Proposed Updates to the ASRC Training Standards

Introduction:

This document contains proposed modifications to the ASRC training manual. The main goals of the proposed changes are:

- Ensure NIMS compliance and adherence to national standards at all levels
- Modernize the standards to meet today's current SAR environment
- Create a training and certification framework that can be applied across the geographic region that the ASRC operates in
- Once again make the ASRC training standard the most compressive and rigorous standards in the mid-Atlantic region

This document is best view with track changes on to see the details of the proposed modifications.

Summary of Major Changes:

Numerous changes have been made throughout this document. This section lists some of the major changes for easy reference.

- NIMS compliance has been extended to all levels, including command staff
    - Require IS 300 at the IS level
    - Require IS 400 at the IC (renamed herein to Search Manager) level
    - Require IS 100 and IS 700 at the CQ level
        - It is generally recognized that IS 100 and IS 700 are required for all first line emergency responders. Since CQ is a permanent certification and many members respond to missions at this level and may never move on to FTM level, it is appropriate that IS 100 and IS 700 be required at the CQ level.
    - Require additional classes at the FTM level consistent with the FEMA SAR Working Group Job Title 35 criteria, including:
        - IS 200
        - HazMat Awareness
        - Helicopter/Airplane Safety
        - Blood borne Pathogens
- Added testing and certification guidelines for all certification levels

- Added GPS navigation requirements at the FTM level
- Modified required knots for FTM and FTL levels
- Added a requirement for having an FCC Technical Class or higher Amateur Radio License to the Base Radio Operator level
- Rename Incident Commander to Search Manager
- Rename Incident Staff to Search Manager IV
- Removed the requirement for IS/IC/SM candidates to take specific search management courses in a specific order. Replaced with a required number of hours of classroom instruction in incident command and search management which can be satisfied by a number of different classes.
  - Required hours are IS/SM-IV (64 hours), SM-III (80 hours), SM-I (120 hours)
  - This system allows candidates to qualify with classes that are available in their local area, while also allowing those members that reside in states requiring specific state offered classes to meet both their home state standards and ASRC standards.
  - This approach of using qualifying hours of instruction is being used by states in hiring professional SAR managers and coordinators. The New Mexico Department of Public Safety is a recent example
- Adjusted the recertification policy for IC/SM that fail to recertify, demoting them to the highest certification requirement that they can successfully recertify at, not just down to one certification level.
- Added position descriptions to all certifications.
- Added Appendix A. Guide to Supporting Documentation and Process for ASRC Command and General Staff Certification Applications (previously approved by Board in 2009).

Outstanding Items:

Additional tasks that need to be undertaken after the updates to the training manual are finalized:
- Implement uniform minimum training and testing standards through the Conference based on the new standards.
- Addition of the canine standards when defined by the canine committee and approved by the BoD.

References:

In review the Training Manual to making proposed changes, the following standards were referenced:

- [VASARCO](#) and VDEM FTM, FTL, and ICG standards
- [PSARC](#) FTM and FTL standards
- [WVDHSEM/WVSARCO](#) Wilderness Search and Recue Credentialing Standards (Draft)
- Mountain Rescue Association [policies 105 &105.1](#)
- FEMA SAR Working Group [SAR Job Titles 33 -- 36](#)
- NASAR SARTech I-III standards

APPALACHIAN SEARCH AND RESCUE CONFERENCE

TRAINING STANDARDS

**Proposed Edition 7.~~1~~0,
~~October~~ May 201~~2~~1**

ASRC Training Standards

Edition 7.1~~0~~, ~~October~~ May 2012~~1~~

Change History

October 2011 (Edition 7.0)	1. Corrected spelling, typographical and formatting issues. 2. Corrected missing ICS-700 class in the CQ requirements. 3. Added additional recognized classes to Search Manager certifications.
October 2011 (Edition 7.0)	1. Updated knowledge and performance expectations for all certifications for all certifications. 2. Updated NIMS/ICS and required training requirements for IS/IC certifications. 3. Updated required class for NIMS/ICS certifications.
October 2008 (Edition 6.3)	FTM and FTL recertification policy approved on April 9, 2005 was added to the Training Standards baseline. Corrected typo in IS recertification requirements. Updated reference to the "Z-Haul" system in the FTL standard to correctly reflect that it provides a mechanical advantage of 3:1 rather than 2:1 as stated in the previous version.
July 2008 (Edition 6.2)	1. Included NIMS/ICS training requirements for each credential, including optional requirements for command and staff certifications. 2. Included Conference Dispatch Officer certification 3. Note: The CDO Standard established the NIMS-compliant format and structure for future revisions
March 2003 (Edition 6.1)	Updated ASRC address Adjusted AO requirements (VII.A.1) based on Feb 2003 BOD meeting to require FTL and MLSO or equivalent instead of being IS.
August 2001	Updated manual produced
March 2001	IS recertification changes
January 2001	IC standards rewritten
April 1997	MS Word Revision
April 1994 & August 1994	CQ changes approved
October 1993	AO standards added
February 1993	IC change
June 1991	IS/IC changes
October 1989	Communications changes
March 1989	Originally approved

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I. ASRC Call-Out Qualified (CQ) Member

Call-Out Qualification is intended to form the most basic level of the ASRC training hierarchy. Its purpose is to facilitate rapid involvement of new members in search incidents while ensuring, to the extent feasible, that persons representing the ASRC are capable of functioning as useful members, primarily engaged in uncomplicated tasks. Persons of this training level are not intended to be involved in tasks of dangerous, intricate, or politically sensitive natures. CQs must be familiar with ASRC policies and procedures and must possess the common sense and maturity to serve the organization effectively.[1].

B. Qualifications

To become a Call-out Qualified (CQ) ASRC member, the applicant must meet the following requirements:

1. Be an Active Member of the ASRC, as specified by the ASRC Bylaws;

2. Participate satisfactorily in an ASRC or Group training or trainings covering: the role of the CQ, ASRC policies and procedures, personal equipment, short-term survival, search tactics, and personal safety;
3. Participate satisfactorily in a minimum of one ASRC or Group practical field training or exercise;
4. Meet ASRC minimum equipment requirements as set forth in the ASRC Operations Manual; and
5. Demonstrate the ability to function as an effective member of a field team on an uncomplicated task, as judged by the Group Training Officer.
6. Have successfully completed the following FEMA Courses:
   a. IS-100, Introduction to Incident Command System
   a.b. IS-100, National Incident Management System (NIMS), An Introduction

IS-700, National Incident Management System (NIMS), An Introduction

C. Equipment Requirements for Certification

To become a Call-out Qualified (CQ) ASRC member, the application must demonstrate possession of the following personal equipment.

1. Appropriate clothes and footgear for both fair and foul weather;
2. Water container of one or two liter capacity;
3. Day pack;
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or hands-free flashlight) and second light source;
7. Lighter, matches and candle, or equivalent fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. Waterproof pen/pencil and paper;
12. Whistle; and
13. Two pairs plastic or vinyl examination gloves.

II. ASRC Field Team Member (FTM)

Field Team Member standards define the minimum requirements necessary to perform as a member of an organized search team for a missing person search, the ground portion of missing aircraft search, and non-technical and semi-technical rescues.

A. Qualifications

To become a Field Team Member (FTM), the applicant must:

1. Be an Active Member of the ASRC, as specified by the ASRC Bylaws;
2. Have met all the requirements as a CQ member;
3. Participate satisfactorily in four ASRC or Group training sessions, including sessions on Personal Wilderness Survival and basic ground search theory, as judged by the Group Training Officer;
4. Meet the technical standards listed below, as judged by the Group Training Officer;
5. Successfully pass a standard ASRC FTM written test and complete the standard ASRC FTM skills evaluation checklist, as verified by the Group Training Officer;
6. Be proposed for membership by the Group Training Officer at a group business meeting and receive a simple majority of the vote.
7. Have successfully completed the following FEMA Courses:
    a. IS-200, ICS for Single Resources and Initial Action Incidents
8. Have successfully completed the following courses:
    a. IS 5 an Introduction to Hazardous Materials, NFPA 472 HazMat Awareness and/or OSHA 1910.120(Q)(6)(i), HazMat Awareness Training or equivalent
    b. Department of Interior B-3 Combination Helicopter/Airplane Safety or equivalent
    c. Bloodborne Pathogens Awareness or equivalent (All medical providers at the First Responder level or higher are considered to have the equivalent training for this requirement).
9. Hold a current American National Red Cross Standard First Aid card or equivalent, or higher certification.
10. Hold a current AHA CPR for Health Care Provider certification, or equivalent.

Field Team Members must meet annual continuing education requirements and maintain skills proficiency by participating in a minimum of six training sessions and respond to a minimum of two incidents per year.

B. Recertification

Field Team Members must meet the following recertification requirements every three calendar years following their date of initial certification:

1. Document participation for a minimum of 6 SAR missions that are ground SAR incidents for either missing persons or missing aircraft. Simulations may be counted toward re-certification requirements.
2. Hold a current American National Red Cross Standard First Aid card or equivalent, or higher certification.
3. Hold a current AHA CPR for Health Care Provider certification, or equivalent.
4. The review cycle period shall begin the first January of the year following the initial certification.
54.   Document successful completion of training across the entire range of ASRC training standards

for the level of certification the member wishes to retain. Based on the member's documentation and any other means such as, but not limited to, testing, the GTO must validate and certify[2-1] that the member has successfully demonstrated proficiency for each of the following training areas listed in the ASRC training standards under "Knowledge and Performance Specifications" (FTM).

(1) SAR Operations
(2) Legal Aspects of SAR Operations
(3) Personal Equipment
(4) Wilderness Survival
(5) Land Navigation & Orienteering
(6) Search Skills
(7) Ropes and Technical Hardware
(8) Litter Handling Techniques
(9) Belays
(10) Field Team Organization
(11) Helicopter Operations
(12) Field Communications
(13) Wilderness Medicine

63. Each GTO has maximum flexibility to determine how best to accomplish and measure compliance with the training requirements. The time spent and method chosen will depend on many factors – subject, complexity, skill level of students, experience of instructor, availability of resources, etc. Ultimately, the method to achieve the standards and the length of time devoted to training really does not matter.

C. Equipment Requirements for Certification

To become an ASRC FTM, the application must demonstrate possession of the following personal equipment.

1. Appropriate clothes and footgear for both fair and foul weather;
2. Water container of one- to two- liter capacity;
3. Day pack (knapsack will be sufficient);
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or flashlight) and second light source;
7. Lighter, matches and candle, or equivalent WATERPROOF waterproof fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. WATERPROOF waterproof pen/pencil and paper;
12. Whistle; and

[1-2] This is a critical part of the total involvement of the GTO. If a GTO fails to certify a person the person becomes COQ. While the recertification of the member is every 3 calendar years after the date of initial certification, the GTO must certify annually (using a submitted January Group Roster) as to the certification level of the Group's members. Failure to certify the certification level of the Group's members will result in the Group's members being classified as COQ and could result in the Group being classified as a probationary group.

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13. Two pairs plastic or vinyl examination gloves.

D. Knowledge and Performance Specifications

1. SAR Operations
    a) Describe areas of responsibility for search and rescue as defined by the National SAR Plan.
    b) Describe areas of responsibility at the state level.
    c) List several resources that might be used during a SAR event.
    d) List several factors that may result in an aircraft being listed as missing.
    e) Describe the basic principles of the ICS and define the major staff positions as used in SAR.
2. Legal Aspects of SAR Operations

    ab) Define the terms "implied consent," "expressed consent," "Informed consent" and "abandonment."
    bc) Define- four facts necessary to prove negligence.
    cd) Describe at least two methods of reducing liability exposure.
    de) Describe the circumstances when entry upon private property may be justified; define the problems involved with this action and possible solutions.
    ef) Briefly explain how the following legal concepts apply to search and rescue operations:
        (1) Civil suits and criminal actions;
        (2) Standards of care;
        (3) The right to emergency assistance and duties to provide emergency assistance;
        (4) Crime scene protection;
        (5) Declaration of death and confirmation of death; and
        (6) Confidentiality.
    fg) Outline basic principles of SAR ethics and public relations, including
        (1) Two basic principles for dealing with families
        (2) Two practical methods to help assure confidentiality and
        (3) Two principles for members when dealing with the media

3. Personal Equipment
    a) Explain these principles of clothing selection:
        (1) List two advantages and one disadvantage of waterproof clothing;
        (2) Explain the advantages and limitations of waterproof/breathable fabrics and softshell fabrics;
        (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;
        (4) Define "layer principle" and list two reasons why this principle is applicable to dressing for SAR operations;
        (5) Define wicking and its roles in both cold and hot weather; and
        (6) Give a rationale for the winter-travel principle of "dressing cold."

    bc) Explain the selection principles for these

items:

    (1)   Boots;

    (2)   Sleeping bag;

    (3)   Ground protection and insulation;

    (4)   Backpack/daypack;

    (5)   Tent;

    (6)   Personal safety items;

    (7)   Fire starting aids;

    (8)   Items for signaling and navigation;

    (9)   Light sources and batteries;

    (10)   Emergency shelters; and

    (11)   Stoves.

4. Wilderness Survival

    a) Define and contrast short-term and versus long-term survival.

    b) Describe several problems commonly encountered on SAR missions that may lead to a survival situation.

    c) Describe the psychological factors that may affect survival ability.

    d) Explain the "energy reserve" concept.

    e) Describe the body's physiologic response to both cold and heat stress.

    f) Define the following temperature-related diseases and their recognition, treatment and prevention:

        (1)   Hypothermia;

        (2)   Frostbite;

        (3)   Trench foot (immersion foot);

        (4)   Heat stroke;

        (5)   Heat exhaustion; and

        (6)   Dehydration.

    g) Demonstrate the ability to bivouac in any type weather conditions, without significantly affecting functional ability.

    h) Define average daily food and water requirements.

    i) Describe several ways to prevent excessive body heat loss. Describe the following concepts and their importance to maintaining body temperature.

        (1)   The routes of heat loss and their relative importance;

        (2)   The use of energy stores to produce heat, and the metabolic costs of shivering;

        (3)   Vasodilation, sweating, and behavior means of increasing heat loss, and the long term consequences of them;

        (4)   Vasoconstriction and behavior as a means of conserving heat;

        (5)   The effects of tobacco, and alcohol, opiates (narcotics), cannabinoids (marijuana), antihistamines, and psychiatric medication on normal heat homeostasis;

        (6)   The particular danger of hypothermia weather.

5. Land Navigation and Orienteering

a) Identify and define the following terms or concepts:
   (1) Latitude and longitude;
   (2) Degrees, minutes and seconds;
   (3) True north and magnetic north;
   (4) Declination:
   (5) Datum

b) Demonstrate the ability to read and interpret a 7.5 minute topographic map border information, colors and symbols, including the following information:
   (1) Grades of highways, roads, trails and bridges;
   (2) Power lines and other landmark lines;
   (3) Buildings, schools, churches and cemeteries;
   (4) Storage tanks, wells, mines, caves, picnic areas and campsites;
   (5) Benchmarks (control stations) and spot elevations;
   (6) Boundaries and fence lines;
   (7) Contour lines, depressions, cuts and fills;
   (8) Perennial and intermittent streams, springs, falls and marshes;
   (9) Valleys, ridges, peaks and sags (saddles, cols);
   (10) Elevations and general land contours; and
   (11) Photo revisions.

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.

d) Define the following plotting methods or grid systems and demonstrate the ability to use them to determine the coordinates for a given point.
   (1) Latitude - Longitude;
   (2) USNG (United States National Grid);
   (3) UTM (Universal Transverse Mercator);
   (4) ASRC Grid;
   (5) Using a ruler and a topographic map.

e) Demonstrate the ability to perform the following navigational functions:
   (1) Obtain and follow a simple compass bearing;
   (2) Determine a reciprocal;
   (3) Move around obstacles;
   (4) Find a position by triangulation and by resection; and

   (5) Determine position by terrain feature identification.

f) Describe the significance and use of these orienteering concepts:
   (1) Catching features;
   (2) Collecting features;
   (3) Attack points;
   (4) Aiming off; and
   (5) Coarse and fine orienteering.

    g) Demonstrate basic knowledge and use of a GPS:

        (1) Set correct Datum;

        (2) Determine coordinates for current location;

        (3) Mark a way point; and

        (4) Navigate to a location given only the coordinates.

    h) Demonstrate the ability to measure distance by pacing.

    i) Demonstrate the ability to navigate at night.

    j) Demonstrate proficiency in photocopying grid overlays onto maps.

6. Search Skills

    a) Identify the primary goal of all SAR activity.

    b) Identify and define four key points of search theory.

    c) Define the following search tactics:

        (1) Attraction;

        (2) Containment;

        (3) Survey search;

        (4) Hasty search;

        (5) Sweep search (open grid search);

        (6) Line search (closed grid search); and

        (7) Route search.

    d) List two standard procedures each for working with airscent dogs, tracking/trailing dogs, sign cutters, and mantrackers.

    e) Demonstrate the following abilities in the field:

        (1) Demonstrate clue awareness strategies;

        (2) Securing and documenting clues;

        (2) 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;

        (3) Accompany a dog handler on a simple search task;

        (4)

    f) Explain the use and operation of direction-finding instruments for locating downed aircraft.

7. Aircraft Crash Site Procedures and Disciplines

    a) Describe three hazards commonly associated with an aircraft crash site; list additional hazards that may be present if the crash involves a military aircraft.

    b) Define the proper approach to an aircraft crash site, including safe and unsafe directions to approach, and why they are safe or unsafe

    c) List three reasons why accurate documentation of events at an incident site is important.

    d) Describe three methods to use to secure a site adequately.

    e) Explain the importance of clue preservation at both an aircraft crash site and a possible crime scene.

> **Comment [CKR1]:** Already covered in the navigation section.

8. Ropes and Technical Hardware
   a) Define the following terms used to describe ropes used in wilderness rescue:
      (1) Kernmantel construction
      (2) Static Rope
      (3) Dynamic Rope
      (4) Tubular Webbing
   b) Describe the use and care of the carabineer, the Figure-8 descender and the brake-bar rack descender.
   c) Demonstrate the ability to tie correctly these knots:
      (1) Figure-8 loop;
      (2) Figure-8 bend;
      (3) Square knot;
      (4) Water knot (overhand bend);
      (5) Prusik knot;
      (6) Double fisherman's knot/ or barrel bend;
      (7) A redundant seat harness;
      (8) Bowline knot;
      (9) Girth hitch; and
      (8) Simple overhand.
   d) Demonstrate these rope handling techniques:
      (1) Uncoiling and stacking a rope; and
      (2) Inspection
9. Litter Handling Techniques
   a) Demonstrate these litter handling techniques with appropriate calls:

      (1) Patient loading;
      (2) Litter lift, lower and carry;
      (3) Litter bearer rotation;
      (4) Litter laddering, including toe-nailing;
      (5) Turtling;
      (6) Lap pass; and
      (7) ASRC standard calls
         • Ready
         • On Belay
         • Belay On
         • Off Belay
         • Belay Off
         • Down Slow
         • Down Fast
         • Up Slow
         • Up Fast

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- Stop
- Rock
- Falling

b) Act effectively and efficiently~~Be able to act~~ as litter captain in a non-technical evacuation, including the proper use of toenailing, laddering, and rotation of litter bearers.

c) Act effectively and efficiently as ~~Be able to be a~~ litter team member on a semi-technical evacuation and describe the personal equipment required for the rescuer's safety.

10. Belays
   a) Demonstrate proper belay techniques including:
      (1) Anchoring;
      (2) Belayer tie-in;
      (3) Stance;
      (4) Aim;
      (5) Uphill and downhill travel;
      (6) ASRC standard calls; and
      (7) Tree-wrap and mechanical brakes.

11. Field Team Organization
   a) Define "field team."
   b) Describe at least five types of search team.
   c) Describe at least four types of rescue team.
   d) Define the functions of the following field team positions:
      (1) Field Team Leader;
      (2) Medical specialist;
      (3) Rescue Specialist; and
      (4) Radio Operator.

12. Helicopter and Airplane Operations
   a) Describe the hazards to ground personnel working around a helicopter.
   b) Describe standard protocols for helicopter operations.
   c) Explain proper procedures for hoist operations.
   d) Describe the considerations for selecting and preparing an LZ.

13. Field Communications
   a) Describe the use and dangers of these signaling devices:
      (1) Aerial flares;
      (2) Smoke;
      (3) Signal mirrors;
      (4) Fires;
      (5) Panels and paulins; and
      (6) Hand and body signals.
   b) Define problems associated with the following aspects of field use of portable radios

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and possible solutions:

(1) Batteries;

(2) Cold temperatures;

(3) Speakers/microphones

c) Briefly describe basic radio procedures including courtesy, security, brevity and the use of the phonetic alphabet and 10 codes.

d) Demonstrate use of all group-owned base and hand-held radios, to communicate effectively, including:

(1) Adjusting of channel, volume, squelch and PL (CTCSS) controls;

(2) Operating the radios in compliance with FCC regulations and the ASRC radio SOP;

(3) Identify indications of a low battery and demonstrate the technique for changing radio batteries; and

(4) Demonstrate two techniques for improving marginal communications encountered while using VHF-FM hand-held radios.

e) Define the ASRC status codes.

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.

14. Wilderness Medicine. Hold a current American Red Cross Standard First Aid card or equivalent, or higher certification. Hold a current AHA CPR for Health Care Provider certification, or equivalent.

E. Test Methods

1. Written Test

a) The ASRC standard FTM test consists of questions representative of the material presented in the Field Team Member standard.

b) The passing score is 80 percent.

2. Practical Tests

a) The candidate must successfully demonstrate in practical tests the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability.

b) Testing can be done in one testing session or spread out over multiple testing sessions.

c) Each test station has specific requirements and well defined criteria for pass/fail.

F. Certification

1. Upon successfully completing the completing certification criteria, specified in the Qualifications, Equipment, Knowledge and Performance Expectations and Test sections, the Group Training Officer will grant the FTM certification on behalf of the ASRC. The certification becomes valid when the ASRC Board of Directors is informed of the new certification via the submission of an updated roster.

2. The Group Training Officer may provide a certificate to the FTM member. This certificate will be in the official ASRC FTM Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:

a) The full name of the Appalachian Search and Rescue Conference;

b) The ASRC logo;

c) The name of the member granted the certification;

d) The name of the certification granted

e) The date issued;

f) The date of expiration/recertification.

     g)   The signature of the Group Training Officer

III. ASRC Field Team Leader (FTL)

Field Team Leader standards define the minimum requirements necessary to lead an organized search team for missing~~ion~~ person search, ground portion of missing aircraft search, and non-technical and semi-technical rescue.

A. Qualifications

To become a Field Team Leader (FTL), the applicant must:

1. Be certified as a Field Team Member;
2. Have participated in two searches or search simulations as an FTM;
3. Be proposed for FTL membership by the Group Training Officer at a group business meeting and receive a simple majority of the vote;
4. Successfully pass the standard ASRC FTL written test and the standard ASRC FTL skills practical test;
5. Be at least 18 years old; and
6. Have successfully completed the following FEMA Courses:
    a. IS-800.B, National Response Framework (NRF), An Introduction or an approved equivalent~~s~~.

B. Recertification

Field Team Leaders must meet the following recertification requirements every three calendar years following their date of initial certification:

1. Document participation for a minimum of 6 SAR missions that are ground SAR incidents for either missing persons or missing aircraft. Simulations may be counted toward re-certification requirements.
2. Hold a current American National Red Cross Standard First Aid card or approved equivalent, or higher certification.
3. Hold a current AHA CPR for Health Care Provider certification, or approved equivalent.
4. Document continuing competency across the entire range of ASRC training standards for FTL. Based on the member's documentation and any other means such as, but not limited to, testing, the GTO must validate and certify[3,2] that the member has successfully demonstrated proficiency for each of the following training areas listed in the ASRC training standards under or "Knowledge and Performance Expectations" (FTL).

     (1)   SAR Operations

     (2)   Search Tactics

     (3)   Search Management

     (4)   Rescue Operations

[3,2] This is a critical part of the total involvement of the GTO. If a GTO fails to certify a person the person becomes C~~O~~Q. While the recertification of the member is every 3 calendar years after the date of initial certification, the GTO must certify annually (using a submitted January Group Roster) as to the certification level of the Group's members. Failure to certify the certification level of the Group's members will result in the Group's members being classified as C~~O~~Q and could result in the Group being classified as a probationary group.

      (5)   Equipment

      (6)   Mission Performance

      (7)   Ropes and Technical Hardware

5. Each GTO has flexibility to determine how best to accomplish and measure compliance with the competency requirements. The time spent and method chosen will depend on many factors – subject, complexity, skill level of students, experience of instructor, availability of resources, etc. Ultimately, the method to achieve the standards and the length of time devoted to training really does not matter.

6. The review cycle period shall begin the first January of the year following the initial certification.

C. Equipment Requirements for Certification

To become an ASRC FTL, the application must demonstrate possession of the following personal equipment.

1. Appropriate clothes and footgear for both fair and foul weather;
2. Water container of one- to two- liter capacity;
3. Day pack (knapsack will be sufficient);
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or flashlight) and second light source;
7. Lighter, matches and candle, or equivalent WATERPROOF waterproof fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. WATERPROOF waterproof pen/pencil and paper;
12. Whistle;
13. Two pairs plastic or vinyl examination gloves;
14. Eye protection (or glasses);
15. High Visibility vest;
16. Work Gloves, leather palm or equivalent;
17. Two locking carabineers, rated to a minimum 18 kN axial strength
18. Two Prusik loops, 8 or 9mm rescue cord, from cord not less than 53" long nor more than 65" long (pre-tied lengths).

D. Knowledge and Performance Expectations

Field Team Leaders are expected to meet all of the requirements of the Knowledge and Performance Expectations of the ASRC FTM Standards. The items listed below are additional requirements.

1. SAR Operations

   a) Define the role of the field team for these types of missions:

      (1)   Lost person search;

      (2)   Downed aircraft search;

      (3)   Rescue; and

      (3)   Disaster assistance.

    b) List the various types of resources in each of the following categories that may be used in a typical SAR event:

       (1) Ground search;

       (2) Air search;

       (3) Logistics;

       (4) Communications; and

       (5) Command.

2. Search Tactics

    a) List and explain in detail five responsibilities of the Field Team Leader when carrying out a field task.

    b) Explain the execution of the following search tactics using an standard sized, properly equipped field team.

       (1) Containment;

       (2) Attraction;

       (3) Survey search;

       (4) Hasty search ;

       (5) Sweep search (open grid search); and

       (6) Line search (closed grid search).

       (7) Passive and active search methods; and

       (8) Clue finders and subject finders;

       (9) Binary search and cutting for sign;

       (10) Interviewing and investigation; and

    c) Describe in detail the actions that must be completed once the field team returns to base camp from a field task.

3. Search Management

    a) Outline standard search strategy for:

       (1) Downed aircraft;

       (2) Lost person, wilderness;

       (3) Lost person, rural; and

       (4) Lost person, urban.

4. Rescue Operations

    a) Describe how to formulate a rescue plan.

    be) List and describe four major factors a team leader must consider once a subject is located.

    cd) Describe the manpower and equipment requirements and the team organizational structure necessary to accomplish an advanced semi-technical rescue operation.

5. Equipment

    a) Describe basic team equipment, other than required personal gear, for a wilderness SAR team.

    b) Define an equipment inspection process for individual field team members before beginning a field task.

6. Mission Performance

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a) Demonstrate the ability to travel cross country on foot, in any weather conditions, navigating by map and compass, and to establish an emergency bivouac, all without compromising the assigned task.

b) Demonstrate the ability to organize and execute the six tactics listed below:

    (1)   Containment;

    (2)   Attraction;

    (3)   Survey search;

    (4)   Hasty search;

    (5)   Sweep search (open grid search);

    (6)   Line search (closed grid search).

c) Demonstrate the ability to secure a scene properly, extricate and treat a patient, and evacuate a patient using the methods most appropriate for a given situation.

d) Briefly describe pertinent local weather patterns, including the signs of arriving cyclonic winter storms, cold fronts, warm fronts, and local storms.

e) Be able to bivouac on a winter night using appropriate field gear.

f) Travel competently in a middle-Appalachian wilderness area during any time of year, including:

    (1)   Stream crossing evaluation; and

    (2)   Boulder-field and steep trail climbing.

g) Given a photocopy or computer 7.5-minute series topographic map with an ASRC and USNG, or UTM grid overprint, and the original 7.5-minute quadrangle map, identify points via:

    (1)   Latitude and longitude;

    (2)   The ASRC grid system;

    (3)   The UTM (Universal Transverse Mercator System) and USNG (United States National Grid); and

    (4)   The azimuth and distance off a VOR.

h) Given only a 7.5-minute topographic quadrangle or an orienteering map with an attack point and a target plotted on it, and a standard orienteering compass, reliably and accurately:

    (1)   Calculate the true bearing from the attack point to the target;

    (2)   Calculate and set on the compass the magnetic bearing to the target; and

    (3)   Follow the bearing accurately, including triangulating and boxing around obstacles.

i) Correctly locate and position a point on a topographic map given:

    (1)   The bearings to landmarks indicated on the map (resection); or

    (2)   The bearing to one landmark located on the map, and the information that the position is on a specified linear feature (modified resection).

j) Given bearings from two locations to a target, correctly locate it on a topographic map (triangulation).

k) Demonstrate the ability to lead a field team competently on:

    (1)   Containment, attraction, survey, hasty, sweep and grid search tasks;

    (2)   Cutting for sign;

    (3)   Simple tracking;

    (4)   Interrogation and visual search tasks;

    (5)   Non-technical and semi-technical evacuation; and

    (6)   Direction finding.

l) Demonstrate the use of the following basic man-tracking skills and techniques:

    (1)   Selecting and using a tracking stick;

    (2)   Identifying the effects of sun direction and intensity on tracking;

    (3)   Identifying and measuring shoe type and size; and

    (4)   Determine stride length, width, and direction of travel.

m) Demonstrate the ability to properly brief a field team before a task, including:

    (1)   Giving appropriate information on:

      (a) Subject information and history, subject's equipment and medical history;

      (b) Weather;

      (c) Terrain;

      (d) The search task, its objectives, and how to perform it;

      (e) Time available for the task and the limitations it may impose upon the task; and

      (f) Team equipment and personal gear needed;

    (2)   Obtaining information from the team members, such as team member medical problems, and other relevant input; and

    (3)   Adequately evaluating team members' abilities to do the task.

    (4)   Demonstrate the ability to debrief properly a field team after a task, including:

    (5)   Instructing the team to follow proper procedure now the team has returned to base; and

    (6)   Acquiring team member input (POD, clues, hazards, and other pertinent information).

7. Ropes and Technical Hardware

a) Demonstrate the ability to tie correctly the knots below (in addition to those knots listed in the FTM standards):

    (1)   Butterfly;

    (2)   Bowline;

    (3)   ASRC seat harness.

    (4)   Load-releasing hitch; and

    (5)   Cross-chest harness.

b) Assemble and use a single line rappel system that includes a belay.

c) Demonstrate the ability to direct a six person litter team safely in rigging a Z-haul system (3:1 system), a 4:1 hauling system, a "brute force" hauling system, and, using the systems, to move a litter a minimum of 100 feet up a 45 degree slope.

d) Demonstrate the ability to rig to an anchor using the following methods:

    (1)   Tree-wrap and tie-off; and

    (2)   Using webbing sling loops.

e) Demonstrate the ability to cast, pad and rig static lines.

f) Demonstrate the ability to belay competently, including:

    (1)   Proper anchoring, stance, tie-in and aim;

    (2)   Correct use of calls and fall catching; and

    (3)   Tandem Prusik belay.

    g) Demonstrate competence in braking litters with tree wrap belays and mechanical devices.

    h) Serve competently in all positions on a semi-technical rescue, including:

        (1)   Serving as rope team leader with tree-wrap brakes,Figure-8, and break bar rack; and

        (2)   Selecting suitable anchor points.

    i) Demonstrate the ability safely to load and tie a patient into a litter, and rig it for semi-technical evacuations.

    j) Demonstrate competence in route selection for a semi-technical evacuation.

    k) Demonstrate the knowledge of and ability to care properly for ropes and technical rescue equipment.

E. Test Methods

  1. Written Test

    a) The ASRC standard FTL test consists of questions representative of the material presented in the Field Team Leader standard.

    b) The passing score is 80 percent. .

  2. Practical Tests

    a) The candidate must successfully demonstrate in practical tests all of the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability.

    b) Testing can be done in one testing session or spread out over multiple testing sessions.

    c) Each test station has specific requirements and well defined criteria for pass/fail.

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F. Certification

  1. Upon successfully completing the completing certification criteria, specified in the Qualifications, Equipment, Knowledge and Performance Expectations and Test sections, the Group Training Officer will grant the FTL certification on behalf of the ASRC. The certification becomes valid when the ASRC Board of Directors is informed of the new certification via the submission of an updated roster.

  2. The Group Training Officer may provide a certificate to the FTL member. This certificate will be in the official ASRC FTL Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:

    a)   The full name of the Appalachian Search and Rescue Conference;

    b)   The ASRC logo;

    c)   The name of the member granted the certification;

    d)   The name of the certification granted

    e)   The date issued;

    f)   The date of expiration/recertification.

    g)   The signature of the Group Training Officer

V. ASRC Base Radio Operator (BRO)

Base Radio Operator is capable of setting up and operating the Base radio and communication systems for large and complex mission.

A. Qualifications:

To become Base Radio Operator certified, the applicant must:

1. Hold a valid FCC Technician Class or higher Amateur Radio License

B. Recertification

Base Radio Operators must demonstrate that they meet the requirements identified in the Qualifications section every three calendar years following their date of initial certification. The review cycle period shall begin the first January of the year following the initial certification.

C. Knowledge and Performance Specifications

1. Equipment
   a) Demonstrate the ability to set up antennas and relays, using available high points and ground planes;
      (1) Describe the proper placement of antennas.
   b) Assemble handheld radios, and properly handle sign-in/sign-out of such radios.
   c) Change handheld radio batteries:
      (1) Set up battery chargers;
      (2) Identify and prioritize batteries for charging or sign-out; and
      (3) Determine when battery charging is complete.
2. FCC Rules and ASRC Communications Policies and SOP
   a) Describe the FCC rules under which the ASRC operates:
      (1) State the use and number of units allowed for each FCC licensed frequency used by the ASRC;
      (2) Describe appropriate concerns with interference with other Nets; and
      (3) Describe FCC rules pertinent to the ASRC.
   b) Outline ASRC Communications Policies and SOP:
      (1) Describe the duties and responsibilities of Net Control; and
      (2) Describe the ASRC Communications SOP.

D. Test Methods

1. Practical Tests
   a) The candidate must successfully demonstrate in practical tests all of the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability.
   b) Testing can be done in one testing session or spread out over multiple testing sessions.
   c) Each test station has specific requirements and well dined criteria for pass/fail.

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Training

Officer will provide a certificate of certification to the member. This certificiate will be in the official ASRC BRO Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:

a) The full name of the Appalachian Search and Rescue Conference;
b) The ASRC logo;
c) The name of the member granted the certification;
d) The name of the certification granted
e) The date issued;
f) The date of expiration/recertification.
g) The signature of the Group Training Officer

VI.   Conference Dispatch Officer (CDO)

The Conference Dispatch Officer coordinating the ASRC's response to ongoing incidents, including the tracking the ~~availablitiy~~availability and status of resources from member teams, maintain contact with incident base, and supporting on scene staff as needed.

A. Qualifications

New applicants for the CDO certification shall:

1. Successfully complete the CDO Training Course,
2. Successfully complete a Group Dispatch Training (certified by their Group Dispatch Officer or Group Training
    Officer).
3. Complete 4 shifts (each of 3 hours or more) or equivalent as a group dispatcher, and
4. Serve satisfactorily a minimum of 2 shifts (each of 3 hours or more) as an acting CDO under the supervision of an ASRC Dispatch Coordinator (ADC) or an authorized representative of the ADC. Such supervision may be provided remotely. Simulations may not count toward this qualification.
5. R~~r~~eceive a written recommendation from the ADC or an authorized delegate;
6. ~~b~~Be approved by a simple majority of eligible voters present at a Group business meeting; and
7. B~~b~~e approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.

B. Recertification

Conference Dispatch Officers must meet the following recertification requirements every three calendar years:

1. Document a total of at least 6 shifts (each of 3 hours or more) as a CDO during ~~during~~ the three years immediately prior to the date of application for re-certification.
2. The requirements for a shift may be fulfilled by acting as an authorized CDO instructor for a CDO class. A maximum of 4 shifts can be satisfied in this way.
3. The requirements for a shift may be fulfilled by acting as an ASRC Dispatch Supervisor. A maximum of 2 shifts can be satisfied in this way.
8. The review cycle period shall begin the first January of the year following the certification.

C. Knowledge and Performance Specifications

1. ASRC Standard Operating Procedures (SOP)
2. ASRC Training certification levels
3. State Guidelines for SAR Coordination, in the ASRC Area of Operations
4. SAR Dispatch Procedures as specified by state SAR Councils, in the ASRC Area of Operations
5. SAR resources available for deployment in support of missions in the ASRC Area of Operations.
6. SAR Dispatch Case Studies
7. SAR Dispatch Legal Issues
8. Legally Responsible Authorities for SAR in the ASRC Area of Operations

9. Proactive dispatch vs reactive dispatch
10. Use of maps and atlases to assist in locating places of interest to missions in progress (including GIS software and online services), and
11. Online dispatch resources available through the ASRC website.

D. Test Methods

1. Written Test
    a) The candidate must complete the CDO written test and achieve a grade of 75% or better, within 12 months of applying for certification.

2. Practical Tests
    a) The candidate must successfully demonstrate in practical tests all of the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability through a CDO simulation exercise conducted by an authorized CDO instructor, as appointed by the ADC.

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ADC will provide a certificate to the CDO member. This ~~certificiate~~certificate will be in the official ASRC CDO Certification Format, as defined by the ADC, and which contains at a minimum:
    a)   The full name of the Appalachian Search and Rescue Conference;
    b)   The ASRC logo;
    c)   The name of the member granted the certification;
    d)   The name of the certification granted
    e)   The date issued;
    f)   The date of expiration/recertification.
    g)   The signature of the ADC

VII. ASRC Alert Officer (AO)

The Alert Officer is the interface 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.

A. Qualifications

To become Alert Officer qualified, the applicant must:

1. Complete a minimum of 40 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include:

    (a) Managing Search Operations (40 hours);

    (b) Managing the Search Function (40 hours);

    (c) Managing Land Search Operations (40 hours);

2. Successfully pass the ASRC AO Training Course. Pass the written test

3. Display knowledge, confidence and political competence in a practical examination given by an experienced AO selected by the ADC. This examination will include the candidate acting as AO in several simulated Alert scenarios involving varying complexities and complications of political, organizational and technical nature.

4. Be approved by a simple majority of eligible voters present at a Group business meeting.

5. Be approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.

B. Test Methods

1. Practical Tests
    a) The candidate must successfully demonstrate in practical tests all of the skills in the Qualifications section through an AO simulation exercise conducted by an authorized AO instructor

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ADC will provide a certificate of certification to the AO member. This certificate will be in the official ASRC AO Certification Format, as defined by the ADC, and which contains at a minimum:
    a)   The full name of the Appalachian Search and Rescue Conference;
    b)   The ASRC logo;
    c)   The name of the member granted the certification;
    d)   The name of the certification granted
    e)   The date issued;
    f)   The date of expiration/recertification.
    g)   The signature of the ADC

VIII. ASRC Incident Staff/Search Manager IV (IS/SM-IV)

Incident Staff/Search Manager IV standards define the minimum requirements necessary to perform in the role of a NIMS compliant General Staff position, including Operations Section Chief and Planning Section Chief) mission person and ground portion of missing aircraft search

A. Qualifications

To become Incident Staff certified, the applicant must:

1. Be an ASRC Field Team Leader (FTL);
2. Have served as FTL on at least three field tasks;
3. Meet the technical standards set below, as determined by the Group Training Officer selected by the ASRC Board of Directors;
4. Be proposed for Incident Staff qualification by a Group Training Officer at an ASRC Board of Director's business meeting and receive a simple majority of the vote.;
4. Complete ICS-300, Intermediate Incident Command System;
5. Complete a minimum total of 64 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include, but are not limited to:
   (a) ICS-300 (24 hours);
   (b) Managing Search Operations (40 hours);
   (c) Managing the Search Function (40 hours);
   (d) Managing Land Search Operations (40 hours);
   (e) Practical Search Operations (40 hours);
   (f) Search Manager for Ground Search and Rescue (24 hours);
   (g) Planning Section Chief for Search and Rescue (24 hours);
   (h) National Inland SAR Planning Course (40 hours);
   (i) National Basic Inland SAR Course (20 hours);.
   (j) Virginia Management Team Member (40 hours);
   (k) Virginia Management Team Leader (40 hours);
   (l) Incident Commander for Ground Search and Rescue (32 hours);
   (m) Lost Person Behavior (8 to 32 hours);
   (m) Urban Search and Investigation (16 hours);
   (o) Wide Area Search (24 hours);
   (pj) Other approved equivalent classes
6. Serve as a member of the Command Post or Base Staff on one incident within the last three years.

B. Recertification

Incident Staff/Search Manager IV qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 3 shifts in staff positions, on a total of at least three ground SAR incidents, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re- certification requirements.
2. The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include an hour of classroom

instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.

3. The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include an hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.

4. Continuing education may only be used for a total of 2 shifts.

5. ~~Receive a favorable vote of the ASRC Board of Directors.~~

6. This recertification process does not preclude an IS/SM-IV being brought before the ASRC Board of Directors for Review as needed at any time.

7. In the event the IS/SM-IV does not receive a favorable vote, they will be put on an immediate suspension as IS/SM-IV. The Board of Directors will prepare a letter stating the reasons for the suspension if for reasons other than non-compliance with section 1. The IS/SM-IV may choose to dispute matters in writing or in person at the next Board of Directors meeting. After a presentation by the suspended staff member the BOD will go into a closed session for deliberations. The BOD may reverse the suspension by a simple majority vote.

8. The review cycle period shall begin the first January of the year following the IS/SM-IV's initial certification.

C. Knowledge and Performance Specifications

1. SAR Operations
   a) Demonstrate a working knowledge of the ICS concepts.
   b) Demonstrate a working knowledge of the ASRC Operations Manual and the ASRC SAR Operations Plan (SAROP).

2. Legal Aspects
   a) Outline the delegation of authority and responsibility for search and rescue in states where ASRC is located.
   b) Explain how the following legal concepts apply to search and rescue operations:
      (1) Good Samaritan Laws;
      (2) Civil suits and criminal actions;
      (3) Standards of care;
      (4) The right to emergency assistance and duties to provide emergency assistance;
      (5) Abandonment;
      (6) Implied consent;
      (7) Entry, during incidents, on property posted "No Trespassing";
      (8) Crime scene protection;
      (9) Declaration of death and confirmation of death; and
      (10) Confidentiality.

3. Field Operations
   a) Describe sources of weather information.
   b) Assign realistic tasks to field teams, given terrain, weather, personnel and the context of a search.
   c) Produce legible color-enhanced copies of maps with ASRC grids.

4. Search

    a) Brief a field team leader properly before a task, including:

      (1) Subject information and history, subject's equipment, behavior and medical history;

      (2) Weather;

      (3) Terrain;

      (4) The search task, how to perform it, what its objectives are, clues in the area;

      (5) Estimated time to complete the task; and

      (6) Hazards.

    b) Describe aircraft crash scene considerations.

    c) Describe the proper documentation of, and response to, reported clues.

    d) Debrief a field team leader properly after a task, including:

      (1) POD, clues, safety hazards, map updates, other pertinent field information, and any other relevant information;

      (2) Availability for reassignment; and

      (3) Specialty team debriefing as appropriate, including:

        (a) Dogs (including obtaining information on air movement);

        (b) Aircraft;

        (c) Direction Finding;

        (d) Tracking;

        (e) Evacuation (ensuring that paperwork and documentation are completed and checked); and

        (f) Medical (ensuring that paperwork and documentation are completed and checked).

    e) Plot (triangulate) bearings from Direction-Finding instruments.

    f) Handle the media in an appropriate manner (as assigned by the IC).

    g) Be able to complete an ASRC map problem defined as follows. Given a search scenario, an ASRC OPSKIT, the ASRC IS/SM-IV member must be able to complete an accurate Strategy Map using ASRC and ICS symbols. The IS/SM-IV member must then use the map to:

      (1) Use the Task Assignment Procedure to generate a set of appropriate tasks to complete the initial strategy with the given resources;

      (2) Fill out a Task Assignment Form properly for each task;

      (3) Start a Status Map using the standard ASRC symbols; and

      (4) Generate Medical, Organizational (including ICS 201), Communications, Evacuation and Demobilization Plans.

5. Communications

    a) Equipment:

      (1) Be able to set up antennas and relays, using available high points and ground planes; and

      (2) Describe the proper placement of antennas.

    b) FCC Rules and ASRC Radio Communications Policy and SOP:

      (1) Describe FCC rules under which the ASRC operates:

        (a) State the use and number of units allowed for each FCC licensed frequency used by the ASRC;

        (b) Describe appropriate concerns with interference with other Nets; and

(c) Describe FCC rules pertinent to the ASRC.

(2) Outline ASRC Communications Policies and SOP.

c) Management:

(1) Develop a comprehensive Communications Plan for a mission (with multiple nets and base communications);

(2) Describe how to interface with other organizations providing radio communications at missions (CAP, Ham, etc.).

(a) Planning -- describe what is needed and how these organizations can be put to best use;

(b) Resources -- describe what the organizations can provide and when; and

(c) Operations -- find out what they need during operations and try to provide it.

(3) Explain when a temporary commercial telephone line installation is practical. Describe the procedure to obtain a temporary installation.

(4) Maintain proper records (Communications log and equipment sign-out log).

D. Certification

2. Upon being approved for certification by the ASRC Board of Directors, the ASRC Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC IS/SM-IV Certification Format, as defined by the ASRC Training Officer, and which contains at a minimum:

a) The full name of the Appalachian Search and Rescue Conference;

b) The ASRC logo;

c) The name of the member granted the certification;

d) The name of the certification granted

e) The date issued;

f) The date of expiration/recertification.

g) The signature of the ASRC Training Officer

IX. ASRC Search Manager Type III (SM-III)

Search Manager III standards define the minimum requirements necessary to perform in the role of a NIMS compliant Command Staff position, incident commander, or part of a unified command for person search and missing aircraft search.

A. Qualifications

To become Search Manager - III qualified the applicant must:

Meet all requirements for Incident Staff/Search Manager IV2.   Be at least 21 years of age.

3. Complete ICS-400, Advanced Incident Command System;

4. Complete a minimum total of 80 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include, but not limited to:

   (a) ICS-300 (24 hours);

   (b) ICS-400 (16 hours);

   (c) Managing Search Operations (40 hours);

   (d) Managing the Search Function (40 hours);

   (e) Managing Land Search Operations (40 hours);

   (f) Practical Search Operations (40 hours);

   (g) Search Manager for Ground Search and Rescue (24 hours);

   (h) Planning Section Chief for Search and Rescue (24 hours);

   (i) National Inland SAR Planning Course (40 hours);

   (j) National Basic Inland SAR Course (20 hours);

   (k)   Virginia Management Team Member (40 hours);

   (l)   Virginia Management Team Leader (40 hours);

   (m) Incident Commander for Ground Search and Rescue (32 hours);

   (n) Lost Person Behavior (8 to 32 hours);

   (o) Urban Search and Investigation (16 hours);

   (p) Wide Area Search (24 hours);

   (qk) Other approved equivalent classes

~~Search Manager~~54.   Document mission/simulation experience as follows:

   a) Field Team Leader or equivalent on 6 tasks. No more than three of these tasks may have occurred during simulations.

   b) Serve in a base position in Operations or Plans on at least 4 incidents.

   c) Serve as Plans Section Chief, Operations Section Chief (OPS), deputy OPS, division supervisor, or Search Manager on one shift during a mission.

65.   Receive a favorable written performance evaluation from the Search Manager or supervisor for the four incidents serving in a base position.

76.   Be proposed for Search Manager –III certification by an ASRC Search Manager at an ASRC Board of Director's business meeting; and

87.   Receive a simple majority of the vote of the member's group.

98.   Receive a favorable two-thirds or greater vote of those ASRC Board of Directors present at board meeting.

B. Recertification

Search Manager -III qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 6 shifts in staff positions; two must be as Search Manager, on a total of at least three ground SAR incidents for either, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re-certification requirements.
2. The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include an hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.
3. The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include an hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.
4. Continuing education may only be used for a total of 2 shifts and may not substitute for SM shifts
5. Receive a favorable vote of the ASRC Board of Directors.
6. This recertification process does not preclude an SM-III being brought before the ASRC Board of Directors for Review as needed, at any time.
7. The review cycle period shall begin the first January of the year following the SM's initial certification.

C. Knowledge and Performance Expectations

1. SAR Operations
   a) Demonstrate an understanding of the laws, policies, procedures, operating instructions, memorandums and agreements that govern SAR operations in the ASRC's area of operation.
   b) Demonstrate an understanding of the NIMS Incident Command System as it applies to SAR and how the system can be adapted to any size incident.
   c) Demonstrate an understanding of the SAR resources listed below including how they are obtained, and their appropriate and inappropriate uses.
      (1) Air scent search dogs
      (2) Tracking/trailing dogs
      (3) Trackers/Field Team Signcutters
      (4) Specialized SAR management teams
      (5) Specialized SAR field teams
      (6) Mounted search teams
      (7) Fixed wing aircraft
      (8) Rotary wing aircraft
   d) Demonstrate an understanding of the non-SAR resources listed below including how they obtained and their potential function in a SAR incident.
      (1) Clergy and religious organizations
      (2) Critical iIncident sStress management Debrief Teams
      (3) State Coordinating Officer

(4)   Coroner/Medical Examiner

(5)   Child pProtective services

(6)   Public safety agencies such as fire, police, rescue, National Guard.

(7)   Federal agencies such as National Park Service (NPS), National Transportation and Safety Board (NTSB), Health and Human Services, Federal Aviation Administration (FAA), military units, Federal Emergency Management Agency (FEMA), and others.

(8)   Support services such as Red Cross, Salvation Army, and civic clubs

e)   Demonstrate an understanding of the individuals or groups listed below including how they impact a SAR incident, what their concerns are, how to interact with them, when and how to effectively use them, and how to mitigate against inappropriate external influences.

(1)   Psychics

(2)   Media

(3)   Family and friends of the subject(s)

f)   Describe the role of the Search Manager in relation to the Legal Responsible Agent (RA) in the following situations:

(1)   When the RA is uncooperative

(2)   When the mission involves or expands into other jurisdictions

g)   Describe the role of the SM in relation to the various resources that may participate in a search mission in the following situations:

(1)   When the SM has overall responsibility for all resources present

(2)   When the mission involves or expands into other jurisdictions

h)   Demonstrate an understanding of certain legal issues related to SAR including:

(1)   Trespassing

(2)   Confidentiality

(3)   Criminal investigations

(4)   Management of deceased subjects

(5)   Restricted airspace

(6)   Restricting access to various areas

(7)   Site security and surveillance

(8)   Maintaining the chain of evidence

(9)   Use of minors in SAR incidents

(10)   Liability for supplies, equipment, and services lent or donated for use during an incident

(11)   Use of SAR personnel for apprehension of criminals and crime scene investigation

(12)   Discovery of non-incident related illegal activities

2.   Search Management

a)   Demonstrate the ability to develop or manage the development of an Incident Action Plan, including both daily and overall incident goals and objectives.

b)   Demonstrate the ability to develop and manage a staff and describe when, where, and why various functions should be assigned to which staff positions, including the following functions:

(1)   Operations

(2)   Plans
(3)   Logistics
(4)   Finance
(5)   Media liaison
(6)   Interagency liaison
(7)   Safety
(8)   Investigations
(9)   Clue analysis

c) Demonstrate the ability to communicate with the staff by means of briefings, meetings, and written communications.
d) Describe the internal staff information flow system, including verbal, written and electronic communications, required to insure that information is properly collected, evaluated, disseminated, utilized, and stored throughout the incident.
e) Describe the ability to work within a unified command system.
f) Describe when and how to contact the appropriate state SAR coordinating agency and what type of incident information it may require.
g) Identify outside influence problems common to search missions, describe solutions and the reasoning.
h) Identify potential safety issues and describe how they can be countered (if they can be.)
i) Describe when risk factors outweigh the need to continue operations.
j) Describe the differences in deployment of resources in urban, suburban, rural   and wilderness searches, and in the ground portion of an aircraft search.
k) Describe the various search strategies that can be applied to the ground search portion of a missing aircraft mission.
l) Describe prioritization of limited resources and how such shortages can be overcome (if they can be).
m) Describe how to effectively and efficiently use non-SAR resources who may offer help at all types of searches.
n) Describe the process used in making the decision to suspend a mission.
o) Explain the IC's role after the subject or target has been located.
p) Describe the common signs of incident stress and define the criteria for recommending a critical incident stress debriefing.
q) Demonstrate the ability to complete all necessary mission documentation.

D. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Training Officer will provide a certificate of certification to the member. This ~~certificiate~~certificate will be in the official ASRC SM-III Certification Format, as defined by the ASRC Training Officer, and which contains at a minimum:
   a)   The full name of the Appalachian Search and Rescue Conference;
   b)   The ASRC logo;
   c)   The name of the member granted the certification;
   d)   The name of the certification granted
   e)   The date issued;
   f)   The date of expiration/recertification.
   g)   The signature of the ASRC Training Officer

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X. ASRC Search Manager Type II (SM-II)

Search Manager II meets the same requirements at SM-III with an increased level of recent incident command experience.

A. Qualifications

1. Meet all the requirements for SM-III
2~~3~~. Document mission experience as follows:

    a) Participate as an Incident Staff Person in Operations, Plans, or Command in at least six type two incidents.

    b) During these incidents, document having served at least 2 shifts as Operations Section Chief or Division Supervisor, and 2 shifts as Plans Section Chief.

    c) Receive a favorable written performance evaluation from the Search Manager or Responsible Agent on four the incidents.

3~~4~~. Be proposed for Search Manager - II by a type II or I ASRC Search Manager at an ASRC Board of Director's business meeting; and

5~~6~~. Receive a favorable two-thirds or greater vote of those ASRC Board of Directors present at board meeting.

6. Receive a simple majority of the vote of the member's group.

B. Recertification

Search Manager - II qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 6 shifts in staff positions; two must be as an Search Manager, on a total of at least three ground SAR incidents, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification. Field simulations may be used to fulfill up to 3 of the required shifts.

2. The requirements for one shift may be fulfilled with 12 hours of category II continuing education.

3. The requirements for 2 shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours.

4. Continuing education may only be used for a total of 2 shifts, and may not substitute for SM shift time.

5. Receive a favorable vote of the ASRC Board of Directors.

6. This recertification process does not preclude an SM-II being brought before the ASRC Board of Directors for review as needed, at any time.

    The review cycle period shall begin the first January of the year following the SM's initial certification.

C. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Training Officer will provide a certificate of certification to the member. This ~~certificiate~~certificate will be in the official ASRC SM-II Certification Format, as defined by the ASRC Training Officer, and which contains at a minimum:

    a) The full name of the Appalachian Search and Rescue Conference;

    b) The ASRC logo;

    c) The name of the member granted the certification;

    d) The name of the certification granted

e)   The date issued;
f)   The date of expiration/recertification.
g)   The signature of the ASRC Training Officer

XI. ASRC Search Manager Type I (SM-1, Area Command Authority qualified)

Search Manager I standards define the minimum requirements necessary to perform in the role of an Area Command Authority- overseeing multiple-incident situations.

A. *Qualifications*

1. Meet all requirements for Type II and III Search Manager.
2. Complete the FEMA Basic Public Information Officer Course (G-290) approved equivalent course.
3. Successfully complete the Inland SAR Planning Course.
4. Complete a minimum total of 120 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include but are not limited to:
   (a) ICS-300 (24 hours);
   (b) ICS-400 (16 hours);
   (c) Managing Search Operations (40 hours);
   (d) Managing the Search Function (40 hours);
   (e) Managing Land Search Operations (40 hours);
   (f) Practical Search Operations (40 hours);
   (g) Search Manager for Ground Search and Rescue (24 hours);
   (h) Planning Section Chief for Search and Rescue (24 hours);
   (i) National Inland SAR Planning Course (40 hours)
   (j) National Basic Inland SAR Course (20 hours).
   (k) Virginia Management Team Member (40 hours);
   (l) Virginia Management Team Leader (40 hours);
   (m) Incident Commander for Ground Search and Rescue (32 hours);
   (n) Lost Person Behavior (8 to 32 hours);
   (o) Urban Search and Investigation (16 hours);
   (p) Wide Area Search (24 hours);
   (qk) Other approved equivalent classes

5. Successfully complete FEMA Independent Study Courses:
   a) IS-1 Emergency Manager: An Orientation to the Position,
   b) IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness,
   d) IS-275 The EOC's Role in Community Preparedness, Response and Recovery Activities or approved equivalents.[8]
6. Document mission practical experience as follow:
   a) Function as a Type II Search Manager on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted toward meeting this requirement.
7.
78. Receive a simple majority vote of the member's group.
89. Receive a favorable two-thirds or greater vote of the members present at an ASRC Board of

Director's meeting.

B. Recertification

1. Document a total of at least 6 incidents as a type II or I Search Manager, for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Field simulations may be used to fulfill up to 3 of the required shifts.

2. The requirements for one incident may be fulfilled with 24 hours of category II continuing education.

3. The requirements for two incidents may be fulfilled with 40 hours of category I continuing education.

4. Continuing education may only be used for a total of two shifts.

5. Receive a favorable vote of the ASRC Board of Directors.

6. This recertification process does not preclude an SM-I being brought before the ASRC Board of Directors for Review as needed, at any time.

   The review cycle period shall begin the first January of the year following the SM's initial certification.

C. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Training Officer will provide a certificate of certification to the member. This certificiate will be in the official ASRC SM-I Certification Format, as defined by the ASRC Training Officer, and which contains at a minimum:
   a) The full name of the Appalachian Search and Rescue Conference;
   b) The ASRC logo;
   c) The name of the member granted the certification;
   d) The name of the certification granted
   e) The date issued;
   f) The date of expiration/recertification.
   g) The signature of the ASRC Training Officer

XII. All ASRC Search Manager Levels

A. Failure to Recertify

1. If the SM fails to re-certify by the expiration date, his/here certification will be dropped to highest level certification that they have successfully met the recertification requirement for three months after the expiration date.

2. An expired SM may apply for recertification for up to 3 months past the end of their certification. Beyond this grace period, if the SM wishes to be re-certified after certification has been dropped, the entire process described in Section VIII-X must be repeated.

3. If there are extenuating circumstances that prevent the SM from re-certifying within the allotted time, he/she should file for an extension with the ASRC Conference Training Officer. Requests for extensions will be considered on a case-by-case basis by the ASRC Board of Director's

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Appendix A. Guide to Supporting Documentation and Process for ASRC ~~Command and General Staff~~Search Manager Certification Applications

The ASRC BOD makes a certification decision for each candidate based on the <u>letter</u> of the training standard, and based on the <u>spirit</u> of the training standard.

The <u>letter</u> of the training standard is interpreted here by requirements for documentation and other supporting materials to meet the qualifications as they are written in the training standards.

The <u>spirit</u> of the training standard is by necessity a subjective trust decision as to whether the candidate can fulfill the expected future duties of the position on a variety of incident types, based on current and past personal knowledge and experiences by others with the candidate. This document does not yet describe a process~~es~~ for spirit assessment.

These documentation and process rules here are intended to address several principles of certification:

- **Independence** – documentary evidence should not be based on the candidate's own evaluation/validation where possible. These rules allow candidates to attest in some cases because of the extreme difficulty that obtaining some forms of hard copy documentation would present (such as signed debriefed TAFs as proof of FTL team leadership for the IS requirement). Generally, members of the ASRC BOD and an independent auditor should be able to look at the documentation and arrive at the same decision that the ASRC BOD make with regard to whether the letter of the qualification was met.
- **Accountability** – by providing this documentation, the individuals involved (e.g. the candidate, the GTO and others making attestations) and the ASRC BOD are held accountable for ensuring the candidate meets the letter of the qualification.
- **Standardization** – this document provides a clear set of requirements for all candidates that are standardized by the ASRC BOD, and included as part of the ASRC training standards.
- **Consistency** – these documentation guidelines help ensure BOD certification decisions are ~~more~~ consistent. They minimize the per-candidate subjective interpretation of what documentation is "good enough" to meet the standard. A checklist for each position provides quick and consistent briefing how the relevant qualifications are met.
- **Experiential Requirements** –these documentation guidelines describe how to document mission, simulation and other experience. Other people are required to validate the candidate did in fact have the qualifying experience. The Conference Training Officer (CTO) may contact these people during the vetting process to confirm.
- **Periodic Recertification** – the ASRC training standards defines different requirements for recertification than for initial certification. This document provides rules for showing evidence of continuing education and experience.

All applicants are strongly encouraged to keep and submit as part of their application their mission log that shows all incident participation or a relevant subset to help the ASRC BOD decide whether the spirit of the standard can be met. The log that is submitted should be summarized, but may be in whatever format the candidate maintains. If possible the log should contain the following information: mission name, mission

number, date, length of deployment, role and tasks, IC/OPS contact details, supervisor contact details, any special tasks performed or noteworthy accomplishments (e.g. difficulty of task). No independent verification of the accuracy of the log is required.

The CTO vetting is done by verifying all the documentation requirements are met and accurately reflected on the checklist, and may or may not include contacting the persons who attest to various qualifications are met. The forwarding of the application to the ASRC BOD may be done by combining all forms of documentation into an electronic package (e.g. a single PDF containing all copies of documentation, or multiple PDFs) and sending by email to the asrc-bod@asrc.net email list. Or it may be done by providing a single hard-copy of all documentation at a BOD meeting for reference by the ASRC BOD members.

Where written evidence is required from an authoritative source (e.g. GTO, IC, instructor or class participant), it can be provided in hard-copy letter, by fax, or in electronic copy using email. It must include the person's first and last name, signature (or email), contact phone and optionally an email address. To allow for easier confirmation, these forms can be used by a 3rd person who is an officer of a group or of the ASRC or designated by one to perform this action, who confirms they spoke or otherwise verified the information from the authoritative source. For example, the CTO or his designate can talk by phone, or instant message, text or email to the IC of a mission in the process of vetting an application to confirm a candidate's staff role and hours worked. The documentation will contain the name of the authority, the date that it was created, authorized, approved or received, and who did the verification if not by the authority themselves.

In the case of hard copy letters with signatures and other supporting documentation for the application, the master copy should be maintained by the candidate. The contents of the application are not personal private information owned by the candidate. The candidate should have no expectation of privacy for this information. In making the application, the candidate is aware that distribution of this information is necessary to process the application. The candidate expressly and irrevocably assigns all copyrights or other intellectual property rights for this material to the ASRC corporation. The ASRC secretary must receive a full electronic or hard copy of all application materials and is expected to maintain a copy of it for as long as the ASRC BOD determines is appropriate. The ASRC CTO, ASRC BOD members and other officers may maintain their own records of application materials as well, and may maintain notes and emails that contain feedback gathered about the candidate. In order to protect the quality of such feedback, feedback that is requested by the provider to remain private may not be shared with the candidate or the ASRC BOD. But any other materials and information and notes and emails gathered or written by the CTO or by any assisting the CTO or the ASRC BOD with regard to evaluating the candidate and the application for certification are considered confidential property of the ASRC Board of Directors. As such, any and all copies must be irrevocably deleted from personal computers, email accounts, archives and disk storage upon request.

ASRC ~~Incident Staff/~~Search Manager-IV Certification

The spirit of the Incident Staff/Search Manager-IV standard is that the IS/SM-IV certified member be trusted to confidently serve as Ops or Plans or Logistics section chief, as ASRC Agency Representative on a reasonably large incident (200 people, 15 agencies) without much supervision by the IC, and with effective coordination with other staff, field resources, participating agencies and proper handling of media interactions and intrusions. The IS/SM-IV member serves as an experienced FTL who is responsible for creating a variety of appropriately prioritized tasks based on the incident objectives for both foot searchers and dog tasks that achieve an effective use of available resources and time with the goal of containing the search area, and finding clues to help reduce and focus the search area and find the subject alive and well. The IS certified member is also expected to perform evacuation planning and rescue coordination. The IS/SM-IV candidate is an experienced, qualified FTL to ensure they can lead a team in the event that the needs of the mission, as determined by the IC, RA or otherwise, require the IS person to serve as an FTL instead of a staff role. Also, the IS/SM-IV may be the only experienced and available person able to lead a rescue when a find happens out of area, or if existing field teams are deployed out of range, or out of touch. The IS/SM-IV role must also be able to serve as ASRC agency representative to know, adhere, educate and enforce for ASRC member participants the ASRC standard operating procedures and standards of conduct.

Standard	Supporting Materials Requirements
Be an ASRC Field Team Leader (FTL)	1. IS checklist signed by the GTO, **AND** 2. Current group roster shows FTL, **OR** 3. Group meeting minutes showing approval as FTL. Note: IS checklist should note the date of the last FTL certification. Be sure that appropriate FTL recertification requirements are satisfied as necessary.
Have served as FTL on at least 3 field tasks	1. Debriefed TAF signed by Ops, **OR** 2. Attestation by a team member providing mission, date, task description ~~3. Note: Should we or can we make any clarifications here about the type of field task (could be investigations, hasty, sweep, grid, flagging, clue checkout), variance of tasks, or how long ago the FTL role was performed, or that the experience was obtained after being certified as an FTL (e.g. can a field promotion of a CQ to FTL count ?)~~
Meet the technical standards described in the ASRC Training Standards Section IV.c	Incident Staff Checklist signed by the GTO.
Complete Managing Search Operations, Managing the Search Function, or equivalent training	1. Copy/scan of paper certificate, **OR** 2. Attestation by course instructor that student completed course citing the name and dates of the class.
Complete ICS-300	1. Copy/scan of paper certificate

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Standard	*Supporting Materials Requirements*	
Serve as a member of the Incident Command Post staff on 1 incident	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by IC or Section Chief citing mission, date and role/task. 5. Note: Performing any on-scene role or task for the IC, OPS, PLANS or Logistics on a real mission, not a simulation. No recent requirement.	Showing person in a staff role
Complete FEMA courses IS-100, IS-200, IS-700, and IS-800	1. Copy/scan of paper certificate, or 2. Attestation of course instructor that student completed course citing course name and date.	
First aid and CPR certification[4]	1. Copy/scan of paper certificate, or 2. Attestation by course instructor that student completed course citing course name and date.	
Submit the IS checklist to the CTO[5,4]	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.	
Be proposed for Incident Staff qualification by a Group Training Officer at an ASRC BOD meeting	If not present, the GTO emails or sends a letter to both the group ASRC representative and to the Conference Training Officer. The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

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[4] Candidates for command and general staff certifications are strongly encouraged, but not required, to maintain First Aid and CPR credentials required for field certifications.

[5,4] This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

ASRC ~~Incident Staff/~~Search Manager-IV Recertification

Incident Staff/Search Manager -IV qualified members shall meet the following recertification requirements every three (3) calendar years. Continuing education may only be used for a total of 2 shifts. The requirements for recertification are not the same as for initial certification. For IS/SM-IV recertification, no further refresher of required classes are required, nor are the GTO and group review. Currency in knowledge and techniques learned in MSO and ICS-300 are expected to be reinforced, perfected and enhanced through practical experience doing real mission management. Thus full incident shifts as the designated Ops or Plans section chief are strongly desired for recertification.

The term "staff positions" originally was interpreted to mean only the section chief roles of operations, plans or logistics. However, not everyone can get appointed to serve a full shift as section chief on the missions they can respond to. Some missions are short. And as always, people should serve in the operational capacity best suited to help the subject and the requirements of the RA. Thus the interpretation of "staff positions" has allowed for a various types of management experience to be credited to meet the letter of the standard.

A "shift" is interpreted to mean at minimum 8 consecutive hours. It does not include time for transportation to/from the incident, but may include transportation off-scene during the incident and breaks within the period of doing the work as long as the responsibility for the staff work was retained. For quick incidents, a "shift" (8 hours credit) can be claimed if you were assigned to do staff work as part of an overhead team continually during the initial on-scene setup, dispatching of initial tasks, responding to the find, and demobilization. The qualification for 6 shifts is thus met using a total of 6*8=48 hours of work in "staff positions", and which involves a minimum of 3 different ground SAR incidents.

The qualification for "staff position" can be met to the letter by claiming on-scene work that requires or exercises your MLSO and PSO training:

- Assigned by an IC to be responsible for one or more command staff functions (agency liaison, family liaison, PR, agency representative, investigations, safety officer) or deputy IC, or
- Assigned by an IC as to be the section chief (Operations, Plans, Logistics, or Finance), a combination of these (PLOPS), or deputy section chief,
- Assigned by a section chief to a function or job within a section, such as to do a Matteson and search area map and segmentation, write new TAFs, task briefing officer, task debriefing officer, develop/maintain resource status, interviewing for clue follow-up, developing or enhancing the subject LPQ/LPR, creating a searcher information sheet, filling out ICS forms, being communication unit leader responsible for developing and executing the overall incident communications plan, be a division supervisor or branch director or dog coordinator with responsibility for developing new tasking, doing clue tracking/plotting/analysis, doing a tasks complete map with POD and resulting POA adjustment or task reprioritization, medical/evacuation coordinator/unit leader where you develop and execute response plans.

The candidate cannot claim a position that was not assigned. The person making the assignment is considered the supervisor or manager and will need to validate the assigned role and the duration in the documentation requirements.

Excluded from "staff positions" are quasi-field work assignments, administrative tasks, and logistics tasks that could be done by an FTM or FTL or local volunteer, unless these tasks are done as part of a larger management responsibility reviewed above. Example work that would be not count as "staff positions" when done on their own without broader responsibilities above are:

- setting up the base radio, being base radio operator, being a communications relay
- doing just a task complete map, or task assigned map
- CP/base messenger
- parking cars, directing traffic, developing and posting signs
- attending sign-in, managing a staging area
- making copies of maps or other forms
- getting and serving food
- providing transport for teams
- setting up tables and picking up trash
- conducting interview tasks door-to-door or posting flyers
- taking general phone calls from the public or media
- making phone calls to find supplies
- rescue equipment officer, evacuation team leader

Staff work that is not a full shift is considered "partial shift" time that is counted as actual hours worked to add to the total hours of experience in "staff positions". For staff work lasting longer than 8 consecutive hours, count the number of actual hours worked towards your total. Partial hours are rounded up to the next hour.

For example, you arrived at 16:00 on-scene, worked in base helping ops and plans doing various things all night (not just one thing) and then took an hour break at 0:600 to get your field gear ready for a task and came back to get assigned a task. You would count 16:00-06:00 8hrs + 6hrs = 14hrs and one mission towards the recertification qualification.

For example, if you were not the ops section chief but you did 2 hours of miscellaneous tasks in CP/Base to help plans/ops get tasks deployed, and then went to sleep, signed-out, or took a field task, you can claim those 2 hours as "partial shift" time and the incident as 1 of the 3 incidents.

Standard	*Supporting Materials Requirements*	
Document a total of at least 3 shifts in staff positions, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward recertification requirements.	For each "shift" or "partial shift", provide signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation of staff role and time worked by IC or Section Chief in writing/email (typically for partial staff work), which includes incident name/description, date and location.	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, fire, hazardous materials, emergency management, disaster management, weather, etc.)	1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described. At least two (2) different class participants shall be represented among the total for 12 hours.	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift can be fulfilled with 12 hours of category 1 CE[6]. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.	Same as above.	
Submit the IS recertification checklist to the CTO[7]	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting. The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

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[6] The original text says "or one shift with 12 hours" that is clarified to mean one shift can be credited with 12 hours of category 1 continuing education.

[7] This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

ASRC Search Manager Type III Certification

Standard	Supporting Materials Requirements	
Complete a minimum total of 80 hours of classroom training in Search and Rescue management	1. Copy/scan of paper certificate, **OR**	Attestation by course instructor that student completed course citing name and date.
2. Be at least 21 years of age	Copy of government issued identification showing the age or birth date of the applicant	
3. Complete ICS-400	1. Copy/scan of paper certificate	
4. Document mission/simulation experience as follows:		
a) ~~FTL or equivalent~~Lead a field team on 6 tasks. No more than 3 of these tasks may have occurred during simulations.	1. Debriefed TAF signed by Ops, **OR** 2. Attestation by a team member, citing mission name/description, date, and type of task.	
b) Serve in the Incident Command Post in Operations or Plans on at least 4 incidents.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by IC or Section Chief citing mission name/description, date and roles.	Showing person in a staff role
c) Serve as Plans Section Chief, Operations Section Chief (OSC), deputy OPS, division supervisor, or IC on one shift during a mission.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by IC or RA citing mission name/description, date and roles.	Showing person in OSC/PSC role
5. Receive a favorable written performance evaluation from the IC or supervisor for the four incidents serving in a base position.	1. Copy/scan of letters/emails or other written materials, **OR** 2. Attestation by the IC or Section Chief stating that performance was favorable, citing mission name/description, date and roles.	
6. Be proposed for SM–III certification by an ASRC IC at an ASRC BOD meeting	If not present, an ASRC SM may email or send a letter to the Conference Training Officer or to the BOD directly.	
7. Receive majority vote of member's group.	Group meeting minutes showing endorsement of the candidate for SM-III, or letter from a group chair or vice chair or ASRC BOD rep or GTO citing this with the date of the meeting.	
Submit the SM-III checklist to the CTO[8]	CTO presents the vetted application to the ASRC BOD at the next	

[8] This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

Standard	Supporting Materials Requirements
	BOD meeting.
8. Receive a favorable two-thirds or greater vote of ASRC BOD present	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.

ASRC Search Manager Type III Recertification

Search Manager -III qualified members shall meet the following recertification requirements every three calendar years:

Standard	*Supporting Materials Requirements*	
Document a total of at least 6 shifts in staff positions; two must be as Incident Commander, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re-certification requirements.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.	Showing person in a command or staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)	1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described. 2. For classes not part of the group training or if the GTO is unavailable, provide a list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants shall be represented among the total for 12 hours.	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.	Same as above.	
Submit the SM-III recertification checklist to the CTO[9]	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting. The checklist shall be	

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[9] This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

Standard	*Supporting Materials Requirements*
	endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.

ASRC Search Manager Type II Certification

Standard	Supporting Materials Requirements	
1. Meet all the requirements for SM-III	See previous lists	
2. Completion of FEMA IS-100 and IS-200 courses	1. Copy/scan of paper certificate, **OR** 2. Attestation of course instructor that student completed course.	
3. Document mission experience:		
a) Participate as an Incident Staff person in Operations, Plans, or Command in at least six type two incidents.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by IC or RA.	Showing person in staff role
b) During these incidents, document having served at least 2 shifts as Operations Section Chief or Division Supervisor, and 2 shifts as Plans Section Chief.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by IC or RA.	Showing person in OSC/PSC role
c) Receive a favorable written performance evaluation from the Incident Commander or Responsible Agent on four of the incidents.	1. Copy/scan of letters/emails or other written materials, **OR** 2. Attestation by the IC or Section Chief stating that performance was favorable.	
d) Be proposed for Search Manager -II by a type II or I ASRC Search Manager at an ASRC BOD meeting; and	If not present, an ASRC SM-II or SM-1 may email or send a letter to the Conference Training Officer.	
e) Receive a simple majority of the vote of the member's group.	Group meeting minutes showing endorsement of the candidate for SM-II.	
Submit the SM-II checklist to the CTO[10]	CTO presents the vetted application to the ASRC BOD at the next BOD meeting.	
f) Receive a favorable two-thirds or greater vote of those ASRC BOD members present at board meeting.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

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[10] This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

ASRC Search Manager Type II Recertification

Search Manager -II qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the IC's initial certification.

Standard	*Supporting Materials Requirements*	
Document a total of at least 6 shifts in type II staff positions; two must be as an Incident Commander, on a total of at least three ground SAR incidents, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)	1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours.	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.[11]	Same as above.	

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[11] Continuing education may only be used for a total of 2 shifts, and may not substitute for IC shift time.

Standard	Supporting Materials Requirements
Submit the SM-II recertification checklist to the CTO[12]	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.
Receive a favorable vote of the ASRC Board of Directors.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.

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[12] This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

ASRC Search Manager Type I Certification

Standard	Supporting Materials Requirements	
1. Meet all requirements for Type II and III Search Manager.	See previous lists	
2. Complete a basic Public Information Officer (PIO) and Media Relations Workshop or approved equivalent course.	1. Copy/scan of paper certificate, **OR** 2. Attestation of course instructor that student completed course.	
3. Successfully complete the Inland SAR School course or an approved equivalent.	1. Copy/scan of paper certificate, **OR** 2. Attestation of course instructor that student completed course.	
4. Successfully complete FEMA IS-1, IS-22, IS-5.A, IS-775 courses	1. Copy/scan of paper certificate, **OR** 2. Attestation of course instructor that student completed course.	
5. Document mission practical experience:		
a) Function as a Type II Search Manager on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted toward meeting this requirement.	Signed copy of: 5. Organization Chart (ICS 207), **OR** 6. Incident Briefing (ICS 201), **OR** 7. Organization Assignment List (ICS203), **OR** 8. Attestation by IC or RA. **AND** A brief description of each mission showing best practices and lessons learned, if any.	Showing person in IC role and documenting incident typing
7. Receive a simple majority vote of the member's group.	Group meeting minutes showing endorsement of the candidate for IC-I.	
8. Submit the SM-I checklist to the CTO[13]	CTO presents the vetted application to the ASRC BOD at the next BOD meeting.	
9. Receive a favorable two-thirds or greater vote of the members present at an ASRC Board of Director's meeting.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

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[13] This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

ASRC Search Manager Type I Recertification

Search Manager -I qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the SM's initial certification.

Standard	Supporting Materials Requirements	
Document a total of at least 6 shifts in type II or type I Search Manager, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.	Signed copy of: 1. Organization Chart (ICS 207), **OR** 2. Incident Briefing (ICS 201), **OR** 3. Organization Assignment List (ICS203), **OR** 4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)	1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours.	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.[14]	Same as above.	
Submit the SM-I recertification checklist	CTO forwards the vetted application to the ASRC BOD as a	

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[14] Continuing education may only be used for a total of 2 shifts, and may not substitute for SMshift time.

Standard	Supporting Materials Requirements
to the CTO[15]	nomination for the next BOD meeting.
Receive a favorable vote of the ASRC Board of Directors.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.

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[15] This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.