



**Appalachian Search and Rescue Conference (ASRC)
Field Team Member (FTM)
Position Task Book (PTB)**

Position Task Book Assigned to:

Individual's Name/Team Affiliation

Position Task Book Initiated by:

Name/Title/Date

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Introduction

The Position Task Books (PTB) outlines the knowledge and skills necessary to properly perform the duties of a specific position. PTBs, part of a competency- based qualification system used by the ASRC, provide a standardized form by which the knowledge, and abilities of a candidate are documented. Each PTB task is designed to demonstrate competencies in a specific skill required for the position. Successfully performing a task will be observed and recorded by an evaluator. Evaluation and confirmation may involve more than one evaluator and can occur on incidents such as searches, special events, training, and exercises. Once all tasks in the PTB are successfully completed, the candidate may request a final exam. After successfully passing the final exam, the candidate will be recommended to be certified for the position defined in the PTB.

Task Coding

Each PTB task is coded by the training method needed to complete it. The valid codes are:

- C-Classroom,
- F- Field Exercise,
- S-Search/ Simulation,
- Any

PTB tasks will also be classified as either knowledge or performance based

- K – Knowledge based task
- P – Performance based task

Responsibilities

The following responsibilities are outlined:

Trainee (Candidate)

~~The following is the list of responsibilities held by the Candidate~~

- Reviews and understands the PTB
- Provides the evaluator with the appropriate background information
- Satisfactorily completes all tasks within three years
- Retains the original PTB

- Upon completing the PTB, notifies the GTO

Evaluator

- Reviews tasks with the Candidate
- Explains the PTB process and the Candidate's responsibilities to the trainee.
- Accurately evaluates the demonstrated task and records both satisfactory and unsatisfactory performance.
- Initials successfully completed tasks

Group Training Officer (GTO)

- Initiates the PTB
- Verifies all tasks have been initialed by the evaluator
- Signs the verification statement

Conference Training Officer (CTO)

- Confirms PTB completion
- Issues certification

The FTM Candidate will be required to demonstrate competency in 13 knowledge/performance areas.

The FTM Candidate will be required to pass a written test with a XX% score.

Candidate Prerequisites

Req	Description	Evaluator	Date
PRE-1	The Candidate must be an Active ASRC Member		
PRE-2	The Candidate must have obtained a CQ standing		
PRE-3	Maintain Callout pack as listed for CQ		

External Requirements/Certifications

Req	Description	Evaluator	Date Completed
EXT-1	ISO 200IS 5 an Introduction to Hazardous Materials, NFPA 472 HazMat Awareness and/or OSHA 1910.120(Q)(6)(i), HazMat Awareness Training or equivalent		
EXT-2	Department of Interior A-100 Basic Aviation Safety or equivalent		
EXT-3	Department of A-100 Basic Aviation Safety or equivalent <i>(Why is this duplicated?)</i>		
EXT-4	Bloodborne Pathogens		
EXT-5	IS-200, ICS for Single Resources and Initial Action Incidents		

Recurring External Requirements/Certifications

Req	Description	Evaluator	Date Expired
EXT-5	Health Care Professional CPR or equivalent		
EXT-6	American Red Cross First Aid or equivalent		

Knowledge and Performance Requirements

1. SAR Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 1.a	Describe the search and rescue areas of responsibility as defined by the National SAR Plan	K	A		
REQ 1.b	Describe the search and rescue areas of responsibility at the state level	K	A		
REQ 1.c	List several resources that might be used during a SAR event	K	A		
REQ 1.d	List several factors that may result in an aircraft being listed as missing.	K	A		
REQ 1.e	Describe the basic principles of the ICS and define the major staff positions as used in SAR	K	A		

2. Legal Aspects of SAR Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 2.a	Define the terms "implied consent," "expressed consent," "Informed consent" and "abandonment."	K	A		
REQ 2.b	Define four facts necessary to prove negligence.	K	A		
REQ 2.c	Describe at least two methods of reducing liability exposure	K	A		
REQ 2.d	Describe the circumstances when entry upon private property may be justified; define the problems involved with this action and possible solutions	K	A		
REQ 2.e	Briefly explain how the following legal concepts apply to search and rescue operations:				
1	Civil suits and criminal actions	K	A		
2	Standards of care	K	A		
3	The right to emergency assistance and duties to provide emergency assistance	K	A		
4	Crime scene protection	K	A		
5	Declaration of death and confirmation of death	K	A		
6	Confidentiality	K	A		
REQ	Outline basic principles of SAR	K	A		

2.f	ethics and public relations, including				
1	Two basic principles for dealing with families	K	A		
2	Two practical methods to help assure confidentiality	K	A		
3	Two principles for members when dealing with the media	K	A		

3. Personal Equipment

Req	Description	KSA	Code	Evaluator	Date
REQ 3.a	Explain these principles of clothing selection				
1	List two advantages and one disadvantage of waterproof clothing;	K	A		
2	Explain the advantages and limitations of waterproof/breathable fabrics and softshell fabric	K	A		
3	Give one example of a clothing fabric that loses most of its warmth when wet and describe why, give two examples of clothing fabrics that retain most of their warmth when wet, and outline the implications for survival in cold, wet weather	K	A		
4	Define "layer principle" and list two reasons why this principle is applicable to dressing for SAR operations	K	A		
5	Define wicking and its roles in both cold and hot weather	K	A		
6	Give a rationale for the winter-travel principle of "dressing cold."	K	A		
REQ-3.b	Explain the selection principles for				
1	Boots and socks	K	A		
2	Sleeping bags	K	A		
3	Ground protection and insulation	K	A		
4	Backpack/daypack	K	A		
5	Tent	K	A		

6	Personal safety items	K	A		
7	Fire starting aids	K	A		
8	Items for signaling and navigation	K	A		
9	Light sources and batteries	K	A		
10	Emergency shelters	K	A		
11	Stoves	K	A		

4. Wilderness Survival

Req	Description	KSA	Code	Evaluator	Date
REQ 4.a	Define and contrast short-term and long-term survival including what is needed in these situations	K	A		
REQ 4.b	Describe several problems commonly encountered on SAR missions that may lead to a survival situation	K	A		
REQ 4.c	Describe the psychological factors that may affect survival ability	K	A		
REQ 4.d	Explain the "energy reserve" concept.	K	A		
REQ 4.e	Describe the body's physiologic response to both cold and heat stress	K	A		
REQ 4.f	Define the following temperature-related disease and its recognition, treatment and prevention-	K	A		
1.	Hypothermia	K	A		
2	Frostbite	K	A		
3	Trench Foot (immersion foot)	K	A		
4	Heat Stroke	K	A		
5	Heat Exhaustion	K	A		
6	Dehydration	K	A		
REQ 4.g	Demonstrate the ability to bivouac in any type weather conditions, without significantly affecting functional ability	S	A		
REQ 4.h	Define average daily food and water requirements	K	A		

REQ 4.i	Describe the following concepts and their importance to maintaining body temperature				
1	Routes of heat loss and their relative importance	K	A		
2	Use of energy stores to produce heat, and the metabolic costs of shivering;	K	A		
3	Vasodilation, sweating, and behavior means of increasing heat loss, and the long term consequences of them	K	A		
4	Vasoconstriction and behavior as a means of conserving heat	K	A		
5	The effects of tobacco, alcohol, opiates (narcotics), cannabinoids (marijuana), antihistamines, and psychiatric medication on normal heat homeostasis;	K	A		
6	The particular danger of hypothermia weather	K	A		
New	Identify and know basic treatment for common injuries in the field such as snake bite, broken bone, sprain, fatigue, blisters, snow blindness- this could be a part of 4.b	K	A		
new	Explain the acronym STOP and its importance in survival				
new	Explain two methods of water purification				

5. Land Navigation and Orienteering

Req	Description	KSA	Code	Evaluator	Date
REQ- 5.a	Define the following concepts; and demonstrate the ability to use them on a topographic map (Identify and define and be able to demonstrate the following concepts)	K,S	A	Yellow fill is the original definition	
1	Latitude and longitude	K,S	A		
2	Degrees, minutes and seconds	K,S	A		
3	True north and magnetic north	K,S	A		
4	Declination	K,S	A		
5	Datum	K,S	A		
REQ-	Demonstrate the ability to read and				

5.b	interpret a 7.5 minute topographic map border information, colors and symbols, including the following information.				
1	Grades of highways, roads, trails and bridges	K,S	A		
2	Power lines and other landmark lines	K,S	A		
3	Building, schools, churches, and cemeteries	K,S	A		
4	Storage tanks, wells, caves, picnic areas, and campfires	K,S	A		
5	Benchmarks (control stations) and spot elevations	K,S	A		
6	Boundaries and fence lines	K,S	A		
7	Contour lines, depression, cuts and fills	K,S	A		
8	Perennial and intermittent streams, springs, falls, and marshes	K,S	A		
9	Valleys, ridges, peaks, and sags (saddles, cols)	K,S	A		
10	Elevations and general land contours	K,S	A		
11	Photo Revision	K,S	A		
REQ-5.c	Describe the various parts of the compass and demonstrate the ability to use it to plot a course on a map, including northing and declination correction.	K,S	A		
REQ-5.d	Define the following plotting methods or grid systems and demonstrate the ability to use them to determine the coordinates for a given point. Be able to identify the strength and weakness of each				
1	Latitude -Longitude	K,S	A		
2	USNG (United States National Grid)	K,S	A		
3	UTM (Universal Transverse Mercator)	K,S	A		
4	ASRC Grid	K,S	A		
5	Using a ruler and a topographic map	K,S	A		
REQ-5.e	Demonstrate the ability to perform the following navigational functions both in a group and as an individual				

1	Obtain and follow a simple compass bearing	K,S	A		
2	Determine a reciprocal	K,S	A		
3	Move around obstacles	K,S	A		
4	Find a position by triangulation and by resection	K,S	A		
5	Determine position by terrain feature identification	K,S	A		
REQ-5.f	Describe the significance and demonstrate the use of the following orienteering concept				
1	Catching features				
2	Collecting features	K,S	A		
3	Attack points	K,S	A		
4	Aiming off	K,S	A		
5	Coarse and fine orienteering.	K,S	A		
REQ-5.G	Demonstrate basic knowledge and use of a GPS:				
1	Mark a way point	K,S	A		
2	Set correct Datum	K,S	A		
3	Determine coordinates for current location	K,S	A		
4	Navigate to a location given only the coordinates.	K,S	A		
REQ-5.i	Demonstrate the ability to measure distance by pacing.	K,S	A		
REQ-5.h	Demonstrate the ability to navigate at night	K,S	A		
REQ-5.j	Demonstrate proficiency in photocopying grid overlays onto maps.	K,S	A		
New 5.k	Explain known hazards in the usually operating area. These would include terrain, animals, plants, lightening, weather				

6. Search Skills

Req	Description	KSA	Code	Evaluator	Date
REQ-6.a	Identify the primary goal of all SAR activity	K	A		
REQ-6.b	Identify and define four key points of search theory	K	A		
REQ-	Define and demonstrate the	K	A		

6.c	following search tactics:				
1	Attraction	K	A		
2	Containment	K	A		
3	Survey search	K,S	A		
4	Hasty search	K,S	A		
5	Sweep search (open grid search)	K,S	A		
6	Line search (closed grid search)	K,S	A		
7	Route search	K	A		
REQ-6.d	For each, list two standard procedures when working with airscent dogs, tracking/trailing dogs, sign cutters, and	K	A		
6.d.2	Be aware of the proper procedure for handling scent articles				
6.d.3	Explain the difference between sign cutting and tracking				
REQ-6.e	Demonstrate the following abilities in the field:				
1	Clue awareness strategies	K,S	A		
2	Securing and documenting clues	K,S	A		
36.d	Function as a member of a grid team, sweep team, and hasty team, and understand his/her role and duties in each type of search pattern	K,S	A		
4	Accompany a dog handler on a simple search task	S	A		
5	Preserve a crime scene				
6	Describe the steps to take, including proper radio protocols, upon finding a live subject, a live but injured subject, and a deceased subject				
REQ-6.f	Explain the use and operation of direction-finding instruments for locating downed aircraft.	K,S	A		

7.Aircraft Crash Site Procedures and Disciplines

Req	Description	KSA	Code	Evaluator	Date
REQ-7.a	Describe three hazards commonly associated with an aircraft crash site; list additional hazards that may be present if the crash involves a	K	A		

	military aircraft.				
REQ-7.b	Define the proper approach to an aircraft crash site, including safe and unsafe directions to approach, and why they are safe or unsafe	K	A		
REQ-7.c	List three reasons why accurate documentation of events at an incident site are important	K	A		
REQ-7.d	Describe three methods used to secure a site adequately	K	A		
REQ-7.e	Explain the importance of clue preservation at both an aircraft crash site and a possible crime scene.	K	A		

8. Ropes and Technical Hardware

Req	Description	KSA	Code	Evaluator	Date
REQ-8.a	Define the terms used to describe ropes used in wilderness rescue:				
1	Kernmantle construction	A	A		
2	Static Rope	K	A		
3	Dynamic Rope	K	A		
4	Tubular Webbing	K	A		
REQ-8.b	Describe the use and care of the carabineer, the Figure-8 descender and the brake-bar rack	K	A		
REQ-8.c	Demonstrate the ability to correctly tie the following				
1	Figure-8 loop;	K,S	A		
2	Figure-8 bend	K,S	A		
3	Square knot	K,S	A		
4	Water knot (overhand bend)	K,S	A		
5	Prussic knot	K,S	A		
6	Double fisherman's	K,S	a		
7	redundant seat harness	K,S	A		
8	Bowline knot	K,S	A		
9	Girth hitch	K,S	A		
10	Simple Overhand	K,S	A		
REQ-8.D	Demonstrate these rope handling techniques:				
1	Uncoiling and stacking	K,S	A		
2	inspection	K,S	A		

9. Litter Handling Techniques

Req	Description	KSA	Code	Evaluator	Date
REQ-9.a	Demonstrate these litter handling techniques with appropriate calls:				
1	Patent Loading	K,S	A		
2	Litter lift, lower and carry	K,S	A		
3	Litter bearer rotation	K,S	A		
4	Litter laddering, including toenailing	K,S	A		
5	Turtling	K,S	A		
6	Lap pass	K,S	A		
7	Demonstrate these litter handling techniques with appropriate ASRC standard calls:	K,S	A		
a.7.1	Ready	K,S	A		
a.7.2	On Belay	K,S	A		
a.7.3	Belay On	K,S	A		
a.7.4	Off Belay	K,S	A		
a.7.5	Belay Off	K,S	A		
a.7.6	Down Slow	K,S	A		
a.7.7	Up Slow	K,S	A		
a.7.8	Down Fast	K,S	A		
a.7.9	Up Fast	K,S	A		
a.7.10	Stop	K,S	A		
a.7.11	Rock	K,S	A		
a.7.12	Falling	K,S	A		
REQ-9.b	Act effectively and efficiently as litter team captain in a non-technical evacuation, including the proper use of toenailing, laddering, and rotation of litter bearers.	K,S	A		
REQ-9.c	Act effectively and efficiently as litter team member in a non-technical evacuation, including the proper use of toenailing, laddering, and rotation of litter bearers.	K,S	A		

10. Belays

Req	Description	KSA	Code	Evaluator	Date
REQ-10.a	Demonstrate proper belay techniques including:	K,S	A		
1	Anchoring				
2	Belayer tie-in	K,S	A		
3	Stance	K,S	A		

4	Aim	K,S	A		
5	Uphill and downhill travel	K,S	A		
6	ASRC standard calls	K,S	A		
7	ASRC Tree-wrap and mechanical brakes	K,S	A		

11. Field Team Organization

Req	Description	KSA	Code	Evaluator	Date
REQ-11.a	Define "field team"	K,	A		
REQ-11.b	Describe at least five types of search team.	K	A		
REQ-11.c	Describe at least four types of rescue team.	K	A		
REQ-11.d	Define the functions of the following field team positions:	K	A		
1	Field Team Leader				
2	Medical specialist	K	A		
3	Rescue Specialist	K	A		
4	Radio Operator.	K	A		

12. Helicopter and Airplane Operations

Req	Description	KSA	Code	Evaluator	Date
REQ-12.a	Describe the hazards to ground personnel working around a helicopter	K,	A		
REQ-12.b	Describe standard protocols for helicopter operations	K	A		
REQ-12.c	Explain proper procedures for hoist operations	K	A		
REQ-12.d	Describe the considerations for selecting and demonstrate preparing an LZ	K,S	A		

13. Field Communications

Req	Description	KSA	Code	Evaluator	Date
REQ-13.a	Describe the use and dangers of these signaling devices:				
1	Aerial flares	K	A		
2	Smoke	K	A		
3	Signal mirrors	K	A		
4	Fires	K	A		

5	Panels and Tarps	K	A		
6	Hand and Body Signals	K	A		
REQ 13.b	Define the following problems with and possible solutions associated to portable radio use in the field				
1	Batteries	K	A		
2	Cold temperatures	K	A		
3	Speakers/microphones	K	A		
REQ 13.c	Briefly describe and demonstrate basic radio procedures including courtesy, security, brevity and the use of the phonetic alphabet and 10 codes	KS	A		
REQ 13.d	Demonstrate effectively communicating with all group-owned base and hand-held radios, including:				
d.1	Adjusting of channel, volume, squelch and PL (CTCSS) controls	K,S	A		
d.2	Operating the radios in compliance with FCC regulations and the ASRC radio SOP including relaying traffic from other teams and radio identification.	K,S	A		p.
d.3	Identify indications of a low battery and demonstrate the technique for changing radio batteries	K,S	A		
d.4	Demonstrate two techniques for improving marginal communications encountered while using VHF-FM hand-held radios.	K,S	A		
REQ 13.e	Define and demonstrate the use of the ASRC status codes including: clearing and securing the net	K,S	A		
REQ 13.f	Demonstrate effective ways of using non-radio communications with audible and visual signals such as: whistle or loud noise maker; signal mirror, fire & smoke and lights.	K,S	A		
	Written test	K	A		

Ongoing record of training, simulations, and searches

Date	Location	Task Completed
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Checklist for PTB Submission - To be completed by GTO

	Task	Signature	Date
	Completed PTB		
	Current CPR certificate		
	Current First Aid certificate		
	Verification of External Certifications		
	Written Test Passed		

Issued To: _____
 has demonstrated competency in the skills need to function as a Field Team Member. It is my recommendation that they be evaluated by the ASRC Evaluator's in order to receive final ASRC Field Team Member certification.

 GTO

 Date