

Search and Rescue Management

Field Operating Guide

April 2019 Version

A Field Operating Guide (FOG) to assist Incident Commanders, Search and Rescue Managers, and Operations Section Chiefs to document and manage responses to incidents involving, lost, overdue, and missing persons in the outdoors.

Search and Rescue Mission: _____
Date: _____
Incident/ Occurrence Number: _____
FOG Documented By: _____

The saving of a human life shall take priority over all other Police, Park, Agency activity while maintaining the safety of all search and rescue personnel.



Search and Rescue (SAR) Management Field Operating Guide (FOG)

INTENT AND PURPOSE:

This FOG is designed to assist Incident Commanders, SAR Managers, Operations Section Chiefs, and SAR personnel in the response to and documentation of lost overdue missing person(s).

Using this tool provides the following field-accessible benefits:

- ✓ Provides a reference for things to do and consider.
- ✓ Documents information, timeframes, and decisions.
- ✓ Provides a written Incident Action Plan for the initial operational periods.
- ✓ Establishes organizational and documentation foundations for major incidents.

This guide's structure and contents assumes the user has knowledge equivalent to the Search and Rescue Management curricula and understands the organization, strategies, tactics, and acronyms common to SAR management and the Incident Command System.

This FOG is intended for one-time use: to be completed real-time during an incident and then become part of the documentation package and ultimately the incident report.

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Disclaimer:

This Field Operations Guide (FOG) is not the complete instructional manual for search and rescue skills or response. The materials are not meant to replace field training by competent search, rescue, and / or emergency response leaders or to replace actual experience. ERI International, Inc., SARI, the authors, and contributors to this manual do not endorse any specific equipment mentioned in this FOG and program. The authors, contributors, ERI International, Inc., and SARI take no responsibility for the use of this FOG or for any information contained therein. ERI International Inc. and SARI take no responsibility and cannot be held liable for statements made by instructors who utilize this FOG. The purchaser or recipient of this FOG agrees to protect, save, and hold forever harmless ERI International Inc., SARI, the authors, and contributors to this manual, against and from all loss, cost, damage, liability, or expense arising from, or out of the use of this FOG. ERI International Inc., SARI, the authors, and contributors of this FOG, may not be held liable in any way for any occurrence in connection with an individual's utilization of the materials and instructions set forth in this FOG which may result in injury, death, or other damages to the purchaser or receiver of this FOG, his family, heirs, or assigns. It is the duty of every community, organization, volunteer group, and agency, to obtain the knowledge and proficiency to perform and maintain effective, efficient search, rescue, emergency / disaster management, and operations. The information presented, and in this publication, serves as the beginning outline and body of knowledge for proper search and rescue skills and response programs at the community level.

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SIX STEP CHECKLIST RECOMMENDED ACTIONS

SIX STEP CHECKLIST RECOMMENDED ACTIONS	
Step 1	
<input type="checkbox"/>	Maintain contact with complainant(s) directly or know where they are.
<input type="checkbox"/>	Fill in the <i>First Notice Sheet, SAR Form 1.</i>
<input type="checkbox"/>	Carry out an <i>Urgency Analysis</i> using <i>SAR Form 5</i> and respond accordingly.
<input type="checkbox"/>	Identify the Incident Commander and notify all personnel.
<input type="checkbox"/>	Define the Operational Period Schedule, record start/finish time on <i>SAR Form 7.</i>
<input type="checkbox"/>	Identify the IPP, mark it on the map, and protect it.
<input type="checkbox"/>	Interview people who might know the person(s) and what happened. Appoint an investigator.
<input type="checkbox"/>	Fill in the <i>Missing Person Profile, SAR Form 2.</i>
<input type="checkbox"/>	Fill in the <i>Incident History, SAR Form 3.</i>
<input type="checkbox"/>	Identify the category of missing person(s); record on <i>SAR Form 2.</i>
<input type="checkbox"/>	Read the Missing Person Behavioral Statistics for that category.
<input type="checkbox"/>	Carry out a Topography Analysis. Mark on the map: <ul style="list-style-type: none"> <input type="checkbox"/> Any known hazardous locations. <input type="checkbox"/> Likely travel aides in the Initial Search Area (ISA); note recent changes to roads/streets. <input type="checkbox"/> Barriers to mark out the Initial Search Area. <input type="checkbox"/> Any magnets in the Initial Search Area. <input type="checkbox"/> Check, modify ISA boundaries against the Missing Person distances traveled data.
<input type="checkbox"/>	List the resources currently available and their status on <i>SAR Form 4.</i>
Step 2	
<input type="checkbox"/>	Carry out a scenario analysis; record likely scenarios on <i>SAR Form 6:</i> <ul style="list-style-type: none"> • Identify the range of possibilities that might have caused the person(s) to become lost or overdue. • Consider "worse case" scenarios. • Identify highest risk scenarios. • Consider the potential that this is a result of a criminal act; list suspicions.
<input type="checkbox"/>	Identify safety concerns; conduct risk management. Determine safety objective. See Page 43.

Step 3

- Write down your mission goal on **SAR Form 7**.
- Read the Missing Person Behavior Statistics for this category of person.
- Record investigation/confinement/ searching objectives on **SAR Form 7**.
- Break down each objective into tasks.
- Prioritize all your tasks and give each a task priority number on **SAR Form 7**.

Step 4

- Establish what resources are needed to meet each task for the 1st operational period.
- Record them on the *Resources Sheet*, **SAR Form 4**. Note their ETA(s) if en-route.

Step 5

- Designate the Command Post, mark the location on the incident map, and notify all personnel.
- Locate yourself there.*
- Make yourself clearly identifiable as the Incident Commander.
 - Appoint people to fill subordinate roles as required.
 - Designate needed Staging Areas and other facilities. Mark their locations on the incident map.
 - Assign resources to Tasks, starting with the priority 1 task.
 - Record the tasked resources as "assigned" on the *Resource Sheet* **SAR Form 4**.

Step 6

- Brief and deploy available resources to priority Task in accordance with your plan.
- Assign arriving resources to tasks after check-in.
- Continue with the investigation (on and off site).
- Maintain resources status.
- Prepare a written brief using **SAR Form 8-A**.
- Debrief resources on return and keep a written record on **SAR Form 8-B**.
- Start thinking about what you are going to do next. Read "continuing the search – 1" and "the second six step cycle".

FIRST NOTICE RECORD SHEET

SAR Form #1 First Notice Record Sheet		
Person Receiving Report:	Date Received:	Time Received:
Name and Contact Information of Complainant:		
Report Received by (9-1-1 agency, communication center (SPOT, INREACH, RCC) or if other explain):		
Name of Missing Person and Date of Birth:		
Date and Time Last Seen:		
Circumstances of Loss:		
Point Last Seen (PLS) or Last Known Point (LKP):		
What Does Complainant Think Happened:		
What Does Complainant Want Done:		
Instructions to Complainant:		

NOTES

MISSING PERSON PROFILE

Use the following form to build up a profile of the subject. You may not be able to fill in all the boxes from the information you have been given at First Notice. Each time you get another piece of information that helps to build up a profile of the subject remember to add it to this form.

Attach a picture of the subject if available.

Name / M or F / Age / Date of Birth / Address: Record the subject's full name and any other names they are known by or would answer to. Circle or write "M" for Male or "F" for Female. Enter the subject's age, date of birth and address.

Physical Description: The minimum information required is height, weight, build, facial appearance (complexion, facial hair, if wearing glasses, hair color, length and style), general appearance and any distinguishing marks or features.

Clothing Worn: Style, make and color of all clothing including footwear and sole pattern.

Additional Items Carried: Items of personal gear or anything relating to the activity that the subject was undertaking. Include sufficient detail to make an identification if anything is found. Was the subject carrying money – how much? – or credit cards?

Capability / Health: Record any known information, for example fit and healthy, any problems which could affect the distance the subject might travel, any medication taken regularly and if so have they got it with them, did they have full control of all their faculties, did they always behave rationally.

Habits / Hobbies / Interests / Likely Activities: Record any information available that might indicate what the subject might have been doing or where they might have gone.

Previous Relevant History: Have they been missing before? If so, when was it, where did they go missing from, where were they found and what were they doing.

Category of Missing Person: There are many categories of Missing Person. Determine the category that best fits the known information in this incident. Children and young persons are categorized by age, adults by mental state or activity. Categories include: (NOTE: more than one category may be relevant e.g. 30 years old but functions at 6 year old level)

- Child
- Dementia / Alzheimer's / Elderly Walk-a-ways
- Intellectually Disabled
- Drug Affected
- Despondent
- Psychotic
- Run-Away
- Abduction-Parental
- Abduction-Criminal
- Hiker
- Hunter
- Fisherman
- X-country Skier
- Climber
- OHV User
- Mtn Biker

Consult the Lost Person Behavior (LPB) Addendum in the SAR Management text, your local LPB data, and any available LPB commercial apps.

NOTES

MISSING PERSON PROFILE

SAR Form #2 Missing Person Profile		
Name:	Gender:	Age:
Name Person Answers To, if Different:		Date of Birth:
Address:		
Physical Description (height, weight, marks, scars, tattoos, etc.):		
Clothing Worn:		
Additional Items Carried:		
Capability / Health:		
Habits / Hobbies / Interests / Activity:		
Previous Relevant History:		
Category of Missing Person (from Lost Person Behavior)		

SAR Form #2 Missing Person Profile		
Name:	Gender:	Age:
Name Person Answers To, If Different:		Date of Birth:
Address:		
Physical Description (height, weight, marks, scars, tattoos, etc.):		
Clothing Worn:		
Additional Items Carried:		
Capability / Health:		
Habits / Hobbies / Interests / Activity:		
Previous Relevant History:		
Category of Missing Person (from Lost Person Behavior)		

SAR Form #2 Missing Person Profile		
Name:	Gender:	Age:
Name Person Answers To, if Different:		Date of Birth:
Address:		
Physical Description (height, weight, marks, scars, tattoos, etc.):		
Clothing Worn:		
Additional Items Carried:		
Capability / Health:		
Habits / Hobbies / Interests / Activity:		
Previous Relevant History:		
Category of Missing Person (from Lost Person Behavior)		

MISSING PERSON PROFILE

Field Operating Guide

SAR Form #2 Missing Person Profile		
Name:	Gender:	Age:
Name Person Answers To, if Different:		Date of Birth:
Address:		
Physical Description (height, weight, marks, scars, tattoos, etc.):		
Clothing Worn:		
Additional Items Carried:		
Capability / Health:		
Habits / Hobbies / Interests / Activity:		
Previous Relevant History:		
Category of Missing Person (from Lost Person Behavior)		

INCIDENT HISTORY

SAR Form #3 Incident History	
Incident Name:	Operational Period #:
	Start Date / Time:
Incident Commander:	Ending Date / Time:
	OSC/SAR Manager:
Initial Planning Point (IPP):	
New IPP:	Reason:
Initial Story / Circumstances:	
Confirmed By:	
Assigned Functions:	
Family Liaison:	
PIO:	
Planning:	
• Investigation	
• Situation Status:	
• Resource Status:	
Logistics:	
Operations:	
• Staging:	
• Air Ops:	
Other:	
Further Developments:	

RESOURCES SHEET

SAR Form #4 Resources Sheet			
Resource (Police, Mutual Aid, SAR Team, Other)	Status: En route, Assigned, Available, Out Of Service	Arriving From / ETA	Available Until

URGENCY ANALYSIS

SAR Form #5 Urgency Analysis			
Name of Incident:			Date and Time:
Urgency Analysis Compiled By:			
Question	Put a checkmark (✓) against the word or phrase which best represents the response to each question.		
How Many? (Number in Group)	Solo Separated Split Group	Not Known Any Other	Entire Group Missing
How Old?	All or Mostly Young All or Mostly Elderly	Not Known Any Other	All Adult
Medical Condition?	Known ill or Injured Known Medical Condition, List:	Not Known Any Other	Known Fit and Well
Dressed for Weather? Equipped for Terrain?	All or Mostly ill Equipped	Not Known Any Other	All or Mostly Well Equipped
Familiar with this Area?	All or Most with None	Not Known Any Other	All or Most Familiar
Experienced In this Type of Environment and Terrain?	All or Most with None	Not Known Any Other	All or Most Familiar
Terrain?	Contains Hazards or Navigation Problems	Not Known Any Other	No Hazards or Navigation Problems
Weather?	Past and Present Bad Forecast Bad	Not Known Any Other	Past and Present Good Forecast Good
Number of Checkmarks	(one or more = Very High)		
Urgency Rating	Very High	High	Low
Suggested Response	Respond Immediately With High Priority Continue Investigation	Respond Immediately Continue Investigation	Continue Investigation Prepare to Respond

URGENCY ANALYSIS

NOTES

SCENARIO ANALYSIS RECORD SHEET

SAR Form #6 Scenario Analysis Record Sheet		
No.	Scenario Details	Likelihood
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<p>LEGEND = Likelihood: Write in the abbreviation you think best fits each scenario.</p> <p>VL = Very Likely L = Likely A = Average U = Unlikely VU = Very Unlikely</p>		

GOAL AND OBJECTIVES - INVESTIGATION

SAR Form #7				
Incident Action Plan – Mission Goal and Objectives				
Mission Goal	Investigation Objective	Task	First Operational Period	
			Start Time	Finish Time
		Task Priority	Resource Assigned	Task Completed and Resource Debriefed

GOAL AND OBJECTIVE - CONTAINMENT

Containment/ Confinement Objective	Task	Task Priority	Resource Assigned	Task Completed and Resource Debriefed

GOAL AND OBJECTIVE - SEARCH

Search Objective	Task	Task Priority	Resource Assigned	Task Completed and Resource Debriefed

BRIEFING CHECKLIST

SAR Form #8 - A

Briefing Checklist

Information To Share With Search and Rescue Prior To Deployment (use SMEAC format when briefing):

- Incident summary, including:
 - Subject description, and lost subject profile.
 - Actions to date.
 - Clues found.
 - Evidence handling.
 - Terrain.
 - Weather.
 - Private property.
 - Safety.
 - Traffic concerns.
 - Animal, wildlife control.
 - Specific hazards.
 - Media.
 - Family; domestic conflicts (if any).
 - Actions to take if subject found.
 - Rescue and medical plans.
- Assignment.
- Type of subject to base tactics on (mobile / responsive, mobile / unresponsive, immobile / responsive, immobile / unresponsive, criminal / non-criminal).
- Transportation to and from assignment.
- Needed personal equipment.
- Needed team equipment.
- Team and base radio call signs.
- Radio frequency(ies) and telephone numbers (landline and cell).
- Expected time of return.
- Where and to whom to report upon return, for debriefing.

SMEAC (A briefing Tool)

<p>S – Situation.</p> <p>M – Mission or incident objectives.</p> <p>E – Execution.</p> <p>A – Administration and logistics.</p> <p>C – Control and communications.</p>	
Situation	<ul style="list-style-type: none"> • This is the background to your problem, or a description of what has happened. What were the events leading up to where you are now? • Consider the 5WH of the situation. What has happened? Why is it a problem? Who else is involved? When did it happen/ sequence of events? Where did it happen? How did it happen? • The point of this part of the process is to provide a snapshot or background to the following set of instructions. Often referred to as a SITREP (situation report).
Mission	<ul style="list-style-type: none"> • So now we know what has happened, the mission is what we need to do about it. The mission should be a short, clear, correct and concise statement of what you want to achieve – “Our mission is to find Sally”. • At this stage, there is no need to include any detail – because that’s what the E, A, & C below is for.
Execution	<ul style="list-style-type: none"> • Execution is the ‘how’ part of the plan – how you are going to achieve your mission. Detail the steps required, and again 5WH applies. What are you going to do? Why? When? Where? Who is involved? How?

	<ul style="list-style-type: none"> The execution part of the process is usually the longest and should provide sufficient information to allow you [or your SAR team] to go and do the job.
Administration	The military term is actually 'Administration and Logistics' and is about what resources you need to do the job, and how these resources are to be coordinated. Under the Incident Command System, it is broken down into Logistics, Finance, and Administration.
Command and Communications	This is the who's who of the job – who's in charge, who do you report to, and how you communicate with each other. This part details the functions established under the Incident Command System.

NOTES

DEBRIEFING CHECKLIST

SAR Form # 8 - B
Debriefing Checklist

Information To Obtain From Searchers Upon Their Return.

Note: Recommended information be documented in writing, and on incident map.

- Searchers present at debriefing.
- What was the assignment.
- Time started.
- What was actually accomplished and estimated POD.
- Time completed.
- Evidence/clues.
- Location and status of any clues located.
- Search difficulties or gaps in coverage.
- Hazards observed in the area.
- Communication problems.
- Suggestions, ideas, or recommendations for future actions.
- Full documentation (photos, maps, sketches): Copy or original of all notes, SD Cards, MiCro Cards.

Note: Update "Restat Function" as to searchers new status.

NOTES

Blank lined area for notes.

RURAL/URBAN/INTERFACE INQUIRES

SAR Form #9		
Rural / Urban / Interface Inquires		
The following form can be used to complete either door to door inquires in the urban area, or cabin to cabin inquires in a rural area around a lake or in cottage country. The form can also be used to complete "camp site to camp site" inquiries in a Provincial, State, Federal Park or campground.		
Address:	Phone:	
OCCUPANTS: List all occupants whether they are regular residents - Include those visiting at time of the incident.		
1. Name:	D.O.B. _____	Sex _____
2. Name:	D.O.B. _____	Sex _____
3. Name:	D.O.B. _____	Sex _____
4. Name:	D.O.B. _____	Sex _____
DESCRIPTION: Height, weight, hair, eyes, moustache, glasses, marks / scars / tattoos, ethnic origin.		
1. _____		
2. _____		
3. _____		
4. _____		
EMPLOYMENT / SCHOOL:		
1. _____	Phone _____	
2. _____	Phone _____	
3. _____	Phone _____	
4. _____	Phone _____	
VEHICLES: Match vehicle to occupant. List vehicle description and license number.		
Occupant # _____	License # _____	Checked: Yes / No
Occupant # _____	License # _____	Checked: Yes / No
Occupant # _____	License # _____	Checked: Yes / No
Occupant # _____	License # _____	Checked: Yes / No
NARRATIVE: Specify which occupant supplied information. Note any clues, statements, searcher comments etc. If necessary use another form for continuing information.		
Badge # / REG # _____	Name: _____	
Badge # / REG # _____	Name: _____	
Team Members: _____		

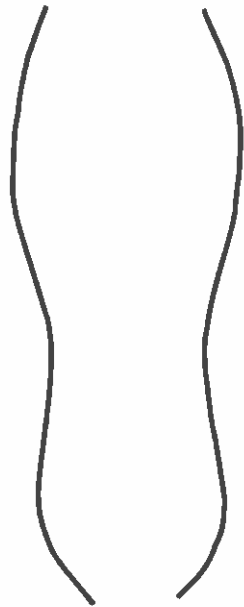
SUBJECT #1 FOOTWEAR & NOTES

Footwear type:

Manufacturer:

Size:

Describe or sketch what is known of sole pattern, length, width at widest, and width of heel:



Notes or additional information:

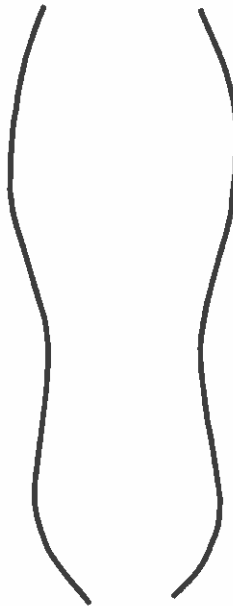
SUBJECT #2 FOOTWEAR & NOTES

Footwear type:

Manufacturer:

Size:

Describe or sketch what is known of sole pattern, length, width at widest, and width of heel:



Notes or additional information:

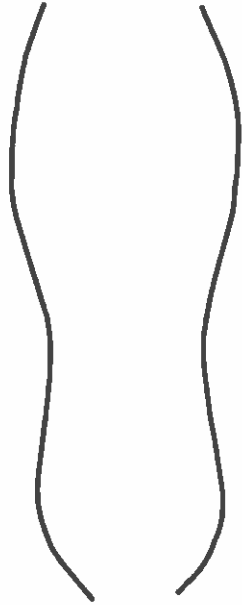
SUBJECT #3 FOOTWEAR & NOTES

Footwear type:

Manufacturer:

Size:

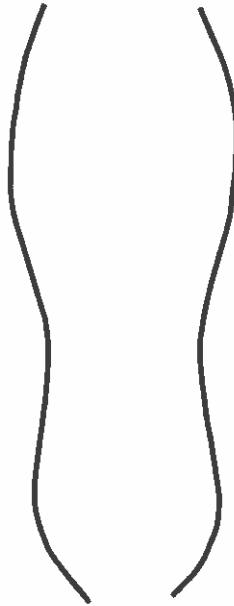
Describe or sketch what is known of sole pattern, length, width at widest, and width of heel:



Notes or additional information:

SUBJECT #4 FOOTWEAR & NOTES**Footwear type:****Manufacturer:****Size:**

Describe or sketch what is known of sole pattern, length, width at widest, and width of heel:

**Notes or additional information:**

ASSIGNMENT LIST

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISON/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
A S S I G N M E N T	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
P E R S O N E L	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
E Q U I P M E N T	16. PERSONAL			17. TEAM	
C O M M S	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY	20. PERTINANT PHONE NUMBERS	
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
A T T A C H E D	22. *X* IF ATTACHED		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)		
	<input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)		<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan		

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISION/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
ASSIGNMENT	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
PERSONNEL	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQUIPMENT	16. PERSONAL			17. TEAM	
COMMENTS	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY		20. PERTINANT PHONE NUMBERS
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
ATTACHED	22. "X" IF ATTACHED <input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)		<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISON/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
A S S I G N M E N T	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
P E R S O N N E L	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
E Q U I P M E N T	16. PERSONAL			17. TEAM	
C O M M S	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY	20. PERTINANT PHONE NUMBERS	
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
A T T A C H E D	22. "X" IF ATTACHED <input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)	<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan	

ASSIGNMENT LIST

Field Operating Guide

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISON/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
ASSIGNMENT	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
PERSONNEL	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	7.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQUIPMENT	16. PERSONAL			17. TEAM	
COMMENTS	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY		20. PERTINANT PHONE NUMBERS
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
ATTACHED	22. "X" IF ATTACHED <input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)		<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISION/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
A S S I G N M E N T	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
P E R S O N E L	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
E Q U I P M E N T	16. PERSONAL			17. TEAM	
C O M M S	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY	20. PERTINANT PHONE NUMBERS	
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
A T T A C H E D	22. *X* IF ATTACHED <input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)	<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan	

ASSIGNMENT LIST

Field Operating Guide

SAR Form #17 ASSIGNMENT LIST (SAR VERSION)		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	
4. BRANCH		5. DIVISON/GROUP	6. OPERATIONAL PERIOD DATE TIME	7. TASK/TEAM NO.	
ASSIGNMENT	8. ASSIGNMENT INSTRUCTIONS			9. DISCUSS <input type="checkbox"/> Press <input type="checkbox"/> Family <input type="checkbox"/> Clues <input type="checkbox"/> Summary to date <input type="checkbox"/> Time frame <input type="checkbox"/> Terrain <input type="checkbox"/> Anticipated POD <input type="checkbox"/> Tactics <input type="checkbox"/> Weather <input type="checkbox"/> Safety	
	10. TRANSPORTATION AND ROUTING INFORMATION (to and from assignment)				
PERSONNEL	11. FUNCTION	12. NAME	13. SPECIAL SKILLS	14. AT BRIEFING	15. AGENCY
	1. Team Leader			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQUIPMENT	16. PERSONAL			17. TEAM	
COMMENTS	18. TASK/TEAM CALL SIGN & FREQUENCY		19. BASE CALL SIGN & FREQUENCY		20. PERTINANT PHONE NUMBERS
	21. SPECIAL INSTRUCTIONS OR OTHER FREQUENCIES				
ATTACHED	22. "X" IF ATTACHED		<input type="checkbox"/> Incident Objectives (ICS-202) <input type="checkbox"/> Organization Assignment List (ICS-203) <input type="checkbox"/> Radio Plan (ICS-205) <input type="checkbox"/> Medical Plan (ICS-206) <input type="checkbox"/> Incident Status Summary (ICS-209) <input type="checkbox"/> Air Ops Summary (ICS-220)		<input type="checkbox"/> Coroner Plan <input type="checkbox"/> Rescue Plan
	<input type="checkbox"/> Map (Original) <input type="checkbox"/> Assignment Sketched on second map <input type="checkbox"/> Subject Information <input type="checkbox"/> Subject Profile <input type="checkbox"/> Incident Briefing (ICS-201)				

SAFETY MESSAGE/PLAN

1. Incident Name:	2. Operational Period:	Date From: Time From:	Date To: Time To:
<p>3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:</p> <p>Establish and maintain an effective risk management program by implementing the strategies checked (✓) below:</p> <p><input type="checkbox"/> Safety Officer Function: _____ is the designated incident Safety Officer.</p> <p><input type="checkbox"/> A Risk Assessment identifying and evaluating hazards; determining appropriate resource training, capabilities, and equipment to mitigate these hazards; ensuring resources are advised of the hazards and appropriate risk exposure levels, establishing that the risk justifies the potential benefit, and that the identified tactic is the safest manner by which to accomplish the task will be conducted for each assignment.</p> <p><input type="checkbox"/> Standard Work/Rest Guidelines. Personnel should not exceed _____ hour shifts. Personnel completing long shifts or physically demanding tasks will be evaluated before driving long distances.</p> <p><input type="checkbox"/> Briefings. ____ Teams will be provided verbal briefings of assignments. ____ Teams will be provided written briefings (such as the Task Assignment form) of assignments. Searcher "right of refusal" will be affirmed in the briefings.</p> <p><input type="checkbox"/> Debriefings. Teams will be promptly debriefed upon assignment completion, including hazards encountered and risk management recommendations for future assignments.</p> <p><input type="checkbox"/> PAR. The Operations Section Chief will implement a "Personnel Accountability Report" process and schedule.</p> <p><input type="checkbox"/> Safety Lead on each team. Each team leader is encouraged to assign safety as a collateral duty to a team member.</p> <p><input type="checkbox"/> LCES. Teams are encouraged to maintain situational awareness using the "Lookouts, Communication, Escape Routes, and Safety Zone" concept.</p> <p><input type="checkbox"/> ORM/GAR. Command will implement a structured Operational Risk Management "Green/Amber/Red" partnership process with assigned resources (including determination of risk scores) to assess and mitigate risk exposures. OR</p> <p><input type="checkbox"/> SAR GAR. Teams are directed to assess their perceptions of individual risk exposures using the "SAFETI" model (Supervision, Assignment, Fitness, Environment, Team, Improvisation avoidance) upon task assignment, and whenever significant changes occur during the assignment. Teams unable to mitigate a "Red" element to a lower level of risk will consult with higher authority before accepting assignment. Teams will be directed to refuse all non life-threatening assignments they perceive as having four or more "Red" elements.</p>			

RISK MANAGEMENT/SAFETY OBJECTIVE

OBJECTIVE: Establish an effective risk management program by implementing the below selected strategies.

Selected Strategies:

- Delegate Safety Officer function.
- Conduct a risk assessment for each assignment (see next page).
- Implement work/rest guidelines.
- Use the **Briefing Checklist** on page 23 to ensure appropriate risk management information is covered.
- Use the **Debriefing Checklist** on page 27 to ensure searcher knowledge and recommendations regarding hazards are communicated to incident command.
- Assign a Safety Lead for each team.
- Schedule regular PAR (see page 44).
- Encourage teams to follow LCES (see page 44).
- Implement SAR GAR (SAFETI) (see pages 45 & 46).
- _____.
- _____.

Ensure each assignment and activity meets the following criteria:

- The hazards associated with the assignment or activity have been identified.
- The assigned resource has the training, capabilities and equipment to mitigate these hazards.
- There is a process (such as assignment briefing) to ensure the assigned resource is aware of the hazards.
- The resource is aware of the risk exposure at which to cancel the assignment.
- The risk justifies the benefit.
- The assignment is the safest way by which to accomplish the task.

If any of the above is not being met, redesign the assignment.

Personnel Accountability Report (PAR)

Personnel Accountability Report (PAR) checks are regular or emergency radio or telephone transmissions by which a team confirms to incident command that all team members are accounted for and safe by simply transmitting "Team X is PAR". If instructed by incident command, additional information such as current location, percentage of assignment completed, and estimated time until assignment completion can be included with the transmission.

Lookouts, Communications, Escape Route, Safety Zone (LCES)

Team members practice LCES by:

Lookouts	Team members are encouraged to be continually alert for - and communicate - developing and potential hazards such as dead trees or overhead dead limbs, changing weather, unstable rocks or snow, rising water, dangerous insect or reptile habitats, etc. The team leader may also choose to assign the team's Safety Lead to focus on this task instead of searching
Communications	Team members are continually in communication with each other, and the team with higher authority.
Escape Route	All team members know which way to go to escape a hazard.
Safety Zone	All team members know where to go if escaping a hazard, and where to rendezvous if separated.

Use "SAFETI" to remember the elements.				
Element	Explanation	Risk Estimate*		
		Green	Amber	Red
Supervision	How qualified is the supervisor? Is team supervision adequate? How about supervision provided team by higher authority? Is there communication among team members, and with higher authority?			
Assignment Complexity	Time and resources required for the assignment. The longer the exposure to hazards, the greater the risks. What is the precision level needed to successfully complete the assignment?			
Fitness of Team	Physical and mental state of team members. Fatigue. Experience.			
Environment (& Hazards)	Factors affecting personnel, team readiness, and performance. These factors may include time of day, weather, terrain, distance to hike, and hazards.			
Team	Physical and mental state of members. Team size and composition. Compatibility of members. Individual and team equipment.			
Improvisation or Planned?	How much information is available? How much time is available to plan and execute the assignment? Has the proposed action been thought through? Have alternatives been considered?			
* Reflect your personal or team perception by assigning the color green (OK), amber (concern), or red (significant deficiency).				
Mitigate amber and red elements. If unable to mitigate a "red" element to a lower level of risk, consult with higher authority before accepting assignment. Refuse any non-life-saving assignment having four or more "red" elements.				

Team Has Received Assignment:

1. Convene team and discuss each SAR GAR element.
2. Each team member shares his/her perspective of each element's GAR level.
3. A team member "red" is a team "red"; a team member "amber" is a team "amber".
4. Team strives to mitigate "red" and "amber" elements.
5. If unable to mitigate a "red" to a lower level, team leader will consult with higher authority.

Team Is Conducting Assignment:

1. A team member recognizing a change in assignment parameters is empowered and expected to inform team leader.
2. Team leader convenes team to conduct a SAR GAR whenever he/she, or a team member, senses a change in assignment parameters.
3. Follow steps 2 through 5 under "team has received assignment" above.

NOTES

RISK ASSESSMENT WORKSHEET

<p>SAR Form #16 RISK ASSESSMENT WORKSHEET</p>	<p>1. ASSIGNMENT NUMBER, ACTIVITY DESCRIPTION, OR OTHER DESIGNATOR:</p>	<p>2. DATE & TIME</p>	<p>3. PREPARED BY</p>
<p align="center">CONSIDER THE FOLLOWING QUESTIONS FOR EACH ASSIGNMENT AND ACTIVITY</p>			
<p align="center">ITEM</p>		<p align="center">YES</p>	<p align="center">NO</p>
<p>Have the hazards associated with this assignment been identified?</p>			
<p>What are these hazards?</p>			
<p>Does the assigned resource have the training, capabilities, and equipment to mitigate the hazards?</p>			
<p>Is there a process in place to ensure the assigned resource will be notified of the potential hazards?</p>			
<p>Will the resource be advised as to the risk exposure at which to cancel the assignment?</p>			
<p>Does the risk justify the benefit?</p>			
<p>Is this the safest manner by which to accomplish the task?</p>			
<p>Other options considered:</p>			
<p>If the answer to any of the above questions is "no", the assignment should be redesigned.</p> <p>Remember the prime directive of all emergency responses: "The life of the rescuer takes precedence over all other concerns, including the well-being of the subject".</p>			

CELL PHONE OBJECTIVE

OBJECTIVE: Determine if subject(s) cell phone activity since _____ provide clues.

Selected Strategies:

- Subject(s) cell phone number(s) and provider(s):

- Law Enforcement determines from provider(s) phone numbers of calls sent/received.

- Law Enforcement determines from provider(s) whether cell phone(s) are within range, and arrange to periodically re-check.

- Persons associated with phone numbers of calls sent/received identified and interviewed.

-

-

RESOURCE	ENROUTE	ASSIGNED

INVESTIGATION OBJECTIVE

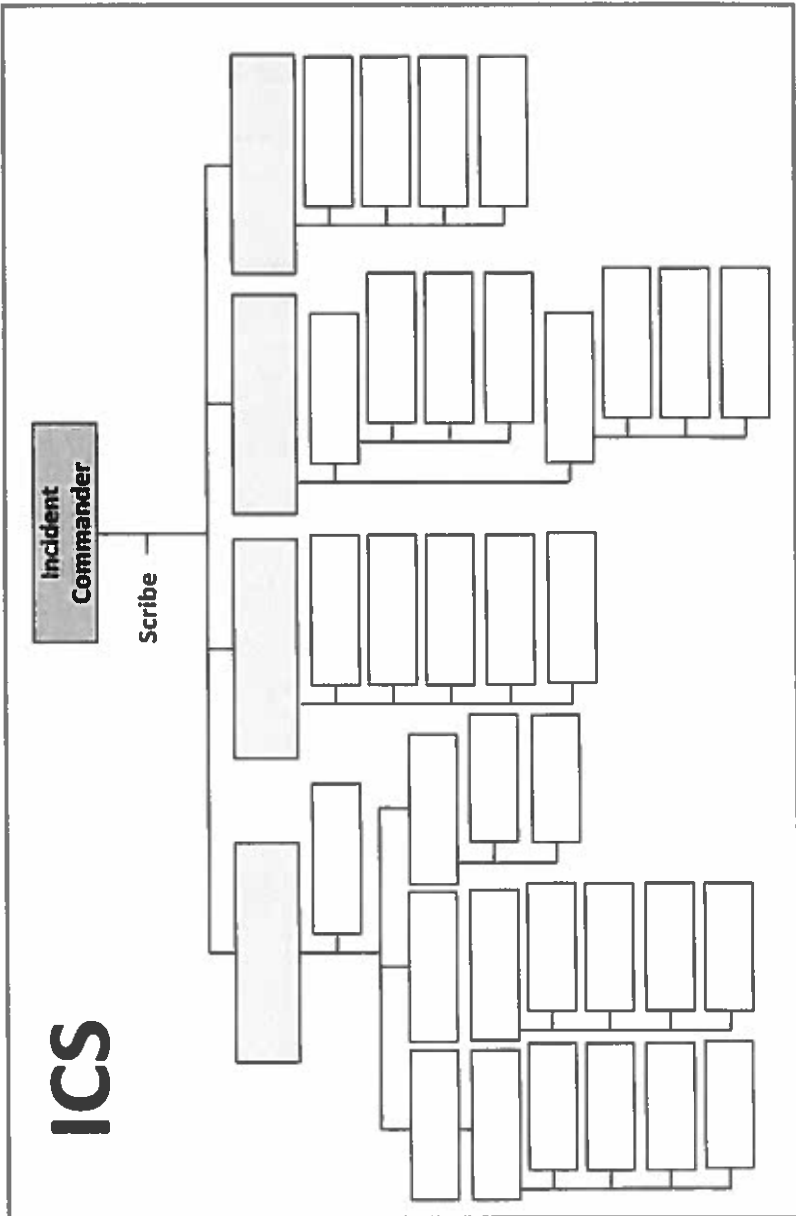
OBJECTIVE: Prepare a flyer asking for information from the public for distribution beginning at _____ (date/time).

Selected Strategies:

- Obtain subject photograph(s) from family/friends.
- Obtain DMV driver's license photograph(s) from Law Enforcement.
- Prepare flyer explaining purpose of search; descriptions, photographs, and planned itinerary of subject(s) and associated vehicle if appropriate; and action to take if reader has information.
- Distribute flyer at the following locations:

RESOURCE	ENROUTE	ASSIGNED

INCIDENT ORGANIZATION



MEDICAL PLAN

MEDICAL PERSONNEL ON INCIDENT		
NAME	QUALIFICATION	
LOCATION OF MEDICAL KITS ON INCIDENT		
MEDICAL & RESCUE HELICOPTERS		
NAME	RESPONSE TIME	PHONE #
AMBULANCE		
NAME	RESPONSE TIME	PHONE #

MEDICAL PLAN

MEDICAL PERSONNEL ON INCIDENT		
NAME	QUALIFICATION	
LOCATION OF MEDICAL KITS ON INCIDENT		
MEDICAL & RESCUE HELICOPTERS		
NAME	RESPONSE TIME	PHONE #
AMBULANCE		
NAME	RESPONSE TIME	PHONE #

FOUND SUBJECT(S) INTERVIEW

Name(s) of subject(s):

Interviewer:

Date & time of interview:

How subject(s) became "missing":

Subject(s) behavior and actions while "lost":

Search efforts which subject(s) were aware of while "lost", but which did not discover subject:

Subject(s) suggestions for increasing future search effectiveness:

Tactic or resource which found subject(s):

Subject(s) found _____ 'crow flight distance' (km/mi) from IPP.

Subject(s) found (lower, same, higher) elevation than IPP.

When found, subject(s) were: mobile responsive
 immobile non-responsive

AFTER ACTION "HOT WASH"

Consider doing an informal after action review involving all available personnel, promptly upon incident resolution (such as on the hood of a vehicle). Ensure skilled facilitation that focuses on the what, not the who.

What went well:**What can be improved:**

What can be done to sustain strengths and address improvements:

ACTION ITEM	ASSIGNED TO:	DUE DATE

NOTES

A series of horizontal lines for taking notes, consisting of 20 lines spaced evenly down the page.

EVALUATING THE "HEALTH OF A SEARCH RESPONSE" CHECKLIST

SAR Form #11

Evaluating The "Health of a Search Response" Checklist

This checklist is useful for evaluating the "health" of a search and rescue response. If any of the following can't be checked, they may be warning signals that incident management staffing is not "in synch" with the search and rescue effort. This could also be an indication that the Incident Commander may have lost situational awareness. Consider increasing or rotating personnel, or downsizing operations.

- I have time to review this list.
- An atmosphere of positive urgency is being maintained.
- Leads are being aggressively pursued through investigation. Friends, family and possible witnesses have been (or will shortly be) contacted.
- Clues are being tracked, and resolved promptly.
- Staff has time for breaks and meals. There isn't a major backlog of tasks. Individuals are not working beyond scheduled shifts.
- Scenarios as to cause of incident have been discussed and evaluated, and reflect current knowledge.
- Search efforts are focused to eliminate scenarios in established priority order.
- Current and ordered resources do complement identified needs.
- Safety, investigation, containment, and search objectives have been identified, and have been reviewed in the past 24 hours.
- The number, location and status of all incident personnel is known.
- Logistical needs (transport, food, shelter) are met for the next 12 hours.
- Unassigned personnel aren't wandering about the command post area.
- Assignments (oral or written) are ready prior to resource arrival.
- Teams returning from assignments are being debriefed promptly. Debriefing information is being recorded, and is being considered in developing future objectives.
- The family supports the search effort.
- A PIO has been identified, or the press has been notified.
- A rescue/medical plan has been identified, and is ready for immediate implementation.
- An air operations function has been activated to support any helicopter activities.

EVACUATION (OF THE MISSING, INJURED PERSON)

The technical details of how to treat and evacuate the missing, injured person once you have located him/her are outside the scope of this handbook. But, **REMEMBER**, the management of the treating and evacuating of the missing person is, like all other aspects of the incident, ultimately the responsibility of the Incident Commander. This is done by applying the Six Step Process. **NOTE:** the IC obtains their situational awareness from proper reporting from the responders in the field.

<p>Step 1 – Size up the Situation</p>	<ul style="list-style-type: none"> • What are the facts relating to the person's condition? Are they alive? Are they injured? If so, what are their injuries? Will they be able to walk out? Are any specialist personnel or equipment required? If they are not alive, then what is the legal situation? What procedures need to be followed? • What are the facts relating to the find-site? What is the terrain? Exactly where is it? Are any specialist personnel or equipment required? How easy is the access for people and vehicles? What are the possible exit routes for evacuating the missing person? • Who is on-scene? What are their capabilities? What equipment do they have with them? How good are communications with the find-site?
<p>Step 2 – Identify Contingencies</p>	<ul style="list-style-type: none"> • Could conditions (daylight or weather) deteriorate, and what difference would it make? How stable is the person's condition? • What are the risks related to each contingency?

EVACUATION

<p>Step 3 – Determine Objectives</p>	<ul style="list-style-type: none"> • The Objectives might be to: <ol style="list-style-type: none"> a. Stabilize any medical problems the missing person may have. b. Prevent deterioration of the subject's condition. c. Evacuate the subject(s) in a safe manner. d. Maintain due regard to the safety of the personnel involved. • Each of these Objectives will have its own set of Tasks depending on the circumstances of the incident. The Tasks for Objectives (a), (b) and (c) will involve the provision of personnel and equipment as required to the find-site. • The Tasks for Objective (d) will involve such things as 'waymarking' safe routes, possibly taping off any hazardous areas, the provision of safety personnel at appropriate points and making everyone involved aware of potential problems through their briefing. Consider the risks related to each Objective, and take appropriate actions to minimize these risks.
<p>Step 4 – Identify Resources Needed</p>	<ul style="list-style-type: none"> • The Objectives and Tasks you have set will indicate what your requirements are for equipment and personnel. • Do you have the resources? Do they need to be ordered? Where will they be obtained if not available on site?

Step 5 – Build a Plan and a Structure	<ul style="list-style-type: none">• Ensure that there are appropriately qualified persons in charge of each of the aspects of your plan, for example Logistics, Communications, technical rescue and recovery, and the provision of medical support.• Keep track of all resources so that they can all be accounted for at the end of the day (Resource Status).• Do not lose sight of the fact that you may have search and confinement resources still in the field away from the find-site.
Step 6 – Take Action	<ul style="list-style-type: none">• Implement, manage, and support.

NOTES

TRANSFER OF COMMAND**TRANSFER OF COMMAND STEPS**

1. The outgoing IC should brief the incoming IC in person. This should take place at least one hour to 30 minutes before the new IC takes command.
2. The briefing should cover:
 - Incident history (what has happened).
 - Priorities and objectives.
 - Current plan.
 - Resource assignments.
 - Incident organization.
 - Resources ordered/needed.
 - Facilities established.
 - Status of communications.
 - Any constraints or limitations.
 - Incident potential.
 - Delegation of Authority.

The ICS Form 201 can be a useful tool to facilitate transfer of command briefings, especially during the early stages of an incident prior to development of a formal IAP.

3. Time of transfer of command determined.
4. Notice of transfer of command made to:
 - Agency headquarters.
 - All incident personnel.
 - Other involved agencies.
5. The future role of the outgoing IC determined:
 - Released,
 - Reassigned to a different function, or
 - Returning as IC next Operational Period.

DEMOBILIZATION

Demobilization is not a mirror image of mobilization. When mobilizing for a search, a number of individuals in widely separated places direct, coordinate, and provide transportation to get search and rescue resources to a single point.

Demobilization is the responsibility of a few people to get these same resources back to the same widely separated places they came from. While command and communication channels remain the same as with mobilization, the procedures may be different.

Formal demobilization planning should begin well within the first-half of the expected duration of the mission.

Demobilization Plan Content

- | | |
|---------------------------------------|--|
| <p>1. General Information.</p> | <p>Includes orientation information and general discussion of the demobilization procedure to be followed. May include overall situation information or specific instructions.</p> |
| <p>2. Responsibilities.</p> | <p>Spells out the responsibility for the plan initiation and specific responsibilities by name for various implementation activities. Establishes a chain of command and outlines the activities at each location or processing point. Determines who is in charge at each location or processing point.</p> |

<p>3. Release Priorities.</p>	<p>Release priorities will be determined by the SAR Manager depending on the situation and by the logistics function depending on transportation availability. Late night releases or travel should be avoided. Always try to release resources in 'good condition' - rested, showered, fed, etc.</p> <p>Example Release Priorities: Aircraft first, then volunteers versus paid, overhead team leaves last.</p>
<p>4. Release Procedures.</p>	<p>This section spells out the various steps in the release procedures (e.g., Plans: to support services, to bus loading area, to showers, to home, etc.) Be specific!</p>
<p>5. Organization and Flow Charts.</p>	<p>Include: forms to be used, anticipated travel or standby times, routes and methods of travel, procedures to take place at each stop, and any other instructions that may prove useful in preventing confusion.</p>
<p>6. Directory.</p>	<p>Communications and mobile phone directory, maps, routes of travel, etc.</p>

PHONE NUMBERS

PHONE/RADIO FREQ.														
AGENCY														
NAME														

ACTIVITY (UNIT) LOG

TIME	EVENT/ACTION
	<i>1st indication of person missing.</i>

TIME	EVENT/ACTION
	<i>1st indication of person missing.</i>

SEARCH AND RESCUE MISSION DATA SHEET

SAR Form #12					
Search and Rescue Mission Data Sheet					
RESPONSIBLE AGENCY:		INCIDENT COMMANDER:		PHONE:	
MISSION DATE: / /		TIME: 24 hour clock		INCIDENT #: Local State AFREC Other	
SUBJECT INFORMATION			Lat		N Long
Place Injured or Last Known Position: MGRS - Grid:			Degrees/Minutes/Seconds		Degrees/Minutes/Seconds
USNG - UTM:			Location Common Name:		
Category:					
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Deceased	<input type="checkbox"/> Horseback	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Raft	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Alzheimer	<input type="checkbox"/> Despondent	<input type="checkbox"/> Hunter	<input type="checkbox"/> Mountain Bike	<input type="checkbox"/> Retarded	<input type="checkbox"/> Walkway
<input type="checkbox"/> Boater	<input type="checkbox"/> Elderly	<input type="checkbox"/> Injured	<input type="checkbox"/> Overdue	<input type="checkbox"/> Downhill Skier	<input type="checkbox"/> XC Skier
<input type="checkbox"/> Camper	<input type="checkbox"/> Fisherman	<input type="checkbox"/> Intentional	<input type="checkbox"/> Photographer	<input type="checkbox"/> Snowmobile	<input type="checkbox"/> Other
<input type="checkbox"/> Child	<input type="checkbox"/> Handicapped	<input type="checkbox"/> Lost	<input type="checkbox"/> Picker	<input type="checkbox"/> Swimmer	
<input type="checkbox"/> Climber	<input type="checkbox"/> Hiker				
Cause:					
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Drugs	<input type="checkbox"/> Got Lost	<input type="checkbox"/> Poor Equipment	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Change/ Weather	<input type="checkbox"/> Equipment Failed	<input type="checkbox"/> Inexperience	<input type="checkbox"/> Poor Fitness	<input type="checkbox"/> Weather	
<input type="checkbox"/> Darkness	<input type="checkbox"/> Fall	<input type="checkbox"/> Injury	<input type="checkbox"/> Poor Supervision	<input type="checkbox"/> Other	
<input type="checkbox"/> Despondent	<input type="checkbox"/> Falling Object	<input type="checkbox"/> Mental	<input type="checkbox"/> Separation		
Behavior:					
<input type="checkbox"/> Built Fire	<input type="checkbox"/> Followed Terrain	<input type="checkbox"/> Moved During Night	<input type="checkbox"/> Stayed Put	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Constructed Shelter	<input type="checkbox"/> Headed to Civilization	<input type="checkbox"/> Moved Uphill	<input type="checkbox"/> Stayed on Road	<input type="checkbox"/> Wandered	
<input type="checkbox"/> Did Nothing	<input type="checkbox"/> Moved Downhill	<input type="checkbox"/> Panicked	<input type="checkbox"/> Stayed on Trail	<input type="checkbox"/> X-Country	
<input type="checkbox"/> Discarded Gear		<input type="checkbox"/> Signaled for Help	<input type="checkbox"/> Used Travel Aids		
Subjects:					
1. Name:	Address:	Phone #:	Sex:	Age:	
2. Name:	Address:	Phone #:	Sex:	Age:	
3. Name:	Address:	Phone #:	Sex:	Age:	
Subject Realized Lost	Date:	Time (24-hr):	Time Subject Found	Date:	Time (24-hr):
Subject Reported Missing	Date:	Time (24-hr):	Total Search Time	Days:	Hours:
Call-Out Initiated	Date:	Time (24-hr):	Total Time Lost	Days:	Hours:
Resources Arrival at IPP	Date:	Time (24-hr):			
SEARCH AREA INFORMATION			Weather:		
<input type="checkbox"/> Clear	<u>Temperature</u>	<u>Wind/Km/mph</u>	<u>Rain</u>	<u>Snow</u>	
<input type="checkbox"/> Fog	High	High	<input type="checkbox"/> 0	<input type="checkbox"/> 0	
<input type="checkbox"/> Overcast	Low	Low	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	
<input type="checkbox"/> Partly Cloudy			<input type="checkbox"/> Drizzle	<input type="checkbox"/> Light	
<input type="checkbox"/> Stormy	Visibility: Distance		<input type="checkbox"/> Heavy	<input type="checkbox"/> Heavy	
				<input type="checkbox"/> Depth	
Terrain:					
<u>Topography</u>	<u>Mountain</u>	<u>Ground Cover</u>	<u>Water</u>	<u>Timber</u>	<u>Elevation:</u> ft.
<input type="checkbox"/> Urban	Prairie	<input type="checkbox"/> 0	<input type="checkbox"/> Canal	<input type="checkbox"/> Dense	
<input type="checkbox"/> Suburban	Flat	<input type="checkbox"/> Light	<input type="checkbox"/> Lake	<input type="checkbox"/> Moderate	
<input type="checkbox"/> Rural	Rolling	<input type="checkbox"/> Moderate	<input type="checkbox"/> River	<input type="checkbox"/> None	
<input type="checkbox"/> Wilderness	Rugged	<input type="checkbox"/> Dense	<input type="checkbox"/> Sound	<input type="checkbox"/> Some	
		<input type="checkbox"/> Height	<input type="checkbox"/> Ocean		

SAR MISSION DATA SHEET

Field Operating Guide

SEARCH AND RESCUE MISSION DATA SHEET (Continued) (Incident # - _____)

RESPONSE Search Rescue Recovery

Tactics:

<input type="checkbox"/> Air Scent Dog	<input type="checkbox"/> ATV	<input type="checkbox"/> Fixed Wing	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Snowmobile
<input type="checkbox"/> Attraction	<input type="checkbox"/> Boat	<input type="checkbox"/> Ground Scent Dog	<input type="checkbox"/> Mountain Bike	<input type="checkbox"/> Sweep
	<input type="checkbox"/> Closed Grid -30	<input type="checkbox"/> Hasty Team	<input type="checkbox"/> Open Grid +30	<input type="checkbox"/> Tracking
	<input type="checkbox"/> Confinement	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Raft	<input type="checkbox"/> Vehicle
	<input type="checkbox"/> Diver	<input type="checkbox"/> Horseback	<input type="checkbox"/> Road Search	<input type="checkbox"/> Other

Clues Found By:

<input type="checkbox"/> Air Scent Dog	<input type="checkbox"/> Closed Grid -30	<input type="checkbox"/> Hasty Team	<input type="checkbox"/> Mountain Bike	<input type="checkbox"/> Sweep
<input type="checkbox"/> Attraction	<input type="checkbox"/> Confinement	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Open Grid +30	<input type="checkbox"/> Statistical Data
<input type="checkbox"/> ATV	<input type="checkbox"/> Diver	<input type="checkbox"/> Horseback	<input type="checkbox"/> Raft	<input type="checkbox"/> Trackers
<input type="checkbox"/> Behavioral Data	<input type="checkbox"/> Fixed Wing	<input type="checkbox"/> Interview	<input type="checkbox"/> Repeat Search	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Boat	<input type="checkbox"/> Ground Scent Dog	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Snowmobile	<input type="checkbox"/> Other

Subject Found By:

<input type="checkbox"/> Air Scent Dog	<input type="checkbox"/> Confinement	<input type="checkbox"/> Hasty Search	<input type="checkbox"/> Non SAR Personnel	<input type="checkbox"/> Sweep
<input type="checkbox"/> Attraction	<input type="checkbox"/> Diver	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Open Grid +30	<input type="checkbox"/> Tracking
<input type="checkbox"/> ATV	<input type="checkbox"/> Fixed Wing	<input type="checkbox"/> Horseback	<input type="checkbox"/> Raft	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Boat	<input type="checkbox"/> Friends	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Relatives	<input type="checkbox"/> Other
<input type="checkbox"/> Closed Grid -30	<input type="checkbox"/> Ground Scent Dog	<input type="checkbox"/> Mountain Bike	<input type="checkbox"/> Snowmobile	

MISSION SUSPENSION/TERMINATION Reason:

<input type="checkbox"/> Authority Decision	<input type="checkbox"/> Family	<input type="checkbox"/> Lack of Clues/Evidence	<input type="checkbox"/> Subj. not in Search Area	<input type="checkbox"/> Weather
<input type="checkbox"/> False Report	<input type="checkbox"/> Hazards to Searchers	<input type="checkbox"/> Subject Found	<input type="checkbox"/> Survivability	<input type="checkbox"/> Other

Subject Found:

<input type="checkbox"/> Deceased	<input type="checkbox"/> Hypothermia	<input type="checkbox"/> Major Injuries	<input type="checkbox"/> Minor Injuries	<input type="checkbox"/> Well
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Distance from Last Known Position: Kms/Miles _____ ; Tenths _____

Elevation difference from Last Known Position _____ ; to _____ ft.

REMARKS Resources Used:

1	Unit	Personnel	Hours	Miles
2				
3				
4				
5				
6				

Comments, Observations, Problems:

Report Prepared By: _____ Title: _____

Report Signed By: (Print) _____ Agency: _____ Title: _____

FOUR METHODS OF ESTABLISHING THE SEARCH AREA

THERE ARE FOUR METHODS OF ESTABLISHING THE SEARCH AREA

1. **Theoretical.** Distance that the subject could have traveled in the time elapsed.
2. **Statistical.** Information which reflects the distances other subjects have traveled given similar conditions.
3. **Subjective.** Evaluation by the SAR Manager of the limiting factors that exist for the specific incident and geographic location.
4. **Deductive Reasoning.** Methodical step by step analysis of circumstances surrounding the loss of the subject. Going from the general to the specific.

NOTES

SCORPA: SIX STEP DECISION MAKING PROCESS

1. Size-up the Situation	<ul style="list-style-type: none">• What is the nature of the incident?• What hazards are present?• What hazards exist for response personnel and the public?• Do warnings need to be issued?• Are there injured people who need to be treated or assisted?• Is evacuation required?• How large an area is involved?• Can the area be isolated?• What location would make a good staging area?• What entrance and exit routes would be good for the flow of response personnel and equipment?
2. Identify Contingencies	<ul style="list-style-type: none">• What could have happened to cause this situation?• What could happen to make the situation worse?
3. Determine Objectives (and Goals)	SMART Objectives developed through, Investigation Objectives, Containment Objectives, and Search Objectives.
4. Identify Needed Resources	<ul style="list-style-type: none">• What resources are needed?• Where will we get them?• How long will it take them to get here?• Are there any special resource requirements?
5. Build a Plan and Structure	<ul style="list-style-type: none">• Responsibilities and tasks.• Chain of command.• Coordination.
6. Take Action	<ul style="list-style-type: none">• Implement your action plan.• Supervise/coordinate.• Continue collecting and analyzing additional information (Step 1 (Size Up) of the next cycle).