Appalachian Search and Rescue Conference

OPERATIONS MANUAL

Version 3.1, April 1999

ASRC Operations Manual

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Emergency Alerting: (804) 674-2400

Glossary

Abbreviation	Meaning
ACA	Area Command Authority
ALS	Advanced Life Support
AO	Alert Officer
AR	Agency Representative
ASRC	Appalachian Search & Rescue Conference
BLS	Basic Life Support
Board	Board of Directors
IC	Incident Commander
GR	Group Representative
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
RA	Responsible Agent from a Government Entity
EMS	Emergency Medical Service

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Section 1. Overview and Mission Statement

Mission Statement of the Appalachian Search And Rescue Conference

"To save lives, the Appalachian Search & Rescue Conference provides accredited professional volunteer services in incident command management and ground search and rescue operations to government agencies in the mid-Atlantic region."

To fulfill its mission, the Appalachian Search And Rescue Conference (ASRC) functions as a confederation of geographically distributed volunteer professional lost person search and rescue Groups which use common training standards, operational certification standards, and operational protocols. The ASRC responds to search and rescue (SAR) incidents in the Mid-Atlantic region 365 days a year under all weather conditions.

Services include incident command management, quick response overhead management resources, communications, medical services, ground SAR, and technical services in all terrain environments. The ASRC accomplishes its mission by providing both equipment and highly trained members to support and assist local, state and Federal officials in their prosecuting lost person SAR incidents.

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   Range of ASRC Services -- The ASRC has two primary missions -- lost person search and rescue, and ground search and rescue operations in downed aircraft incidents.

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 rescue services are performed by the ASRC only in wilderness or rural environments.

The other primary mission of the ASRC is to respond to downed aircraft incidents to support ground operations of the incident. The ASRC does not attempt to coordinate large scale aerial searching.

The ASRC also performs numerous secondary missions.

G   Training to other organizations --   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.)

G   Preventative Search and Rescue -- Educational programs are provided for children and adults designed to decrease the likelihood of participants becoming lost, and to improve their ability to deal with emergencies such as becoming lost. (The ASRC assumes no liability for events resulting from the use or misuse of information or skills taught with such intent.)

G   Cave Rescue -- The ASRC supports cave rescue incidents. However, the ASRC does not provide primary response for a cave rescue incident. When responding to cave rescue incidents, ASRC services are limited to above ground tasks (see Section 5.1.1, Cave Rescue, response protocols).

G   Swift Water Rescue -- The ASRC supports swift water rescue incidents. However, the ASRC will not provide the primary response for swift water rescues. When responding to swiftwater rescue incidents, the ASRC services are limited to shore-side tasks (see Section 5.1.2, Swift water Rescue, response protocols).

G   Urban (collapsed structure) Search and Rescue -- The ASRC supports Urban Search and Rescue incidents. However, the ASRC will not provide the primary response for these incidents.

The ASRC also provides support in disaster assistance services. Support may include participating in Mass Casualty or Disaster Relief operations for the following government and private sector emergency service programs provided that legal authority is given by a Responsible Agent, and an ASRC Area Command Authority (ACA) agrees to support the incident.

G   Commonwealth of Virginia Disaster Plan: Responsible Agent, Virginia Department of Emergency Services (see Section 5.1.3)

G   Disaster Plans of Other States (see Section 5.1.4)

G   United States of America Disaster Plan: Responsible Agent, American Red Cross Disaster Services (see Section 5.1.5)

G   International Disaster Plan (see Section 5.1.6)

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

1.2   General Information on the ASRC and this Document

The ASRC serves the mid-Atlantic Region, defined as the States of Virginia, Maryland, West Virginia, and Pennsylvania, as well as Washington D.C.

The ASRC desires to enter into mutual aid agreements with other SAR providers. In addition, the ASRC encourages the development of Memorandums of Understanding

or similar agreements with the appropriate government agencies. These agreements are made at the discretion of the ASRC Board of Directors.   The ASRC Operations Officer, or designee, and the Operations Committee are responsible for negotiating mutual aid agreements.

1.3   General Information on ASRC processes and documentation

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

G   Articles of Incorporation

G   Bylaws

G   Operations Manual

G   General Administration Manual

G   Training Standards

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

1.4   General Information about the Operations Manual

Authority -- Article I of the ASRC bylaws of the grants the Board of Directors (Board) the power to establish, publish, and enforce standards of procedure in an Operations Manual for search and rescue operations for ASRC member Groups and ASRC members.

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 Board shall arbitrate the conflict. In the event that there is a conflict between this document and either the ASRC Board or the ASRC General Membership, the ASRC Board 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 ASRC Group Operational rules, procedures and policies (as explained in **Section 1.5**.). This document, dated February 1998, supersedes all previous ASRC operational rules, procedures, and policies.

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

Regulations, procedures and policies in this Manual 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.

1.4.1   ASRC Non-Incident Operational Policies -- ASRC Non-Incident Operational Policies provide the framework needed at the Conference Level to perform administrative functions that are related to field operations. ASRC Non-Incident Operational Policies include the duties and responsibilities of the:

1.   ASRC Operations Officer

2.   ASRC Safety Officer

3.   ASRC Communication Coordinator

4.   ASRC Medical Coordinator

5.   ASRC Dispatch Coordinator

These ASRC Non-Incident Operational Policies also define:

G   allocation of authority for operations oversight;

G   maintenance and dissemination of all operations policies; and

G   disposition and maintenance of ASRC owned gear.

ASRC Non-Incident Operational Policies explicitly exclude:

G   training processes

G   general ASRC Conference business, personnel, and administration policies, and

G   local Group business, personnel, and administration policies.

1.4.2   ASRC Incident Operational Policies -- ASRC Incident Policies, provide a basis for actual field operations at the Conference level. These policies are described primarily in **Section 5** of this document.

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

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

G Group's Chair (or Chief Executive Officer)

G Operations Officer.

Non-Incident Operational Policies also define:

G minimal Group equipment requirements; and

G minimal Group operational record keeping requirements.

Non-Incident Operational Policies explicitly exclude:

G all other internal local Group operational processes; and

G all local Group business, personnel, and administration policies.

1.4.4   **Group Incident Operational Policies** -- Group Incident Policies, provide a basis for actual field operations and performance expectations by a Group within the context of the ASRC. These policies are described primarily in **Section 6** of this document.

1.4.5   **Membership Operational Policies** -- Member Incident Policies, provide a basis for actual field operations by a member of the ASRC. These policies are described primarily in **Section 7** of this document.

1.5   **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, and (2) in internal ASRC operational protocols.

1.6   **General Intent of ASRC Operations**

1.6.1   **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 standard operational capability across all the Groups, so that all Groups 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.

1.6.2   **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. (Footnote 1)

1.6.3   **Division of Authority in Support of Field Operations** -- ASRC policy is not to impose regulations needlessly on member Groups. Therefore, each Group is generally free to determine how to manage, regulate, and perform in internal operations. Areas where

Group operational performance impacts the overall conference performance, however, are the areas where the Conference has the authority to require specific performance. In general, the Conference can only require performance outcomes; the Conference can not specify a process. Examples include, but are not limited to, Group dispatching, conflicting field task orders, and conflicting operational priorities.

1.6.4 Authority Over Individuals -- Once an individual member of an ASRC Group commits to responding to an incident, the Conference, acting through the Incident Commander (IC), Area Representative (AR) or Area Command Authority (ACA), has the authority to direct the individual's efforts, except for the following:

This authority does **NOT** include requiring an individual to perform a task when the individual determines the task to be unsafe; using personal finances of the individual; using personal gear belonging to the individual; and requiring an individual to provide services beyond the member's level of training.

1.6.5 Authority Over Minors -- Once a member of the ASRC who is under the age of 18 commits to responding to an incident (see **Section 5.5.1**), the minor shall have the same privileges and responsibilities as any other Member (also see **Sections 5.11**..

1.7   Responsibility for the Operations Manuals

The ASRC Operations Officer is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all ASRC Operations Manual(s), and related materials

1.7.1 Change Pages -- The ASRC Operations Officer is responsible for preparation, publication, and dissemination of change pages to the ASRC Operations Manual(s). 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 Board meeting.

The ASRC Operations Officer is also responsible for maintaining and disseminating a master list of all change pages to the ASRC Operations Manual(s).

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

1.7.3 Authority for Changes and Updates -- The information in this manual and its annexes may be changed under the direction of the ASRC Board of Directors, or by the ASRC Operations Officer with the guidance of the ASRC Operations Committee. Changes

shall be effective as of an affirmative vote of the Board of Directors followed by publication and dissemination of appropriate change pages.

1.7.4   Routine Changes and Updates -- The ASRC Board of Directors or General Membership may recommend and approve changes to this manual or any of its annexes. However, the written input of the Operations Officer and Operations Committee and other appropriate officers and coordinators is required prior to voting by the Board of Directors of any proposed changes.

1.7.5   Emergency Changes and Updates -- The information in this manual and its annexes may be changed under the authority of 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 at the next meeting in order to remain in effect.

1.8   Responsibility for other Operations Documents and Materials -- 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** -- The following policies and procedures shall be administered by the following ASRC personnel:

2.1.1   **ASRC Operations Officer** -- The ASRC Operations Officer holds primary responsibility for the operational readiness of the ASRC. This includes ensuring that adequate personnel are trained, dispatched and tracked in a safe and timely manner. In meeting this responsibility, the ASRC Operations officer relies upon the Group operations officers to maintain and demonstrate their Group=s operational readiness. Beyond that responsibility, the ASRC Operations Officer has additional duties as defined in pertinent sections of this Operations Manual.

2.1.2   **Chair of the ASRC Board of Directors** -- 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 Policies.

2.1.4   **Group Operations Officers** -- The Group Operations Officer is responsible for ensuring the operational readiness of their Group. This includes ensuring that adequate personnel are trained, dispatched and tracked in a safe and timely manner. The Group Operations Officer must be able to document readiness in a manner acceptable to the ASRC Operations Committee. The ASRC recognizes that different Groups may have different procedures for each of these tasks. However each Operations Officer should be able to document these procedures within the Group, and to ensure continuity over time. This ASRC Operations Manual defines the minimum standards for readiness, equipment, and documentation.

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

ASRC Agency Representative --   An ASRC Agency Representative (AR) serves as the official agent of the ASRC at 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 of ASRC operational policy and procedures. The responsibilities of the AR role are contained in **Section 3** of this Manual.

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 Agency Representative, is responsible for compliance by ASRC members with ASRC operational policy and procedures. Details on the role of the ACA are contained in **Section 3** of this Manual.

2.3   **Restraining Action** -- The ASRC Operations Officer may restrain any ASRC member from actively participating in ASRC operations, provided the cause for restraint has operational significance. The details of the restraint may be tailored to the whatever extent desired by the ASRC Operations Officer. All such restraining actions shall be resolved by the ASRC Board of Directors within three months, preferably at the next Board meeting, by following the due process procedures outlined in the ASRC General Administration Manual.

2.3.1   **Operations Officer Duties in the cause of a Restraining action** -- Prior to the Operations Officer decision, in an emergency situation, to restrain an ASRC member from participation in an incident, the Operations Officer must contact the individual(s) in question and discuss the issue with the individual(s). After that has occurred, and if the Operations Officer then deems it necessary to restrain a member from further participation in future incidents, the Operations Officer must inform the individual of the restraining action in writing, with copies forwarded to the ASRC Chair and the appropriate Group Chair. The decision to restrain a member from further participation in future incidents requires referral to an administrative due process hearing.

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

2.5   **Roles and Responsibilities of the ASRC Operations Officer** -- The ASRC Operations Officer has numerous roles and responsibilities as outlined in **Sections 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 Board of Directors at the first Board 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, selected annually from among the Operations Committee's voting members, who shall be the various certified Group Operations Officers.

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 and the ASRC Bylaws. 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 appropriate recommendations to the Board of Directors. It is recommended that other members of the Operations Committee be involved in the Certification Process.

2.5.5 **Support the ASRC Board of Directors** -- The Operations Officer shall support the ASRC Board of Directors as directed by the Board.

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:
  G ASRC Operations Committee
  G ASRC Safety Officer
  G ASRC Communications Officer
  G ASRC Medical Officer
  G ASRC Dispatch Coordinator

2.5.7 **Analyses of ASRC Operations and Annual Report**: -- 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 ensure that "lessons learned" are incorporated into future ASRC operations.

    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 shall be composed of the various Group Operations Officers, and as ex-officio members, the ASRC Safety Officer, the ASRC Communications Officer, the ASRC Medical Officer, and the ASRC Dispatch Coordinator. Only those members who are Operations Officers of a certified Group shall have a vote on issues before the committee. The ASRC Operations Committee is responsible for fulfilling the following:

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

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

G   Manual Updates - The ASRC Operations Committee shall support the process of updating the ASRC Operations Manuals and related documents.

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.

G   ASRC Operations Committee Participation -- The ASRC Communications Officer shall be an ex-officio member of the Operations Committee.

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

G   Maintenance of ASRC Radio Licenses -- The ASRC Communications Officer, under the direction of the ASRC Board of Directors, is responsible for maintaining, updating, and renewing ASRC radio licenses. All licenses shall be disseminated to the appropriate ASRC members on an as-needed basis., including Group Communication Officers.

G   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 Board of Directors and the ASRC Operations Officer in the event that ASRC members or Groups are abusing the radio license.

G   Mutual Aid Use of Radio Licenses -- The ASRC Communications Officer shall make recommendations to the ASRC Board of Directors 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 Board concerning entering into an agreement to allow the ASRC to use another agency's license. Under the direction of the ASRC Board, the ASRC Communications Officer shall enter the ASRC into written mutual aid agreements with outside agencies.

G   Radio Equipment Standards and Procurement -- The ASRC Communications Officer shall make recommendations to the ASRC Board of Directors establishing requirements for: standards; radio frequency/channels needs; and procurement of ASRC communications equipment, excluding communication devices and services used primarily for dispatch or alerting.

G   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 ASRC training procedures and standards.

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

G   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.

G   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, appointed by the ASRC Chair with the concurrence of the ASRC Board of Directors, shall perform directly or oversee the following duties and functions.

G   ASRC Operations Committee Participation - The ASRC Safety Officer shall be an ex-officio member of the Operations Committee.

G   Recommendation of restraining action - The ASRC Safety Officer shall recommend restraining actions to the ASRC Operations Officer when an unsafe or potentially unsafe act or omission is noted.

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

G 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 Board of Directors regarding significant safety issues.

G Performance Under ASRC Safety Standards - The ASRC Safety Officer has the authority to monitor overall Conference, ASRC Groups, and ASRC member's safety performance. The ASRC Safety Officer shall make recommendations to the ASRC Board of Directors and the ASRC Operations Officer in the event that the Conference, the Groups, or individual ASRC members consistently fail to perform to safety standards set forth.

G Response to Safety Incidents during Missions - The ASRC Safety Officer shall be responsible for investigating all reported medical problems, illnesses, and injuries occurring to ASRC members on active duty (as defined in **Section 7.1**), or to other persons who have signed in at a search or rescue activity which is directed by an ASRC Incident Commander or ASRC Agency Representative.

G Investigation - The ASRC Safety Officer will investigate the incident and report to the next meeting of the Board of Directors with the Report including the following:

1. A Summary Report of the incident including: what happened; the extent of the accident; and injury or illness.

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

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

G 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 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.

G ASRC Operations Committee Participation - The ASRC Medical Officer shall be an ex-officio member of the Operations Committee.

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

G   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.

G   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.

G   Normal Review of ALS Medical Case Histories - In all cases where the ASRC provides advanced life support (ALS) treatment to a patient, the patient's medical history will be submitted to the appropriate ASRC Operational Medical Director for review.

G   Special Review of ALS Medical Case Histories - If the Operational Medical Director questions the diagnosis, treatment, or other related matters, the Operational Medical Director will direct questions or comments to the ASRC Medical Officer, who may talk with the care giver.

G   Performance Under ASRC Medical Standards - The ASRC Medical Officer shall monitor overall Conference, local ASRC Group, and individual ASRC member medical performance. The ASRC Medical Officer shall make recommendations to the ASRC Board of Directors and/or the ASRC Operations Officer in the event that Conference, the ASRC Groups, or individual ASRC members consistently fail to perform to the standards set forth.

G   Liaison to Medical Advisors - The ASRC Medical Officer shall coordinate any and all liaisons to ASRC Operational Medical Directors.

G   Liaison to the ASRC Training Officer - The ASRC Medical Officer shall support the ASRC Training Officer on an as-needed basis to ensure that proper standards, materials, processes, and procedures are included in the medical portion of the established ASRC training program.

G   Medical Quality Assurance - The ASRC Medical Officer shall assess the quality of Conference 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.

G   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 be appointed by the ASRC Operations Officer, and shall perform directly or oversee the following duties and functions.

G   ASRC Operations Committee Participation - The ASRC Dispatch Coordinator shall be an ex-officio member of the Operations Committee.

G   Maintenance of ASRC Dispatch Standards - The ASRC Dispatch Coordinator shall recommend ASRC dispatch standards to the ASRC Operations Committee, and, if approved, forward subject recommendations to the ASRC Board of Directors for consideration of their approval. If approved, the ASRC Dispatch Coordinator shall coordinate the documentation of any and all approved Dispatch standards as part of this Operations Manual.

G   Performance Under ASRC Dispatch Standards - The ASRC Dispatch Coordinator shall monitor overall Conference and local ASRC Group dispatch performance. The ASRC Dispatch Coordinator shall make recommendations to the ASRC Operations Officer, with copies to the ASRC Board of Directors, in the event that Conference operations, or Groups consistently fail to perform to the standards set forth. These recommendations may include suggested changes to the standards or recommendations to correct inadequate performance.

G   Maintenance of ASRC Dispatch Information - The ASRC Dispatch Coordinator shall maintain and disseminate ASRC dispatch information as needed. At a minimum, the ASRC Dispatch Coordinator shall work with the Conference Secretary to maintain a complete set of Group rosters which shall be disseminated to all Conference Alert Officers (AOs).

G   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 Alert Officers (AOs), Incident Commanders (ICs), Incident Staff (ISs), and Area Command Authority (ACAs), to be disseminated to all Conference Alert Officers.

G   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 program.

G   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 ASRC Group's dispatch performance. The ASRC Dispatch Coordinator shall be responsible for reviewing and preparing recommendations concerning ASRC requirements for ASRC-level dispatch processes, procedures, training, and performance.

G   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 processes, procedures, training, and performance.

G   Group Alert Process Approval - The ASRC Dispatch Coordinator shall review, evaluate, and recommend changes to Group alert processes (see **Section 3**). This evaluation shall only be based on the derived performance and safety of the Group dispatch and/or alert procedures.

G   Maintenance of ASRC Alerting Standards - The ASRC Dispatch Coordinator shall recommend ASRC Alerting standards, processes, and agreements to the ASRC

Board of Directors. If approved, the ASRC Dispatch Coordinator shall coordinate the documentation of the approved Alerting Standards into this Operations Manual.

G ASRC Alert Process Agreements - The ASRC Dispatch Coordinator shall make recommendations ASRC Operations Officer, with copies to the ASRC Board of Directors, to enter into Agreements concerning the process of alerting the ASRC. The ASRC Operations Officer will bring these recommendations to the Board of Directors for their consideration of approval. Under the direction of the ASRC Board, the ASRC Dispatch Coordinator shall enter the ASRC into agreements with outside agencies with respect to performing the Alert Process.

G Performance Under ASRC Alerting Standards - The ASRC Dispatch Coordinator shall monitor overall Conference alerting performance. The Dispatch Coordinator shall make recommendations to the ASRC Board of Directors and the ASRC Operations Officer in the event that ASRC Alert Officers consistently fail to perform to established standards. These recommendations may include suggested changes to the standards or recommendations to correct faulty behavior.

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

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

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

Section 3. Group Non-Incident Operational Policies

3.1   **Administration of Group Non-Incident Operational Policy** -- The Group Chair (or other chief executive officer) is responsible for ensuring Group compliance with all ASRC Operational Policies. These policies shall be administered by the ASRC Group Representative (GR). The details of this function are described in **Section 5.**

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

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

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

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

G   Callout Rosters: Each Group will maintain a callout roster of those members who are qualified and capable of responding to missions.

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

G   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 evaluation of safety and effectiveness in meeting the conference dispatch goals. The Group shall make changes as needed at the suggestion of the ASRC Dispatch Coordinator. Review of suggested changes must be made first by the ASRC Dispatch Coordinator and ASRC Operations Officer and then, if needed, by the ASRC Board of Directors, upon the request at the Group.

Section 4. ASRC Alerting and Dispatching Policies

4.1   ASRC Operational States

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

G   Ready State -- This is the state where the ASRC is not involved in the incident, but the ASRC will respond to requests.

G   Notification (111) 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.

G   Alert (222) 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.

G   Response (332 or 333) 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, an alert state for a second incident, and the notification state for a third incident.

4.2   ASRC Alerting Policies

This section is in development. Please refer to Annex J.

4.3   ASRC Dispatching Policies

This section is in development. Please refer to Annexes G, H, I, and K.

Section 5. ASRC Incident Operational Policies

5.1   ASRC Secondary Mission Response Protocols

5.1.1   Cave Rescue -- The ASRC will not provide an 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 may participate underground as members of ASRC only if the ASRC has officially responded to the incident and those ASRC members have the necessary qualifications.

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 the Virginia Department of Emergency Services has requested ASRC assistance through normal procedures. The ASRC may provide incident staff, logistical support, or strike teams. ASRC members must realize that they 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 a legal Responsible Agent for that State, and an ASRC Area Command Authority agrees to support the mission. The ASRC may provide incident staff, logistical support, and/or strike teams. ASRC members must realize that they may be required to be totally self-sufficient for greater than seventy-two hours. The ASRC is a recognized asset of state emergency management agencies in Maryland, Pennsylvania, Virginia and West Virginia. In addition, the ASRC has Memorandums of Agreement with the Maryland State Police and the Pennsylvania Department of Conservation and Natural Resources.

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 Area Command Authority 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 Area Command Authority 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 to return 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 money is received as direct compensation 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) in the event of an ASRC standby, an ASRC mission number is allocated to the standby incident. For any care rendered, an appropriate medical form must be filled out and filed in the ASRC records.

5.2   Incident Scope

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 Agency Representative (AR) has committed to respond to the incident. Whenever possible, this should be an ASRC Incident Commander who will 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.

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.

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 reallocate resources. The ASRC reserves the right to withdraw its resources if the ASRC Agency Representative or Area Command Authority determines that further participation in the incident would place ASRC resources in unacceptable jeopardy, or the committed ASRC resources are not appropriate for the incident.

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:

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

G   When the incident is not related to ASRC missions as defined in: the Articles of Incorporation, Bylaws, this document, or other specific Memorandum of

Understanding (MOU) or Agreement that has been approved by the ASRC General Membership or Board of Directors;

G   When proper authorization is not obtained from the appropriate Responsible Agent (RA);

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

5.2.5   Patient Transfer -- The ASRC will not transport any patients by vehicle or ambulance. An exception may be made if a major medical emergency exists and the local Emergency Medical Services (EMS) agency either requests or authorizes this service, or the highest qualified EMS professional deems such transport is "medically necessary" and no other appropriate transportation is available.

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 anyone who fulfills the role of on-scene Agency Representative.

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 this individual is responsible for all the specific duties described elsewhere in this document. ASRC AR's are chosen for, among other items, their political sensitivity . The use of this skill is especially important when entering jurisdictions that are new, or an area where previous ASRC operations have been difficult or challenging. When advised by dispatch of a response in either of these areas, the AR should be especially circumspect in making contacts and directing operations.

G   **Selection of an Agency Representative for an Incident** -- ASRC policy is to assign the AR function to a trained ASRC Incident Commander (IC) whenever possible. 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 Agency Representative is described below.

G   **Selection of an Incident Commander as the Agency Representative for an Incident**: -- An ASRC member shall be assigned the role as the ASRC AR provided the member is on the list of certified ASRC ICs as determined by the ASRC Board of Directors. The specific choice shall be a decision of an ASRC Alert Officer (AO). This decision will be based on which ASRC IC can arrive first on scene but if the first certified IC who arrives on-scene is not the originally appointed

IC, then the first certified IC who arrives on the scene shall assume the AR function. If more than one IC from the same Group travel together, it should be determined before arrival who will be in charge.

G **Selection of a non-IC as the Agency Representative for an Incident** -- An ASRC member may be assigned the role as the ASRC AR provided: (1) an Area Command Authority (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 temporarily assigned to be the AR. Upon arrival of the responding Incident Commander, the IC shall then assume the AR function.

G **Simultaneous Agency Representatives** -- At any one time, there will only be one ASRC Agency Representative (AR) per incident. However, to promote safety and clear judgment, an ASRC AR shall rest at least once per day. Prior to resting, the AR shall appoint someone to oversee the incident while the AR is resting.

G **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 Area Command Authority, 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.

NOTE: The ASRC always prefers to have an ASRC IC perform the function of the AR whenever possible, as per **Section 5.3.1**.

There are additional situations regarding individuals serving as Agency Representatives. These include:

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 while the AR is resting

2. A non-IC AR shall always pass on the AR role to an on-scene IC in an expedient manner, except when the ACA indicates that the non-IC should remain as the AR.

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

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

5.3.2　**Agency Representative Tasks at Incident Termination** --　The last Agency Representative appointed for the Incident is responsible for completing all appropriate administrative work required by ASRC or other agencies.　The AR is also responsible to determine that an ASRC Safety Officer is appointed and on-scene 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:

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

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

G　Decision Support --　The on-scene AR has the authority to activate the ACA at any time.

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

G　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.

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

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

G   Dispatch Coordinator or Dispatch Supervisor Support -- The Dispatch Coordinator, or on-the-job ASRC Dispatch Supervisor 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:

G   Notification to ASRC Dispatch -- The ASRC Dispatch should be notified if a request for an ACA is made. This will ensure that an entry is made in to the dispatch log, that there is continuity of information and that only one ACA is activated at a time.

G   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.

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

G   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.

G   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 (ASRC 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:

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

G   Arbitrator over Agency Representative Competence -- The ACA is 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 Board of Directors meeting. At the option of the ACA, the AR's certification to function at the AR level may be suspended until that meeting.

G   Arbitrator over Resource Allocation -- The ACA serves as the binding arbitrator if significant concerns arise over the allocation of resources during multiple missions.

G   Provide General Oversight and Support -- The ACA shall provide oversight and support as needed to any of the following: an AR, an AO, and Dispatch Coordinator and/or Dispatch Supervisor.

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 on-scene ASRC oversight functions. The AR acts as on-scene ASRC commander responsible for managing all ASRC resources. The AR may also be responsible for managing all 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. Additional functions of the AR are described in the ASRC Operations Manual (SAROP), Pennsylvania Search & Rescue Council (PSARC) Standard Operating Procedures (SOP), Virginia Search & Rescue Council SOP (VaSAR CO SOP), and Incident Command System (ICS) Documentation, etc.

Agency Representative Command Responsibilities -- It is the responsibility of the ASRC AR to take command of ASRC personnel on the incident The ASRC AR shall reserve the right, and when necessary, exercise the right, to withdraw ASRC forces if circumstances require it.

Agency Representative Management Style -- The ASRC AR shall use any management style deemed necessary, provided that such style does not conflict with ASRC By-Laws, ASRC procedures, or operational protocols. In addition, if a non-IC ASRC member is acting as the AR, the AR's management style shall be congruous with the ACA's directives.

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

G   Review of AO Decisions -- For all incidents the ASRC responds to, or that the ASRC is on alert for, 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.

G   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.

G   Initial Level of Effort: The AR may wish to adjust the initial level of response, either by increasing or decreasing the level of response. This responsibility extends to directing, as necessary, time of arrival at an incident, initial duties, etc.

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

G   Staging or 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 rapid response if additional resources are needed.

G   Initiating the alert and use of Non-ASRC Resources - The AR should consider whether non-ASRC resources should be placed on alert.

Agency Representative Reporting Requirements: During an incident, the ASRC AR will report as indicated below.

G   Soon after arriving at an incident (ideally within 30 minutes after arriving on-scene and sizing up the operational situation), the initial AR will provide ASRC dispatch the following data: (1) updated directions to the incident, (2) specific information on direct or indirect telephone resources and capabilities at the incident base, (3) an updated description of the incident, (4) needed additional resources (in the form of a resource order) for the present shift and, (5) other pertinent data.

G   Update ASRC dispatch (at least once every four hours during each operational shift) of the incident's operations status and status of personnel.

G   Update the appropriate State or Federal Agency a least once every four hours during each operational shift to provide details on the incident status, future resource needs for the next operational shift, and other high level planning and command information.

General Agency Representative Performance Duties: During an incident, the ASRC AR will perform the duties indicated below.

G   The AR is responsible for initiating the request for additional ASRC resources to be sent to the incident. **Note**: In Virginia, resource requests may be directed to Virginia Department of Emergency Services and may include non-ASRC resources.

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

G   The AR is responsible for ensuring that a medical call sheet is filled out for any rendered medical care associated with the incident. This will be coordinated with the designated onscene ASRC Safety Officer.

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

G   On-scene Planning - The AR will ensure that a consensus process is used to develop a Mattson (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 participants in this process. 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.

G   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.

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

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

G   File all required reports with State Agencies, and with ASRC Records.

G   File a mission summary within thirty days with ASRC Records.

G   Through the designated Safety Officer, ensure that all departing ASRC members have had enough rest.

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

G   File a mission narrative within thirty days with ASRC Records.

G   File originals of all mission files including sign-in sheets, Task Assignment Forms with maps, etc. with the ASRC Records within thirty days of the close of the mission.

5.5.2   **The Initial Response**: Without permission of the Responsible Agent, no ASRC member may arrive on scene until the Agency Representative has arrived on scene.   If the arrival of the Agency Representative (AR) has been delayed, an ACA has the option to appoint another AR to replace the delayed AR.

Staging Initial Response Resources: Due to political sensitivities and other high level considerations, the Agency Representative 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 sign in while waiting orders to continue to the incident

Immediate Response: After arrival on scene, the Agency Representative should make sure the following tasks are being completed:

G   Approach the Responsible Agent (RA) or the RA's designee and introduce himself (this should be done by the AR).

G   Fill out the Missing/Lost Person Questionnaire.

G   Identify the organizations on scene, management positions other agencies fill, incident status, etc.

G   Identify logistics needs, such as power, shelter, food;

G   Document initial search information and data, such as subject's name, description, clothing.

G   Document initial planning data, such as the Point Last Seen (PLS), the subject's plans, physical condition, 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 field teams. The ASRC will normally 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**.

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 **J.**

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 staged at the mission or incident base, 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.

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 patient care transferred 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 and designated by the FTL, will approach the immediate area of the victim. All other team members shall retreat, if safe, to at least 200 feet to form a perimeter to protect a potential crime scene and/or to protect themselves using reasonable safety measures.

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

5.8.6   **Advanced Life Support (ALS) Considerations**: The Medic, if providing Advanced Life Support (ALS) treatment, must be licensed in the state of their residence, 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.

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, Basic Life Support (BLS) or ALS medical treatment, proper written documentation shall be made using the ASRC Patient Care Report form. In all cases where care is provided, information identifying the receiving medical facility and physician(s) must be recorded. The documentation will be presented to the Agency Representative for review and approval.

The Agency Representative 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. Helmets are required to have a three-point suspension for securing the helmet to the head 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. ASRC Group or Conference equipment, with a known and documented 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 with ASRC Field Team Member (FTM) or higher rating. The Rescue Specialist is responsible for the safety of all procedures.

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.

5.10   **On-Scene Safety**: The ASRC Agency Representative is responsible for ensuring that all reasonable safety precautions and risk mitigation steps are performed while prosecuting an incident. This responsibility should be, whenever possible, assigned to a Safety Officer. The following common risks are to be considered as they apply to search and rescue personnel, local citizens, family members of the missing subject(s), and all others associated with the incident:

G   Animals and animal borne diseases, especially ticks and mosquitoes

G Misuse of firearms	G Unsafe Search and Rescue practices
G Exhaustion	G Heat related injuries
G Cold related injuries	G Drowning
G Critical Incident Stress	G Physical trauma
G Allergic reactions	G Others

5.11   **On Scene Safety of Minors**: The Agency Representative is responsible for ensuring that the use of ASRC 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 in ASRC Groups, 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 ASRC Group's use of minors.

5.12   **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 to return home. A written safety plan shall be developed prior to releasing any ASRC member driver from an Incident. **Note**:   A model safety plan is under development and will be inserted as an Annex in this Operations Manual.

5.13   **On Scene Safety Roles and Responsibilities of the Individual**: Every driver responding to and returning from an incident has personal responsibility for developing an individual Resting and Sleep Plan and ensuring they are adequately rested during the incident, and before leaving the incident to return home. The ASRC Safety Officer may request an individual to write out an individual Resting and Sleep Plan.

5.14   **Incident Safety Plan**: Individual ASRC members who will be operating a vehicle to and from an incident are required to check-out from the incident in compliance with the written safety plan prior to leaving an incident.   The ASRC Agency Representative or designee may require that an ASRC member submit to a sleep latency test prior to leaving an incident. If an ASRC member chooses to ignore the Agency Representatives and/or the Safety Officer's recommendation concerning travel to or from an incident, the written refusal to comply with the recommendation shall be entered into the unit log.

5.15   **Accidents, Injuries or Illness of ASRC Member**: The following apply whenever any accident, injury or illness occurs to an ASRC member while on a mission, as a result of a mission, or on a training event.

Reporting to the ASRC Safety Officer: An accident or injury occurring in route to an incident or returning home from an incident shall be reported to the ASRC Safety Officer within twenty-four hours of the incident, or injury.

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 on-scene Safety Officer is not an ASRC member, the ASRC Agency Representative shall also be informed. If the injured party is a member of an ASRC Group, the member's Group Representative shall also be notified.

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 Agency Representative

(AR) is responsible for ensuring that the ASRC member is adequately supported while in the medical facility. If the AR is not an Incident Commander, the AR is responsible for contacting an ASRC Area Command Authority (ACA). The AR is responsible for the following duties:

G   ensuring that the emergency contact is notified of the problem,

G   contacting the ASRC safety officer,

G   documenting the incident, and

G   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.

Safety Equipment Use: All ASRC members who participate in belaying shall wear leather gloves. All ASRC members who participate either in a semi-technical or a technical evacuation shall wear a helmet with a three-point suspension strap system (preferably with UIAA certification).

5.16   **Group Responses**: The details of policies concerning Group responses to incidents are contained in **Section 6.**

ASRC Group Representative (GR) Function: Each ASRC Group that responds to an incident shall identify a GR who shall represent the Group at the incident. The GR provides information about on-scene and reserve Group resources to the on-scene Incident Staff. The ASRC Agency Representative shall determine if the GR shall report directly to on-scene incident staff which is the routine procedure if not otherwise specified, or through the ASRC AR. The details of the GR function are contained in **Section 6.**

5.17   **Group Personnel Requirements**: The details of policies concerning an individual's response to an incident are contained in **Section 7.**

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

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

Additional Procedures: While operating in the Commonwealth of Virginia, the ASRC shall also abide by the ground search and rescue procedures and protocol adopted by the Virginia Search and Rescue Council, including those within the Virginia SAR Council's (VASARCo) Standard Operations Procedures, or the ground search and rescue procedures of the Pennsylvania Search & Rescue Council.

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

5.19   **Situations Not Covered**: In the event of a situation not addressed in this document or any of its Annexes, the Conference Alert Officer will contact ASRC Area Command Authority. 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 policies and procedures in the ASRC Operations Manual. Appropriate resources include the ASRC Operations Officer and ASRC Chair.

Section 6. Group Incident Operational Policies

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 (GR) 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.

6.1.3   Group Dispatch: Each Group that responds to an incident shall maintain and conduct a Group Dispatch function.

6.2   ASRC Group Representative (GR) Function: The ASRC GR function is intended to provide information about on-scene Group resources to the on-scene Incident Staff. The GR is responsible for the following sub-functions and performance requirements:

Wherever possible, the GR must be on-scene. The GR is responsible for finding a replacement GR as determined by Group protocols. The GR is responsible for coordinating any specific needs of the Group personnel though the appropriate channels. And, the GR is responsible for returning 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 Groups 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: 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 acting as, or on the behalf of the 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:

6.4.1   Medical Standbys: This section is under development and will be inserted in the next version update of the ASRC Operations Manual.

6.4.2   Fund raising events: This section is under development and will be inserted in the next version update of the ASRC Operations Manual.

6.4.3   Authority of Groups Events vs. ASRC Incidents: This section is under development and will be inserted in the next version update of the ASRC Operations Manual.

6.5   Limitations on Group Incident Operational Policies: All other Group Incident Operational Policies, as defined by a Group, shall be secondary to 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 physically departs en route to the incident.

7.2   **Removal from Active Duty** -- An ASRC member may remove himself or herself 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 and contacts Group Dispatch.

7.3   **An Individual's Obligations** -- The following describe the obligations that any ASRC member has when members are 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 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, or equipment.

7.3.3   **Leaving an Incident** -- While an ASRC member on-scene may leave the incident at his or her discretion; it is routine that the on-scene Safety Officer grant approval prior to the member leaving the incident. It is the responsibility of the ASRC member to seek approval of the ASRC Safety Officer before signing out of the incident and departing.

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,** Individual Requirements. Members not meeting these requirements may be sent home.

7.4.2   Carrying of, or Use of, Firearms or Weapons -- ASRC personnel will not use, wear, carry or display firearms or weapons of any size shape or form while responding as a member of ASRC to any incident, unless specifically required by statute or regulations for off-duty status for local, state or federal commissioned officers and those individuals are ASRC members. Failure to comply with this requirement may result in suspension or dismissal from the Conference. Standard tools, such as knives, shovels, saws, etc., are not considered to be weapons in this stipulation.

7.4.3   Air Transportation – ASRC members receiving air transportation must be prepared to return to their home location on their own, and at their individual expense.   They must also meet any requirements which are imposed by the carrier.

7.4.4   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.

7.4.5   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.)

7.4.6   On-Scene Arrival -- Once an individual arrives at the incident base, the individual shall ensure that ASRC Dispatch knows of their arrival. **Note**: This notification is routinely provided by the sign-in procedure for ASRC members.

7.4.7   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.

7.4.8   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 behavior is expected and required of all members. Members will comply with the directions of those ASRC members in position of command responsibility over them. Failure to behave professionally will result in actions described in the ASRC Code of Conduct in the ASRC Administrative Manual.

7.5.2   Intoxicating substances -- Any ASRC member responding to a mission will not use or be under the influence of alcohol or intoxicating substances while performing tasks

related to mission operations. This includes the appearance of impropriety such as the smell of alcohol on a Member=s breath or clothing, the presence of alcohol containers, or anything else which suggests that a Member may be jeopardizing the safety of an individual and the efficacy of the ASRC. Members under the influence of such substances will be relieved from their assignment immediately and reported to the Agency Representative and ASRC Board of Directors for appropriate disciplinary action. The procedures in this action are described in the ASRC Code of Conduct in the ASRC Administrative Manual.

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 **(See Section 5.12)** regarding Travel Safety from an Incident.

ANNEXES

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
- Minimum Two Hand-Held Radios with minimum of one per every 8 active members COQ or above
- 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
- Minimum Two Hand-Held Radios with minimum of one per every 8 active members COQ or above
- One Field Medical Kit

A.4   **Operations Kit -** The following ICS forms constitute an minimum Incident Operations Kit:
- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communication Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-209 Incident Status Summary

- ICS-213 General Message
- ICS-214 Unit Log
- ICS-215 Operations Planning Worksheet

ASRC Forms:
- PPAS Projected Personnel Availability Summary
- CSOF Crash Scene Observation Form
- SDF Subject Debriefing Form

VA SAR Council Forms:
- LPR Lost Person Report
- TAF Task Assignment Form

VA DES Mission Forms:
- Shift Summary report
- After Action report
- SAR Unit Personnel Register
- Vehicle Register
- Volunteer Register

PA SAR Council Forms Packet.

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

Documents:
- NASAR's or ERI's Search is an Emergency Field Guide
- ICS Field Operations Guide
- Current ASRC Group Rosters
- ASRC Communications quick reference
- ASRC Search and Rescue Operations Plan
- ASRC Lost Person Behavior Profile reference.
- ASRC Operations Manual (Includes Virginia and draft Pennsylvania SAR Council

- Standard Operating Procedure, and Pennsylvania Department of Conservation
- Natural Resources SAR Memorandum of Agreement
- Memorandum of Agreement with Maryland State Police.
- 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 Calculator
- Carbon Paper Paper Tablet
- File Folders
- 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 consists (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 carabineer.

- 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:

Two each 150' or 200' 11mm or ½" 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:

- 1 each Belay devices -- either large "Rescue Eight' figure eight decenders, or rappel/brake-bar Racks
- 5 each 20' lengths of 11mm or ½" rescue rope
- 3 each Pair of large leather Gloves
- 3 each Large, Locking-D Carabineers
- 2 each Directional devices (pulleys or equivalent)
- 12 each Helmets for the Evacuation Team with three-point strap suspension (climbing helmets preferred)

A.8 Base Radio System - The following constitute an minimum 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. The mast shall have a minimum height of 20'.

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

A.13   Helicopter Kit - The following constitute an minimum Helicopter Kit:
- 3 each Pairs of goggles
- 3 each Sets of ear protection
- 1 each Large, bright orange tarp, or similar, with appropriate stakes for marking an LZ
- 4 each Bright light sticks (30 min high intensity orange or yellow) for marking an LZ

Annex B. ASRC Operational Roster Requirements

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 (PIN)
- 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

Annex C. Personal Field Response Requirements

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

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:

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

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.

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 en route 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 En route turn around & call dispatch

445 Incident Suspended

551 Base call this phone #

552 Dispatch call this phone #

553 En route 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:

090 Mountaineer Area Rescue Group

091 Potomac Valley Rescue Group

092 Tidewater Search and Rescue Group

093 Maryland Search and Rescue Group

094

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 Usages** - 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 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.

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
			$ This is used when communicating a
			group code via the ASRC net.

Annex F. ASRC Safety Officer Responsibilities and Protocols

This section is under development

Annex G. ASRC Dispatch Supervisor Functions

G.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.

G.2   **The Dispatch Supervisor Activation** - The Dispatch Supervisor (DS) shall be activated by the AO. The DS shall receive and record all pertinent information from the AO.

G.3   **Initiating Conference Dispatch** - The Dispatch Supervisor (DS) shall identify or designate a Dispatch Officer (DO) for the Conference Dispatch, or assume that function.

G.4   **Identifying the IC** - If the initial AO has not selected the incident AR, the DS is then responsible for choosing the AR.

G.5   **Initial Response**

G.5.1   **Use of Pegasus or Park Police Helicopters** - For information pertaining to decision regarding the use of the UVA medical helicopter, Pegasus, see the supplemental annex 10 titled "Pegasus Response Guidelines". For decisions regarding the use of the Park Police's helicopter contact VADES for coordination.

G.6   **Chain of Command** - If the ACA function is not activated, the DS shall report directly to the AR for all operational decisions during an incident. The DS shall report directly to ACA if the ACA function has been activated.

G.7   **Activation of the ACA** - The DS may activate ACA as needed.

G.8   **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.

G.9   **Conference Dispatch Continuity** - During any ASRC incident, the DS is responsible for: maintaining conference dispatch, supporting the DOs as necessary, providing Quality Assurance over all of the ASRC Dispatch functions, ensuring continuity between dispatch locations and shifts, and finding a replacement DS as needed.

G.10   **Conference Dispatch Closure** - The DS is responsible for ensuring Dispatch closes properly.

Annex H. **ASRC Dispatch Officer Functions**

H.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.

H.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.

H.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.

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

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

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

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

H.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.

H.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.

H.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.

H.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.

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

H.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

H.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.

H.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.

H.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.

H.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.

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

H.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.

H.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.

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

H.9 **ASRC Dispatch Backup to Group Dispatch** - ASRC Dispatch is responsible Page 19 of 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.

H.10 **Response to Press Inquiries** - If contacted by members of the press, the Conference DO has two options:

1. The DO can refer the reporter to the IC or ACA.

2. 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.

Annex I. ASRC Dispatch Coordinator Functions and Protocols

In addition to the functional responsibilities of the ASRC Dispatch Coordinator detailed in Section 2.11 in the ASRC Operations Manual, and briefly outlined below: Maintenance of ASRC Dispatch Standards; Monitor performance of Conference Groups dispatch operations, and ASRC alerting standards and performance; Maintain and disseminate ASRC dispatch information materials; Provide a quality assurance program for ASRC dispatch operations; Supervise and coordinate the ASRC Alert Officer program, including alerting standards and practices; and Recommend alert process agreements with other programs; The Conference Dispatch Coordinator shall also be responsible for:

I.1   Maintaining the ASRC Pager Net and services, including, responsibility for all ASRC owned pagers, including their maintenance.

I.2   Assigning ASRC owned pagers.

I.3   Keeping an inventory of ASRC pagers.

I.4   Ensuring the ASRC pager net is in working order.

I.5   Scheduling and conducting a weekly pager test. If a Group does not respond to the weekly pager test, the ASRC Dispatch Coordinator will check with that Group to see if the pager communications link is working properly. If the pager communications link is not working properly, the ASRC Dispatch Coordinator will immediately work to correct this problem or ensure good communications.

I.6   The ASRC Dispatch Coordinator will distribute any pertinent information to the Group Dispatch Officers about the pager net.

I.7   The ASRC Dispatch Coordinator, working with the ASRC Communications Officer, is responsible for reviewing the ASRC pager codes and bringing suggestions to the ASRC BOD.

I.8   The ASRC Dispatch Coordinator is responsible for the administrative oversight of the alerting and dispatching of the Conference.

I.9   The ASRC Dispatch Coordinator will provide a central administrative contact for any difficulty with Conference alert, dispatch and/or Group dispatch operations. Note: These additional responsibilities I.3 through I.7 can be designated to an individual on the staff of the ASRC Dispatch Coordinator. If this is the case, the identity of that individual must be known to the Operations Chair, and the Board of Directors.

Annex J. ASRC Alert Officer Functions and Protocols

J.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 by activating and responding ASRC resources.

J.1.1   Initial Contact with a Responsible Authority - They AO is responsible for responding to an initial request for ASRC participation from a Responsible Agent (RA). The AO will collect appropriate information to start the alert process in a timely manner. After collecting baseline information from the RA, the AO must be prepared to provide initial suggestions to the RA.

J.1.1.1 Initial Contact with the Responsible Agent - The AO must determine if the request for ASRC resources is legitimate:

a) Is the RA legitimate?

b) Is the request within our response region?

c) Is the request within our functional domain?

The AO should also gather:

d) Responsible Agent's name, title, and phone number

e) road travel directions to the incident site mission base

f) Initial data: weather, subject description(s), subject activities, resources on-scene, resources responding, and other urgency criteria.

g) Virginia Department of Emergency Services (VA/DES) mission number or verbal approval that the mission has been approved.

h) If appropriate, suggest to the IC when air transportation is useful

i) If appropriate, contact VA/DES and inform them of the ASRC response to an incident.

J.1.1.2 Initial Interaction Between Alert Officer and Dispatch Supervisor (DS) - Once the AO sends a "106" page (a request for a DS to call the AO), a Dispatch Supervisor should call back within 5 minutes. Failing to get a response, a second "106" page should immediately be issued. Failing to get a response within 8 minutes of the AO's first page, the AO should attempt to contact at least four Dispatch Supervisors directly by telephone. Failing to get a DS either by paging or by direct phone calls, the Alert Officer shall 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 dispatching protocol. The AO will initiate conference dispatch by contacting a Dispatch Supervisor. When the Alert Officer makes contact with the Dispatch Supervisor, the AO will advise the Dispatch Supervisor of the level of response, any collected information from the RA, and any contacts made to or contacts from an IC or ACA.

J.1.2   Response Coordination - Response Coordination with Requesting Agencies

J.1.2.1 Coordination in Virginia - When the incident is in Virginia, ASRC responses will normally be coordinated through the Virginia Department of Emergency Services (VA/DES).

J.1.2.2 Coordination when Services are 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. VA-DES will then be notified by the AO and given details of the ASRC response. Response need not be coordinated through VA-DES.

J.1.3   Required Alert Officer Decisions

J.1.3.1 It will be determined by the AO, after talking to the RA, VA-DES (when the search is in Virginia), and others as appropriate, what level of response the incident requires. Levels of ASRC response include:

Notification - The ASRC is on notice that a search or incident is occurring someplace in the normal ASRC response area. Resources have not been requested and a Callout does not seem imminent. If a notification is not upgraded within twelve (12) hours, it is automatically canceled. This is the ASRC 111 pager code.

Alert - The ASRC has a high probability of responding to a search or incident within the next twenty-four hours. Members should be contacted, availabilities should be determined and a response team organized. This is the ASRC 222 pager code.

Overhead Team (OHT) - Only a limited number of ASRC Incident Staff and an Incident Commander are being asked to respond at this time. This is the ASRC 331 pager code.

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. This is the ASRC 332 pager code.

Limited Callout - A limited or tailored response has been requested, or has been suggested as appropriate by the AO. This also includes specially trained and/or certified personnel from one or more teams. This is the ASRC 332 pager code.

Full Callout - All available ASRC resources 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.

J.1.4 **History of Searches** - Alert Officers shall have a list of jurisdictions, maintained by the ASRC Dispatch Coordinator, where the ASRC has never responded, and where previous responses have requested in misunderstandings or management difficulties in that jurisdiction. This data must be easily accessible to Dispatch Supervisors. Paper and electronic copies will be provided to Alert Officers and Incident Commanders for their reference and use.

J.1.4.1 Other ASRC contacts with Responsible Agents - In the event that a SAR incident is in progress in the response area of the ASRC and the ASRC has not been requested to participate in the response effort, **all** calls by ASRC members to local, county or state emergency service operations or law enforcement agencies concerning the search will be routed through an IC or ACA. The IC will ensure that multiple, needless calls to responsible agents are not made.

Annex K. Group Dispatch Procedures and Protocols

K.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 (e.g., find which IS's are available before doing a general Callout). 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 sub-functions:

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

K.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.

K.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 absence of an alert level, the group shall remain in the non-response state.

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

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

K.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.

K.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.

K.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 contact or by leaving information on the answering machine.

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

K.8 **Response to ASRC Dispatch Inquiries** - 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.

K.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 cannot be reached, the Conference DO must be notified.

K.10 **Tracking Returning Members** - The GDO is responsible for knowing when all members have returned form a mission and must remain available until receiving notification that all members have returned.

Annex L

Under Development

Annex M. ASRC Communications Procedures and Protocols

This section is under development.

Annex N. Listing of ASRC Operations Manual Change Pages

Date	Section & Pages	Changed Brief Narrative of Change
4/1/1999	Entire manual	Changed formatting

Annex O. ASRC Medical Protocols References

This section is under development.

When developed ASRC medical protocols for Virginia, Maryland, Pennsylvania, and West Virginia will be noted.

Annex P. ASRC Belaying Process and Calls

This section is under development

Annex Q. 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. On-scene IC This is the 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.