATIVE OPERATIONS

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

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

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

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

A3.3 Administrative Operations

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

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

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

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

records, mission files, correspondence, et cetera that pertains to the operation of the Conference.

A.3.3.2 Structure of Record Keeping System

A.3.3.2.1 ASRC Conference files will be filed by Calendar Year.

A.3.3.2.2 The following files will be established for each calendar year:

A.3.2.2.1 Correspondence

A.3.2.2.2 Fiscal Records

A.3.2.3.3 Incident Records

A.3.2.3.4 Medical Records

A.3.2.3.5 Board of Directors meeting minutes and Information from BOD meetings.

A.3.2.3.6 General or Special Membership Meeting minutes and associated documents.

ANNEX FOUR ASRC DISPATCH OPERATIONS

A4.1 Alert - The ASRC Alert Officer (AO) will fulfill the alert function. The AO is intended to act as the interface (with decision making capabilities) between the ASRC and an outside agency requesting ASRC operational support. The AO must handle getting the ASRC "started".

A4.1.1 The AO respond to an initial request for ASRC participation from a Responsible Agent.

A4.1.2 Response Coordination with Requesting Agencies

A4.1.2.1 When the incident is in Virginia, ASRC responses will normally be coordinated through the Virginia Department of Emergency Services (VADES).

A4.1.2.2 When the incident is outside Virginia, the AO arranges deployment of ASRC resources with the Responsible Agent (RA) or the RA's designee. VADES will then be notified by the AO and given details of the ASRC response. Response need not be coordinated through VADES.

A4.1.2.3 The AO will collect appropriate information to start the alert process in a timely fashion.

A4.1.2.4 If the AO is required to contact the RA directly they must be prepared to provide suggestions.

A4.1.2.5 A list of jurisdictions will be maintained in dispatch where ASRC has never responded and where it is known by Corporation that there have been previous responses which lead to problems in that jurisdiction.

A4.1.3 When an ASRC group learns of a search where the ASRC has been requested and has an interest in approaching the RA, any contact will be made through the most appropriate ASRC Incident Commander (IC). A "Notification" page will be used to indicate that contact is being made.

A4.1.4 All calls to VADES concerning searches where the ASRC has not been requested will be routed through an IC.

A4.1.5 Alert Officer Decisions

A4.1.5.1 It will be determined by the AO, after talking to VADES or the RA, what level of callout the search requires.

- A4.1.5.1.1 Notification - The ASRC is on notice that a search is occurring. Resources have not been requested and a callout does not seem imminent. If a notification is upgraded within twenty four hours, it is automatically cancelled.
- A4.1.5.1.2 Alert - The ASRC has a high probability of responding to a search within the next twenty four hours. Members should be contacted, availabilities should be determined and a response team organized.
- A4.1.5.1.3 Overhead Team - Only ASRC Incident Staff and Incident Commanders are being asked to respond at this time.
- A4.1.5.1.4 Quick Response Team - An ASRC OHT has been requested, and a limited number of FTL members as well. No FTM or COQ members are being asked to respond.
- A4.1.5.1.5 Limited Callout - A limited or taylored response has been requested, or has been suggested as appropriate by the AO.
- A4.1.5.1.6 Full Callout - All available ASRC are asked to respond to the search. If a full callout is requested for a later time (i.e. we are asked to respond at 0600Hrs), the level of callout is Full, not Alert. Full callout is also used for specific numbers of resources or Groups if FTM and COQ are being requested.

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

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

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

function.

- A4.2.1 The Dispatch Supervisor (DS) will receive and record any information from the AO.
- A4.2.2 The Dispatch Supervisor (DS) will identify or designate a Dispatch Officer (DO) for the Conference and a Group Dispatcher (GDO) for each group.
- A4.2.3 It is the responsibility of the DS to determine the initial IC based on who can be on scene in the least amount of time. This may entail changing ICs while on or more ICs are en route to the incident. The first IC to arrive at a search incident assumes command of the incident. This command may be passed to another incoming IC at the discretion of the initial IC. If more than one IC from the same group travel together, it should be determined before arrival who will be in charge.
 - A4.2.3.1 In the event an IC cannot be located the DS will attempt to contact every IC in a timely fashion to obtain an IC. If this attempt fails, the DS will activate Area Command Authority (ACA). ACS will determine if it is appropriate to send an IS member as a conference Agency Representative.
 - A4.2.3.2 Once an IC is appointed and has assessed the situation, he or she will determine any change in callout status. This individual is responsible for all operational decisions on scene and for all requests of conference resources. All groups must call in when pagers are activated to determine the status and details of the callout. All groups must contact their members if instructed by an DS.
- A4.2.4 If a limited number of resources are requests (A QRT callout for example), the AO may decide to place nearby groups on some level of callout while the rest of the Conference is on alert.
- A4.2.5 For information pertaining to decision regarding the use of the UVA medical helicopter, Pegasus, see the supplemental annex 10 titled "Pegasus Response Guidelines". For decisions regarding the use of the Park Police's helicopter contact VADES for coordination.
- A4.2.6 The DS must identify or designate a Dispatch Officer (DO) or assume that function.
- A4.2.7 The DS will report directly to the AR for all operational

decisions during an incident. The DS will report directly to ACA if the AR is of IS rank or below. The DS will report directly to the ASRC Conference Chairman for changes in policy decisions.

A4.2.8 The DS may activate ACA if needed.

A4.2.9 During periods of low activity, the DS may authorize the DO to physically leave the dispatch office unstaffed if an answering machine is set to answer the dispatch phone line with a message describing the current mission status and detailing how to contact the DS if needed.

A4.2.10 During any ASRC incident, the DS is responsible for maintaining a conference dispatch, for finding a replacement DS, and for providing continuity between dispatch locations and shifts.

A4.2.11 The DS is responsible for ensuring Dispatch closes properly

A4.3 Conference Dispatch Officer

A4.3.1 The initial DO is responsible for initiating the Dispatch function.

A4.3.2 The DO is responsible for recruiting additional help as needed to insure timely dispatching.

A4.2.3 It is the responsibility of the DO to maintain an updated list of GDO's for each group, including a pager or telephone number where the person can be reached.

A4.2.4 The DO will keep a log of every telephone conversation that occurs during a mission, including the time of the calls.

A4.2.5 The Conference DO will keep an updated status board that monitors the availability of members of every group.

A4.2.6 The Conference DO will maintain contact with Mission base at least every six hours and will pass updated information to every group dispatch and to VADES.

A4.2.7 If the Conference was alerted through UVA MEDCOMM, the Conference DO will keep MEDCOM apprised of the mission situation every twenty four hours.

A4.2.8 ASRC Dispatch is responsible for all operational dispatch functions. If an ASRC group is not capable of performing its own dispatch function, the ASRC DO is responsible for maintaining that group's dispatch.

- A4.2.9 The Conference DO is responsible for passing to the group DO at least once each day:
 - A4.2.9.1 Changes in weather, base location or directions,
 - A4.2.9.2 Changes in alert status,
 - A4.2.9.3 When group members reach or leave base,
 - A4.2.9.4 Incident update,
- A4.2.10 If contacted by members of the press, the Conference DO has two options:
 - A4.2.10.1 The DO can refer the reporter to the IC or ACA.
 - A4.2.10.2 The IC or ACA may approve a press statement to be given by the DO.
- A4.2.12 The Conference DO is responsible for filling equipment requests from the base. This includes calling other groups to see what is available. This may include dispatching personnel to the search solely for the purpose of transporting equipment.
- A4.2.13 Once Dispatch has been notified by Base that there is a find, or that a decision has been made to suspend the mission, all groups must be contacted immediately. If there are teams en route, a turn-around page must be issued. If teams are en route without a pager and have not called in Dispatch must notify Base that there are still incoming personnel.
- A4.2.14 The DO is responsible for talking to each of the GDO's to ascertain that they have received an end-of-search page. This may include calling the GDO directly.
- A4.2.15 The Conference DO is responsible for contacting VADES to notify them that the mission is closing, unless VADES notified Dispatch first.
- A4.2.16 If Dispatch is closing, all groups must first be notified. If any group has members who are unaccounted for, or if any group cites a reason why dispatch should not close, then Dispatch will remain open or reopen until all Conference members have returned.
- A4.2.17 The Conference DO will notify VADES Watch Officer when Dispatch closes. If the ASRC was alerted through UVA MEDCOM, the Conference DO will notify the MEDCOM operator that dispatch is

closing.

A4.2.18 The Conference DO at closing is responsible for filing the Dispatch Log with the mission files.

A4.3 Group Dispatch - The Group Dispatch Officer (GDO) is allocated to fulfill the local dispatch function. The GDO gathers and relays information between the Group and DO. Given the nature of ASRC response requirements, this may be a time critical function and may entail multiple types of data gathering (eg. find which IS's are available before doing a general call-out). The GDO is also responsible for coordinating the local group response and may be called upon to support the DO function on an as needed basis. This functions therefore includes the following subfunctions:

A4.3.1 It is the responsibility of every GDO to contact all of the members in the group to determine availability.

A4.3.2 The GDO is responsible for finding a replacement, recruiting help as necessary to support timely dispatching and maintaining group information continuity.

A4.3.3 It is not the responsibility of the GDO to determine the level of the callout for the group members. The DO will pass on the information already determined by the AO or IC. In the case of conflicts between DO and GDO, the DO's decision take precedence unless noted otherwise in ASRC documents.

A4.3.4 The GDO is responsible for passing to the DO:

A4.3.4.1 Availability of members by training level, including names of individual IC and IS members who are available.

A4.3.4.2 Time when members leave to respond to a mission.

A4.3.4.3 Notification when all members have return from the mission, if Conference dispatch has not closed already.

A4.3.5 If a group DO is contacted by a member of the press, he or she must refer the reporter to Conference Dispatch.

A4.3.6 The group DO is responsible for answering every page from Conference Dispatch. There may be more information to pass along, or a change in callout status.

A4.3.7 The GDO is responsible for contacting members after being

notified that a mission is closing. This is particularly important for members who are preparing to respond or who are en route. If members en route can not be reached, the Conference DO must be notified.

- A4.3.8 The GDO is responsible for knowing when all members have returned from a mission and must remain open or available until receiving notification that all members have returned.

A4.4 The Alert Dispatch Officer (ADO)

A4.2.1 Administrative

- A4.2.1.1 The ADO will ensure that all necessary agencies have current alerting information.

- A4.2.1.2 The ADO will ensure that AO's, IC's and Group Dispatch Offices (GDO) are aware of all changes in the alert and dispatch procedures.

- A4.2.1.3 The ADO is responsible for maintaining a Conference list of ACAs, ICs, ISs and other specialized categories.

- A4.2.1.4 The ADO in conjunction with the Conference Secretary will keep a Conference Alert roster.

- A4.2.1.5 The ADO will keep a list of Group Dispatch Officers.

A4.2.2 Responsibility for Conference Alert Officers

- A4.2.2.1 The ADO provides training and testing for news AOs.

- A4.2.2.2 The ADO critiques AO performance and if needed reports to the BOD.

A4.2.3 Maintaining the ASRC pagers and Pager Net

- A4.2.3.1 The ADO is responsible for all ASRC pagers.

- A4.2.3.2.1 The ADO may assign the ASRC Pagers with the approval of the ASRC Bod.

- A4.2.3.2.2 The ADO will keep the pagers in working order.

- A4.2.3.2.3 The ADO can send pagers in for repairs with the approval of the ASRC BOD and

treasurer.

A4.2.3.2.4 The ADO will keep an inventory of ASRC pagers.

A4.2.3.2 The ADO will ensure the working order of the ASRC net.

A4.2.3.2.1 The ADO is responsible for weekly pager test.

A4.2.3.2.2.1 If a group does not call the ADO will check with that group to see if the ASRC net is working on their pagers.

A4.2.3.2.2.2 If the pager net is not working, the ADO will immediately work to correct this problem.

A4.2.3.3 The ADO will distribute any pertinent information to the GDOs about the pager net.

A4.2.3.2.3.1 The ADO is responsible for reviewing the ASRC pager codes and bringing suggestions to the ASRC BOD.

A4.2.4 The ADO is responsible for the administrative oversight of the alerting and dispatching of the Conference.

A4.2.4.1 The ADO will provide a central administrative contact for any difficulty with conference alert, dispatch and/or group dispatch.

A4.3.4.1.1 The ADO will facilitate communications between the ASRC BOD, AOs, Conference Dispatch, and group dispatch.

A4.3.4.1.2 In the event of difficulty the ADO will present the problem and his/her recommendations to the ASRC BOD

A4.2.4.2 The ADO will re-evaluate Conference Alert/Dispatch procedures quarterly and make recommendations.

A4.2.4.3 The ADO will work with the GDO of any group to correct any short comings in Conference Dispatch and/or the Group's Dispatch.

A4.2.4.4 Members of the ASRC can come to the ADO if they have a problem with their group dispatch.

A4.2.5 ADO Qualifications

A4.2.5.1 ADO must be a ASRC AO.

A4.2.5.2 ADO must have been an AO for at least three alerts.

A4.2.5.3 ADO must receive a simple majority vote of approval from the ASRC BOD.

ANNEX FIVE COMPREHENSIVE REVIEW

- A5.1 *Verification of membership will be by the presentation of Rosters covering the entire review period.*
- A5.2 *Groups must demonstrate that they have paid the required ASRC Conference dues for all period prior to the review, including the present. They must demonstrate that they have paid the Corporation Commission fees as required by the SCC.*
- A5.3 *The Groups must present written proof of attendance at the various events being claimed to meet the involvement clause. Dispatch logs, minutes, sign-in sheets are adequate written documentation.*
- A5.4 *The Group must present its training records for each active person, its 501 -(c) 3 certification, Articles of Incorporation, Bylaws and its written policy and procedural manuals.*
- A5.5 *Failure of Review - The ASRC BOD shall determine if the standards required for re-certification have been met by a simple majority vote based on the presentation of the materials given to the ASRC TO, the comments of Group members attending the meeting, and review of the materials presented by the BOD members. If the Vote is negative the following measures may be applied, but the Group must be notified by the Secretary through certified mail within a ten day period following the vote.*
- A5.5.1 *Deficiencies Found During the Review - For any deficiencies found during the review the Group by a simple majority vote of the BOD may be placed on probation for an eighteen month period, during which time they must correct the problem.*
- A5.5.1.1 *If by the BOD meeting prior to the end of the eighteenth month of the probationary period, they have not given written proof of correction of the problem, then the Group can be reduced by a simple majority vote of the BOD to a probationary Certified Group status.*
- A5.5.1.2 *If the Group wishes to apply for again for Certified status then they must meet all of the requirements for a new group requesting certification status.*
- A5.6. *Groups on Probation - If any offenses are noted during the time a Group is placed on probationary status, Article III, Section 3.8 of the ASRC bylaws shall be invoked with the possible consequences of removal of the Group charter.*

ANNEX SIX PERSONAL REQUIREMENTS

A4.1 Minimum Personal equipment List

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

- Appropriate clothes and footwear for both fair and foul weather
- Water container of one or two liter capacity
- Day pack (knapsack is sufficient)
- Five large heavy-duty plastic trash bags (or equivalent shelter)
- Food for 48 hours
- Headlamp or flashlight and second light source
- Lighter, matches and candle or equivalent fire source
- Knife
- Compass
- Personal first aid kit
- Waterproof pen/pencil and paper
- Whistle
- Two pairs of plastic or vinyl examination gloves

A4.2 Supply Requirements - All ASRC members responding to a mission shall carry food and supplies for a period of forty eight hours.

A4.3 Air Transportation requirements - If a member choose to accept air transport, they must commit at least forty eight hours to the mission. Return flights are not guaranteed. When flying in rotary wing aircraft members must wear fire-retardant clothing if available.

A4.4 All responding ASRC members of a ARC Group that is a member of the Virginia SAR Council will *obtain and carry a Virginia SAR Council identification card.*

ANNEX SEVEN
UNIFORM STANDARD AN ALLOWABLE USE OF THE ASRC EMBLEM\LOGO

A7.1 Statement of intent - The ASRC uniform has been designed to meet several objectives. First and foremost, it serves as the organization's primary means of identifying members as ASRC resources. It is, therefore, necessary to limit the number of, and variability within, uniforms. Second, it has been kept as simple as possible. It is intended to be functional, easily available, and low in cost. Third, suitability to the environment in which members function has been considered, but the increased cost and decreased availability of clothing designed specifically for the range of conditions to which ASRC members are exposed could not be justified within the context of a uniform requirement.

A7.2 Standard

A7.2.1 Overview - Apparel utilized by persons representing the ASRC shall be socially acceptable (i.e. not display inappropriate statements, images, et cetera.), shall promote a professional appearance, and shall, to the extent possible be appropriate for the terrain and weather to which the wearer is likely to be exposed. Members shall refrain from wearing apparel that identifies as associates them with non-ASRC organizations.

A7.2.2 Use of the ASRC Name, Patch, and Emblem/Logo - The ASRC name, emblem or logo, whether incorporated in the ASRC patch or in some other form, is the most readily recognized symbol of the organization. Its use on missions or for official business purposes is encouraged. However, general personal use of the name/emblem/logo provides unacceptable opportunity for misrepresentation of the organization. The use of the ASRC name, patch and/or emblem/logo shall be limited to official ASRC or Group business (including, but not limited to, training in incidents. This in no way prohibits the use of the name, patch or emblem/logo on personal items, provided those items are used solely while engaged in ASRC activities, or any ASRC identification is removed or concealed when items are used for non-ASRC functions.

A7.2.3 Display of ASRC patches by NON ASRC Organizations - Non-ASRC organizations/individuals may receive patches for display in patch collections (ot other appropriate displays) through request to the ASRC BOD.

A7.2.4 Uniform Components - The ASRC uniform shall consist of the following:

A7.2.4.1 Primary uniform shirt

- * A long-sleeved shirt, medium blue in color.
- * The ASRC patch shall be affixed to the left sleeve, just below shoulder level.
- * The ASRC name tag (approximately 3/4" x 3", with member's name and "Appalachian Search and Rescue" in white lettering on a blue background shall be affixed over right pocket.
- * A medical certification patch may be affixed to the right sleeve, and just below shoulder level.
- * A MRA or state seal patch may be affixed over the left pocket.
- * An ASRC training level rocker, displaying the members level of training certification may be affixed below the ASRC patch.
- * No other embellishments to the primary uniform shirt shall be employed.

A7.2.3.2 Light Weight Uniform Shirt

- * Bright yellow t-shirt
- * The ASRC symbol/corporate name may be incorporated for official ASRC business only.
- * The ASRC name tag shall be affixed so as to be visible.

A7.2.3.3 Pants

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

A7.2.3.4 Outer Clothing Articles - Outer clothing articles are left to the discretion of the individual, provided they complied with the conditions specified within this standard.

A7.2.4 Other Form of Identification

A7.2.4.1 The ASRC name tag may be utilized with appropriate outer

garments or equipment to identify the wearer as a member of ASRC.

A7.2.4.2 The use of personal identification badge/tag in conjunction with the uniform or as a general method identification is encouraged, provided said identification complies with the tenets of this standard.

A7.2.4.3 The use of functional area (e.g. ICS position) identification badge/tags are in no way prohibited by this standard, provided said identification complies with the tenets of this standard.

A7.2.5 Use of the uniform

A7.2.4.1 Any member, in good standing, of the ASRC may wear the ASRC uniform provided they have achieved the training level of Call-out Qualified. Trainees may dress in uniform-like apparel, but may not utilize the ASRC patch or emblem/logo. Trainees may utilize the ASRC name tag if authorized to do so by their group training officer.

A7.2.4.2 Members are encouraged to wear the uniform when representing the ASRC on missions or other functions. Team leaders and incident staff are encouraged strongly to utilize easily visible ASRC identification (uniform or other) when serving in their respective functions.

A7.2.4.3 Persons shall not wear the ASRC uniform, nor shall they display the ASRC name, patch, or emblem/logo, when engaging in non-ASRC activities.

**ANNEX EIGHT
COMMUNICATION PROCEDURES**

**ANNEX NINE
SEARCH AND RESCUE OPERATIONS MANUAL**

**ANNEX TEN
MEDICAL PROTOCOLS**