

6/86 AMRG NEW MEMBER  
PACKET

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ALLEGHENY MOUNTAIN RESCUE GROUP, ASRC

FACT SHEET

Revised June 1986



a Group of the

Appalachian Search and Rescue Conference, Inc.

Allegheny Mtn. Rescue Group, ASRC  
P.O. Box 3196  
Pittsburgh, PA 15280-3196

Member, Mountain Rescue Association  
Member, National Association for Search and Rescue  
Affiliate, Eastern Region, National Cave Rescue Commission

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Emergency Phone: (804) 323-2300 (Virginia Emergency Operations Center)

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MEETINGS

Business meetings are held the first Tuesday of each month at 7:30 p.m. at St. Margaret's Hospital (just off Route 28 in Aspinwall, slightly east of the Highland Park Bridge). Training meetings are held the third Tuesday of each month, also at 7:30 p.m., and they alternate between St. Margaret's Hospital and the University of Pittsburgh. Visitors are welcome at all business and training meetings. There are also weekend training sessions at which visitors are generally welcome. Contact a Group member, or read a copy of the ASRC Newsletter, for more timely information about scheduled activities.

NEWSLETTER

The ASRC publishes a bimonthly Newsletter, primarily for the benefit of ASRC members. Nonmembers may obtain a year's subscription by sending a check for \$5, made out to Shenandoah Mountain Rescue Group, to: ASRC Newsletter, Shenandoah Mountain Rescue Group/ASRC, 1718 "N" Street NW, Washington, DC 20036.

FURTHER INFORMATION

For further information about AMRG or Appalachian Search and Rescue Conference services, meetings, or activities, please write to us at the letterhead address or the ASRC address (P.O. Box 440, Newcomb Station, Charlottesville, VA 22903) or call one of our officers:

For membership information:

Walt Stoy, AMRG Membership Coordinator: (412) 487-4484 (H) (412) 624-2858 (W)

For general information:

Dave Vint, AMRG Training Coordinator: (412) 539-9356

Jack Grandey, AMRG Information Officer: (412) 941-1355

Dave Lindell, AMRG Chairman: (412) 363-8036

THE ORGANIZATION

The Appalachian Search and Rescue Conference (ASRC) is a volunteer search and rescue organization dedicated to saving lives in the outdoors. Our missions include wilderness search for lost persons and the rescue of injured persons from hiking, hunting, or other accidents. We also conduct special technical rescue operations, including cave, mountain and cliff rescue. The ASRC is a national leader in the development of wilderness medicine, search management, and mountain and cave rescue techniques. It was the first organization east of the Rocky Mountains to become a full member of the Mountain Rescue Association, and every ASRC Certified Member is therefore a Mountain Rescue Association rescue-certified member. The ASRC is comprised of local Groups, including the Shenandoah Mountain Rescue Group in the Washington DC area, the Blue Ridge Mountain Rescue Group in Charlottesville, Virginia, and the Southwest Virginia Mountain Rescue Group in Roanoke and Blacksburg, Virginia.

The Allegheny Mountain Rescue Group (AMRG) is the Pittsburgh-area Group of the Appalachian Search and Rescue Conference, and as the newest Group of the ASRC, is rapidly developing its capabilities with the full operational and training support of the other ASRC Groups. The Group membership includes experts in technical rescue, search management, and wilderness medicine. It is affiliated with the Eastern Region of the National Cave Rescue Commission and serves as a cave rescue team for the Pittsburgh Grotto of the National Speleological Society. The AMRG offers specialized training in search and rescue and wilderness medicine through several organizations, including Allegheny General Hospital and the Center for Emergency Medicine of Southwestern Pennsylvania; the Center for Emergency Medicine also provides air transportation and 24-hour dispatch services for the AMRG.

## ALERTING AND CALLOUTS

As with all Appalachian Search and Rescue Conference Groups, the Allegheny Mountain Rescue Group responds to an operation as an integral part of the ASRC; members from all ASRC Groups are under a single unified ASRC command. ASRC teams are available on short notice, 24 hours a day, for assistance in lost person searches and evacuations regardless of the weather, terrain, or time of day. The ASRC (including AMRG) is alerted by calling the Emergency Operations Center of the Virginia Department of Emergency Services in Richmond, Virginia:

**EMERGENCY ALERT (804) 323-2300**

The ASRC maintains members on a pager alert system at all times. The person calling for ASRC assistance will quickly be put in contact with an ASRC Alert Officer to confirm the request and to dispatch the appropriate resources.

## RESPONSIBLE AUTHORITY

The Appalachian Search and Rescue Conference functions under the authority of the agency responsible for the search or evacuation (e.g. State Police, County Sheriff, Civil Air Patrol Mission Coordinator, local Emergency Services Coordinator, or Park Superintendent). The ASRC (and AMRG) will conduct operations only at the request of such agencies, and will directly support the responsible agency.

## SERVICES

An Appalachian Search and Rescue Conference Quick Response Team can be mobilized within an hour, responding from the ASRC Group which can most quickly provide a qualified team. The composition of this team depends on the nature of the mission, but for a rescue operation, the Quick Response Team is self-sufficient for 48 hours and carries field-portable medical gear, communications equipment, and technical rescue gear, as appropriate to the situation and patient. Members have medical training ranging from First Responder, through EMT-Paramedic, to field-qualified MD.

The ASRC can also quickly provide an Overhead Team to initiate the coordination and execution of a large-scale search operation, until additional ASRC search management personnel arrive. Members are prepared to assume on-scene direction of the technical details of a search operation, or to act in an advisory capacity, whichever is requested by the responsible agent. Many members are graduates of the National Search and Rescue School or the National Association for Search and Rescue's *Managing the Search Function* course, and have extensive and specialized ASRC search management training.

We welcome opportunities to train related organizations in search and rescue techniques, and can provide speakers and programs on outdoor safety topics, such as "Avoiding the Wilderness Emergency," "Wilderness Survival," or "Wilderness First Aid." Courses for EMT's, Paramedics, RN's, and MD's will be offered through the Center for Emergency Medicine and Allegheny General Hospital.

## SERVICE AREA

The Allegheny Mountain Rescue Group will deploy a Quick Response Team or Overhead Team, either by helicopter or motor vehicle, to any location within approximately a two-hour drive of Pittsburgh. The other Appalachian Search and Rescue Conference Groups have a similar service area. The ASRC, including the Allegheny Mountain Rescue Group, will respond to emergencies in other parts of the country, but may request the responsible agency to approve fixed-wing air transport (usually funded by the U.S. Air Force or the Virginia Department of Emergency Services), to minimize travel time and fatigue, and to make our services more efficient. Should additional services be needed in the AMRG (western Pennsylvania) area, other ASRC Groups and related resources, such as air-scenting search dogs, may be quickly dispatched by air transportation.

## EXCLUDED ACTIVITIES

Appalachian Search and Rescue Conference Groups, including the Allegheny Mountain Rescue Group, have neither the equipment nor the intent to replace any of the services of established rescue squads, fire departments, or law enforcement agencies. We provide specialized management and technical services in the outdoors, especially in rugged terrain, and consider our mission finished when the lost person or accident victim is transported to a normally accessible area (i.e. a road).

Although we are willing to assist law enforcement agencies with certain tasks, such as collection of evidence or search and recovery of crime victims in wilderness areas, we will not be involved in the direct apprehension of criminals.

## EXPENSES AND FIELD SUPPORT

The Appalachian Search and Rescue Conference and all its Groups are volunteer organizations supported by membership fees and contributions. There is no charge for our services, though any donations are appreciated.

All members carry enough food and equipment to be self-sufficient for 48 hours. For more extended operations, we greatly appreciate support services, such as water, warm food, and shelter.

## MEMBERSHIP

All Appalachian Search and Rescue Conference field personnel are experienced in outdoors activities, with extensive training in mountain rescue, land navigation, wilderness survival, and emergency and wilderness medicine. Training and certification of Allegheny Mountain Rescue Group members meets stringent ASRC and Mountain Rescue Association standards. The tactical field operation is supported by administrative, medical, communications, and base management personnel. Experienced hikers, climbers, hunters, and fishermen may become Auxiliary Members upon completing a one-day training course and meeting a small requirement for personal equipment. Membership inquiries are welcomed from anyone interested in participating in AMRG or ASRC activities, in or out of the field.

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**ALLEGHENY MOUNTAIN RESCUE GROUP**  
*a Group of the*  
**Appalachian Search and Rescue Conference, Inc.**

Allegheny General Hospital  
320 E. North Avenue  
Pittsburgh, PA 15212

Affiliated with: Mountain Rescue Association,  
National Association for Search and Rescue, and  
Eastern Region, National Cave Rescue Commission

Emergency Phone: (804) 323-2300 (Virginia Emergency Operations Center)

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**INFORMATION FOR NEW APPLICANTS**  
Version 1.2 March 1986

Dear Applicant:

Welcome to the Allegheny Mountain Rescue Group of the Appalachian Search and Rescue Conference, Inc. (the ASRC). We hope that, though it might be arduous at times, you find your association with us enjoyable, stimulating and rewarding.

The Allegheny Mountain Rescue Group (AMRG) is the Pittsburgh area Group (i.e. local chapter) of the ASRC and our training standards, operational standards, and administrative requirements are set by the ASRC. Group members wear an ASRC uniform, and when we go out on a mission, all members function under a unified ASRC command. In addition to AMRG, there are currently ASRC Groups in Washington D.C., Charlottesville, Virginia, and Roanoke, Virginia. AMRG is a certified member team of the Mountain Rescue Association through the ASRC, and is also affiliated with the Eastern Region of the National Cave Rescue Commission and the National Association for Search and Rescue.

If you haven't already read the AMRG Fact Sheet, do so, as it describes well what we do. ASRC missions occur about once every three weeks, though sometimes we have several close together and then none for a long time, and not all ASRC Groups are called out on each mission. Operations are mostly lost person searches with a few downed aircraft searches and mountain or cave rescues for variety, but the majority of our rescue work is when we find a lost person or downed aircraft. For some reason, most of our operations seem to occur at three in the morning during freezing rain (so don't say you weren't warned!) There's never any requirement that you go on a particular mission.

If you think that full active membership requires more time than you can spare, but you are an experienced outdoorsperson who wishes to support the ASRC by participating in an occasional mission and attend an occasional training session, consider becoming an Auxiliary Member. Auxiliaries are called out when we need many outdoor-competent search team members who are conversant with the ASRC's procedures. Requirements for Auxiliary Membership include outdoor experience, outdoor gear as described in the attached Auxiliary Equipment List (also found in Appendix C of the Basic Member Training Course), participation in a one-day Auxiliary Member Training Session, and a \$5/year subscription to the ASRC Newsletter. Auxiliary Membership is good for a year and renewed by participation in an ASRC mission, an ASRC simulation, or attending another Auxiliary Training Session. The best way to find out about upcoming Auxiliary Training Sessions is to subscribe to the ASRC Newsletter. To subscribe, send a check for \$5 for a year's subscription, made out to the Shenandoah Mountain Rescue Group, to: ASRC Newsletter, 1718 "N" Street NW, Washington, DC 20036.

## AMRG Information for Trainees

If you wish to participate in AMRG activities or missions on a regular basis and you have specific skills to offer, such as radio communications or administrative expertise, but you are not interested meeting all the requirements for becoming a Certified Basic Member (see below), consider becoming an Associate Member. (It is possible for Associate Members to acquire the right to wear the ASRC uniform and vote along with Trainees and Basics, although most do not.) If you are interested in Associate Membership, please contact the Membership Coordinator or Training Officer. If, however, you wish to commit yourself to intensive training and active membership in the Group, you will wish to apply for Trainee membership.

We try to give adequate counseling to each new applicant for Trainee Membership, but we often find it difficult to spend as much time with our new applicants and Trainees as we would like, so we distribute this letter which presents the basic information each new applicant or Trainee should know. We hope you find this a good guide to getting started as an ASRC member; please feel free to ask for further information from any officer or member.

The requirements for Trainee Membership are extensive, because Trainees are given many rights and privileges: they wear the ASRC uniform, participate in missions, vote in Group elections, and may hold office in the Group. Trainee membership is good for a year from when you are voted in, during which time you are expected to pick up the knowledge, skills, personal equipment, and experience required to become a ASRC Certified Basic Member (and thereby a certified member of the Mountain Rescue Association).

To become a Trainee, you should be experienced in the outdoors (If you are in doubt about your level of expertise, speak with the Training Officer). Come to several Group activities, and participate in at least one outdoor training session, so that members will get to know you. You will need to do the following to meet the requirements for Trainee Membership:

- (1) From the Stores Officer, obtain a Membership Packet, which contains many publications related to membership and operations. The packet costs \$25, but the \$25 you've paid will allow you to omit the Group initiation fee if you become a Trainee. You must also get two books: *Surviving the Unexpected Wilderness Emergency*, by Gene Fear, and *The Commonsense Medical Guide and Outdoor Reference*, by Newell Breyfogle. You should also consider the purchase of *Mountain Search and Rescue Techniques* by Bill May, *Wilderness Search and Rescue* by Tim Setnicka, and *Mountaineering: The Freedom of the Hills* by The Mountaineers; all are available from the Stores Officer.
- (2) Obtain the equipment on the Trainee Equipment checklist (available as a handout, or see Appendix C of the AMRG Basic Member Modular Training Course in the Membership Packet), and bring it to any of the evening training sessions at Allegheny General Hospital for an equipment check.
- (3) The Membership Packet also contains a copy of the draft ASRC Search and Rescue Operations Plan (SAROP) Training Manual. Read through it, then ask the Membership Coordinator to take the Trainee SAROP test. The test is both brief and simple; you needn't commit the SAROP Training Manual to memory, and in fact you can skip the entire section on operational problems.
- (4) You must have, or be in the process of obtaining, a current Red Cross or Heart Association CPR card. The Group offers CPR courses from time to time, or call your local

## AMRG Information for Trainees

Fire Department, Rescue Squad, Red Cross, or Heart Association to find one.

- (5) You must have a current Red Cross Standard First Aid and Personal Safety card, or be able to demonstrate equivalent first aid ability by passing a 30-question true-false test administered by the Membership Coordinator. (If you fail, you will be assigned a bit of reading and then allowed to retake the test.)

Once you've accomplished all of these, you will be proposed for a vote at a business meeting, and if the Group votes favorably on your application, you become a Trainee Member of the Allegheny Mountain Rescue Group. When you have been accepted into Trainee Membership, you will be issued an ASRC patch and official nametag. You should give your name to the Stores Officer as you wish it to appear on the nametag, and you might want to order additional nametags or patches at the same time. You should put together an ASRC uniform as specified in the Appendix to the ASRC Training Guide (also in your Membership Packet), and, if you wish, a uniform parka. You should wear your uniform to all official Group activities, including meetings and training sessions.

As a Trainee, you may vote in Group meetings, except on certain questions related to the ASRC as a whole (such as voting for ASRC Board of Directors delegates or voting on the Certification of Trainees to Basic Membership; these privileges are reserved for Certified Basic Members). There is no requirement that you attend a minimum number of business meetings, but we have training at the business meetings, and it is a time-honored ASRC practice to confer positions (and work) on members who are not present to defend themselves. You must, however, complete a minimum amount of training to be eligible to become a Basic Member, and you must meet the standards for Basic Membership set out in detail in the ASRC Training Guide. AMRG has set up a checklist approach to becoming a Basic Member: if you do everything on the list, you've probably had a reasonable education in mountain search and rescue and should be able to pass the written and practical Basic Exams and become a solid Basic Member. Here's what you need to do:

- (1) Complete all 4 Modules of the Basic Member Training Course;
- (2) Complete all 4 Skills Checklists of the Basic Member Training Course;
- (3) Obtain all the equipment on the Basic Equipment Checklist (Checklist 3 in Appendix C of the Basic Member Training Course); and
- (4) Obtain Advanced First Aid, First Responder, or EMT training.
- (5) On training sessions, simulations, and missions, demonstrate to the Training Officer and other members proficiency in using your knowledge and skills to confidently and competently accomplish search and rescue tasks in the outdoors.

Once you've completed all 4 modules, you can ask the Training Officer for a take-home written Basic test, and once you've completed all 4 Skills Checklists you can take the practical Basic test (scheduled as needed). When you've passed the tests, you will be proposed to the Certified Membership of the Group for voting-in as a Certified Basic Member!

I hope this answers most of your questions about what goes on in the Group and how you can fit in. Please ask the Membership Coordinator, me, or any Group member if you have further questions.

Keith Conover, M.D.  
Training Officer

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APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.

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Allegheny Mountain Rescue Group\*

MEMBER INFORMATION PACKET

(AMRG membership pending)

PARLIAMENTARY PROCEDURE FOR THE UNINTERESTED OR  
How to Minimize Boredom at AMRG Meetings in a Few Easy Steps  
by Keith Conover, M.D.

Version 1.0 November 1985

Copyright (C) 1985 by AMRG

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*Where there is no law, but every man does what is right  
in his own eyes, there is the least of real liberty.*

—Gen. Henry M. Robert, USA

If you would like to keep AMRG business meetings short (who doesn't?), but still would like to get the necessary business transacted, then read these three pages.

*The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on a maximum number of questions of varying complexity in a minimum time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.*

(From the Introduction to Robert's Rules of Order Newly Revised)

To take a full and effective part in the business of the Group, it requires that you know a little bit about parliamentary procedure, which is presented here. Usually, we find we are all in agreement and we need little parliamentary procedure, but if there is disagreement, we must fall back on established procedure to insure that majority rules, while allowing the minority a reasonable opportunity to be heard, with a minimum of time and effort.

**MEETINGS** To have a legitimate business meeting, we must meet four criteria. The meeting must be scheduled or called in a legitimate manner, we must have a Meeting Chairman (the Group Chairman or Vice-Chairman, or a substitute designated by one of them), and we must have a Secretary (anyone can be temporarily appointed as Secretary if need be). The fourth requirement is for a quorum, which means enough people to transact business. For AMRG, this means one-third of the total voting members, including Basics, Trainees, and Voting Associates.

**COMMITTEE REPORTS** Any item of business requiring more discussion than is reasonable in a business meeting should be referred to a committee. Anyone who is truly interested may voice his or her opinions on the committee without taking up everyone else's time at the business meetings. The committee discusses the question at its leisure, then at the next business meeting gives a brief report of its deliberations, presenting its recommendations in the form of a motion; only limited discussion is permitted before a vote.

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**SHENANDOAH MOUNTAIN RESCUE GROUP**  
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Member, Mountain Rescue Association  
1718 N Street NW  
A Group of the Appalachian Search and Rescue Conference, Inc. Washington, DC 20036  
A Section of the Potomac Appalachian Trail Club (202) 638-5306 (7-10 pm weekdays)  
SWS & ASRC 24-hour emergency phone: (804) 323-2300 (Commonwealth of Virginia Emergency Operations Center)

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**APPALACHIAN SEARCH AND RESCUE CONFERENCE CAPABILITIES:**

*A guide for Sheriffs' and Police Departments*

**Introduction** The Appalachian Search and Rescue Conference (ASRC) is composed of local chapters, called Groups. The Shenandoah Mountain Rescue Group is the ASRC's Group in the Washington, DC area. When the ASRC receives a call for assistance, ASRC members from the appropriate Groups respond, functioning under a unified ASRC command, in support of the requesting agency. Members of all ASRC Groups wear the same uniform and meet the same training standards, and a single call to the Virginia Office of Energy and Emergency Services (OEEES) at 804-323-2300 will obtain a rapid and appropriate response from the appropriate ASRC Groups.

Although the ASRC has a demonstrated proficiency in mountain rescue, we also conduct and manage lost person searches, in the mountains or elsewhere; in fact, we conduct more searches than rescues. This guide outlines ASRC lost person search capabilities.

**Determining if a person is lost** The local law enforcement agency is well qualified to determine if a missing person is lost in the outdoors, rather than, for instance, being a runaway or the victim of foul play. The ASRC is usually called only after this responsible agency decides that there is a reasonable chance that the subject is truly lost in the outdoors.

**Hasty Search** Sometimes, as part of the initial investigation of a probable lost person situation, a **Point Last Seen** is determined: a car, a house, a trail junction, or some other time and place where reliable information last reports the search subject. The Point Last Seen and other high-probability areas, such as the subject's destination, or a trail the subject was known to be following, become the areas for the **Hasty Search**. If the Point Last Seen is near an ASRC Group (Washington, DC; Charlottesville, VA; or Roanoke, VA) you might ask the ASRC to do it for you; otherwise, it may be more efficient for it to be done by the local Sheriff's department, fire department, or rescue squad. As with a crime scene, the Point Last Seen is usually protected and treated as a potential source of clues. The responsible agency often takes measures to ensure that untrained searchers do not trample clues, whether at the Point Last Seen or elsewhere, in their efforts to find the subject.

**Search Management** The most difficult part of any search is managing it: planning strategy, keeping track of what is happening in the field, and handling the problems that inevitably occur. The nationally-recognized training for search coordinators is *Managing the Search Function*, given by the National Association for Search and Rescue and by the Coast Guard/Air Force National Search and Rescue School. The ASRC has many members with this certification and with considerable search management experience. If there is a lost person situation in your county, and you would like to talk with one of these **Search Advisors**, feel free to call, and we will assign one to assist you. The ASRC can also provide a complete **Overhead Team**, consisting of several experienced members, that can handle most of the technical details of a large lost person search operation for you. If the search area is a long drive from the nearest ASRC Group, air transportation can usually be arranged (through the Virginia OEEES or the USAF Aerospace Rescue and Recovery Service) at no cost to the requesting agency.

**Team Leaders** In addition to an Overhead Team, the ASRC can provide advisors (or leaders) for teams of volunteers and local agency personnel. Our Field Team Leaders have training in team leadership, lost person search, mountain rescue, and land navigation; they are generally Emergency Medical Technicians (EMT's) or better; and we provide a VHF-FM radio and medical kit for each Field Team Leader.

**Search Tactics** Experience indicates that it is seldom (if ever) appropriate to saturate the area with masses of untrained foot searchers. Although this might satisfy the public's desire to help, it tends to destroy essential clues, results in searcher injuries, and may increase the number of lost people. For moderate terrain, air-scenting search dogs have proved orders of magnitude more successful, and small, well-disciplined clue- and track-conscious teams are quite effective for the rougher areas. For certain high-probability areas, a skillful alternation of search dogs and small, highly trained search teams may prove the best. Reports from the past few years indicate that many of the people found alive in rugged Virginia areas have been found by coordinated efforts of ASRC-trained searchers and air-scenting dogs. The ASRC has very close relationships with air-scenting dog groups that can respond with us, and, in addition to its management staff and Field Team Leaders, we can provide effective and reliable search teams for unusually rugged terrain, or when search operations must be conducted at night or in rain or snow.

Safety is a major ASRC concern; no searcher under ASRC control, on a mission or a training session, has ever suffered anything more severe than poison ivy or a bee sting. ASRC and search dog services are provided at no cost, and we always operate under the command of the local agency.

**Rescue** Since all ASRC-certified members are trained in emergency medicine and mountain rescue as well as search, members involved in a search may be rapidly transformed into a rescue team. The ASRC has a regional and national reputation for methodical and safe conduct of difficult rescues, and is the only Mountain Rescue Association Certified organization east of the Rocky Mountains. Most ASRC members are EMT's, many with advanced life support training (and a few with MD's), and we always work very closely with EMT's from the local rescue squads.

This guide is concerned primarily with lost person situations, but backwoods situations may occur where the victim's location is already known (e.g. when a hunter walks out to a road to report an injured hunting partner); the ASRC's rescue capabilities are always available for such rescue operations. It will take time for an ASRC team to arrive at the site, but in the interest of aiding the victim, we are quite willing to respond to a potentially difficult rescue, even though the rescue may occasionally be concluded before our team arrives. The ASRC also offers seminars for agencies interested in learning the ASRC's search and rescue techniques.

**Conclusion** The ASRC offers a variety of services for a public safety agency faced with a lost person situation, whether in the mountains or not. By obtaining assistance from the ASRC and a search dog group, the situation can be tackled in a professional manner that is relatively inexpensive and has a very high success rate. The ASRC has excellent working relationships with county, state, and federal agencies, including informal cooperative agreements, and we are always glad to meet with local officials to discuss preplanning for search and rescue incidents. Any agency (in Virginia or any other state) that needs assistance with a lost person situation should call the Virginia Office of Energy and Emergency Services (804-323-2300) and request ASRC and dog team assistance. As a final note, one of the purposes of the ASRC is to offer information and training whenever it can; please contact us if your agency would like training in any aspect of lost person search or wilderness rescue.

(Prepared by the Shenandoah Mountain Rescue Group, ASRC)

The main purpose of committees is to keep those who are passionately interested in the details of a subject from boring the rest of us at a business meeting, and to give them time to discuss the subject in the proper depth without having to worry about the time pressure of a regular business meeting. Standing Committees, such as the Training Committee, make a general report (again, briefly) and propose motions related to questions referred to the committee at the last business meeting. New ideas that a committee generates should be introduced in the new business section of the meeting.

**MOTIONS AND ORDER OF BUSINESS** The building block of parliamentary procedure is the motion, which is a proposal that the Group take a particular action or stand. In strict parliamentary procedure, all discussion is oriented to a particular motion; by stating the motion clearly before any discussion, there is no confusion about the exact nature of the topic.

At the very beginning of the meeting, just after the minutes are read, the Training Officer or his designate makes motions regarding membership matters; this allows newly-voted-in members to vote on the business during the rest of the meeting. After membership matters, any Special Orders for the Day are considered. These are items mandated for consideration at this particular meeting, for instance if the Bylaws state that elections must be held at this meeting, or if a vote at a previous meeting scheduled a particularly important question for this meeting. During the committee reports, the committee chairmen make motions regarding any business referred to the committee at the last business meeting. Unfinished business from the last meeting is taken up next. In new business, motions are taken from the floor: any voting member may, (upon being recognized by the chair), make a motion. Anyone who wishes to speak must first be recognized by the chair. Of course, if everyone consents, we may ignore this requirement, but the chair always has the option of taking over whenever necessary (as when the discussion heats up a bit).

Any motion must receive a second before it may be considered; the member seconding need not be in favor of the motion, but just in favor of talking about it (even if just to soundly defeat it). If necessary for clarity, the chair should then restate the motion to the membership. The chair then allows members to speak in favor and against the motion, allowing members two 2-minute speeches each, and alternating between positive and negative statements when possible. (The person who made the motion usually gets first crack.) If there is plenty of time, and the entire Group consents, we may use informal consideration, which just means that the two-minute and speak-twice-only rules are suspended.

If, however, things start dragging on, it's time to either call the question or to refer to a committee. If you make a motion to call the question, and it is seconded, that means we have to vote on whether to vote on the main question or not. (Got that?) If your motion to call the question passes, then we must vote on the main motion without additional debate. When you "move we call the question" you're saying that you're bored and you think others are, too. If the question is important, but you're still bored or tired, make a motion to table it until the next meeting, or to refer it to a committee.

In voting on motions, the voting may be restricted to Certified (Basic and Rescue) Members, as with elections for ASRC delegates, or it may be open to all Group voting members, as with elections for Group Officers and with most general motions. Certified Members, Trainees, and Associates given the right to vote may vote in general Group elections. In a case where the entire membership seems behind a motion, the Chairman may say something like "unless there is dissent, I will accept this motion;" unless someone complains, the motion passes by unanimous consent. That doesn't mean everyone was in favor, just that nobody wanted to vote against it.

And that's it! A few rules that are really just good common sense. Remember: do your part to keep meetings from being boring.

#### ORDER OF BUSINESS

1. The call to order
2. Introduction of visitors or guests
3. Reading and approval of minutes
4. Membership Matters (e.g. Election of Members)
5. Special Orders for the Day (e.g. Elections)
6. ASRC, NCRC, and MRA Reports (if any)
7. Reports of Officers and Standing Committees:
  - a. Chairman (report of actions of Board)
  - b. Operations Committee
  - c. Training Committee
  - d. Information Committee
  - e. Treasurer
8. Reports of Ad Hoc Committees and Projects
9. Unfinished Business
10. New Business
11. Adjournment
12. Training Program, if any



APPENDIX C-1: EQUIPMENT CHECKLIST FOR AUXILIARY MEMBERS

Version 2.0 May 1984

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Items in parentheses are recommended, but all others are required. Substitutes may be acceptable but require the approval of the Training Officer. This equipment should be readily available for missions (i.e. prepacked, or easily located).

CLOTHING

- \_\_\_\_ Hiking boots
- \_\_\_\_ Sturdy outdoor clothing
- \_\_\_\_ Adequate raingear
- \_\_\_\_ A wind shell jacket with a hood
- \_\_\_\_ Two heavy wool sweaters or shirts, or equivalent warm-when-wet clothing
- \_\_\_\_ A wool balaclava hat or wool stocking cap

GEAR

- \_\_\_\_ A bivouac/storm shelter; two large plastic leaf bags will suffice
- \_\_\_\_ A rucksack or daypack
- \_\_\_\_ A water bottle or canteen, at least 1 liter capacity
- \_\_\_\_ An electric HEADLAMP (not flashlight) with alkaline, nickel-cadmium, or lithium batteries; carbon-zinc or "heavy-duty" batteries are not acceptable due to poor performance in the cold. (A flashlight with a headstrap is acceptable.)
- \_\_\_\_ Spare batteries AND bulbs for the headlamp.
- \_\_\_\_ Leather gloves for litter handling

SUGGESTED ADDITIONAL GEAR

- o (A whistle)
- o (An orienteering compass)
- o (A pocket knife)
- o (An emergency fire-starter, e.g. waterproof matches and a candle)
- o (48 hours worth of field rations)
- o (A waterproof notebook and pencils)
- o (A warm sleeping bag)
- o (An Ensolite pad or equivalent)
- o (Wool pants and wool mittens)
- o (Fifteen feet of 2" seatbelt webbing fastened in a loop with a 2" Fastex buckle, for a litter load strap and back-carry strap)

TRAINEE EQUIPMENT CHECKLIST

Shenandoah Mountain Rescue Group BASIC MEMBER TRAINING COURSE  
Keith Conover, Editor

APPENDIX C-2: EQUIPMENT CHECKLIST FOR TRAINEE MEMBERS

Version 2.0 May 1984

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Items in parentheses are recommended, but all others are required. Substitutes may be acceptable but require the approval of the Training Officer. This equipment should be quickly and readily available for missions (i.e. prepacked, or easily located).

CLOTHING

- \_\_\_\_ Hiking boots
- \_\_\_\_ Sturdy outdoor clothing
- \_\_\_\_ Adequate raingear
- \_\_\_\_ A wind shell jacket with a hood
- \_\_\_\_ Two heavy wool sweaters or shirts, or equivalent warm-when-wet clothing
- \_\_\_\_ A wool balaclava hat or wool stocking cap

GEAR

- \_\_\_\_ A bivouac/store shelter; two large plastic leaf bags will suffice
- \_\_\_\_ An orienteering-type compass
- \_\_\_\_ An electric HEADLAMP (not flashlight) with alkaline, nickel-cadmium, or lithium batteries; carbon-zinc or "heavy-duty" batteries are not acceptable due to poor performance in the cold.
- \_\_\_\_ Spare batteries AND bulbs for the headlamp.
- \_\_\_\_ A whistle
- \_\_\_\_ A waterproof notebook and pencils
- \_\_\_\_ An emergency fire-starter, e.g. waterproof matches and a candle
- \_\_\_\_ A water bottle or canteen, at least 1 liter capacity
- \_\_\_\_ A rucksack or large daypack
- \_\_\_\_ A pocket knife
- \_\_\_\_ 48 hours worth of field rations

- \_\_\_\_ A warm sleeping bag
- \_\_\_\_ An Ensolite pad or equivalent
- \_\_\_\_ A basic first aid kit, containing at least the *Dressings and Bandages* listed for the Personal Wilderness Medical Kit:
  - \_\_\_\_ 4 - 3" x 4" pieces of moleskin
  - \_\_\_\_ 1 - 1" (by at least 3 yards) waterproof adhesive tape
  - \_\_\_\_ 1 - 3" by 5 yards (stretched) elastic ("Ace") bandage
  - \_\_\_\_ 1 - 3" by 5 yards (stretched) conforming roller gauze (*Kling*)
  - \_\_\_\_ 10 - small adhesive bandages (e.g. 1" x 3" *Bandaids*)
  - \_\_\_\_ 8 - medium-size (e.g. 3" x 3") gauze pads
  - \_\_\_\_ 5 - medium-size butterfly strips or "suture strips"
  - \_\_\_\_ 1 - triangular bandage with 2 safety pins
  - \_\_\_\_ 1 - wire mesh splint

TECHNICAL RESCUE EQUIPMENT

- \_\_\_\_ A helmet or hardhat with a nonstretch chin strap (Note: a climbing helmet is required for Basic Membership.)
- \_\_\_\_ Leather gloves
- \_\_\_\_ A seat harness; 6 meters of 1" tubular nylon climbing webbing will suffice
- \_\_\_\_ 2 Prusik/tie-in loops, each tied from a 1.5 meter long, 6 mm diameter piece of nylon kernmantel climbing-grade rope
- \_\_\_\_ 1 locking carabiner
- \_\_\_\_ Fifteen feet of 2" seatbelt webbing fastened in a loop with a 2" Fastex buckle, for a litter load strap and back-carry strap

SUGGESTED ADDITIONAL GEAR

- o (Sunglasses)
- o (A small toilet kit; it might include: toilet paper, soap, small towel, toothbrush, toothpaste, tampons or pads, or contact lens solutions)
- o (A few extra locking carabiners and some extra 1" tubular webbing)
- o (Wool pants and wool mittens)

ALLEGHENY MOUNTAIN RESCUE GROUP

a Group of the  
APPALACHIAN SEARCH AND RESCUE CONFERENCE, INC.  
(ASRC membership pending)

APPLICATION FOR TRAINEE/ASSOCIATE MEMBERSHIP

Version 1.0 November 1985

I. PERSONAL

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

SSN \_\_\_\_\_ SEX: M F

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: ( ) \_\_\_\_\_ WORK PHONE: ( ) \_\_\_\_\_

OTHER PHONE: ( ) \_\_\_\_\_ EXPLAIN \_\_\_\_\_

II. MEDICAL

Please list and explain any medical conditions which could affect your ability in the field, or which should be known in case of an emergency; include current current medications and drug allergies. Attach another piece of paper if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Availability

Are you available for mission callouts? Y N

If yes, do you have any time-of-day or geographic limitations?

\_\_\_\_\_  
\_\_\_\_\_

IV. EMERGENCY CONTACT

Next of kin or other emergency contact:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Telephone number(s) ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

V. TRAINING

A. CURRENT MEDICAL CERTIFICATION

Instructor? Date Expires

- Y N Heart Assn. CPR card.....
Y N Red Cross CPR card.....
Y N Red Cross Standard First Aid Card.....
Y N Red Cross Advanced First Aid Card.....
Y N DOT First Responder Card (State:\_\_\_)....
Y N National Registry EMT (#\_\_\_\_\_ )
Y N National Registry EMT-P (#\_\_\_\_\_ )
Y N State EMT (Level:\_\_\_\_\_ #\_\_\_\_\_ )
Y N RN.....(State:\_\_\_ #\_\_\_\_\_ )
Y N ND.....(State:\_\_\_ #\_\_\_\_\_ )
Y N AHA ACLS.....
Y N ACS ATLS.....
Y N ACS BCLS.....
Y N ACEP PHTLS.....

Lapsed certification or other relevant training or experience:

B. OTHER TRAINING AND EXPERIENCE

- Y N Amateur Radio License Class:\_\_\_\_\_ Call:\_\_\_\_\_
Y N National Cave Rescue Commission Orientation Card
Date completed:\_\_\_\_\_
Y N NCRC week-long course.....Date completed:\_\_\_\_\_
Y N Virginia or NASAR Search First Responder Course
Date completed:\_\_\_\_\_
Y N National SAR School Graduate.....Date completed:\_\_\_\_\_
Y N NASAR Managing the Search Function Course
Date completed:\_\_\_\_\_

In the space below, please describe briefly your outdoor and search and rescue experience and training; mention any geographic areas with which you are especially familiar.

The undersigned applicant acknowledges that he or she applies for membership in the Allegheny Mountain Rescue Group of the Appalachian Search and Rescue Conference, Inc. with full knowledge of the dangerous conditions and the risks associated with the activities of and training for search and rescue operations, and that he or she assumes sole and entire responsibility for any property damage or any loss of life or injuries that he or she may sustain in connection therewith. In consideration of the privilege of training and participation with said organization, the applicant agrees to release the Allegheny Mountain Rescue Group, the Appalachian Search and Rescue Conference, Inc., their directors, officers, or any agents, or their membership from liability for any loss of life or injuries to the applicant or any damage to his or her property resulting from any cause whatsoever in connection therewith.

Signature of parent or legal guardian is required if applicant under 18.

Applicant Date Witness Date
Parent/Guardian Date Witness Date