

# ALERT INFORMATION

*Incident #* \_\_\_\_\_

**IMPORTANT:** Please follow instructions given on the second page of this form.

## Search Information

|  |                                |                            |                         |                           |  |
|--|--------------------------------|----------------------------|-------------------------|---------------------------|--|
| <b>Alert Officer Name:</b><br><i>(Please Print or Type):</i>   |                                | <b>AO Phone:</b>           |                         | <b>AO Date &amp; Time</b> |  |
| <b>Dispatch Officer Name:</b><br><i>(Please print or Type)</i> |                                | <b>DO Phone:</b>           |                         | <b>DO Date &amp; Time</b> |  |
| <b>Search Date:</b>  | <b>From:</b>                   |                            | <b>To:</b>              |                           |  |
| <b>Subject Information:</b>                                    |                                |                            |                         |                           |  |
| <b>IC Name:</b>  |                                | <b>Base Phone:</b>         |                         |                           |  |
| <b>Resources Requested?</b>                                    | <input type="checkbox"/>       | <b>YES</b>                 | <b>Date/Time Needed</b> |                           |  |
|  | <b>If Yes – Please Explain</b> |                            |                         |                           |  |
|  | <input type="checkbox"/>       | <b>NO Resources Needed</b> |                         |                           |  |
| <b>Comments:</b>   |                                |                            |                         |                           |  |

## Site Information

|                             |  |
|-----------------------------|--|
| <b>Subject Information:</b> |  |
| <b>Search Location:</b>     |  |
| <b>Directions:</b>          |  |
| <b>Weather:</b>             |  |
| <b>Terrain:</b>             |  |

# ALERT INFORMATION

## Instructions for Completing the Alert Information Form

### ***Fields***

- Incident #** This is the AMRG incident number for this search. The DO provides this number. The Alert Officer should leave this field blank. See the Allegheny Mountain Rescue group Dispatch Procedures for details on picking an Incident Number.
- Alert Officer Name:** This is the name of the Alert Officer who answered the 100 page.
- AO Phone:** The phone number for the AO above.
- AO Date & Time** The date and time that the AO answered the 100 page.
- Dispatch Officer Name:** The name of the dispatch officer who filled out the Alert Information Form.
- DO Phone:** Phone number of DO. This is generally the main dispatch office.
- DO Date & Time:** Time and date that the DO filled out the Alert Information Form
- Search Date:** The date of the search.
- Subject Information:** General subject information. This should include subject age, sex, length of time missing and general incident type. "This is a search for a 42 year old male missing for 15 hours from a group home."
- IC Name:** This is the name of the IC or of the contact at base.
- Base Phone:** The 10 digit phone number of the base phone.
- Resources Requested:** Simple check box stating if resources are currently needed. This will be the difference between a 111/222 page and a 33x page.
- Date & Time Needed:** When are the requested resources needed. "Resources are needed for the 2<sup>nd</sup> operational period starting at 0700 hrs on March 3<sup>rd</sup>."
- Resource Type:** This is the type and number of resources requested for the incident. "The request is for an overhead team" or "This is a full call out."
- Comments:** Other general information.
- Subject Information:** This field is used for more detailed subject information. This might include the *search data* that is currently available at base.
- Search Location:** The location of the search and of base. "This search is in the Laurel Highlands of western Pennsylvania about 5 miles west of Somerset PA." It might also include GPS coordinates.
- Directions:** Directions to the staging area. These should be as clear as possible.
- Weather:** Current and expected weather conditions at the search area.
- Terrain:** The type of terrain that is to be searched.