

Annex K. Group Dispatch ~~Procedures and~~ Protocols Duties and Responsibilities

K.1 Group Dispatch - ~~Within e~~The operations officer of each group, ~~the shall~~ appoint a Group's Dispatch Officer (GDO) who shall ensure be responsible for the dispatch operation of that ~~the local group dispatch function is fulfilled.~~ Once a response has been request each group shall initiate a group dispatcher. ~~The ASRC only recognizes the GDO for incident related activities.~~ The GDO group dispatch gathers and relays information between the Group and ASRC Dispatch. ~~Given the nature of ASRC responses, this may be~~ The operation of group dispatch - a time-critical function and may is critical to the overall response of the ASRC.

~~entail multiple types of data gathering (e.g., find which IS's are available before doing a general Callout).~~ The Ggroup dispatchDO is also responsible for to coordinating-coordinate 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: Group dispatch is responsible to:

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

K.3 Maintaining the **GDO Group Dispatch Function** - ~~The GDO~~Each group dispatch is to be continuously staffed while that group has responders in the field. Each dispatcher is responsible to locate and brief their replacement before standing down from duty.

~~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 alert level of each group in the ASRC, for a non-local response shall be determined by the ASRC Alert Officer. If a group is responding to a local mission, the group alert officer shall be responsible to determine the alert level of the group.

~~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 a conflicts between ~~the ASRC DO Dispatch~~ and ~~GDO~~Group Dispatch, the ~~DO's ASRC Dispatch~~ decision ~~takes has~~ precedence unless otherwise noted in ~~ASRC documents~~the ASRC Operations Manual.

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

K.6.1 Availability - The GDO Group Dispatch 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, but no less than every 30 minutes from a change in the availability status of any IC or IS.

K.6.2 Individual Member Response - The GDO Group Dispatch shall record the time when members leave to respond to a mission and their estimated time of arrival (ETA) at the mission base. This information shall be passed to ASRC Dispatch in a timely fashion, but no less than every two hours.

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 via the ASRC Dispatch answering machineservice.

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

K.8 Response to ASRC Dispatch Inquiries - The GDO Group Dispatch is responsible for answering every appropriate, addressed page from Conference Dispatch. This information exchange may include more additional information about the search to pass along, a change in Callout status, or a change in travel directions or safety messages.

K.9 Incident Suspension or Termination Closure - The GDO Group Dispatch is responsible for shall contacting all group members after being notified that a mission is closingsuspended or terminated. This is particularly important for members who are preparing to respond or who are en route. If group members en route cannot be reachedcontacted, the Conference DOASRC Dispatch must be notified, as soon as possible.

K.10 Tracking Returning Members - The GDO Group Dispatch is responsible for shall knowing when all members have returned from a mission and must remain available on duty until receiving notification that all group members have returned safely.