DRAFT

ASRC OPERATIONS MANUAL

APPALACHIAN SEARCH AND RESCUE CONFERENCE

(Sections 1, 2, 3, 5, 6, & 7)

Version 2.1.1
October 28, 1995

© Appalachian Search And Rescue Conference 1995

Printing History:

First Printing

Second Printing

Draft v2/1 2   December 16, 1994

Update History:

The following is a listing of this manual's update history. The version number and update's official acceptance date are provided along with the material which has been changed. Change bars are included to show which material has changed (from just the last update) on a paragraph-by-paragraph basis. Note that S.x stands for Section Number X and A.y is short hand for Annex Y.

First Update   Version 2.0   February 24, 1995
- New material: S.1, S.2, S.3, S.5, S.6, A.A & A.B

Second Update   Version 2.1.1   October 28, 1995
- Material unchanged: S.2 & S.3
- Material changed: S.1 & A.A, & A.B
- Material renumbered: S5 & S6 -> S6 & S7
- New material: S5, A.C, A.D, & A.E

TABLE OF CONTENTS

ANNEXES

Annex F   Group Dispatch Requirements

Annex G   ASRC Alert Procedures

Annex H

Annex I   ASRC Communications Procedures

Annex J   ASRC Search And Rescue Operations Manual (SAROP)

Annex K   ASRC Medical Protocols

Annex L   ASRC Belaying Process And Calls

Annex M   ASRC Operations Nomenclature & Definitions

ACRONYMS

ACA	Area Command Authority
ALS	Advanced Life Support
AO	Alert Officer
AR	Agency Representative
ASRC	Appalachian Search And Rescue Conference
BLS	Basic Life Support
BOD	Board of Directors
BRMRG	Blue Ridge Mountain Rescue Group
CQ	Callout Qualified
DO	Dispatch Officer
DS	Dispatch Supervisor
EMT	Emergency Medical Technician
ERI	Emergency Response Institute
FTL	Field Team Leader
FTM	Field Team Member
GDO	Group Dispatch Officer
GR	Group Representative
Hrs	Hours
IC	Incident Commander
ICS	Incident Command System
IS	Incident Staff
ITUICAO	International Telecommunications ___ Organization ??
LKP	Last Known Point
LZ	Landing Zone
MOU	Memorandum Of Understanding
NASAR	National Association for Search And Rescue
NCRC	National Cave Rescue Communications
OHT	Overhead Team
PA	Pennsylvania
PASARC	Pennsylvania SAR Council
PIN	Personal Identification Number
PLS	Point Last Seen
POD	Probability Of Detection
QRT	Quick Response Team
RA	Responsible Agent
RS	Rescue Specialist
SAR	Search And Rescue
SAROP	SAR Operations Plan
SOP	Standard Operating Procedure
TBD	To Be Determined
USGS	United States Geographic Survey
UVa	University of Virginia
VA	Virginia
VASAR Co	Virginia SAR Council
VDES	Virginia Department of Emergency Services
WEMSI	Wilderness Emergency Medical Services Institute

ASRC Standards:
    The ASRC Articles of Incorporation   Version ___,   Dated ____.
    The ASRC Bylaws   Version ___,   Dated ____.
    The ASRC Administration Manual   Version ___,   Dated ____.
    The ASRC Training Standards   Version ___,   Dated ____.

VDES Standards:
    The   Version ___,   Dated ____.

VARSAR Co Standards
    The   Version ___,   Dated ____.

VARSAR Co Standards
    The   Version ___,   Dated ____.

VARSAR Co Standards
    The   Version ___,   Dated ____.

New mission statement & vision

Section 1. Overview.

1.0 Mission Statement of the Appalachian Search And Rescue Conference - The Appalachian Search And Rescue Conference (ASRC), is a conference composed of geographically distributed Groups which use common training standards, operational accreditation standards, operational protocols. The ASRC responds to Search And Rescue (SAR) incidents in the Mid-Atlantic region twenty-four hours a day, three hundred and sixty five days a year under all weather conditions. The ASRC provides specialized management, medical, and technical services in the out-of-doors, especially in rugged terrain. The ASRC accomplishes this task by providing both equipment and highly trained members who support on-going SAR incidents by fulfilling both management and field tasks. When responding to an incident, the response is always as the conference, not as individual groups. The ASRC also provides training for other emergency response organizations and provides preventative SAR training to the general public.

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

sentence

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 respond to wilderness, rural, suburban and urban search and rescue incidents for missing or injured persons in the Mid-Atlantic region of the United States. The ASRC primarily helps locate lost individuals. Generally, special technical rescues are performed by the ASRC only in the wilderness or rural environments.

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 does not attempt to coordinate large scale aerial searching.

sentence

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.

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. When responding to Cave Rescue incidents, the ASRC primarily performs above ground tasks.

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. When responding to **Swiftwater Rescue** incidents, the ASRC primarily provides shore-side tasks.

1.1.2.5 Urban (Collapsed Structures) Search and Rescue - The ASRC may support Urban Search and Rescue incidents, however, the ASRC will not provide the primary response for these incidents.

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 an appropriate Responsible Agent participating in the Disaster response (including proper American Red Cross RAs) and an ASRC ACA agrees to support the incident.

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.

1.1.4 Exclusions - The ASRC has neither the equipment nor the intent to replace any of the services of established rescue squads, fire departments, or law enforcement agencies.

1.2 General Information On the ASRC and this Document.

1.2.1 Mutual Aid - The ASRC desires to enter into mutual aid agreements with other SAR providers. In addition, the ASRC desires to enter into official Memorandums 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.

1.2.2 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., West Virginia, and Pennsylvania.

1.3 General Information On ASRC processes and documentation. - The ASRC maintains a series of documents to aide in creating, maintaining, and overseeing ASRC activities, both administrative and operational. 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 other external agencies.

1.4 General Information about the Operations Manual.

1.4.1 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.

1.4.2. 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 1.5.3). This document supersedes all previous ASRC operational rules, procedures, and policies.

1.4.3 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.

1.4.4 Types of Regulations - These regulations, procedures, and policies are divided into five sets of policies: (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.

1.4.4.1 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.

1.4.4.2 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.

1.4.4.3 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.

1.4.4.4 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.

1.4.4.5 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.

1.4.5 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.

1.5 The General Intent of ASRC Operations:

1.5.1 The ASRC Response to an Incident - The ASRC is a conference composed of 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.

1.5.2 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.

1.5.3 Division of Authority in Support of Field Operations - While the ASRC is a conference composed of individual groups, the ASRC recognizes that each group has a different personality. The ASRC does not want to impose regulations needlessly on the groups. Therefore, each group is generally free to determine how to manage, regulate, and perform its internal operations. Areas where the group operational performance impacts the overall conference performance, however, are the 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. Examples include (but are not limited to), group dispatching, conflicting field task orders, and conflicting operational priorities.

1.5.4 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:
- Requiring an individual to perform a task when the individual determines the task to be unsafe.
- Personal finances
- Personal gear
- The ability to withdraw from an incident.
- To provide services beyond the member's level of training.

1.5.5 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 1.5.4, 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.]

1.6 Responsibility for the Operations Manuals:

1.6.1 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).

1.6.1.1 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.

1.6.1.2 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).

1.6.1.3 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.

1.6.2 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.

1.6.2.1 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.

1.6.2.2 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.

1.7 Responsibility for other Operations Documents:

1.7.1 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 AOs 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.

There exist

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 B in 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.

Section 4. ASRC Alerting and Dispatching Policies

The ASRC has 4

4.1 Operational States - The ASRC has four possible operational states with respect to any incident:

• Ready State	This is the state where the ASRC is not involved in the incident, but the ASRC will respond to requests.
• Notification State	This is the state where the ASRC is aware that there is a possible or ongoing incident that (1) the ASRC has at least small potential of being requested, and (2) that some benefit would result from an ASRC response.
• Alert State	This is the state where the ASRC knows that there is an on-going or potential incident, and that the ASRC will likely respond to the incident.
• Response State	The ASRC has dedicated resources to respond to an incident.

The ASRC may be in multiple states simultaneously. For example, the ASRC could be in a response state for one incident, the alert state for a second incident, and the notification state for a third incident.

TBD

Part 5. ASRC Incident Operational Policies

5.1 ASRC Secondary Mission Response Protocols

5.1.1 Cave Rescue Considerations - The ASRC will not provide the initial primary response for a cave rescue incident. The ASRC may provide above-ground logistical and management support if requested through the proper channels. ASRC members properly trained in cave rescue may participate underground as members of ASRC only if the ASRC has officially responded to the incident.

5.1.2 Swiftwater Rescue - The ASRC will not provide the primary response for swiftwater rescues. However, the ASRC may provide secondary field support, and logistical or administrative support if requested by an authorized responsible agent.

5.1.3 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. The ASRC may provide incident staff, logistical support, or strike teams. ASRC members may be required to be totally self-sufficient for greater than seventy-two hours.

5.1.4 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 an ASRC ACA agrees to support the mission. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members may be required to be totally self-sufficient for greater than seventy-two hours.

5.1.5 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 an ASRC ACA agrees to support the mission. ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be totally self-sufficient for extended periods of time.

5.1.6 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 an ASRC ACA agrees to support the mission. ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be totally self-sufficient for extended periods of time. 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.

5.1.7 Medical Standbys - The ASRC and / or its member groups may respond to a medical standby as long as (a) no compensation is received for the standby, (b) the care rendered shall only be to the ASRC certified level appropriate for the legal jurisdiction, (c) ASRC dispatch is notified in advance, and (d) an ASRC mission number is allocated to the standby incident. For any care rendered, an appropriate medical form must be filled out and filed with the ASRC records keeper.

5.2 ~~INCIDENT SCOPE~~ *Primary Response Protocols*

5.2.1 Authorization to Respond - No ASRC resource may respond to an incident and represent him or herself as a member of ASRC, unless (1) approval for response has been given by an Alert Officer upon evaluating a request from a Responsible Agent, and (2) that an AR has committed to respond to the incident. Whenever possible, this should be the ASRC IC who act as the AR for the incident.

This process does not preclude the staging of ASRC resources to a nearby area while awaiting a decision. However, staging resources should occur only when a high probability of receiving a response go-ahead exists, or, the incident is perceived to be extremely urgent.

Either keep this or define mid-Atlantic in Mission Statement

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

5.2.3 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 AR or ACA determines that further participation in the incident would place ASRC resources in unacceptable jeopardy.

or may

5.2.4 Declining an Incident - The ASRC may decline to participate in an incident for a number of reasons, including, but not limited to:

• When the health and safety of its members are considered to be unduly jeopardized by participation;

• When the incident is not related to ASRC missions as defined in: the Articles of Incorporation, Bylaws, this document, or other specific MOU or agreement that has been approved by the ASRC General Membership or BOD;

• When proper authorization is not obtained from the appropriate RA;

• When the incident involves searching for or apprehension of escaped criminals or suspected felons.

one sentence summary

5.2.5 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.

5.3 Command Structure and Initiation - The following policies describe the command structure used on-scene for all incidents.

5.3.1 Agency Representative Policies - The following policies apply to any one who fulfills the role of on-scene agency representative.

5.3.1.1 Purpose of an Agency Representative for an Incident - The ASRC has determined that it is necessary to have a member identified as the on-scene commander of all ASRC resources. This on-scene commander represents all the ASRC members and exercises complete control over all ASRC resources as described within this document. This member is called the Agency Representative (AR) and is responsible for all the specific duties described elsewhere in this document.

ASRC AR's are chosen for, among other items, their political sensitively. 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 areas, the AR should be especially circumspect in making contacts and directing operations.

5.3.1.2 Selection of an Agency Representative for an Incident - The ASRC prefers to assign the AR function to a trained ASRC Incident Commander (IC). However, there will be times when a trained ASRC IC is (a) unavailable, (b) available, but has a long response time, or (c) deemed not necessary for a particular incident. At such times, another non-IC member of the ASRC may be appointed as the AR. This non-IC member must fulfill all the duties and responsibilities called out for the AR function. The selection process for the AR is described below.

5.3.1.3 Selection of an IC as the Agency Representative for an Incident - An ASRC member shall be assigned the role as the ASRC AR provided: (1) the member is on the list of certified ASRC ICs as determined by the ASRC BOD, (2) the specific choice shall be a decision of an ASRC Alert Officer (AO), (3) this decision will be based on which ASRC IC can arrive first on scene, but (4) the first certified IC who arrives on-scene shall assume the AR function. However, in the last case, once the originally appointed IC arrives, the AR function may be transferred to the newly arrived IC. If more than one IC from the same group travel together, it should be determined before arrival who will be in charge.

5.3.1.4 Selection of a non-IC as the Agency Representative for an Incident - An ASRC member shall be assigned the role as the ASRC AR provided: (1) an ACA approves the choice, and (2) either no trained IC is available (due to either excessive transit delays or just not available), or the nature of the incident is such that a non-IC AR would suffice. If ASRC resources are capable of arriving long before the responding IC, it is recommended that an non-IC be temporally assigned to be the AR. Upon arrival of the responding IC, the IC shall then assume the AR function.

5.3.1.5 Simultaneous ARs - At any one time, there will only be one ASRC AR per incident. However, to promote safety and clear judgment, an ASRC AR should rest at least once per day. Prior to resting, the AR shall appoint someone to oversee the incident while the AR is resting.

5.3.1.6 Reassigning another AR as the Agency Representative for an Incident - The ASRC AR will remain the ASRC AR until ordered to step down by an ACA, the

incident (or the ASRC participation in the incident) is closed or suspended, or the ASRC AR passes the role off to another approved ASRC AR. There are four different modes of ASRC AR re-assignment:

(1) an ASRC member who is a qualified IC replaces another ASRC member who is a qualified IC.

(2) an ASRC member who is a qualified IC replaces an ASRC member who is not a qualified IC.

(3) an ASRC member who is not a qualified IC replaces an ASRC member who is a qualified IC

(4) an ASRC member who is not a qualified IC replaces another ASRC member who is not a qualified IC.

The ASRC always prefers to have an ASRC IC perform the function of the AR whenever possible, as per section 5.3.1.2.

For case (1), the ASRC IC performing as the AR may pass the AR role on to another ASRC IC whenever the AR desires. Once, done, the initial AR no longer makes any decisions as the AR. Note that this is different than appointing an overseer as per section 5.3.1.5.

For case (2), A non-IC AR shall always pass on the AR role to an on-scene IC in an expedient manner, except if the ACA agrees that the non-IC should remain as the AR.

For case (3), A non-IC may replace an ASRC IC as the AR, only if an ACA agrees to the change in command.

For case (4), A non-IC may replace another non-IC as the AR, only if the ACA agrees to the change in command.

5.3.2 AR Tasks at Incident Termination - The last AR appointed for the Incident is responsible for completing all appropriate administrative work required by ASRC, or other agencies. The AR is also responsible to ensure adequate safety precautions are enacted, including assuring that members returning home have had sufficient rest.

5.4 Area Command Authority (ACA) - The ASRC has recognized the need for an operational position above the level of AR. This operational role is labeled the Area Command Authority.

5.4.1 Activation of ACA - Activation of ACA will take place under the following conditions:

5.4.1.1 Poor AR Performance - Whenever the on-scene Incident Staff: (1) have serious disagreements over the decisions or actions of the Agency Representative (AR), then (2) after talking with the AR to resolve their differences, and (3) the on-scene still have serious disagreements with the AR's decisions and actions, then the on-scene staff have the authority to active an ACA.

5.4.1.2 Multiple Incidents - Whenever multiple incidents take place and the ARs cannot formulate a mutually satisfying allocation of resources.

5.4.1.3 Decision Support - The on-scene AR has the authority to activate the ACA at any time. When activated by the on-scene AR, any exclusionary selection factors for choosing the ACA do not apply.

5.4.1.4 Disaster Responses - An ACA shall be activated whenever the ASRC responds to disaster incidents.

5.4.1.5 On the Use of Non-IC ARs - An ACA shall be activated whenever the decision is being made to use a non-IC member of the ASRC as the on-scene ASRC AR. The ACA is required to approve the appointment of a non-IC member as the ASRC AR before the appointment is made, except under extreme circumstances, as defined by the AO.

5.4.1.6 AO support - Whenever the Alerting Officer (AO) requests support, such as the case when the AO needs to make an operational decision and cannot contact the ASRC AR in a timely fashion.

5.4.1.7 RA Support - An ACA shall be activated whenever the RA raises issues concerning the competence, performance, etc. of the ASRC AR.

5.4.1.8 Dispatch Supervisor Support - The Dispatch Supervisor (DS) has the discretion and authority to activate an ACA at any time.

5.4.2 Procedures to activate an ACA - the following process should be used to activate an ASRC ACA.

5.4.2.1 Notification of ASRC Dispatch - The ASRC Dispatch should be notified if a request for an ACA is made. This will ensure that continuity of information and that only one ACA is activated at a time.

5.4.2.2 Conference Wide Request - The ACA shall be activated by ASRC wide pager code for an ACA qualified member. The first qualified ACA member responding will assume the role.

5.4.2.3 Non-involvement Requirement - An ASRC ACA will be excluded from fulfilling the ACA role if the member is presently on-scene at or enroute to any on-going incidents, or has an obvious conflict of interest in performing the ACA role.

5.4.2.4 Failure to find an ACA - In the event that no ACA can be found the ASRC Operations Officer will serve as ACA regardless of their training level or exclusion criteria. In the event the ASRC Operations Officer cannot be contacted the ASRC Chair and failing that, the Vice-Chair will fulfill the function.

5.4.2.5 Replacing an activated ACA - Once appointed, an ASRC member serving as the ACA for the incident will remain as the ACA unless the member passes the role off to another qualified member. If the function is passed to another individual, all affected parties (dispatch, ARs, etc.) shall be informed in a timely manner.

5.4.3 ACA Functions - Once activated, the ACA is responsible for the following functions.

5.4.3.1 Disaster Response - During disaster incidents, provide over-all ASRC resource management and approve all ASRC commitments.

5.4.3.2 Arbitrator over AR Competence - Serve as the binding arbitrator if significant concerns arise over AR competence. The ACA is required to discuss all charges against the AR in question with the AR. If the ACA decides to remove the AR, the decision of the ACA shall be reviewed at the next ASRC BOD meeting. At the option of the ACA, the AR's certification to function at the AR level may be suspended until that meeting.

5.4.3.3 Arbitrator over Resource Allocation - Serve as the binding arbitrator if significant concerns arise over the allocation of resources during multiple missions.

5.4.3.4 Maintain Contact - Maintain pager or phone contact with the AR, DO, AR when activated.

5.4.3.5 Inform the Chair - Keep the ASRC Chair and the Operations Officer informed of critical decisions.

5.4.3.6 Provide General Oversight and Support - The ACA shall provide oversight and support as needed to any of the following: an AR, an AO, and a DS.

5.5 On-Scene Command Responsibilities - The following policies describe the responsibilities of the on-scene AR and other initial responders.

5.5.1 The ASRC Agency Representative Function - The ASRC Agency Representative (AR) provides the on-scene ASRC oversight function. The AR acts as on-scene ASRC 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 incident IC. In the event that the ASRC AR is not directing the operation, the AR will serve as the ASRC Liaison to the Incident. Once activated, the AR is responsible for the following functions. Additional functions of the AR are described in the ASRC SAROP, PASARC SOP, VaSAR CO SOP, ICS Documentation, etc.

5.5.1.1 AR Command Responsibilities - It is the responsibility of the ASRC AR to ensure that an approved ASRC AR takes command of the ASRC personnel on the incident. The exception to this policy is when ASRC members respond to an incident and the ASRC is not providing the incident IC or in the case of Unified Command, then the ASRC AR may yield command of ASRC forces. However, the ASRC AR shall reserve the right, and when necessary, exercise the right, to withdraw ASRC forces if circumstances require it.

5.5.1.2 AR Management Style - The ASRC AR shall use any management style deemed necessary, provided that such style does not conflict with ASRC by-laws, procedures, or Operational Plans. In addition, if a non-IC ASRC member is acting as the AR, the AR's management style is congruous with the ACA's directives.

5.5.1.3 AR Initial Planning Requirements - Once an AR is appointed to oversee an incident, the AR shall consider the following issues:

Review of AO Decisions - 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 a non-IC then this responsibility falls to the ACA.

Use of Minors - The AR may wish to limit the use of minors at an incident. Unless the AR specifically specifies that minors are to be limited (e.g., assigned only to base tasks, or not even allowed on-scene), it shall be assumed that minors are allowed.

Initial Level of Effort - The AR may wish to adjust the initial level of response, either by increasing or decreasing the level of response.

Other Initial ASRC Responders - (time-of-arrival, their duties, etc.)

Political Sensitivities - The AR should consider the political sensitivity of the situation in reviewing the initial efforts.

Staging or the callout of Additional ASRC Resources - The AR should consider whether more ASRC resources should be dispatched to the incident or to a staging site close to the incident. This would provide a very rapid response if additional resources are needed.

Initiating the alert and use of Non-ASRC Resources - The AR should consider whether or not non-ASRC resources should be placed on alert.

5.5.1.4 AR Reporting Requirements - During an incident, the ASRC AR will report as indicated below.

• Soon after arriving at an incident (ideally immediately after arriving on-scene), the initial AR will provide ASRC dispatch the following data: updated directions to the incident, the means to contact the incident base, an updated description of the incident, and other pertinent data.

• Update ASRC dispatch (at least once per shift) of the incident's operations status and status of personnel.

• Update the appropriate State or Federal Agency a least once per shift to provide details on the incident status, future resources needs, and other high level planning and command information.

5.5.1.5 General AR Performance Duties - During an incident, the ASRC AR will perform the duties indicated below.

• The AR is responsible for initiating the request for additional ASRC resources to be sent to the incident.

- When multiple missions occur, the ARs will coordinate resource needs with each other and with ASRC dispatch and with the ACA as necessary.

- The AR is responsible for ensuring that a medical call sheet is filled out for any rendered medical care associated with the incident. [TBD: **This shall occur whether or not the patient is found. In the event that the subject is not found or not treated by the ASRC, the medical call sheet shall note these facts.**]

5.5.1.6 Specific AR Performance Duties - If the ASRC AR is fulfilling the role as the on-scene IC, then the AR will perform the duties listed below:

On-scene Planning - The AR will ensure that a consensus process is used develop a Matson (or functional equivalent) by the end of the first operational shift. This plan shall be dated, time stamped, and include the names and titles of the participants. The areas defined in this plan are called Planning Segments. The planning segments are use to aid in prioritizing search areas, resource requests, and resource allocation. (IC, IS consensus 10/94)

Searchable Sectors - Once a searchable sector is defined, the searchable sector boundaries should remained fixed throughout the duration of the incident. A searchable sector is defined as an area that can be reasonably searched by a field team, often set between 100 to 160 acres. Every effort should be made to re-use the searchable sectors in order to facilitate the computation of cumulative Probability of Detection, and the cumulative Probability of Area. (IC, IS consensus 10/94)

On-scene Command and Control - The ASRC AR will be responsible for controlling and directing all on-scene resources.

5.5.1.7 General AR Incident Closure Duties - At suspension or close of an incident, the ASRC AR will:

- File all required reports with State Agencies and with ASRC Records.

- File a mission summary (within thirty days) with ASRC Records.

- Insure that all departing ASRC members have had enough rest.

5.5.1.8 Specific AR Incident Closure Duties - If the ASRC AR has fulfilling the role as the on-scene IC, then at the suspension or close of an incident, the ASRC AR will:

- File a mission narrative (within ninety days) with ASRC Records.

- File originals of all mission files, sign-in sheets, Task Assignment Forms, Maps, etc. will be filed with the ASRC Corporate Office within ninety days of the close of the mission.

5.5.2 **The Initial Response** - No ASRC member may arrive on scene until the AR has arrived. If the arrival of the AR has been delayed, the ACA has the option to appoint another AR to replace the delayed AR.

5.5.2.1 Staging Initial Response Resources - Due to political sensitivities and other high level considerations, the AR may direct the initial arriving ASRC resources to stage at a point selected to be within no more than fifteen minutes from the Incident Base. All initial arriving members shall then stage at this point and will perform the sign-in sheets while waiting orders to continue to the incident

5.5.2.2 Immediate Response - After arrival on scene, the AR should make sure the following tasks are being completed:

- approach the RA or the RA's designee and introduce himself (this should be done by the AR)

- fill out the Lost Person Report.

- identify the organization, such as agencies involved, positions filled, incident status, etc.;

- identify the logistics data, such as power, shelter, food;

- document the initial search data, such as subject's name, description, clothing; and initial

- document the initial planning data, such as the PLS, the subject's plans, the subject's mental state, etc..

5.6 Field Teams - The following sections apply to the use of field teams directed by the ASRC.

5.6.1 Field Team Composition - Under normal ASRC operations, field tasks will be carried out by a field team. The ASRC will normally will use Field Team Leaders (FTLs) to lead teams of SAR personnel into the field.

5.6.2 FTL Roles and Responsibilities - The details of the roles and responsibilities of an FTL are contained in Annex D.
<Summary of Annex D>

5.7 Radio Communications

5.7.1 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 Annex **TBD**.

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

5.8 Medical Considerations and Patient Treatment - the following detail the ASRC policies concerning how to provide on-scene patient care.

5.8.1 Medic Appointment - The Medic, whether on a field team or an Evacuation team, shall be appointed by the on-scene incident staff, or in the absence of such an appointment, the FTL shall appoint the Medic as necessary.

5.8.2 Medic Qualifications - If possible, the Medic should possess certification as an EMT or higher, valid in the state in which the Medic is operating. The Medic must be at least 18 years old. In the absence of an EMT, the adult with the highest medical training should initiate care to the appropriate level. When a person with greater training arrives, they will assume responsibility for patient care.

5.8.2.1 Medic Qualifications for Rescue Teams - The Medic on a Rescue Team shall possess the certification of EMT or higher, valid in the jurisdiction in which the rescue is occurring.

5.8.3 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 assume medical care.

5.8.4 Approaching the Patient - When patient status is unclear, and/or the rescuer safety at the scene is not well established, only the Medic, and other such personnel deemed necessary by the FTL, will approach the immediate area of the victim. All other team members should act both to protect a potential crime scene and to protect themselves using reasonable safety measures.

5.8.5 Triage - In multiple victim incidents, the Medic will perform triage per the current standards of practice for his/her level of training, and will direct others in necessary medical care. The Medic will establish evacuation priorities for the use by the FTL and Rescue Specialist in planning the evacuation.

incl.
210.3.2

5.8.6 ALS Considerations - The Medic, if providing Advanced Life Support (ALS) treatment, must be licensed and operating under all applicable regulations and protocols. Whenever ALS care is rendered, a medical review shall be conducted in a timely manner by the ASRC Medical Officer.

5.8.7 Authority over patient disposition - The medic has the final authority over the disposition, movement, and care rendered to the patient.

ALS treatment, patient history goes to OMD

5.8.8 Documentation - In any and all cases where medical treatment or aid is rendered by ASRC personnel, whether the treatment is considered to be first aid, BLS or ALS medical treatment, proper written documentation shall be made. In all cases where care is provided, the receiving medical facility and physician must be recorded. The documentation will be presented to the AR for review and approval. The AR will assure that such information is filed with the incident files at the close of the mission.

5.9 Semi-Technical/Technical Evacuations The following sections apply whenever semi-technical or technical evacuations occur, both actual field events or any training events.

    5.9.1 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 inadvisable according to the medic, as specified in 5.5.1. Group or Conference equipment with a known history will be used whenever possible.

    5.9.2 Authority to move the patient - The attending medical authority (i.e., the Medic), has the authority to stop the evacuation of a patient in order to ensure patient safety, comfort, or medical care.

    5.9.3 Evacuation 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. Neither the RS nor the Safety Officer will be involved with the actual mechanics of the rescue.

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

5.10 On-Scene Safety - The ASRC AR is responsible for ~~ensuring that all~~ reasonable safety precautions and risk mitigation steps ~~are~~ performed while prosecuting an incident. ~~The following common risks are to be considered as they apply to the SAR personnel, the local citizens, and the family, and all others associated with the incident:~~
- ~~Animals and animal borne diseases, especially ticks and mosquitoes~~
- Misuse of firearms
- Unsafe Search and Rescue practices
- Exhaustion
- Heat related injuries
- Cold related injuries
- Drowning
- Critical Incident Stress
- Physical trauma
- Allergic Reactions
- And others

other Documentation contains risks of the search fxn.

Bob has file of comp. list

    5.10.1 Safety of Minors - The Group Representative is responsible for ensuring that the use of group minors is supervised by an appropriate, willing, responsible adult. If the ASRC AR is fulfilling the function of IC, then the IC is responsible for ensuring that all minors, both ASRC and non-ASRC, are supervised by an appropriate, willing, responsible adult. If there are no appropriate, willing, adult supervisors, then the minors shall not be used. The AR is not responsible for knowing the specific rules and regulations that apply to each organization's or group's use of minors. [We are reviewing this issue. The intent is not to exclude minors, but place the burden for safety of minors on the group(s) that have minors in their force structure.]

Take 1 sentence from 5.10.1 .2 .3 for above hilited section

5.10.2 Travel Safety From an Incident - The ASRC AR is responsible for insuring that all ASRC members are in adequate physical and mental condition to travel before being released from an incident. A safety plan shall be developed prior to releasing any driver from an Incident. Individual ASRC members who will be operating a vehicle are required to check-out in compliance with the safety plan prior to leaving an incident. If an ASRC member chooses to ignore the AR's (or the AR's appointed safety officer's) recommendation concerning travel to or from an incident, then the refusal to comply with the recommendation shall be entered into the unit log.

5.10.3 Accidents, Injuries or Illness of ASRC Member - The following apply whenever any accidents, injury or illness that occurs to an ASRC member while on a mission, or as a result of a mission, or on a training event.

5.10.3.1 Reporting to the ASRC Safety Officer - The accident or injury shall be reported to the ASRC Safety Officer within twenty-four hours of the incident, injury, or the onset of illness.

5.10.3.2 Reporting to the On-scene Safety Officer - Any accidents, injury or illness that occurs to an ASRC member while on a mission shall be reported to the on-scene safety officer. If the safety officer is not an ASRC member, the ASRC AR shall also be informed. If the injured party is a member of a group, the member's GR shall also be notified.

5.10.3.3 Support for Injured Members - If an ASRC member is injured to the extent that the member must be transported to a medical facility, the ASRC AR is responsible for ensuring that the ASRC member is adequately supported while in the medical facility. Furthermore, the AR is responsible for contacting an ASRC ACA. The AR is responsible for supporting the ACA in the following duties: ensuring that the emergency contact is notified of the problem, contacting the ASRC safety officer, documenting the incident, and evaluating the further involvement of the ASRC in the incident. The AR is also responsible for insuring that the injured party has transportation back home. In the event that a minor is injured, the ASRC AR shall ensure that the adult supervisor is notified, and that a responsible adult is with the minor at all times.

5.10.3.4 Required Safety Equipment Usage - Any ASRC member who belays shall wear leather gloves. All ASRC members who participate either a semi-technical or a technical evacuation shall wear a helmet (preferably a climbing helmet).

5.11 Group Responses - The details of policies concerning group responses to incidents are contained in Section 6.

5.11.1 ASRC Group Representative Function - Each group that responds to an incident shall identify a Group Representative (GR) who shall represent the group at the incident. The GR is intended to provide information about on-scene and reserve 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 details of the GR function are contained in Section 6.

5.12 Personnel Requirements - The details of policies concerning an individual's response to an incident are contained in section 7.

5.13 Ground Search and Rescue Procedures - The ASRC shall abide by the following operational policies and protocols:

Handwritten note in margin: Put reference sentence about beginning ICS, 1.1.1 of 5.1

5.13.1 Incident Management Procedures - The ASRC shall use search and rescue procedures that are equivalent to, or superior to, nationally excepted standards. Such standards portrayed in National Association for Search And Rescue's (NASAR) "Managing the Search Function", NASAR's "IC for SAR", or Emergency Response Institute's "Managing the Search Operations" shall be considered as national standards.

5.13.2 Additional Virginia Procedures - While operating in the Commonwealth of Virginia, the ASRC shall also abide by the ground search and rescue procedures and protocol outlined in Annex Eight of the Virginia Search and Rescue Council Standard Operations Procedures.

5.13.3 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 VaSAR CO mutual aid agreement in its Standard Operation Procedures.

5.13.4 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 ACA. The ACA will then confer with other members of the Conference as necessary and take action as required by the situation, but within the intent and scope of the Operations Manuals policy and procedure. Appropriate resources would include ASRC Operations Officer and Chair.

6.1 Group Responses to ASRC Incidents -

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

6.1.2 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.)

6.1.3 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.

6.2 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:

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

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

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

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

6.2.5 Group Coordination - The GR is responsible for coordinating any specific needs of the group personnel though the appropriate channels.

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

6.3 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:

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

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

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

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

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

6.4 Group Participation in Non-Incident Events - tbd

6.4.1 Medical Standbys - tbd

6.4.2 Fund raising events - tbd

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

6.5 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.

6.6 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 7 Membership Operational Policies

7.1 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.

7.2 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.

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

> **7.3.1 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 7.3.2 and 7.3.3.

> **7.3.2 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.

> **7.3.3 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.

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

> **7.4.1 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 C, Personal Field Response Requirements. Members not meeting these requirements may be sent home.

> **7.4.2 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.

> **7.4.3 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.

7.4.4 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.

7.4.5 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.

7.4.6 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.)

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

7.4.8 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.

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

7.5 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.

7.5.1 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.

7.5.2 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.

7.6 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

VASAR Council Forms:

LPR	Lost Person Report

TAF   Task Assignment Form

VDES 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
Highliters

A.5 Evacuation Kit - The following constitute an 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 an 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 an 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 rappel/brake-bar Racks.
(5)   20' lengths of 11mm or 1/2" rescue rope
(3)   Pair of large leather Gloves
(3)   Large, Locking-D Carabiners
(2)   Directional devices (pulleys or equivalent)
(12)   Helmets for the Evacuation Team (climbing helmets preferred)

A.8 Base Radio System - The following constitute an 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 an 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 an 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 an 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 an 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 an 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.

B.1 Operations Roster Requirements - The intent of the operational roster is to list important information needed for (1) dispatching members, (2) adequately utilize members who have responded to incidents, and (3) track member's qualifications. The following information is required on a ASRC Group Operational roster as maintained by each Group.

Group Information (Alerting phone numbers, etc.)
Individual Name
Street address
Phone numbers (work, home, personnel pager, mobile phone, fax, etc.)
Pager Net Affiliation
ASRC Training qualifications and expiration dates
Level of medical training, states certified, and expiration dates
Personal Identification Number
Amateur Radio Call Sign (if appropriate)
Positions presently held
Appropriate special qualifications or training, including:
    Cave Rescue Training (e.g., Certified by NCRC)
Availability (e.g., not available on weekdays; this is an optional roster feature)
Additional features pertinent to individual groups (e.g., Key holders or dispatch areas)

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 Records Office,
    all other ASRC Group Chairs,
    the ASRC Secretary
    the ASRC Dispatch Coordinator.

C.1 Minimum Personal equipment List - The following equipment will be brought and carried by all ASRC members when responding to an incident:

Uniform requirements/description

C.1.1 Minimum Personal CQ Equipment List - All Callout Qualified personnel are required to respond with the following equipment and carry the equipment on field tasks:

- Appropriate clothes and footgear for both fair and foul weather
- Water container(s) that provide a capacity of at least two liters, (plus any necessary insulation for winter work).
- 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
- 5 x 1 gallon Ziploc bags (or equivalent)

C.1.2 Minimum Personal FTM and above Equipment List - All FTM (and above) personnel are required to respond with the following equipment and carry the equipment on field tasks:

- All the equipment listed in section C.1.1
- Seat Harness (ASRC Seat Harness out of 1" tubular webbing is preferred).
- One locking D carabiner
- Prusik Loop (5, 6, or 7 mm diameter, approximately 1 m in length)
- One pair of leather gloves, good for belaying.
- Eye protection (Goggles preferred)
- Ear protection (for use in aircraft operations)
- Climbing Helmet (optional, but preferred)

C.2 Supply Requirements - All ASRC members responding to a mission shall carry sufficient food and supplies to maintain themselves at an operational capability for a period of forty-eight hours.

C.2.1 Supply Requirements For Air Transport - If an ASRC member responds to a mission via external air transportation, the requirement for forty-eight hour operational self-sufficiency via supply may be waved by the IC.

C.3 Air Transportation requirements - If a member chooses 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.

C.4 ID Cards - All responding ASRC members who are FTL and above, and who are residents of Virginia, will obtain and carry a Virginia Search and Rescue identification card.

should

Annex D
Field Team Leader Policies

D.1 FTL Behavior - As with all ASRC members, but especially when fulfilling the role of an FTL, the ASRC member should always conduct themselves in a professional and courteous manner.

D.2 Leading a Field Team - ASRC members assigned to a field task as the team's FTL will be a least 18 years old.

D.3 FTL 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, search information, and other applicable information.

   D.3.1 Lack of Briefing - In the event that ASRC field team leader is not provided with the required information, the field team leader is responsible for, and will personally insure that the necessary information is obtained.

D.4 The Field Team Briefing - 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. The FTL may be restricted from or may choose not to pass sensitive subject information on to the team.

   D.4.1 Team Member Evaluation - The FTL is responsible for evaluating the team members to ensure that the members have sufficient equipment, skills, and physical ability to conduct the assigned tasks. The FTL should collect all pertinent medical information about the team members. In the event that the FTL determines that some member(s) do not meet any or all of these criteria, and the member cannot easily correct the deficiency, the FTL should inform the appropriate staff member and possibly receive a qualified replacement.

D.5 Conducting the Task - The field team leader is responsible for ensuring that the assigned task(s) is implemented in a safe and efficient manner. Safety should always be the highest priority.

D.6 The Field Team Debriefing - After deployment, the FTL will first debrief the team prior to participating in an FTL debriefing. This team de-briefing will include estimated POD's for the area searched, terrain evaluation, task evaluation, safety hazards, and other items deemed necessary by the FTL.

D.7 FTL Debriefing - After deployment, all ASRC field team leaders will receive a debriefing. This debriefing will include estimated POD's (subject and/or clues) for the area searched, terrain evaluation, task evaluation, safety hazards, clues that should be followed up, and other items deemed necessary by the incident staff or the FTL.

D.8 Refusal or Modification of Assignments - Any ASRC FTL 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. 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.

D.9 Generic Recommendations - Under most conditions it is recommended that the FTL not take a team in the field if members of the team are carrying firearms. The FTL should determine if close friends or family members of the subject are on the team and confirm with the incident staff that the task is appropriate for family and/or friends. The FTL should recognize the signs of critical stress and/or conditions that might lead to critical stress and inform the incident staff upon debrief.

   D.9.1 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.

Annex E
ASRC Pager Codes

E.1 ASRC Pager Codes Purpose - The ASRC has established a pager code to rapidly communicate with all the members and groups of the conference who have a pager. The information is broadcast to all pager carriers. This process speeds up the alert and dispatch process, and provides a convenient and easy means of contacting resources enroute to an incident. This paging system also provides a means for critical command elements to bypass phone systems in order to gain access to other critical command elements (e.g., the Dispatch can page the IC on-scene, or visa-versa).

E.2 The Pager Codes - The following codes are code groups are allocated to the ASRC and the member groups.

> **E.2.1 The ASRC Codes** - All pager codes (except 600 through 799 inclusive) are reserved for ASRC usage. The following are the standard ASRC pager codes.

000	Disregard previous page
100	AO call this phone #
101	Previous Page Handled by
102	Any available IC call this phone #
103	Any ACA call this phone #
105	New Dispatch phone #
106	DS call this phone #
123	Test. call this number
111	Notification of an incident
222	On alert to respond to an incident
331	Responding an overhead team
332	Responding Quick Response Team
333	Full Callout Response
441	Status 1 find
442	Status 2 find
443	Status 3 find
444	People Enroute turn around & call dispatch
445	Incident Suspended
551	Base call this phone #
552	Dispatch call this phone #
553	Enroute PIN, call dispatch
554	Group Dispatch call conference dispatch
888	Dispatch has closed
999	Disaster has occurred

> **E.2.2 Reserved PINs** - The PINs from 001 through 099 are used to identify critical ASRC resources, both group and individuals (such as ICs, ISs, and Trackers). The Alert Coordinator is responsible for assigning PINs to these critical resources. The

following Personal Identification Numbers (PINs) s are assigned to individual groups:

091   Potomac Valley Rescue Group
092   Tidewater Search and Rescue·Group
093   Maryland Search and Rescue Group
094   Richmond Search and Rescue Group
095   Allegheny Mountain Rescue Group
096   Southwest Virginia Mountain Rescue Group
097   Shenandoah Mountain Rescue Group
098   Blue Ridge Mountain Rescue Group

E.2.3 Group Pager Codes - All pager codes from 600 through 799 inclusive, are reserved for the individual groups to use as they see fit.

E.3 ASRC Pager Use Protocol - The following subsections describe when and how to use the ASRC pager net.

E.3.1 Pager Net Usage - The ASRC pager net shall only be used for official ASRC business. Operational needs always take precedence over administrative needs. Members who receive mission critical message traffic should respond as soon as possible.

E.3.2 Pager Code Protocol - The following format defines the pager code used for entering a page subject to the rules set forth below:

v-w-x-y-z.

where

    v   = a one digit field used to indicate the incident number. This should used only if multiple, simultaneous incidents occur.
    w = a group PIN number when x is a group designated code.
    x   = a three digit field used to enter in the ID of the entity being called, or a three digit pager code,
    y   = a 10 digit field used to enter in the call back phone number,
    z   = a three digit field used to enter in the ID of the entity initiating the call.
    -   The dash is added via the "*" button on the phone.

E.3.3 ASRC Pager Code Usage - Use of all the fields are optional, depending on the message context. Their use is intended to improve the message communications fidelity: this includes communicating intent, addressing, etc.. There recommended usage is described in the table E-1.

E.3.4 Examples of ASRC Pager Code Usage -

Example 1: 002-414-555-6789-005 (x=005, y =414-555-6789, & z=005) implies the person with ID 002 should call the individual with ID 005 at the phone number of: 414-555-6789.

Example 2: 123-804-555-6172 (x=123 "test", y =804-555-6172) indicates this is a pager test.

Example 3: 100-804-555-1234 (x=100 "AO call this number", y =804-555-1234) indicates that any available AO should call the phone number 804-555-1234.

Example 4: 098-554-804-555-1234 (w=098 "Blue Ridge Mountain Rescue Group", x=554 "Group dispatch call conference dispatch at:", y=804-555-1234) indicates that the BRMRG dispatcher must call the ASRC dispatcher by dialing 804-555-1234.

E-1 ASRC Pager Syntax Protocols			
Code	Meaning	Syntax	Comments
000	DSRGD	x-z	
100	AO >	x-y	• z may be added if needed
101	Handled	x-z	
102	IC >	x-y	• v may be added if needed • z may be added if needed
103	ACA >	x-y	• z may be added if needed
105	Disp #	x-y	
106	DS >	x-y	• z may be added if needed
123	Test	x-y	
111	Notif	x-y	• v may be added if needed
222	Alert	x-y	• v may be added if needed
331	OHT	x-y	• v may be added if needed
332	LCO	x-y	• v may be added if needed
333	FCO	x-y	• v may be added if needed
441	ST 1	x-y	• v may be added if needed
442	ST 2	x-y	• v may be added if needed
443	ST 3	x-y	• v may be added if needed
444	Turn	x-y	• v may be added if needed
445	Susp	x-y	• v may be added if needed
551	Base >	x-y	• v may be added if needed • z may be added if needed
552	CDO >	x-y	• z may be added if needed
553	TE >	x-y	• v may be added if needed
554	GDO >	x-y	
888	Anna	x-y	
999	Dist	x-y	
0ab	PIN	(x-)x-y	• 0ab = An ASRC assigned PIN • z may be added if needed • Multiple PINs may be listed sequentially.
0ab-cde		w-x-y	• z may be added if needed • 0ab = group PIN • cde = group assigned code • Used to send group codes via the ASRC net.

Annex EE
ASRC Dispatch Officer Functions

EE.1 Conference Dispatch - The ASRC Dispatch function is fulfilled via the Dispatch Supervisor (DS) and the Dispatch Officers (DOs) during actual or simulated missions. During non-incident times the ASRC Dispatch Coordinator provides overall coordination of the dispatch function.

EE.2 Chain of Command - If the Conference Dispatch is activated, all ASRC DOs shall report directly to the incident DS to resolve all operational decisions during an incident. In cases of conflict between the DS and the AR, the AR directions shall have precedence over the DS's directions. In cases of conflict between the ACA and the AR, the ACA's directions shall have precedence over the AR's directions.

EE.3 Manning Dispatch - During periods of low activity, the DS may authorize the DO(s) to physically leave the dispatch office unstaffed provided an answering machine is set up and working properly. The answering machine shall have a message describing the current mission status and detailing how to contact the DS if needed.

EE.4 Generic Responsibilities of the Conference Dispatch Officer - The ASRC DO carriers out the minute-by-minute conference dispatch functions.

EE.5 Initiation of ASRC Dispatch - The initial DO is responsible for initiating the Dispatch function as directed by the DS.

EE.6 Normal ASRC Dispatch Duties - The DO is responsible for performing the following duties.

EE.6.1 Timely Dispatching - The DO is responsible for recruiting additional help as needed to insure timely dispatching.

EE.6.2 Tracking Group Dispatchers - The ASRC DO shall maintain a current list of GDOs, one for each group, including a pager or telephone number where the GDO can be reached.

EE.6.3 Logging Conversations - The DO will keep a log of every telephone conversation that occurs during a mission, including the time of the calls, who called, and the content of the message.

EE.6.4 Maintain the Status Board - The Conference DO will keep an updated status board that monitors the alert status of every group and the availability of members of every group.

EE.6.5 Maintaining Contact with the Incident Base - The Conference DO will establish contact with Mission base at least every six hours and will pass updated information to every group dispatch and to VADES.

EE.6.6 Updating MEDCOMM - If the Conference was alerted through UVA MEDCOMM, the Conference DO will keep MEDCOM appraised of the mission situation every twenty-four hours.

EE.6.7 Information Flow to the Groups - The Conference DO is responsible for passing the following information to each group's GDO at least once each day:
- Weather conditions
- Changes to the base location or directions,
- Changes in alert status,
- When group members reach or leave base,
- Incident update, / status report

EE.6.8 Logistics Support - The Conference DO is responsible for seeing that equipment requests from the base are fulfilled. This includes calling other groups to determine what equipment is available. This may include dispatching personnel to the search solely for the purpose of transporting equipment.

EE.7 Incident Status Change Information Dissemination - 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, Conference Dispatch must notify Base that there are still incoming personnel.

EE.7.1 Incident Completion - The Conference DO is responsible .for talking to each of the GDO's to ascertain that they have received an end-of-incident page. This may include calling the GDO directly.

EE.7.2 Incident Closure - The Conference DO is responsible for contacting VADES to notify them that the mission is closing, unless VADES notified Dispatch first.

EE.8 ASRC Dispatch Closure - The DO is responsible to fulfill a number of tasks prior to closing down the Conference Dispatch.

EE.8.1 Notifying the Groups - Prior to closing ASRC Dispatch, all groups must first be notified of the impending closure. 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.

EE.8.2 Notifying VADES and UVA MEDCOM - 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.

EE.8.3 Documentation - The Conference DO at closing is responsible for filing the Dispatch Log with the mission files.

EE.9 ASRC Dispatch Backup to Group Dispatch - 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.

EE.10 Response to Press Inqueries - If contacted by members of the press, the Conference DO has two options:
    (a) The DO can refer the reporter to the IC or ACA.
    (b) If the IC or ACA (for an ongoing incident), have established standing orders and have approved a previously prepared press statement, the DO may issue the press statement upon request.

note 1: The AO should must determine if the request for ASRC resources is legitimate:
      a) Is the AA legitimate?
      b) Is the request within our response region?
      c) Is the request within our functional domain?
Then the AO should also gather:
      c) AA's name, title, and phone number
      d) directions
      e) Initial data: weather, subject description(s), subject activities,
resources on-scene, resources responding, and other urgency criteria.
      f) VDES mission number or verbal approval that the mission has been approved.
      g) If appropriate, suggest to the IC when air transportation is useful
      h) If appropriate, contact VDES and inform them of the ASRC response to an incident.

E.2.3 Multiple levels of alert status - 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. **(Move elsewhere - why is this here ?)**

E.2.1 DS Response Performance - Once a "106" page is broadcast, (a request for a DS to call a phone number), a DS should call back within 5 minutes. Failing to get a response, a second "106" page should be issued. Failure to get a response within 10 minutes of the second page, the AO should attempt to contact at least four DS directly by telephone. Failing to get a DS either by paging or by direct phone calls, the AO should assume the DS's responsibilities. However, every effort should be made to get a DS to assume the proper DS function, and to hand-off dispatch to the normal ASRC dispatch. (BOD guideline, 10/94).

Annex G
ASRC Alert Officer Functions

The ASRC has four possible operational states with respect to any incident:

• Ready State	This is the state where the ASRC is not involved in the incident, but the ASRC will respond to requests.
• Notification State	This is the state where the ASRC is aware that there is a possible or ongoing incident that (1) the ASRC has at least small potential of being requested, and (2) that some benefit would result from an ASRC response. .
• Alert State	This is the state where the ASRC knows that there is an on-going or potential incident, and that the ASRC will likely respond to the incident.
• Response State	The ASRC has dedicated resources to respond to an incident.

The ASRC may be in multiple states simultaneously. For example, the ASRC could be in a response state for one incident, the alert state for a second incident, and the notification state for a third incident.

E.2.3 Multiple levels of alert status - 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. **(Move elsewhere - why is this here ?)**

E.2.1 DS Response Performance - Once a "106" page is broadcast, (a request for a DS to call a phone number), a DS should call back within 5 minutes. Failing to get a response, a second "106" page should be issued. Failure to get a response within 10 minutes of the second page, the AO should attempt to contact at least four DS directly by telephone. Failing to get a DS either by paging or by direct phone calls, the AO should assume the DS's responsibilities. However, every effort should be made to get a DS to assume the proper DS function, and to hand-off dispatch to the normal ASRC dispatch. (BOD guideline, 10/94).

4.1.1 Cave Rescue Considerations - In the event the ASRC is directly contacted as the primary responder for a cave rescue incident, whether in Virginia or elsewhere, the ASRC will immediately refer the call to the Virginia Department of Emergency Services.

4.1.2 Swiftwater Rescue - In the event that ASRC is directly contacted as the primary responder for a swiftwater incident, the ASRC will immediately refer the call to the appropriate qualified Responsible Agent, state coordinating agency, or local primary responder.

G.1 The Alerting Function - The ASRC Alert Officer (AO) will fulfill the ASRC alerting 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 has the authority to change the operational state of the ASRC.

G.1.1 Response to an RA contact - The AO is responsible for responding to an initial request for ASRC participation from a Responsible Agent.

G.1.2 Response Coordination - Response Coordination with Requesting Agencies

G1.2.1 Coordination When Within Virginia - When the incident is in Virginia, ASRC responses will normally be coordinated through the Virginia Department of Emergency Services (VADES).

G1.2.2 Coordination When Outside Virginia - 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 the AO 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. **Who maintains this list ??**

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 may be used to indicate that contact is being made.

A4.1.4   In the event that a SAR incident is in progress in Virginia, and the ASRC has not been requested to participate in the response effort, all calls by ASRC members to VADES concerning the search will be routed through an IC.   The IC will ensure that multiple, needless calls to VADES are not made.

A4.1.5   Alert Officer Decisions

A4.1.5.1   It will be determined by the AO, after talking to the RA, VADES (when the search is in Virginia), and others as appropriate, what level of callout the incident 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 not 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 (OHT)
   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. **(How is this done if the AO is not in the locker ??)**

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.

A4.4 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. **How? GHM**

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 owned pagers.

A4.2.3.2.1 The ADO shall assign the ASRC owned Pagers.

A4.2.3.2.2 The ADO shall keep the pagers in working order.

A4.2.3.2.3 The ADO may send pagers in for repairs with the approval of the ASRC Operations Officer.

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

A4.2.3.2 The ADO shall 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 respond to the weekly pager test, the ADO will check with that group to see if the pager communications link is working properly.

A4.2.3.2.2.2 If the pager communications link is not working properly, the ADO will immediately work to correct this problem or ensure good communications.

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 adminstrative 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/Dispatchprocedures 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.   - **What ??**

Annex G
Group Dispatch Requirements

G.1 Group Dispatch - Within each group, the Group's Dispatch Officer (GDO) shall ensure that the local group dispatch function is fulfilled. The ASRC only recognizes the GDO for incident related activities. The GDO gathers and relays information between the Group and ASRC Dispatch. Given the nature of ASRC responses, 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 ASRC Dispatch function on an as needed basis. This function therefore includes the following subfunctions:

G.2 Determine Group Members' Availability - The GDO shall attempt to contact all of the members in the group to determine each member's availability.

G.3 Maintaining the GDO Function - The GDO is responsible for finding a replacement. When necessary, the GDO shall recruit help to support timely group dispatching and to maintain group information continuity.

G.4 The Group Alert Level Determination - The GDO shall not determine the level of the callout for the group or the group members. The ASRC DO will pass on the group's assigned alert level. The group's assigned response level may be determined only at the ASRC level. In the abscence of an alert level, the group shall remain in the non-response state.

G.5 Conflict Resolution - In the case of conflicts between the ASRC DO and GDO, the DO's decision take precedence unless noted otherwise in ASRC documents.

G.6 GDO Information Responsibilities - The GDO is responsible for passing to ASRC Dispatch the following:

G.6.1 Availability - The GDO shall record the availability of members by training level, including the names of individual IC and IS qualified members who are available. This information shall be passed to ASRC Dispatch in a timely fashion.

G.6.2 Individual Member Response - The GDO shall record the time when members leave to respond to a mission. This information shall be passed to ASRC Dispatch in a timely fashion.

G.6.3 Notification of Return - The GDO shall record when all members have returned from the mission. This information shall be passed to ASRC Dispatch in a timely fashion, either via direct voice contact or by leaving a message on the answering machine.

G.7 Response to Information Inqueries - If the group dispatch is contacted by a member of the press, he or she shall refer the reporter to Conference Dispatch.

G.8 Response to ASRC Dispatch Inqueries - The GDO is responsible for answering every appropriate, addressed page from Conference Dispatch. This information exchange may include more information to pass along, a change in callout status, or a change in travel directions.

G.9 Incident Closure - 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.

G.10 Tracking Returning Members - 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.

Annex H
ASRC Pager Codes

H.1 ASRC Pager Codes Purpose - The ASRC has established a pager code to rapidly communicate with all the members and groups of the conference who have a pager. The information is broadcast to all pager carriers. This process speeds up the alert and dispatch process, and provides a convivent and easy means of contacting resources enroute to an incident. This paging system also provides a means for critical command elements to bypass phone systems in order to gain access to other critical command elements (e.g., the Dispatch can page the IC on-scene, or visa-versa).

H.2 ASRC Pager Use Protocol - The following subsections describe when and how to use the ASRC pager net.

H.2.1 Pager Net Usage - The ASRC pager net shall only be used for offical ASRC business. Operational needs always take precidence over administrative needs. Responses to mission critical message traffic should be generated as soon as possible (i.e., if you are the IC, and you are paged by dispatch, try to respond as soon as possible).

H.2.2 Pager Code Protocol - The following format defines the pager code used for entering a page:

v-w-x-y-z.

where

v   = a one digit field used to indicate the incident number. This should used only if multiple, simultaneous incidents occur.

w   = a three digit field used to enter in the ID of the entity being called

x   = a three digit field used to enter in the pager code,

y   = a 10 digit field used to enter in the call back phone number,

z   = a three digit field used to enter in the ID of the entity initiating the call.

-   The dash is added via the "*" button on the phone.

Use of all the fields are optional, depending on the message context. Their use is intended to improve the message communications fidelity: this includes communicating intent, addressing, etc..

Example 1: 002-414-555-6789-005 (w=005, y =414-555-6789, & z=005) implies the person with ID 002 should call the individual with ID 005 at the phone number of: 414-555-6789.

Example 2: 123-804-555-6172 (x=123 "test", y =804-555-6172) indicates that this is a pager test.

Example 3: 100-804-555-1234 (x=100 "AO call this number", y =804-555-1234) indicates that any available AO should call the phone number 804-555-1234.

Example 4: 098-554-804-555-1234 (w=098 "Blue Ridge Mountain Rescue Group", x=554 "Group dispatch call conference dispatch at this number", y=804-555-1234) indicates that the Blue Ridge Mountain Rescue Group dispatcher should call the ASRC dispatcher at the phone number 804-555-1234.

H.3 ASRC Pager Codes - All pager codes (except 600 through 799 inclusive) are reserved for ASRC usage. The following are the standard ASRC pager codes.

000	Disregard previous page
100	AO call this phone #
101	Previous Page Handled by
102	Any available IC call this phone #
103	**Any ACA call this phone #**
105	New Dispatch phone #
106	DS call this phone #
123	Test. call this number
111	Notification of an incident
222	On alert to respond to an incident
331	Responding an overhead team
332	Responding Quick Response Team
333	Full Callout Response

441	Status 1 find
442	Status 2 find
443	Status 3 find
444	People Enroute turn around & call dispatch
445	Incident Suspended
551	Base call this phone #
552	Dispatch call this phone #
553	Enroute PIN, call dispatch
554	Group Dispatch call conference dispatch
888	Dispatch has closed
999	Disaster has occured

H.4 Common IDs - The following IDs are assigned to individual groups:

091	Potomic Valley Rescue Group
092	Tidewater Search and Rescue Group
093	Maryland Search and Rescue Group
094	Richmond Search and Rescue Group
095	Alegheny Mountain Rescue Group
096	Southwest Virginia Mountain Rescue Group
097	Shenandoah Mountain Rescue Group
098	Blue Ridge Mountain Rescue Group

H.5 Group Pager Codes - All pager codes from 600 through 799 inclusive, are reserved for the individual groups to use as they see fit.

Annex I
ASRC Communications Procedures

include cheat sheet
use of call sign
process to monitor comms gear on-scene
choice of comms gear to send to scene

Update Manual.
        remove contradictions

Annex L
ASRC Belaying Process And Calls

L.1   The Semi-technical Belaying Process - The following practices shall be used when conducting semi-technical evacuations.

L.2   Belaying Calls - The following calls shall be used

ASRC Operations Nomenclature & Definitions

ASRC AR   The ASRC Agency Representative is an
                           operational position. This is the person who
                           is leading all the ASRC resources who are on-
                           scene.

ASRC IC   An ASRC Incident Commander is an ASRC
                           training level and has no direct relationship
                           to an operational position. The ASRC IC
                           training is specifically tailored to enable an
                           individual to perform as an on-scene Incident
                           Commander.

ASRC ACA   An ASRC Area Command Authority is an ASRC
                           training level and has no direct relationship
                           to an operational position. The training is
                           specifically tailored to enable an individual
                           to perform as an ACA.

ASRC Operational ACA   The ASRC ACA is an operational position.
                           This

On-scene IC   This is person who is acting as the overall
                           operational on-scene coordinator. This
                           person may or may not be an ASRC member.
                           This person may or may not be an individual
                           who is an ASRC IC.

Annex L
ASRC Non-Technical and Semi-Technical Process And Calls

L.1   General Comments for any Evacuations
- Safety
- Redundancy
- Rescue Specialist
- Easiest method
- Safety Officer
- Knot & system reviews
- Patient care
- Leadership
- Medical lead
- Rescue Lead
- Safety Lead
- Litter Captain

L.2   Non-technical Evacuations

L.2.1   Non-technical Evacuation Process - The following practices shall be used when conducting non-technical evacuations.

Normal lifts
Normal lowers
Normal Evac
Laddering
Toe-nailing
Rotating

L.2.2   Non-Technical Evacuation Calls - The following calls shall be used

Purpose of standard calls

Ready to Lift
Lift
Ready to Lower
Lower
Foward
Stop
Clear
Ready to Ladder

1   Form date October 27, 1995

Ladder
Ready To Rotate
Rotate

Use of normal english

L.2.3   Safety on Non-Tech Evacuations - The following calls
shall be used

Gloves
Helmets
Patient care

L.3   The Semi-technical Evacuation - The following practices
shall be used when conducting semi-technical evacuations.

L.3.1   The Semi-technical Belaying Process - The following
practices shall be used when conducting semi-technical evacuations.

L.3.2   Semi-Technical Litter handling - The following calls
shall be used

L.3.2.1   Easy Semi-Tech Pitches - The following calls shall be
used

L.3.2.2   Severe Semi-Tech Conditions - The following calls
shall be used

L.3.3   Belaying Calls - The following calls shall be used

Purpose of standard calls

Two Oh
On Belay
Belay On
Pre-load
Down Slow
Down Fast
Up Rope
Slack

Off Belay
Belay Off
Rock

Use of normal english

L.3.4 Safety on Semi-Tech Evacuations - The following calls shall be used

L.4 Technical Evacuation - The following practices shall be used when conducting semi-technical evacuations.

L.4.1 Technical Belaying Process - The following practices shall be used when conducting semi-technical evacuations.

L.4.2 Semi-Technical Litter handling - The following calls shall be used

L.4.3 Raising Litters - The following calls shall be used

L.4.4 Lowering Litters - The following calls shall be used

L.4.5 Technical Evacuation Calls - The following calls shall be used

L.4.6 Safety on Semi-Tech Evacuations - The following calls shall be used