

ASRC OPERATIONS MANUAL...  
APPALACHIAN SEARCH AND RESCUE CONFERENCE  
(Sections 1, 2, 3, 5, & 6)

Version 2.0  
February 1995

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## Section 1. Overview.

1.1 Missions of the Appalachian Search And Rescue Conference - The Appalachian Search And Rescue Conference (ASRC) provides a series of services, as defined below:

### 1.1.1 Primary Missions Of The ASRC - The ASRC has two primary missions

1.1.1.1 Lost Person Search and Rescue: One of the primary missions 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 in the Mid-Atlantic region of the United States. 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.

1.1.1.2 Downed Aircraft Incident - The ASRC will respond to downed aircraft incidents to support the ground portions of the operations. The ASRC will not attempt to coordinate large scale aerial searching.

1.1.1.3 Mutual Aide - The ASRC desires to enter into mutual aide agreements with other SAR providers. In addition, the ASRC desires to enter into official Memorandum of Understanding or similar agreements with the appropriate legal and SAR agencies. These agreements are made at the discretion of the ASRC BOD. However, the ASRC Operations Officer and Operations Committee should be consulted prior to entering into a standing relationship.

1.1.1.4 Mid-Atlantic Region - For the purposes of this document, the Mid-Atlantic Region is defined as the states and Districts of Virginia, Maryland, Washington D.C., and Pennsylvania. (TBD: NC? WV. ?)

1.1.2 Secondary Missions Of The ASRC. - The ASRC is also performs numerous secondary missions:

1.1.2.1 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. SP - PREVENTIVE?

1.1.2.2 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.

1.1.2.3 Cave Rescue - The ASRC may support Cave Rescue incidents, however, the ASRC will not provide the primary response for a cave rescue incident.

1.1.2.4 Swiftwater Rescue - The ASRC may support Swiftwater Rescue incidents, however, the ASRC will not provide the primary response for swiftwater rescues.

1.1.2.5 URBAN (DISASTER) SEARCH

**1.1.3 Disaster Assistance** - The ASRC may participate in Mass Casualty or Disaster Relief operations.

**1.1.3.1 Commonwealth of Virginia Disaster Plan** - The ASRC may respond to any mass casualty incident or disaster, provided DES has requested ASRC through normal procedures and an ASRC ACA agrees to support the incident.

**1.1.3.2 Disaster Plans of Other States** - The ASRC may respond to any mass casualty incident or disaster, provided legal authority is given by the Responsible Agent for that State and an ASRC ACA agrees to support the incident.

**1.1.3.3 United States of America Disaster Plan** - The ASRC may respond to any mass casualty incident or disaster, provided legal authority is given by the Responsible Federal Agency for that Disaster and an ASRC ACA agrees to support the incident.

*with "Plan"*  
**1.1.3.4 International Disaster Plan** - The ASRC may respond to any mass casualty incident or disaster, provided legal authority is given by the Responsible Federal Agency for that incident and an ASRC ACA agrees to support the incident.

## **1.2 General Information On ASRC processes and documentation.**

The ASRC maintains a series of documents to aide in creating, maintaining, and overseeing all ASRC activities, both administrative and operational activities. These documents include,

- The Articles of Incorporation
- The Bylaws
- The ASRC Operations Manual
- The ASRC General Administration Manual
- The ASRC Training Standards

Taken together, these documents provides a framework describing how to interact both within the ASRC and with external agencies.

## **1.3 General Information about the Operations Manual.**

**1.3.1 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) operations in the form of the ASRC Operations Manual.

**1.3.2. Precedence** - In cases of conflict, the ASRC Articles of Incorporation and ASRC Bylaws have precedence over this document. In the event that conflicts between this document and either (1) the ASRC Training standards, or (2) the ASRC General Administration Manual, the ASRC BOD shall arbitrate the conflict. In the event that there is a conflict between this document and either the ASRC BOD or the ASRC General Membership, the ASRC BOD or the ASRC General Membership shall have

precedence over this document. This document shall have authority over all other ASRC operational documents and procedures, including internal Group Operational rules, procedures and policies (as explained in TBD). This document supersedes all previous ASRC operational rules, procedures, and policies.

**1.3.3. Purpose** - This Operations Manual is intended to disseminate the operational policy of the ASRC to all ASRC members and other interested parties. Such information should assist the public through greater familiarity with ASRC SAR operations and thus result in more efficient joint SAR operations.

**1.3.4 Types of Regulations** - These regulations, procedures, and policies are divided into five sets of policies as shown in figure 1-1: (1) ASRC Non-Incident Operational Policies, (2) ASRC Incident Operational Policies, (3) Group Non-Incident Operational Policies, (4) Group Incident Operational Policies, and (5) Membership Operational Policies.

**1.3.4.1 ASRC Non-Incident Operational Policies** - The ASRC Non-Incident Operational Policies, provide the framework needed at the Conference Level to perform administrative functions that are related to field operations.

These ASRC Non-Incident Operational Policies include the duties and responsibilities of the:

- (1) the ASRC Operations Officer
- (2) the ASRC Safety Officer
- (3) the ASRC Communication Coordinator
- (4) the ASRC Medical Coordinator
- (5) the ASRC Dispatch Coordinator
- (6) the ASRC Alert Process Coordinator

These ASRC Non-Incident Operational Policies also define:

- (7) the allocation of authority for operations oversight,
- (8) maintenance and dissemination of all operations policies,
- (9) the disposition and maintenance of ASRC owned gear

These ASRC Non-Incident Operational Policies explicitly exclude:

- (1) Training processes,
- (2) General ASRC Conference business, personnel, and administration policies,
- (3) Local group business, personnel, and administration policies.

**1.3.4.2 ASRC Incident Operational Policies** - The ASRC Incident Policies, provide a basis for actual field operations at the conference level. These policies are described elsewhere in this document.

**1.3.4.3 Group Non-Incident Operational Policies** - The Group Non-Incident Operational Policies, provide the framework, as required by the conference, needed to perform administrative functions that are related to field operations and to support ASRC Non-Incident Operational needs.

These Non-Incident Operational Policies include the conference duties and responsibilities of the

- (1) the Group's Chair

These Non-Incident Operational Policies also define:

- (2) the minimal group equipment requirements,
- (3) the minimal group operational record keeping requirements,

These Non-Incident Operational Policies explicitly exclude:

- (1) All other internal local Group operational processes
- (2) All local Group business, personnel, and administration policies.

**1.3.4.4 Group Incident Operational Policies** - The Group Incident Policies, provide a basis for actual field operations by a group within the context of the ASRC. These policies are described elsewhere in this document.

**1.3.4.5 Membership Operational Policies** - The Membership Incident Policies, provide a basis for actual field operations by a member of the ASRC. These policies are described elsewhere in this document.

**1.3.5 Application of Regulations** - These regulations, procedures, and policies will be in effect whenever (1) members of the ASRC represent themselves as such or respond as an agent of the ASRC, or (2) as appropriate with respect to internal ASRC operational protocols.

#### **1.4 The General Intent of ASRC Operations:**

**1.4.1 The ASRC Response to an Incident** - The ASRC is a conference composed of many individual organizations called groups. The intent of the ASRC is to provide a consistent minimal operational capability across all the groups, so that all groups would act in the same fashion when operating in the field. The ASRC responds to an incident only as the ASRC, not as a series of individual groups, nor as a set of individuals.

**1.4.2 Group Authority In the Field** - Individual groups have very limited authority once they respond to an incident. The authority they do have includes:

- Authority over their equipment ? \*\*
- Authority over members who are minors.
- May exercise authority over personnel ?

\*\* The current practice in the ASRC is to allow for unrestricted use of Group Owned Gear during an incident. The gear is assigned to the ASRC AR for disposition by the AR during the incident.

**1.4.3 Division of Authority in Support of Field Operations** - While the ASRC is a conference composed of many individual groups, the ASRC recognizes that each group tends to have a different personality. The ASRC does not want to impose regulations needlessly on the groups. Therefore, the ASRC leaves a fair amount of flexibility up to each group in terms of how it performs its internal operations. The areas where the

group performance impacts the overall conference performance, however, are areas where the conference has the authority to require changes of a group. In general, the conference can only require performance changes; the Conference cannot dictate the process.

**1.4.4 Authority Over Individuals** - Once an individual member of the ASRC commits to responding to an incident, the conference has the authority to order the individual's efforts, except for the following:

- Personal safety
- Personal finances
- Personal gear
- The ability to withdraw from an incident.
- To provide services beyond the member's level of training.

**(TBD: The ASRC allows each group the right and authority to limit the response of their members to an incident. )**

**1.4.5 Authority Over Minors** - Once a member of the ASRC who is under the age of 18 commits to responding to an incident, the minor shall have the same privileges called out in 1.4.4, except that all minors shall obey all reasonable directions from their on-scene coordinator as described in section TBD. **[TBD: The ASRC therefore reserves the right and authority to limit the response and utilization of minors at an incident. The ASRC also allows each group the right and authority to limit the response and utilization of minors at an incident.]**

## **1.5 Responsibility for the Operations Manuals:**

**1.5.1 General Maintenance of the Operations Manuals** - The ASRC Operations Officer is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all ASRC Operations Manual(s).

**1.5.1.1 Change Pages** - The ASRC Operations Officer is responsible for preparation, publication, and dissemination of change pages to the ASRC Operations Manual(s). The change pages shall be issued to the ASRC Chair, the ASRC Secretary, Incident Commanders, Chairs of each group, and Members of the Board of Directors by the next regularly scheduled BOD meeting.

**1.5.1.2 Change Page Master List** - The ASRC Operations Officer is responsible for maintaining and disseminating as necessary, a master list of all change pages to the ASRC Operations Manual(s).

**1.5.1.3 New Versions** - The ASRC Operations Officer is responsible for periodically publishing a new version of the Operations Manual(s) that has all prior changes incorporated into the manual(s). The new manual(s) shall be published under a new version number.

**1.5.2 Authority for Changes and Updates** - The information in this manual and its annexes may be changed under the direction of the ASRC BOD, or under the sole

authority of the ASRC Operations Officer. The majority of the changes to this document are envisioned to be made in a routine fashion via the BOD.

**1.5.2.1 Routine Changes and Updates** - 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 and other appropriate officers and coordinators should be sought prior to any proposed changes.

**1.5.2.2 Emergency Changes and Updates** - The information in this manual and its annexes may be changed under the authority the ASRC Operations Officer. Such changes take effect immediately after the following individuals have been informed of the changes and their intent: ASRC Operations coordinators and officers, ACAs, ICs, the ASRC Chair, all Group Chairs, and others as necessary. All Emergency Changes and Updates must be approved by the ASRC Board of Directors or General Membership at the next meeting in order to remain in effect.

## **1.6 Responsibility for other Operations Documents:**

**1.6.1 General Maintenance of the Operations Documents** - The ASRC Operations Officer is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all other ASRC Operations Documents, including operations administrative forms and ASRC Operations Kit forms, etc.



## **Section 2. ASRC Non-Incident Operational Policies**

**2.1 Administration of Non-Incident Operational Policy** - these policies and procedures shall be administered by the following:

**2.1.1 ASRC Operations Officer** - The ASRC Operations Officer has the primary responsibility for directing, coordinating, and leading ASRC Operations Administration and ensuring ASRC-wide compliance with ASRC Operational policies.

**2.1.2 Chair of the ASRC BOD** - The Chair of the ASRC BOD is ultimately responsible for ensuring ASRC-wide compliance with ASRC operational policy and procedures. It is understood that the Chair will normally work through the offices of the ASRC Operations Officer.

**2.1.3 Group Chair** - The ASRC is composed of organizations called Groups. The Group Chair (or other chief executive officer) is responsible for ensuring Group compliance with all ASRC Operational Policies.

**2.1.4 Group Operations Officers** - The Group Operations Officer is responsible for assisting the Group Chair in ensuring Group compliance with all ASRC operational policy and procedures.

**2.2 Administration of ASRC Incident Policy** - this policy shall be administered by the following:

**2.2.1 ASRC Agency Representatives** - An ASRC Agency Representative (AR) serves as the official agent of the ASRC on incidents. The ASRC AR must make and enforce all on-scene operational decisions. During the course of an incident involving the ASRC, the ASRC AR is responsible for compliance by ASRC members with ASRC operational policy and procedures. Details on the AR role are contained in section 3.

**2.2.2 ASRC Area Command Authority** - An ASRC Area Command Authority (ACA) may also serve as the official agent of the ASRC for operational incidents and has the authority to make and enforce all operational decisions. During the course of an incident involving the ASRC, if activated, the ASRC ACA, working through the on-scene AR, is responsible for compliance by ASRC members with ASRC operational policy and procedures. Details on the ACA role are contained in section 3.

**2.3 Restraining Action** - The ASRC Operations Officer may restrain any ASRC member from actively participating in ASRC operations, provided the cause of restraint has operational significance. The details of the restraint may be tailored to the whatever extent desired by the Operations Officer. All such restraining actions shall be resolved by the ASRC BOD within three months, preferably at the next BOD meeting, by following the due process procedures outlined in the ASRC General Administration Manual. (TBD Failure to resolve the issue means that the issue shall be dropped and the restraint removed.)

**2.3.1 Operations Officer Duties in the cause of a Restraining action** - Prior to the Operations Officer decision to restrain a member from further operational participation,

the operations officer must contact the individual(s) in question and discuss the issue with the individual(s). After that has occurred, and in the case the Operations Officer then deems it necessary to restrain a member from further operational participation, the Operations Officer must first inform the individual of the restraining action, followed by the ASRC Chair (TBD and the appropriate Group Chair).

**2.3.2 The Role of the ASRC Chair** - As a check and balance, the ASRC Chair also has the authority to restrain any member of the ASRC. However, it is recommended that in practice, the ASRC Chair defer to the ASRC Operations Officer and that the Chair only restrain the ASRC Operations Officer when deemed necessary. All actions prescribed to the ASRC Operations Officer (in sections 2.3 and 2.3.1, apply to the ASRC Chair with regards to restraining the ASRC Operations Officer.

**2.4 ASRC BOD Intervention** - The ASRC BOD reserves the right to intervene in the case of any transgressions of ASRC operational policies, procedures, or Board Directives. The actions of the ASRC BOD supersede those of either the ASRC Chair or the ASRC Operations Officer. In the event that the ASRC BOD intervenes, the ASRC BOD shall inform the ASRC Chair and Operations Officer of the BOD actions.

**2.5 Roles and Responsibilities of the ASRC Operations officer** - The ASRC Operations Officer has numerous roles and responsibilities as outlined in sections 1.4.1, 1.4.2, 2.1.1, and 2.3. The following are additional roles and responsibilities of the Operations Officer.

**2.5.1 Annual Review** - The ASRC Operations Officer will ensure that an annual review of this manual and its annexes occurs and will present suggested changes to the ASRC BOD at the first BOD meeting of the new calendar year.

**2.5.2 The ASRC Operations Committee Chair** - The ASRC Operations Officer shall be the Chair of the Operations Committee.

**2.5.3 Support the Certification of New Groups** - The Operations Officer shall support the certification process called for in the ASRC General Administration Manual. The Operations Officer shall review a group's compliance with the operational requirements as set forth in this manual. It is recommended that other members of the Operations Committee be involved in the Certification Process.

**2.5.4 Support the 36 Month Group Review** - The Operations Officer shall support the 36 month review process called for in the ASRC General Administration Manual. The Operations Officer shall review a group's compliance to the operations portion of the 36 month review process and make an appropriate recommendation to the BOD. It is recommended that other members of the Operations Committee be involved in the Certification Process.

**2.5.5 Support the ASRC BOD** - The Operations Officer shall support the ASRC BOD as directed by the ASRC BOD.

**2.5.6 Coordinate the other Operational Officers and Coordinators** - The ASRC Operations Officer shall be responsible for the oversight and coordination of the following:

- the ASRC Safety Officer
- the ASRC Communications Officer
- the ASRC Medical Officer
- the ASRC Dispatch Coordinator
- the ASRC Alert Process Coordinator

**2.5.7 Analyze ASRC Operations** - The Operations Officer shall oversee the analysis of past operations to determine that "best practices" are identified, determine the quality of the services offered by the ASRC, and to ensure that "lessons learned" are incorporated into the ASRC future operations.

**2.5.7.1 Annual report** - The ASRC Operations Officer shall submit an annual report describing the quality of services provided by the ASRC. This report shall address areas needing additional improvement and areas where high quality is consistently being achieved. This report shall be submitted at the annual General Membership Meeting. This report shall also highlight all significant changes to the ASRC Operations Manual(s) that occurred during the last year.

**2.6 Roles and Responsibilities of the ASRC Operations Committee** - The ASRC operations committee is responsible for fulfilling the following:

**2.6.1 Operational Coordination** - The ASRC Operations Committee shall be a forum for coordinating all the operations activities associated with the ASRC.

**2.6.2 Operations Research** - The ASRC Operations Committee shall support the analysis of past ASRC operations.

**2.6.3 Manual Updates** - The ASRC Operations Committee shall support the process of updating the ASRC Operations Manual.

**2.7 Roles and Responsibilities of ASRC Groups** - ASRC groups are required to support ASRC Non-Incident Operations Administration as outlined in section 3.

**2.8 Roles and Responsibilities of the ASRC Communications Officer** - The ASRC Communications officer shall perform directly or oversee the following duties.

**2.8.1 ASRC Operations Committee Participation** - The ASRC Communications Officer shall be a member of the Operations Committee.

**2.8.2 Maintenance of ASRC Communications Standards** - The ASRC Communications Officer shall recommend ASRC communications standards to the ASRC BOD. If approved, the ASRC Communications Officer shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

**2.8.3 Maintenance of ASRC Radio Licenses** - The ASRC Communications Officer, under the direction of the ASRC BOD, shall be responsible for maintaining, updating, and renewing ASRC radio licenses. All licenses shall be disseminated to the appropriate ASRC members on an as-needed basis.

**2.8.4 Use of ASRC Radio Licenses** - The ASRC Communications Officer shall monitor the use of ASRC radio licenses. The ASRC Communications Officer shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that ASRC members or groups are abusing the radio license.

**2.8.5 Mutual Aid Use of Radio Licenses** - The ASRC Communications Officer shall make recommendations to the ASRC BOD to allow outside agencies the rights and privileges to operate under some portion of or all of the ASRC radio licenses. The ASRC Communications Officer shall also make recommendations to the ASRC BOD concerning entering into an agreement to allow the ASRC to use another agency's license. Under the direction of the ASRC BOD, the ASRC Communications Officer shall enter the ASRC into mutual aid agreements with outside agencies.

**2.8.6 Radio Equipment Standards and Procurements** - The ASRC Communications Officer shall make recommendations to the ASRC BOD establishing requirements for, standards, radio frequency/channels needs, and the procurement of ASRC communications equipment, excluding the communication devices and services used primarily for dispatch or alerting.

**2.8.7 Liaison to the ASRC Training Officer** - The ASRC Communications Officer shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the communications portion of the ASRC training.

**2.8.8 Communications Quality Assurance** - The ASRC Communications Officer shall assess the quality of the wireless communications procedures, training, and performance of both voice and electronic data communications used on-scene.

**2.8.9 Communications Related Document Review** - The ASRC Communications Officer shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with procedures, training, and performance of wireless on-scene voice or data communications.

**2.8.10 Communications Related Analysis and Review** - The ASRC Communications Officer shall be responsible for reviewing and preparing recommendations concerning ASRC requirements, training, and performance for wireless on-scene voice or data communications.

**2.9 Roles and Responsibilities of the ASRC Safety Officer** - The ASRC Safety Officer shall perform directly or oversee the following duties and functions.

**2.9.1 ASRC Operations Committee Participation** - The ASRC Safety Officer shall be a member of the Operations Committee.

**2.9.2 Maintenance of ASRC Safety Standards** - The ASRC Safety Officer shall recommend ASRC safety standards to the ASRC BOD. If approved, the ASRC Safety Officer shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

**2.9.3 Analysis of ASRC Safety Processes** - The ASRC Safety Officer shall be responsible for analyzing potential safety hazards, reviewing safety related incidents, and advising both the ASRC Operations Officer and the BOD of significant safety issues.

**2.9.4 Performance Under ASRC Safety Standards** - The ASRC Safety Officer has the authority to monitor of the overall Conference, each local Group, and every individual member's safety performance. The ASRC Safety Officer shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference, the Groups, or individual ASRC members consistently fail to perform to safety standards set forth.

**2.9.5 Response to Safety Incidents** - The ASRC Safety Officer shall be responsible for investigating all reported medical problems, illnesses, and injuries.

**2.9.5.1 Investigation** - The ASRC Safety Officer will investigate the incident and report to the next BOD meeting:

**2.9.5.2 Report** - A summary of the incident which will include: what happened, the extent of the accident, injury or illness.

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

**2.9.6 Liaison to the ASRC Training Officer** - The ASRC Safety Officer shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the safety portion of the ASRC training.

**2.9.7 Safety Related Document Review** - The ASRC Safety Officer shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with safety procedures, training, and performance used for all ASRC activities.

**2.10 Roles and Responsibilities of the ASRC Medical Officer** - The ASRC Medical officer shall perform directly or oversee the following duties and functions.

**2.10.1 ASRC Operations Committee Participation** - The ASRC Medical Officer shall be a member of the Operations Committee.

**2.10.2 Maintenance of ASRC Medical Standards** - The ASRC Medical Officer shall recommend ASRC medical standards to the ASRC BOD. All appropriate federal, state, and local legal requirements, operational requirements, and other established agreements shall be considered in developing these ASRC standards. If approved, the ASRC Medical Officer shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

**2.10.3 Maintenance of Medical Documents** - The ASRC Medical Officer shall be responsible for maintaining, updating, submitting, and renewing ASRC medical documentation in keeping with all appropriate federal, state, and local rules and laws.

- 2.10.3.1 Review of Medical Case Histories** - The ASRC Medical Officer shall be responsible for reviewing all field documentation to ensure that proper patient care is being rendered, and to initiate follow-up for training and safety reasons. All such reviews are strictly confidential, and any patient information shall not be divulged.
- 2.10.3.2 Normal Review of ALS Medical Case Histories** - In all cases where the ASRC provides ALS treatment to a patient, the patient's medical history will be submitted to the appropriate ASRC Operational Medical Director for review.
- 2.10.3.3 Special Review of ALS Medical Case Histories** - If the Operational Medical Director questions the diagnosis, treatment, or other related matters, he/she will direct these question, comments to the ASRC Medical Officer, who may talk with the care giver.
- 2.10.4 Performance Under ASRC Medical Standards** - The ASRC Medical Officer shall monitor the overall Conference, local Group, and individual member medical performance. The ASRC Medical Officer shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference, the Groups, or individual ASRC members consistently fail to perform to the standards set forth.
- 2.10.5 Liaison to Medical Advisors** - The ASRC Medical Officer will coordinate any and all liaisons to ASRC Operational Medical Directors.
- 2.10.6 Liaison to the ASRC Training Officer** - The ASRC Medical Officer shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the medical portion of the ASRC training.
- 2.10.7 Medical Quality Assurance** - The ASRC Medical Officer shall assess the quality of the medical procedures, training, and performance. The ASRC Medical Officer shall, on an as needed basis, prepare recommendations concerning ASRC requirements for medical procedures, training, and performance.
- 2.10.8 Medical Related Document Review** - The ASRC Medical Officer shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with medical procedures, training, and performance.
- 2.11 Roles and Responsibilities of the ASRC Dispatch Coordinator** - The ASRC Dispatch Coordinator shall perform directly or oversee the following duties and functions.
- 2.11.1 ASRC Operations Committee Participation** - The ASRC Dispatch Coordinator shall be a member of the Operations Committee.
- 2.11.2 Maintenance of ASRC Dispatch Standards** - The ASRC Dispatch Coordinator shall recommend ASRC dispatch standards to the ASRC BOD. If approved, the ASRC Dispatch Coordinator shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

**2.11.3 Performance Under ASRC Dispatch Standards** - The ASRC Dispatch Coordinator shall monitor the overall Conference and local group dispatch performance. The ASRC Dispatch Coordinator shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference, or the Groups consistently fail to perform to the standards set forth. These recommendations may include suggested changes to the standards or recommendations to correct faulty behavior.

**2.11.4 Maintenance of ASRC Dispatch Information** - The ASRC Dispatch Coordinator shall maintain and disseminate ASRC dispatch information as needed. At a minimum, a complete set of group rosters shall be maintained at the ASRC Central Dispatch Office.

**2.11.4.1 Quick List of Qualified Members** - The ASRC Dispatch Coordinator shall maintain an easy access, up-to-date listing of ASRC members who are qualified as AOs, ICs, ISs, and ACAs at the ASRC Central Dispatch Office.

**2.11.5 Liaison to the ASRC Training Officer** - The ASRC Dispatch Coordinator shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the dispatch portion of the ASRC training.

**2.11.6 ASRC Dispatch Quality Assurance** - The ASRC Dispatch Coordinator shall assess the quality of the ASRC-level dispatch processes, procedures, training, and performance along with each group's dispatch performance. The ASRC Dispatch Coordinator shall be responsible for reviewing and preparing recommendations concerning ASRC requirements for ASRC-level dispatch process, procedures, and training, and performance.

**2.11.7 ASRC Dispatch Related Document Review** - The ASRC Dispatch Coordinator shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with ASRC-level dispatch process, procedures, training, and performance.

**2.11.8 Group Alert Process Approval** - The ASRC Dispatch Coordinator shall review, recommend changes to, and either approve or disapprove the group alert processes called for in section 3. This evaluation shall only be based on the derived performance of the group dispatch and/or alert. The ASRC Alert Process Coordinator shall pass the results of this approval process back to the groups.

**2.12 Roles and Responsibilities of the ASRC Alert Process Coordinator** - The ASRC Alert Process Coordinator shall perform directly or oversee the following duties and functions. If two separate individuals are used to fulfill the roles or the ASRC Alert Process Coordinator and the ASRC Dispatch Coordinator, the ASRC Alert Process Coordinator shall report to the ASRC Dispatch Coordinator.

**2.12.1 ASRC Operations Committee Participation** - The ASRC Alert Process Coordinator shall be a member of the Operations Committee.

**2.12.2 Maintenance of ASRC Alerting Standards** - The ASRC Alert Process Coordinator shall recommend ASRC Alerting standards, processes, and agreements to the ASRC BOD. If approved, the ASRC Alert Process Coordinator shall coordinate the documentation of the approved Alerting Standards into this Operations Manual.

**2.12.3 ASRC Alert Process Agreements** - The ASRC Alert Process Coordinator shall make recommendations to the ASRC BOD to enter into an agreement concerning the process of alerting the ASRC. Under the direction of the ASRC BOD, the ASRC Alert Process Coordinator shall enter the ASRC into agreements with outside agencies with respect to performing the Alert Process.

**2.12.4 Performance Under ASRC Alerting Standards** - The ASRC Alert Process Coordinator shall monitor the overall Conference Alerting performance. The ASRC Alert Process Coordinator shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that ASRC AO's consistently fail to perform to the standards set forth. These recommendations may include suggested changes to the standards or recommendations to correct faulty behavior.

**2.12.5 Liaison to the ASRC Training Officer** - The ASRC Alert Process Coordinator shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the alert portion of the ASRC training.

**2.12.6 Alert Process Quality Assurance** - The ASRC Alert Process Coordinator shall assess the quality of the ASRC-level Alert processes, procedures, training, and performance.

**2.12.7 Alert Process Related Document Review** - The ASRC Alert Process Coordinator shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with ASRC-level Alert processes, procedures, training, and performance.

**2.12.8 Alert Process Related Analysis and Review** - The ASRC Alert Process Coordinator shall be responsible for reviewing and preparing recommendations concerning ASRC requirements for ASRC-level Alert processes, procedures, training, and performance.



### **Section 3. Group Non-Incident Operational Policies**

**3.1 Administration of Group Non-Incident Operational Policy** - The Group Chair (or other chief executive officer) is responsible for ensuring Group compliance with all ASRC Operational Policies.

**3.2 Administration of Group Incident Policy** - this policy shall be administered by the ASRC Group Representative (GR). The details of this function are described in section 5.

**3.3 Roles and Responsibilities of the Group to Support ASRC Operations** - All ASRC Groups are required to support the following tasks:

**3.3.1 Support the 36 Month Group Review** - The Group is responsible for providing the data required for the 36 month review process called for in the ASRC General Administration Manual.

**3.3.2 Support ASRC Non-Incident Operations** - The Group shall support the ASRC Operations Officer and Operations Committee as necessary.

**3.4 Roles and Responsibilities of ASRC Groups** - ASRC groups are required to support ASRC Operations Administration as outlined below.

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

**3.4.2 Group Equipment** - Each Group shall own and maintain in good working order the minimal equipment as set forth in Annex TBD this document.

**3.4.3 Group Dispatching Procedures** - Each Group shall create, monitor, and maintain a local group alert and dispatch process. Such processes shall be documented, and the descriptions passed to the ASRC Dispatch Coordinator for approval. If the ASRC Dispatch Coordinator disapproves, the Group shall make the changes necessary to obtain the necessary approval. If further conflicts occur, the group(s) may appeal to the (TBD ASRC Operations Officer or) the ASRC BOD.

**3.5 Exclusion Principal** - ASRC groups are not required to perform any Non-Incident Operations Administrative tasks that are not listed in this document.

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## Section 5. Group Incident Operational Policies

### 5.1 Group Responses to ASRC Incidents

**5.1.1 Required Response** - No ASRC group is required to respond to an ASRC Incident.

**5.1.2 Group Representative** - Each Group that responds to an incident must provide a Group Representative at the incident. The Group Representative is responsible for: (1) representing the group, (2) providing information concerning the capabilities of the members on-scene, (3) providing coordination with the group's dispatch, and (4) overseeing, maintaining, and retrieving group equipment (as per section 1.4.2.)

**5.1.3 Group Dispatch** - Each Group that responds to an incident shall maintain and conduct a Group Dispatch function as set forth in Annex TBD this document.

**5.2 ASRC Group Representative Function** - The ASRC Group Representative (GR) function is intended to provide information about on-scene group resources to the on-scene Incident Staff. The ASRC AR shall determine if the GR shall report directly to the staff or via the ASRC AR. The GR is responsible for the following sub-functions and performance requirements:

**5.2.1 The GR Response to the Incident** - The GR must be on-scene.

**5.2.2 The GR On-scene Location** - The GR is not required to remain at base, but must be in contact.

**5.2.3 Replacement** - The GR is responsible for finding a replacement GR as determined by group protocols.

**5.2.4 Supporting the On-scene Management** - The GR must support the on-scene Incident Staff's information needs.

**5.2.5 Group Coordination** - The GR is responsible for coordinating any specific needs of the group personnel through the appropriate channels.

**5.2.6 Group Assets** - The GR is responsible for returning the group gear to the group.

**5.3 Group Responses to Non-ASRC Incidents** - ASRC rules, regulations and policies will not apply to any ASRC certified or affiliated group providing that the following conditions occur:

**5.3.1 Independent Communications Authority** - The group does not use the ASRC radio license without a separate letter of authorization.

**5.3.2 No EMS Authority** - The group or any of its members shall not operate as an EMS agency under any ASRC License.

**5.3.3 Uniform Change** - The group members shall not wear the ASRC uniform.

**5.3.4 No ASRC Representation** - Neither the group or any of its members shall represent themselves as members of ASRC.

**5.3.5 ASRC Internal Reporting Responsibility** - Whenever an ASRC Group is involved in any type of organized operational response, the ASRC will be notified immediately.

**5.4 Group Participation in Non-Incident Events - tbd**

**5.4.1 Medical Standbys - tbd**

**5.4.2 Fund raising events - tbd**

**5.4.3 Authority of Groups Events vs. ASRC Incidents - Group events vs. ASRC incidents. TBD**

**5.5 Responsibility for Minors** - In the advent that a group dispatches minors to an incident, some adult member(s) of the group are responsible for overseeing all activities of the minors. The ASRC AR or on-scene staff shall not be responsible for coordinating or overseeing the specific use of, or disposition of minors. The responsible adult member(s) assume all liability for the minors. The adult member shall be identified to the ASRC AR whenever a group first arrives with minors. Moreover, if the responsible adult member is replaced by another, the ASRC AR shall be informed immediately.

**5.6 Limitations on Group Incident Operational Policies** - All other group Incident Operational Policies, as defined by a group, shall be secondary to all ASRC Operational Policies.

## Section 6. Membership Operational Policies

**6.1 Active Duty** - Active duty is defined for ASRC members when responding to an ASRC incident, returning from an ASRC incident, or who are on-scene at an ASRC incident. Members who respond to a page or phone call are not on active duty until the member commits to respond and departs to the incident.

**6.2 Removal from Active Duty** - An ASRC member may be removed from active duty at any time during an incident. The member initiates this process by signing out from the incident. However, the member is still considered on Active Duty until the member calls his/her dispatch indicating that the member has returned from the incident or assumes responsibility for their own actions. Under normal circumstances, the active duty phase is terminated when the member returns home.

**6.3 An Individual's Obligations** - The following describe the obligations that any ASRC member has when the member is on active duty.

**6.3.1 ASRC Authority Over the Individual Member** - Once a member is on active duty, the member shall perform all duties and tasks assigned by the ASRC command structure, with the exception of those items called out in sections 6.3.2 and 6.3.3.

**6.3.2 Refusal of Assignment** - An ASRC member on active duty should refuse an assignment if the member perceives that the task is too unsafe or potentially unsafe to the member, other searchers, or the patient. The ASRC member should also refuse an assignment if the member feels that the task is beyond his/her level of training, knowledge, financial resources, or equipment.

**6.3.3 Leaving an Incident** - An ASRC member on-scene may leave the incident at his or her discretion; it is highly recommended that the on-scene Safety Officer grant approval prior to the member leaving the incident.

**6.4 Mission Responses** - The following describes the policies that apply to a member of the ASRC who is on active duty.

**6.4.1 Uniform Requirements** - 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 TBD, Individual Requirements. Members not meeting these requirements may be sent home.

**6.4.2 The Carrying of, or Use of, Firearms** - ASRC personnel will not use, wear, carry or display firearms of any size shape or form while responding as a member of ASRC to any incident, unless required by local, state or federal statute or regulations. Failure to comply with this requirement may result in suspension, or for blatant or repeated incidents, dismissal from the conference.

**6.4.3 Majority** - ASRC members who are minors must be accompanied by a responsible adult member of their Group at any incident. It is not necessary that an adult accompany the member on all tasks that might be assigned.

**6.4.4 Air Transportation** - ASRC members receiving air transportation must be prepared to return to their home location on their own. They must also meet any requirements which are imposed by the carrier.

**6.4.5 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.

**6.4.6 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. (The use of pagers supersedes this requirement, however, the ASRC makes no guarantees that adequate pager coverage exists throughout the operational region.)

**6.4.7 On-Scene Arrival** - Once an individual arrives at the incident base, the individual shall ensure that ASRC Dispatch knows of their arrival.

**6.4.8 Incident Sign-in** - Upon arrival at an ASRC incident, ASRC members shall 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/BRMRG.

**6.4.9 Transport Reimbursement** - The ASRC will not reimburse members for travel-related expenses.

**6.5 Personal Conduct** - Every member of the ASRC, independent of the member's role, training, or authority shall meet the following conduct standards when on active duty.

**6.5.1 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. Failure to behave professionally may result in actions taken against the offender.

**6.5.2 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 Agency Representative and ASRC Board of Directors for appropriate disciplinary action.

**6.6 Personal Safety** - Every member of the ASRC is responsible for their own safety when on active duty. Every member of the ASRC shall also be aware of, and aid in, providing safety to all other SAR personnel on-scene.

## Annex A Equipment Requirements for Group Certification.

**A.1 Minimum Group Equipment List** - The following equipment will be acquired and owned by every ASRC Group, and will be bought, when necessary, to an incident when members and Group respond:

**A.2 Minimum Certified Group Equipment** - A Certified Group shall have the following:

- One Incident Operations Kit.
- One Evacuation Kit
- Two Rescue Ropes
- One Semi-Technical Evacuation Kit
- One Base Radio System
- Two Hand-Held Radios
- One Set of Regional Topographical Maps
- One Field Medical Kit
- One Base Kit
- One Helicopter Kit

**A.3 Minimum Affiliate Group Equipment** - An Affiliate Group shall have the following:

- One Evacuation Kit
- Two Hand-Held Radios
- One Field Medical Kit

**A.4 Operations Kit** - The following constitute an minimum Incident Operations Kit:

**ICS Forms:**

- |         |                                   |
|---------|-----------------------------------|
| ICS-201 | Incident Briefing                 |
| ICS-202 | Incident Objectives               |
| ICS-203 | Organization Assignment List      |
| ICS-204 | Division Assignment List          |
| ICS-205 | Incident Radio 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

PA SAR Council Forms Packet.

Medical Forms:

- ASRC/VA Wilderness Basic Life Support Protocols
- Other appropriate local forms (e.g. trip report)
- ASRC/PA WEMSI Protocols
- Standard WEMSI Patient Record Form

Documents:

- NASAR's or ERI'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 Lost Person Behavior Profile reference.
- 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 Topographic Map Atlas
- Virginia Topographic Map Atlas
- Maryland / Delaware Topographic Map Atlas
- Washington and Cincinnati Sectional Aeronautical Charts
- Clip Boards (2)
- Field Notebook
- Carbon Paper
- Calculator
- File Folders
- Paper Tablet
- 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  
Highlighters

**A.5 Evacuation Kit - The following constitute a minimum Evacuation Kit:**

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 split Field Litter is not acceptable as a field litter.

A "Y" yoke attached to the head of the litter, using at least 11mm static line, with one large locking-D carabiner.

An Ensolite (or equivalent) insert for the bottom of the litter

Three wool blankets (or equivalent)

One set of victim-straps

One climbing helmet for the patient

Eye/facial protection for the patient

A tarp (or similar wet-weather patient covering)

**A.6 Rescue Rope - The following constitute a minimum Rescue Rope:**

150' or 200' 11mm or 1/2" static kernmantle rescue ropes that are in good working condition.

A rope log shall be maintained on this rope to verify that the rope is in good working condition. This log must pass inspection by the ASRC Operations Officer (or designee) in order for a rope to be considered in good working condition.

**A.7 Semi-Technical Evacuation Kit - The following constitute a minimum Semi-Technical Evacuation Kit:**

A Semi-Tech Kit is composed of equipment, all of which shall be in good working condition, to permit one field team to conduct a semi-technical evacuation in wooded terrain. The kit shall include, at a minimum, the following types and numbers of items:

- (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)
- (12) Helmets for the Evacuation Team (climbing helmets preferred)

**A.8 Base Radio System** - The following constitute a minimum Base Radio System:

Base Radio System. The base radio system is composed of three subsystems with the minimal requirements described below.

The Base Radio: A radio, in good working condition, capable of operating on at least four channels within the ASRC 155.000 MHz band frequencies. This radio shall be configured to operate in a simplex mode at the following three frequencies: 155.160, 155.205, and 155.280 MHz. This base radio requirement may be fulfilled by the use of mobile radio (minimum transmit power of 20 watts).

The Power supply: The power supply subsystem, which shall be in good working condition, shall be capable of supplying sufficient power to allow the base radio system to operate in a standalone configuration for 1 hour of operation.

The Antenna Mast: An antenna mast, antenna, and cabling assembly, which shall be in good working condition, shall allow the base radio to operate within 50' of the mast base on any of the ASRC frequencies. This mast shall have a minimum height of 20 feet.

**A.9 Hand-Held Radio** - The following constitute a minimum Hand-Held Radio:

The hand-held radio, which shall be in good working condition, shall be capable of operating on at least four channels within the ASRC 155.000 MHz band frequencies. These radios shall be configured to operate in a simplex mode at the following three frequencies: 155.160, 155.205, and 155.280 MHz. These radios shall be capable of 5 watt transmit power. Each radio shall have a spare battery.

**A.10 Set of Regional Topographical Maps** - The following constitute a minimum Set of Regional Topographical Maps:

The minimum set of regional topographic maps consists of all 7.5' x 7.5' USGS Topographical Quadrangles that lie within a radius of 40 statute miles of a group's central administrative site.

**A.11 Field Medical Kit** - The following constitute a minimum Field Medical Kit:

The ASRC Field Medical Kit, which shall be in good working condition, shall meet all the requirements of an EMT-Basic level medical kit.

**A.12 Base Kit** - The following constitute a minimum Base Kit:

- (20) Brightly colored vests (for general use during hunting season)
- (20) rolls of flagging tape

**A.13 Helicopter Kit** - The following constitute a minimum Helicopter Kit:

- (3) Pairs of goggles
- (3) Sets of ear protection

- (4) Large, bright orange tarps for marking an LZ
- (6) Cones for marking an LZ
- (2) Pairs of fire-retardant clothing suitable for flight operations.

## Annex B ASRC Callout Roster Requirements

**B.1 Callout Roster Requirements** - The intent of the callout roster is to list important information needed to (1) dispatch members, (2) use members who have responded to incidents, and (TBD (3) track member's qualifications.) The following information is required on a ASRC Group callout roster as maintained by each Group.

- Group Information (Alerting phone numbers, etc.)
- Individual Name
- Mailing address
- Phone numbers (work, home, pager, mobile phone, fax, etc.)
- Pager Net Affiliation
- Training qualifications (TBD: and date of approval)
- Level of medical training, states certified, (TBD: and expiration date.)
- Color Code
- Personal Identification Number
- Availability (e.g., not available on weekdays)
- Amateur Radio Call Sign (if appropriate)
- Positions presently held
- Appropriate special qualifications or training, including:
  - Cave Rescue Training (e.g., Certified by NCRC)

**B.2 Callout Roster Updates** - Each Group shall issue a complete roster update at least twice per year.

**B.3 Callout Roster Dissemination** - Each Group shall distribute the updated roster to:

- the ASRC Headquarters,
- all other ASRC Group Chairs,
- the ASRC Secretary
- the ASRC Dispatch Coordinator.