

BCMSAR
Manual

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BCMSAR's Manual

This book is made to be used in the field -- from its cover to its organization of information.

About this Edition

This is the first compilation of BCMSAR Manual. A great deal of the specifics given will surely change.

Disclaimer

This booklet is an introduction to BCMSAR activities. Additional reading and training is required. For convenience, he/him/his are non-gender specific. BCMSAR does not provide medical services. BCMSAR is not liable for injuries to or damage of property owned by searchers, subjects, or any others involved with BCMSAR.

About the Author

Dorene Stalter is a past secretary of BCMSAR.

References and Resources

Management and Theory - Search is an Emergency by Lavalla, Stoffel & Wade. ERI, 1987.

Tracking- Tom Brown's Guide to Nature Observation and Tracking. Tom Brown, Jr. Berkley Books. 1983.

General - Fieldbook (1984) and BSA Handbook (1990). Boy Scouts of America.

First Aid - Emergency Care and Transportation of the Sick and Injured by J.D. Heckman. 1990

First Responder A Skills Approach (Fifth Edition)

Documentation by Kevin Sweere

Documentation provided by Irvin Lichtenstein

Communication with Irv Lichtenstein and other SAR managers to see what works best for them.

Without the help of other search and rescue teams across the country, this compilation of information would not have been possible.

Search Organization

Who is responsible for doing what at a search?

Callout Person (person who receives call from Sheriff or other Agency)

- Calls all team leaders.
- Informs Agency of number of people responding (optional)
- completes Subject Information Form

Command Post Leader (CPL)

- Converse with Search Manager on the scene and conduct a brief reconnaissance of the area
- Prepare preliminary plan and set up Staging Area ASAP
- Prepare complete briefing for searchers (to be given at Staging Area)
 - Orient all searchers on the topo map
 - present callout sheet to members
 - Provide copies of the map & Subject Info Form
- Maintain Callout Sheet and tags and maintain location of all search teams. (ALL BCMSAR members must sign in AND out.)
- Mark cleared areas on all maps and record in log
- **Distribute and record on sign-in sheet:**
 1. Portable radios
 2. Other checked out equipment
- 3. Orange vests & hats

Support Person(s) (for CPL)

- Runner between areas
- Acquire and maintain drinks/coffee and food
- Doorman at entry to search area
- Coordinate access routes (to search areas, command post, etc.)
- Post roadside signs, flags, flashers, or similar to identify the Staging Area
- Evaluate hazards, weather, 110V AC power sources, and need for additional equipment
- Locate nearest water source and restroom facilities
- Determine location of nearest phone(s)

Communications

- Confirm reception & understanding of all messages
- Know location of all team members at all times
- Record all clues found (place and time) and significant events (description and time)

- Record time and description of significant events on all frequencies
- Inform all teams to return to the Staging Area when the subject is found

BCMSAR Search team leaders

- Screen team members for proper training, equipment, and clothing
- Insure team members have checked in
- Complete the Team Form for the Command Post
- Insure proper care is given to the subject(s)
- Brief members of the search
- Maintain continual communication with the Command Post
- At end of search: Collect all checked out gear and make sure everyone signs out

BCMSAR Team members

- All searchers must print name on check-in sheet
- Park cars facing exit, allowing access to all vehicles
- Check for mandatory equipment
 1. Clothing and footwear
 2. Blaze orange vest and hat
 3. Compass
 4. Water
 5. Whistle
- Sign out at end of search
- Attend debriefing

Operations Plan

1. Call-out

All SAR operations requiring the service of BCMSAR must be initiated by and operate under the Bureau County Sheriff Department. When the BC Sheriff determines that a call-out is necessary, he will initiate a callout to one of our callout personnel.

The Sheriff Department has a copy of our roster with at least 3 persons designated as whom to call in a callout situation.

Upon call-out, the Callout Person:

- Starts a Subject Information Form
- Using the team roster, calls each team captain. Then will call each member of the team.

Callout Procedures

The Call-out person quickly gets people moving to the field. When he gets the call from the sheriff's office, he will complete a brief plan to include location and directions to the Staging Area, and phone numbers for communication, and a one sentence review of the subject.

Depending upon the extent and location of the search, the Call-out person will call team captains and then each team member.

If answered by a machine, leave only a brief message and a phone number. The callout person must only give minimal information (less than one minute's worth). The callout person does not give out subject information or team phone numbers and will hang-up on talkative persons.

The callout person must be alert to a possible cancellation of the search. Members do not directly contact the sheriff's office.

Call-off Procedures. The callout person must be notified ASAP. He will then call off the search in the same manner that he initiated the callout.

4. Travel to the Staging Area

All members must comply with state driving regulations and obey all speed laws. The CPL is in charge of establishing and running the Staging Area. With the help of his Support Person, he receives a briefing from the agency representative, assures access to the site is maintained, determines available communication, assembles other arriving members, and defines the parking, rest, and briefing areas.

Each area should be separate from the others. The parking area must efficiently use the space allotted and allow any car to leave at any time. The rest area contains food, drink, bathroom facilities, and other amenities. The briefing area must include a work space (hood of a car), and a gathering area.

5. Check-in and Briefing

Upon arrival at the Staging Area, members check-in, are formed into search teams and are briefed about the subject and situation (while taking notes). All information given in the briefing is confidential. The following information will be contained in the briefing:

- Search Information Form
- Terrain description
- Other units responding

- Communication frequencies
- Map photocopy
- Special skills needed from searchers
- Current weather forecast
- Areas already searched

No one leaves the Staging Area alone (i.e. always search in teams), without direction, or ill-equipped. The Team Leader will insure the teams are properly dressed and equipped, or they will remain at the Staging Area, be assigned to a Support Team, or be sent home. The CPL will usually remain at the Staging Area. The teams will then travel, as directed, to the search site or to their specific search areas.

6. Search Assignments

The CPL (Command Post Leader) will manage all search teams. The teams stay in constant communication with the Command Post.

If we do not have a Communication Controller (Radio Person), then the CPL maintains a log of all events, communications, and clues found. The CPL or Communication Controller must be able know the position and mission of every team.

Each Team Leader will direct his team while searching, remain in contact with the Command Post, and will report upon completion of the assignment. All changes of equipment, personnel, activities, and discoveries shall be reported to the CPL.

All members will obey the directives of their respective Team Leaders, look after each other, remain positive, ask questions, and report any clues. All teams will be debriefed upon returning to the Staging Area. Teams may be placed on an active/rest rotation.

7. Finds

Clues. Any and all real or suspected clues must be reported to the Command Post over the primary frequency and recorded.

Subject Found. Once the subject is found, the Search Team immediately informs the Command Post of the subject's location. The team will await instructions. Medical assistance is given only under the direction and control of a medical professional. The Command Post informs all personnel over all the frequencies to return to the Staging Area or pick-up points (unless assistance is needed at the site) and then contacts all cooperating groups to cancel the search effort.

For crime scene situations, the area must be secured and left undisturbed (about 100' diameter).

Subject Evacuation. BCMSAR does not control or assist in the evacuation of subjects. Members on-scene- *upon request from the on-scene medical* -professionals *may* assist in the evacuation. This is always members call.

8. Demobilization

Critique. Everyone must be de-briefed before leaving. In general, review and critique of the search will be held before any member leaves the Staging Area. All persons and groups involved in the search are encouraged to attend. The review informs everyone of what happened. If the search was stressful (usually if the subject was found deceased) a defusing will occur along with the review. All facts of the search are confidential.

Check-Out. Each person who was in the field must check-out. Each person must return any and all gear that was checked out for the search. Once the Staging Area is cleared of searchers, cars, and litter, the CPL may leave.

Closing the Command Post. The Command Post is not closed until all personnel have returned from the field. The command staff does not leave the scene until all gear has been accounted for and all other members have left for home. The entire area must be litter-free before leaving. Survey tape, posters, and other markers should be taken down.

Paperwork. All the reports, map copies, notes, and everything else should be saved and given to the Secretary for a mission write-up. All the material used on the search must be replaced. The topographic maps must be organized and placed back into the map-binder. All gear must be refurbished and restored to working order.

Position Responsibilities

Command Post Leader

The Command Post Leader (also known as the CPL) is responsible for the overall coordination of the SAR operation and for the safety and well being of all the personnel and equipment involved. He shall be familiar with all the phases of the SAR operation and have knowledge of all the resources available at his command.

He must designate personnel to perform specific functions and is in charge of all field operations. He is responsible for pre-planning, following all recommended procedures, clearly defining his command, and using the available resources to their full potential. All team leaders will report to him, receive assignments, and keep him informed of any new developments. The CPL must:

- Assesses the needs of the situation

- Designate an appropriate Staging Area
- Designate a qualified support staff (if needed)
- Cooperate with agencies involved
- Assign teams to specific areas and duties
- Maintain constant knowledge of location and mission of every team

Support Person(s)

The Support Person provides the overall support necessary to the field teams, acts as an advisor to the CPL, and keeps the CPL informed. The Support Person, like every other position, is a position and not a person.

Support Person:

- Provides food, water, shelter, restroom facilities, and such necessities
- Insures safety and security for the search area and associated routes
- Establishes identification of personnel in the BCMSAR
- Arranges relief of all units and teams
- Provides backup support, equipment, and supplies as needed

Communications Controller

The Communications Controller manages all communications. He is in charge of all radio traffic, beacons, signals, and such. He remains at the Command Post and continually monitors and logs all radio traffic.

Staging Area Director

In small searches, the CPL may also be The Staging Director. In large searches, this should be a position in itself. The Staging Director would be above the CPL on the organizational chart. The Staging Area Director is responsible for receiving, inspecting, and preparing members for the search as they arrive in the Staging Area. The Staging Area is a place to park, rest, and prepare before moving into the field. He may assign people to control traffic, pass out flyers, and handle the check-in list. The Director has the authority and responsibility to turn away any person found unfit to search.

Team Leader

The Team Leader is in charge of and responsible for his team members, works under the CPL, is well-trained, and possesses group equipment. Team Leaders must demonstrate good leadership, good judgment, cooperation, initiative, and dependability. Each Team Leader contacts his team once alerted and reports to the Search Manager from the Staging Area. The Team Leader may restrict a member

from the field if he found unfit or not properly equipped. The Team Leader must maintain accountability of his members and know his location, mission and team members by name. The Team Leader is required to:

- Screen team members for proper training, equipment, and clothing
- Insure team members have checked in
- Complete the Team Form for the Command Post
- Insure proper care is given to the subject(s)
- Brief members of the search
- Maintain continual communication with the Command Post

Team Member

All persons accepted and approved by BCMSAR are considered members. They are the backbone of BCMSAR. They should be knowledgeable in navigation, search techniques, outdoor survival, and first-aid. They must be able to function in any weather at any time for a 12 hour period non-stop. They must be able to respond to emergency calls, comply to the BCMSAR by-laws, and inform their leaders of any limitations. They must be skilled in the proper safety precautions on the road, at the Command Post, Staging Area, with helicopters, and in the field. In the field, they must follow the Team Leaders instructions, ask questions, assist fellow searchers, and mentally discipline themselves. A team member will:

- Complete SAR certification
- Attend at least half of the training meetings each year
- Read and study the available manuals
- Assist in the improvement of BCMSAR
- Be available for searches and easily contacted
- Be prepared for searches in regards to equipment, training, and acting in a professional manner

Non-Members and Specialized Personnel

At times, other organizations and specially trained individuals may participate in a search. Examples of this would be local clubs, fire departments, police agencies, and the American Red Cross Disaster Team. BCMSAR members are to cooperate to the fullest extent with the other organizations.

Non-Certified Members

Members who have not yet completed basic SAR training may assist in the staging area or may, upon direction of CPL, be assigned to search under the direction of an appointed team member.

Search Types

Wilderness Search

SEARCH FOR CLUES, NOT THE SUBJECT!!! Searching consists of teamwork, training, and practice. It is the saving of a life in the outdoors, and has legal and physical restrictions. All activities must be safety and subject oriented. All searchers entering the search area must be prepared to survive on their own, search for the lost subject, navigate over varied terrain, communicate with other searchers, direct assistance to your position, and assist in first aid and extraction of the subject. Searchers never travel alone. Survival outdoors depends on being prepared, having knowledge of the outdoors, proper equipment, and a positive attitude. Searching requires skills learned through BCMSAR and individual training, practice of these skills, and carrying the recommended gear. Navigating requires a map, compass, placing survey tape, being constantly aware of landforms, practice and more practice. Communication requires using a radio or whistle, keeping contact with the Command Post, and trying to signal the subject by continually calling or hollering the subject's name. Teams should be scattered about the search area to provide immediate assistance to any area.

Trail Search

Subjects usually take the easiest route and are often found near a trail. When searching on trails, look for tracks with close attention to soft areas. Try to walk on the edges of the trail to avoid trampling clues/tracks. When searching, go quickly to the outermost edge of the search area and work inwards.

Tracking

Tracking follows the subject's trail visually. Expert trackers are rare, but should be utilized before searchers are allowed into the field. In the field, searchers should be aware of all the tracks and careful not to obliterate any clues. Mark all clues with survey tape. Disoriented persons usually travel in erratic patterns and without a specific bearing. Panic subjects often stumble, run, move erratically, and behave without reason. Descriptions of footprints/boot tracks should be obtained during the pre-mission briefing.

Able and Logical Subject Search

The subject is generally assumed to be injured, suffering from hypothermia, disoriented, exhausted, distraught, hidden, or unable to communicate, and requiring litter evacuation. This assures prior preparation of the MSAR team. But the person may be OK. One search tactic should assume the subject is able and thinking logically. Ask “If I were lost, where would I go? Where could I find shelter? Civilization? Home? If I was here, which direction would I walk? Can I hear anything special? Is there water to follow?”

Lake and River Searches

These searches require specialized equipment. BCMSAR is not prepared for water search and recovery. BCMSAR is able to assist and support the county sheriff in these operations but only from the land. BCMSAR members are not to enter lakes or rivers unless directed and then only when wearing a flotation jacket. Typically, a search of this type is a body recovery that involves walking the shore and checking beaver dams, sweepers, and other debris collection areas.

Dog Searches

Search dogs can locate the subject quickly and efficiently. Dog teams are often the most efficient search method if a scent article is available and only a short time (a day or two) has passed. There are two methods, searching/air scenting and tracking/trailing. Usually a dog can perform both methods. Tracking follows a person's footsteps exactly. Air scenting follows the person's scent in the air and is used to cover broad areas quickly and for finding dropped objects.

Night Search

Night searches depend on proper equipment and night training. BCMSAR will not search between 10 PM and dawn, unless an immediate search is necessary. If a definite trail can be found, it should be followed, since subjects usually do not move at night. Every night searcher must wear blaze orange vest and hat, reflective materials have multiple lighting sources, be equipped to spend the night, have accurate local maps, and absolutely understand the search area. The greatest difficulty is accurate navigation. Allow 20 minutes for your eyes to adjust to the dark. Avoid shining lights at other searchers. Headlamps and chemical lightsticks are quite useful.

Air Search

On the ground, all searchers must be visible to the craft (blaze orange vests and hats) and be able to direct the craft. Communication is the most important aspect when working with aircraft but can often be complicated. If the Communications Controller cannot establish contact, use hand-arm signals.

Cold Weather Searches

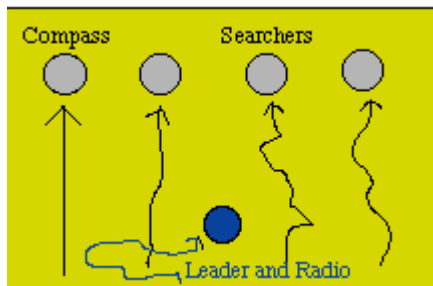
In winter, it is very difficult to travel. Clothing, nutrition, and remaining dry are the keys to personal winter well-being. Wearing many removable layers and having reserve clothing in the vehicle, a full stomach, and a canteen of water will keep one going strong during a search. Hypothermia, frostbite, and dehydration can occur easily.

Hot Weather Searches

Hot weather often brings heat cramps, heat exhaustion, and heat stroke. Extra water, sunglasses, sunblock, shade, and frequent rests are necessary. Searches must be conservative. Careful observation is necessary to protect fellow members from heat injuries.

Line Search

This technique is used only after a hasty search has been made. The leader issues commands as where to move and look but is not a part of the line. He/she wanders around, checks his team, and searches missed areas. *Once a separation distance is determined it remains that size for the entire sweep* (i.e. while walking, do not spread out when encountering a field or shrink while in heavy brush.) All searchers are directed by the leader and walk at a slow pace. While searching, remember the person may be trying to hide and you must constantly look around, behind, and in and under things. Survey tape should be placed by the members on the end every 10-30 feet. Whistle commands are very important. Report any findings to the Search Manager. Line searches may include non-BCMSAR persons under direct supervision of team leader..



Sound Search

The sound search is a widely spaced line search that relies upon the subject being able to hear and respond to a searcher's call and is quite efficient. Teams of two start from designated sites (about 300 feet apart) and move. A radio operator tells the teams to blow their whistles every two minutes. The teams freeze and listen for 30 seconds. The teams continue until the area is covered.

Mounted Units

Mounted field teams can travel faster than foot teams and for longer periods of time. They can cover ground that motorized vehicles cannot access. Mounted teams generally travel beyond the range of other typical teams.

We are currently developing additional ways to work together with law enforcement to ensure smooth operations. One thing to consider may be to provide our own logistics and support personnel.

Populated Areas

Searches in populated areas are similar to wilderness searches except that there are many areas to hide, property is owned by many individuals, and on-lookers are constantly grading your actions. Buildings have high attraction value. Thus it is imperative that extreme tact, courtesy, and politeness are used. BCMSAR members may be required to search private property. Owner permission must be gained, and preferably his assistance in searching his land and buildings. Most owners will be glad to help search. They may search only on their own property and if necessary, be required to wear BCMSAR gear. If the owner refuses access, inform the CPL. A law officer may be sent to ask permission.

Communications

Communication in General

All radio units in the field must be compatible with the equipment at the Command Post. Each unit in the field should contact the Command Post every half hour and provide a situation update. Security over the radio is important. Try not to use any names and NEVER state the subject's name, instead always use "subject(s)". If the subject is found, immediately inform the Command Post. If the subject is deceased NEVER state that over the radio, simply repeat "the subject has been found". All messages must be professional, concise, specific, never derogatory, never about death, and if sensitive issues need broadcasting, use code-words.

When checking in, state the team number/name "Team 3",
Wait for a 'go ahead team 3', and then transmit the message.
If Communications doesn't respond, try again in a minute.
If that fails, attempt to contact another unit. If that fails, switch to another frequency.

If that fails, check the radio for problems, and move to a higher/ more favorable location. If contact cannot be made, continue the assigned mission if it can be completed in less than an hour then immediately return to the Command Post.

Whistles and Sirens

Whistles are a great backup device and can carry up to a mile. The standard whistle signals are:

- ONE BLAST – I'm OK; I'm here, Move forward, or as a signal for the subject
- TWO BLASTS - STOP! & await further instructions.
- THREE BLASTS - EMERGENCY!
- FOUR BLASTS - Found something, require assistance.
- SIX BLASTS - Return to base camp.

Communicating Confidential and Medical Information

Never transmit private, medical, or other information that you or the subject do not want the public to know. Codes for transmitting sensitive information over the air is often confusing and prone to mis-interpretation. If the subject requires immediate medical assistance, simply state only that over the radio. If the person is deceased, state the person is found and the team requires evacuation assistance. If the person is ok, simply state the person has been found and is returning to the Command Post (or wherever).

Types of Field Communications

Handheld Radio (Walkie Talkie)

Walkie Talkies are relatively inexpensive. Their range is very limited and is affected by the terrain. BCMSAR does use walkie talkies.

Cellular Phone

With greater range, more users, and lower prices, BCMSAR does use cell phones. Coverage can be quite limited depending upon the model and the service provider.

We are still working on better field communication equipment.

After the Subject Is Found

Upon Finding the Lost Person

First, assess the situation, notify the CPL, give your position, and provide first aid. Other searchers should remain where they are until directed to move. The Command Post notifies all search teams and support units and directs assistance to the scene only as needed. Make the subject as comfortable as possible, keep a constant watch and then dry and insulate the person as soon as possible. Talk with the subject; reassure him, while assessing mental condition and physical health.

In dealing with the subject, his mental health is as important as his physical health. Take care to speak positively, assure him he is safe and additional help is on the way. Any problems, questions about becoming lost should be withheld. Questions to gauge his mental health (i.e. questions you know the answer to) are necessary. Evacuation should be delayed (until the subject is stabilized) if stroke, heart attack, internal injuries, or neck, skull, spinal injuries are suspected.

Often if the person is walked out, he may fail on the return journey. Keep a very close watch and litter evacuate. After the person is evacuated, medical personnel should assume responsibility of the patient. If the subject is deceased and resuscitation impossible, do not alter the environment or touch the body. The search becomes a criminal investigation. The area around the body (100 feet radius) must then be secured and access severely restricted. Extreme stress in the rescuers can sometimes develop and it must be treated (Critical Incident Stress Defusing). This can be extremely important in cases where the subject has died.

Rescuer Confronts Deceased

You must look at the body as if it is NOT HUMAN, as if it is some type of material of matter which requires your professional approach. Think of priorities in applicable procedures, such as:

- taking notes of pertinent findings and information,
- inventory of personal belongings,
- legal aspects.

If you keep your mind on the job, then the body is NOT foremost on your mind as a deceased person. It is never easy to control one's emotions when a rescuer confronts a deceased person. It becomes even more difficult when the deceased is a child, or is badly decomposed, or badly mutilated, or in numerous pieces. A rescuer seeing a dead person for the first time may or may not be able to gain control over emotions.

Litter Evacuation

Before litter evacuating the subject, the medical authorities should give approval. The litter must be packed to keep the subject comfortable. Foam pads, blankets and sleeping bags immobilize, comfort, and insulate the subject. The head must be well secured and padded. A baseball cap provides protection from twigs and allows the subject to see around him. The subject must be snug and secure, including the arms. Carrying the litter is difficult. Six people should carry the litter with additional people alternating about every five minutes. One person should clear the trail. The last person carries a radio, polices litter, and makes sure everybody is in front. The subject should be carried feet first to reduce injuries to the head. The subject should be constantly reassured and informed. If he knows what is happening, he will feel much more secure. Restrict all negative comments as they will affect the subject. If the subject is hypothermic, the medical authorities will advise special procedures.

Debriefing

A debriefing is a complete, chronological review of the search and includes everyone who participated. The event is reviewed from first reported missing to area cleanup. Emphasis is placed upon what we did right, what needs fixing, and suggestions for improvements. Include all clues found, problems and hazards encountered, explicit description of activity actually completed, communication problems, recommendations, and any other necessary information.

CISM

Critical Incident Stress Management is the way of dealing with the effects arising from a stresses of an emergency situation. It is the conscious effort to better control, mitigate, or interact with the stresses in one's life. It includes the techniques to avoid or reduce exposure to stresses, re-interpretation of the stress, and techniques to reduce and ventilate the effects of stress.

A search may turn into a very stressful situation, especially if the subject is found deceased. For such a situation a defusing is combined with the debriefing. A defusing is a stress management tool used immediately after a stressful event. It is usually 20 to 45 minutes long, consists of all members whom were affected, occurs in a neutral environment (away from the search area), and is designed to be the first step of the recovery process. Its goals are to mitigate the effect of the event, accelerate the recovery process, assess the need for further services, and reduce the cognitive, emotional and physical symptoms.

The process consists of the Introduction, Exploration, and Information phases. The rules include: 1) everything mentioned is confidential and doesn't leave the site, 2) avoid detailed information that might become part of an investigation, and 3) no notes are taken.

During the Exploration phase each person in order introduces himself describes his part of the event. The leader(s) then guides the group to begin thinking about the event, which allows one to transition to emotional reactions. From this point on, anyone may speak as he desires. People offer their experiences and reactions to the event with emphasis upon what was felt and thought at the time. The Information stage consists of summarizing the exploration, normalizing the experience and reactions, teaching survival skills, and again offering additional help for those severely affected.

Administration

Training booklet

This booklet will be regularly updated and re-published. All members are highly recommended to read this booklet cover to cover once every year. It is available to all current BCMSAR members.

Preventative SAR Education

Part of BCMSAR's mission is to prevent people from becoming lost, also called Preventive SAR Education. Our future goals in this area include:

- information tables at community events.
- distributing flyers describing BCMSAR and how to join our group.
- try to obtain at least one article a year about BCMSAR in each of the area newspapers.
- web site
- informational presentations for local groups and/or schools

BCMSAR on the Internet

BCMSAR has a homepage on the World Wide Web at <http://bcmsar.com> We are working to complete the site and will include many informational material on the site. A “members only” bulletin board is on the site. If you do not have log in information, please let Dorene know. This provides a low-cost way of distributing information within the group.

Business and Training Meetings

BCMSAR holds regular meetings which consist of a business and/or training session. The business session usually lasts 30 minutes to one hour and includes a review of the last meeting, recent searches, old and new business.

The training sessions vary greatly and can include sessions on cold weather injuries, crime scene prevention, mock searches, search planning, search techniques, land navigation (classes and field practice), communications, tracking skills, wilderness survival, hug-a-tree, medical emergencies, and more.

Mock Searches

Several times every year, usually during spring and fall meetings and in various areas, BCMSAR holds a mock search. A mock search is an accurate simulation of a real search. Several members plan the search and act as ‘hosts’. The search usually lasts for two hours and is followed by refreshments, a debriefing, and a short business meeting.

Additional Resources

In the event of a large-scale search additional resources may need to be contacted. The American Red Cross's Disaster Services can provide food, drink, and other necessities.

Callout Roster

The callout roster is maintained in a computer format by a Dorene Stalter. (815-878-1103) The roster is currently in database form on Microsoft Access. The database produces the newsletters mailing list and keeps track of members. Each member's info is updated annually or when members give changes to Dorene.

Maps

State atlases and plat books are quite common and useful but are no substitute for topographic maps. Special maps can also be important in a search. The Command Post will usually photocopy maps for individual searchers.

Group Equipment

The secretary shall keep track of equipment belonging to the team.

Library

BCMSAR will eventually own numerous SAR books and manuals that can be loaned out to members.

Mission Histories

After every search a file is created containing a written review of the search, copies of the map, search plans, communication logs, check-in lists, team rosters, and other misc. information. This file is used to prevent future mistakes, better understand lost subjects in our area, determine which techniques work well, and provide a solid reason for requesting donations. Please make sure that Dorene has copies of all documents so that they can be saved.

Additional Information

Search Probabilities

Great advances in search theory have been made in recent years by using statistics based on other lost persons to guess where the subject may have gone. Statistics and chance theory have combined to help SAR groups guess where the subject may be and how best to find him. The POD (Probability of Detection) states the chances of a searcher finding a clue and POA (Probability of Area) states the chances that the subject is in that area. POD multiplied by POA gives POS (Probability of Success). The POD can be found by searcher estimates, prior searches, and written tables. The POA can be found by drawing a circle about the point last seen sized to the time he has been lost (on foot: 2 miles/hour, vehicle in woods: 15 miles/hour), eliminating inaccessible areas, and guessing by group consensus the chances he's in a certain area. Knowledge of the terrain and weather, subject's personality and limitations, previous lost subject's behavior, and clues assist in the prediction.

Immediate Area Search

The very young, very old, and suicide subjects are often found within or near the home. If a subject is lost near his home, check the immediate area thoroughly. Check every hiding spot inside every building in the area with a family member and/or a law officer accompanying. Immediately organize a line-search/ground-sweep team to search for clues within 100 yards of all buildings. All neighbors should be questioned and informed of the missing subject.

Briefing

The briefing is given by the CPL to inform searchers of the situation, provide an orientation to the area, provide an objective, present subject information, and answer questions. The briefing must be as complete as possible. Go through the Subject Information Form line by line, outline the terrain on a map, and be specific about the assignment/mission. All information given must be recorded and posted at the Command Post. All team leaders will write down all information presented and any information found in the field.

Command Post Operations

The Command Post is the heart and mind of SAR. Only designated support personnel will work at the Command Post. The command post has radios or scanners, maps, food and water, MSAR equipment, operation information, and will issue all search missions.

Site Safety

Safety is Rule #1. Searcher well-being greatly affects search quality. The site must be made hospitable to SAR crews. First aid resources, shelter, food, and water become necessary in a large search. Looking for and preventing exhaustion and dehydration in fellow searchers is everyone's responsibility. Rotating personnel and limiting people's expenditure of energy is necessary to reduce injuries, increase search

effectiveness, and maintain a steady workforce. All site problems should be relayed to the Command Post. Any searcher may be pulled from the field by any leader if safety problems develop.

Staging Area

The Staging Area is the central place for searchers to congregate. It is usually separate from the Command Post, where only the command staff operates. The Staging Area should have food, water, and bathroom facilities. The Staging Area is where all members park their vehicles, receive a pre-search briefing and search assignments, and move to the field. The Staging Area is always a separate from the place where the family and friends of the subject reside.

Attraction

Attraction is the action of leading the subject to a location. Various signaling devices are used to guide/attract the subject including: police and fire-engine sirens, megaphones, car and air horns, flashing lights, bonfires, balloons, illuminated posters, chemical lightsticks, flashlights, bright string, and markings on the ground.

Confinement

The purpose of confinement is to keep a person within a specific area. This can be done many ways. Trail and road blocks can monitor all traffic, report any sightings, and should be continually manned. Look-outs are at prominent points which provide a good view of likely travel areas, provide signaling to the subject. Track traps are cleanly raked dirt areas that may the subject may walk over and leave tracks. Snowmobiling trails and looking for tracks can determine if the subject crossed that path. String lines with tags confine and direct a subject to the Command Post. Messages on survey tape and posters may also direct the subject to the searchers.

Survey Taping

All trails and routes traveled should be marked with survey tape. Also, all clues should be flagged. On the tape, record the leaders name, time & date placed, and any clue information. Tape should be spaced so the next strip is visible. Every BCMSAR member should have a roll of tape. All tape must be removed at the end of the search.

Subject Communication

The subject may try to call for help. Three of a kind of anything is an emergency signal. It may be three gunshots, three radio clicks, or three light flashes. Other messages include trail signs, (disrupted items), dropped articles, tracks, or even an air-visible SOS's. All searchers should be alert to any communication attempts or

clues anywhere. Also be wary of any 'clues' (candy wrappers, etc.) that could be from other searchers.

Dealing with Subject's Relatives/Friends

During a search, a lost subject's relatives and/or friends are under stress, will worry about the subject, and can be influenced easily. Even the slightest off-comment can create problems. Care must be taken not to cause more injury. Do not talk of unsuccessful past searches, what problems the person may be encountering, or of other negative subjects. Do not ignore them or allow them to disrupt BCMSAR operations. Do support the people via care and concern for them, the situation, and the lost subject. Show professional action in BCMSAR activities, provide constant feedback, and speak of hope and the strength of the subject. Make them as comfortable, mentally and physically, as possible. They should not be in the field, nor at the Command Post.

Dealing with the Media

There are two type of information the media receives at a search. Information or even speculation about the subject and the search must be restricted from the media and the public.

Information about SAR and BCMSAR in general, one's position in BCMSAR (but not in the search), and such other public knowledge can be freely expressed. If you are asked for information about this or any specific search, the media should be referred to a law officer. The media has the right to access any public site, but should be discouraged from entering the field. Politely suggest that a better story can be obtained at the Command Post.

Commercial Radio Announcements

Often the sheriff department may solicit the help of the local radio stations to broadcast a PSA stating that we are looking for such and such a person. If you ever hear such a message, there is a search and probably has been one for several hours.

Professional Ethics

Professionalism is extremely important in searches. We are a voluntary public service looked upon as professionals in times of crisis. We are constantly under scrutiny by the public and occasionally the media. Our actions reflect upon ourselves, BCMSAR, and the law enforcement agencies that we work with. Positive, reassuring attitudes are essential to the emotional health of the subject's relatives and our own team.

Profanity, arguments, loitering, or just plain fooling around creates a bad image for BCMSAR.

All of our actions, on the radio, in public, or between ourselves, must be serious, professional, polite, tactful, and complete. Dealing with the subject's relatives can be very touchy and may be best left to a counselor. Search related questions by the media are answered only by a law officer. We realize we are volunteers with legal and logistical limits, but we will try our best to find the subject. Realizing our limits comes from practice and experience.

After the search, the search area and the Command Post must be policed for litter. We wish to come in quick, and leave without a trace. Overall, members of BCMSAR will always act in a professional manner.

Checklists

Clothing

- proper clothing
- blaze orange vest
- SAR hat
- rugged boots
- raingear
- spare pair socks
- sunglasses

Personal Items

- pocket knife
- wristwatch
- water (1 quart)
- compass
- lighter or matches
- whistle
- notepaper, pen, pencil
- permanent black marker
- SAR membership Operating Procedures book
- detailed road map
- handkerchief
- food for one day
- flashlight, spare batteries
- headlamp, spare batteries
- radio & batteries
- garbage bag

- first aid kit
- ziplock bags

Winter Items

- water wicking underwear
- extra wool socks
- winter coat
- hat or balaclava
- snow pants/snowmobile suit
- extra sweater/coat
- leather work gloves
- warm mittens
- candy (quick energy)
- windproof coat

Vehicle

- tank full of gas
- check all fluids
- sand or kitty litter
- winter supplies
- flashing light
- shovel

Summer items

- insect repellent
- sunscreen
- broad brimmed hat (sun)
- leather gloves
- sunblock

STAGING AREA CHECKLIST

- All searchers must print name on check-in sheet
- Post roadside signs, flags, flashers, or similar to identify the Staging Area
- Park cars facing exit, allowing access to all vehicles
- **CPL / CP Support Person(s)**
 - Traffic control and parking - restrict non-SAR members from search area
 - Check-in sheet
 - hand out copies of map and Subject Information Form
- **Brief all searchers**
 - Orient all searchers on the topo map
 - Provide copies of the map & Subject Info Form
 - Distribute handouts

- Provide frequency list and instructions to radio operators
- Check for mandatory equipment
 - Clothing and footwear
 - Blaze orange vest and hat
 - Compass
 - Water
 - Whistle
 - Knife
 - Notepaper & pen
 - Watch
 - Lighter/matches
 - Road map
 - Perm. black marker
- **Form search teams**
- Debrief all returning teams
- Collect all checked out gear and assure everyone signs out

COMMUNICATIONS CHECKLIST

- Set-up and maintain communications equipment
- Establish contact with any and all groups who might become involved with the search
- Choose and distribute (not broadcast) primary and alternate radio frequencies
- Monitor radio freqs
- Maintain a list of all radio operators and assigned search units
- Set-up and conduct specific times to check-in via radios (15-30 mins standard)
- Confirm reception & understanding of all messages
- Record time and description of significant events
- Inform all teams to return to the Staging Area when the subject is found

BCMSAR STANDARD OPERATING GUIDELINES

The following pages describe the guidelines for BCMSAR

BCMSAR STANDARD OPERATING GUIDELINES

I. Scope and Purpose

This Standard Operating Guideline (SOG) provides guidance for the Bureau County Mounted Search and Rescue Team (BCMSAR).

It should be understood that these SOGs represent *recommendations* to the members of BCMSAR on how to accomplish the mission and resolve the incident in the most efficient manner, with the least risk to the search and rescue personnel, and the best outcome for the subject of the search.

These procedures are not etched in stone. They must be adapted to each situation and each team's capabilities. As each member becomes familiar with these SOGs they will realize that they represent "best practice" but not the only practice to be followed.

It is the members' responsibility to familiarize themselves with these SOGs.

II. Effectiveness

In the event the Bylaws are modified to change the process the SOG shall be changed to match the Bylaws.

USE OR DISPLAY OF LOGOS, TYPEHEADS, INSIGNIAS, ETC.

Unauthorized Use of Logos

A. No person who is not a bone fide member of this organization may utilize, display, reproduce, claim any rights to, or in any way utilize the intellectual property of this organization.

B. Any person who refuses to cease such unauthorized use or activities shall be referred to the county prosecutor for fraud and impersonation.

Uniform Policy

The appearance of uniformed BCMSAR members greatly influences public perceptions. The uniform and the men and women who wear it, are recognized and respected as volunteers dedicated to helping the sheriff's department. Wearing the uniform, therefore, is a privilege and imposes a great responsibility.

By wearing the uniform, each member conveys integrity, competence, pride, and approachability. Members must wear the uniform in such a way as to present a competent

and confident image to the community. The arm patches and breast patches are the property of BCMSAR. The use of these symbols is restricted to official activities.

The guides of the BCMSAR uniform program are:

- Project a distinct uniform image to the community;
- Provide members with functional, durable, and comfortable clothing which is recognizably associated with the sheriff's department;
- Proper wearing of the uniform includes:
 - (1) wearing the uniform at prescribed times;
 - (2) maintaining a clean and neat personal appearance;
 - (3) maintaining a neutral image that encourages approachability;
 - (4) projecting a positive appearance;
- Members whose duties requires wearing the BCMSAR uniform (public meet and greet, parades, duties assigned by sheriff such as parking and traffic control) will ensure that they are wearing the uniform properly and will conduct themselves professionally at all times when in uniform.
- Wearing of the uniform in public is restricted to assigned duties.

Unauthorized Wear.

Persons not members of BCMSAR may not wear any identifiable part of the uniform, or dress in a manner that attempts to duplicate the appearance thereof.

Members not on official or assigned duties may not wear the uniform in public. e.g. If a members stops at a store, a gas station, or a restaurant on the way to or from an assignment, the uniform may be worn as long as the appearance and conduct of the member is within the guidelines. Putting on the uniform and going out in public when not assigned is not allowed.

Personal Appearance and Grooming Standards. Personal appearance and grooming standards for all uniformed members are necessary to achieve the desired image.

BCMSAR Training Outline

1. New Member Orientation
 - Mission
 - Where BCMSAR fits into response plan
 - ICS/ NIMS
 - Standard Operation Guidelines
 - Ground Search Training
 - Mounted Search Training
 - Horsemanship Project
 - Other Skills
- i. First Aid

- ii. Map and Compass
- iii. Clue awareness/ Tracking
- iv. Crime Scene Protection
 - 2. Map and Compass
 - Map Types
 - i. Road Maps
 - ii. County Maps
 - iii. Topo Maps
 - Magnetic Compass
 - i. How it works
 - ii. Problems
 - Global Positioning Systems
 - i. How satellite systems work
 - ii. Problems
 - Practical Land Navigation Introduction
 - i. Terrain recognition
 - ii. Bearings
 - iii. Area
 - 3. Clue Awareness
 - What is a clue
 - Reporting clues
 - Preserving clues
 - Crime scenes

BCMSAR Mission Statement

The primary mission of the Bureau County Sheriff's Mounted Search & Rescue Unit is the establishment of a well-trained and fully equipped Search & Rescue Team capable of assisting in disasters and in locating lost, abducted, or missing persons in Bureau County and surrounding areas in a timely and efficient manner without endangering the searchers or further hazarding the lost person.

To further our mission of saving lives we will endeavor to educate the public in ways to avoid being lost, trapped, or involuntarily displaced by a disaster.

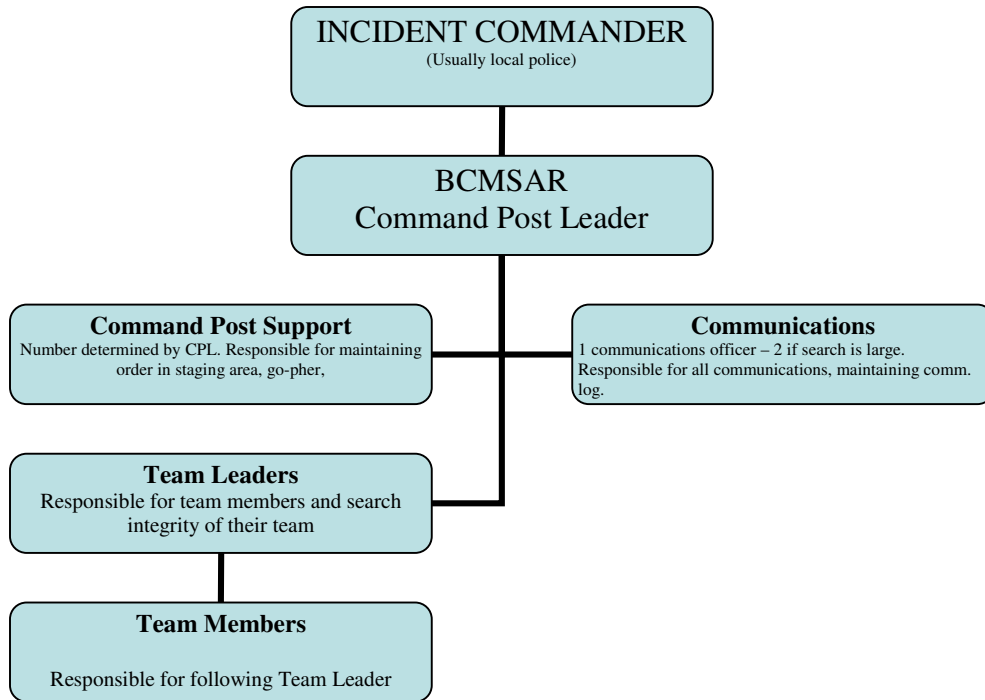
BCMSAR Incident Organizational Chart

The Objective of any search and rescue response is to locate victims, reduce pain and suffering, and prevent recurrence to the extent possible. We must accomplish these efficiently and effectively.

Efficiency is doing things right - using well trained resources. Effectiveness is doing the right things right - combining well trained resources with good strategy and tactics. What pulls all this together and makes it run smoothly, is good management through a well planned structure and organization.

On many search and rescue missions there are plenty of resources and plenty of effort, but the tendency is to approach these problems unrealistically.

Everyone must know his or her place within the overall structure. EVERYONE involved in a SAR incident should be thoroughly familiar with the specific management structure in use, and their place within that structure.



BCMSAR ACCIDENTS, REPORTS, AND FOLLOW-UPS

All members must comply with state driving regulations and obey all speed laws.

I. Vehicles

- A. Personal Vehicles are covered by the owner/operator's insurance.
- B. Report all incidents to the Command Post Leader.
- C. It is the operator's responsibility to file the appropriate police and insurance reports.
- D. An Incident Report shall be written for BCMSAR records

II. Injuries / Illness

--On a Mission

1. Notify next level up of command
2. Initiate treatment in the field as indicated
3. When patient is stable or has been transferred to next level of care begin Incident Report
4. As soon as practicable, replace team whose member was injured, withdraw personnel to base and debrief
5. CPL and at least two other team member will investigate incident within one month and propose corrective action plan

BCMSAR CONDUCT OF MEMBERS WHILE ON OFFICIAL BUSINESS

I. Definition of Applicability

A. This Procedure shall be applicable whenever a member is identified as a member in the report of the activity in question

B. The following shall be used as guidance when determining if a member was on official business:

1. The time period was between dispatch for a mission or drill and return home
2. The member was serving as a delegate to any function so designated by BCMSAR officer e.g.: Conferences, seminars, meetings with other agencies
3. The member was attending training sessions with the authorization of a BCMSAR officer
4. The member was representing himself to the public as a member or other official of BCMSAR

II. Restrictions on Conduct

A. The following activities shall not be tolerated and shall be subject to the provisions of this procedure:

1. Violation of federal, state, county, local statute, ordinance, or regulation
2. Consumption of alcoholic beverages in the field during duty hours except during banquets or similar social occasions where moderation shall be acceptable
3. Smoking in the command post or any area designated "NO SMOKING",
4. Open fires in areas where fire bans are in effect
5. Disruptive or violent behavior at any time
6. Harassment of any kind
7. Discrimination of any kind
8. Concealment of any prohibited activity or the results thereof

III. Actions To Be Taken on Receipt of Allegations

A. On Initial Report

1. The Command Post Leader on receiving a complaint shall remove the parties from any field assignments as soon as possible during a mission or drill
2. A team officer will be assigned to collect written statements and physical evidence immediately on receipt of the complaint

B. Within 15 Calendar Days of Receipt of the Complaint or Return from the Field

1. The most senior field officer not involved shall convene an inquiry in the allegations
2. All parties shall be present and shall be able to informally present their position
3. The convening officer shall attempt to resolve the issue at this level
4. The convening officer shall report the results of his inquiry within 15 calendar days of adjourning the inquiry to the parties and the team president
5. If the parties have agreed to a settlement of the dispute at the initial inquiry this settlement shall be recorded in the minutes of the next meeting
6. If the parties do not agree to a settlement the matter shall be referred to the Executive Board of the organization which shall convene as a hearing board within 45 calendar days of receiving the report from the convening officer
7. A written finding shall be provided at the conclusion of the proceedings

If the parties cannot reach an agreement in the hearing, a quorum of the membership, shall sit as a jury in the dispute.

1. The hearing board shall present its findings, including such witnesses and physical evidence as had been presented
2. The parties to the dispute shall be granted the right to examine witnesses and evidence as necessary to provide due process under the adversarial system of justice practiced in the United States
3. A finding of the quorum shall be evidenced by a 2/3 majority of the quorum as recorded on written ballots

C. Penalties

Penalties shall be limited to the following:

1. Determination of liability for damage to the organizations' equipment or costs for services paid for by the organization
2. Termination of Membership
3. Removal from Positions of Authority within the Organization
4. Suspension of Membership Privileges
5. Written Reprimand
6. Verbal Reprimand

BCMSAR FIREARMS POLICY

No person, other than a peace officer shall carry a firearm in the field while on a search mission or training session under the direction of BCMSAR.

BCMSAR INCIDENT COMMAND SYSTEM

I. Basis and Purpose

This standard operating procedure provides for the implementation of an Incident Command System (ICS) for Bureau County Mounted Search and Rescue.

II. Delegation of Authority and Responsibility

The senior BCMSAR person on scene has the authority necessary to establish an ICS in cooperation with the local responsible agency (LRA) *who shall remain the Incident Commander (IC)*. The BCMSAR personnel accepting such authority shall also accept responsibility for their actions.

III. BCMSAR Chain of Command

- A. Senior BCMSAR Person first on scene shall be the Command Post Leader (CPL) he will be the point of contact between the LRA and BCMSAR.
- B. Often the LRA will not know what to do with us. Not understanding searches conducted on horseback or even understanding basic search theory, it may be necessary to make suggestions without appearing to take away from the LRA's authority.
Be prepared to act in a diplomatic manner. When we are called out, it is a stressful situation for everyone involved. Do not make it more stressful. Understand that because of our training and limited objectives, we can adapt more easily in these situations than most people. Be ready to adapt to meet the needs of the LRA.

All BCMSAR staff operates under the direction of the BCMSAR Command Post Leader.

He will receive his direction from Local Agency (Incident Commander)

- Command Post Support
- Communications
- Team Captains

LOST PERSON SEARCH -- RESPONSE DUTIES

It is important to obtain as much information as possible concerning the subject, the subject's behavior patterns, and possible influences on the subject's behavior as possible. Bureau County Sheriff Dept or other Local Police Agency will be in charge of the search. Before our arrival, they will have done the initial search.

They may or may not require our trained ground searchers. They may or may not require mounted searchers.

Local Agency Responsibilities:

1. Name, Nickname(s), Aliases, Streetnames
2. Physical Description, Photographs
3. Planned route of travel and destination
4. Description of clothes and equipment worn at time of disappearance
5. Activity at time last seen, or planned activity and location, skill level
 - hiking, jogging, bicycling, riding
 - hunting, fishing, camping, berry picking
 - resident of an inpatient or residential care facility
6. Obtain names and locations of friends, relatives, hangouts, associates, job, etc.
7. Secure home, campsite, and or point last seen as a crime scene
8. Determine if subject is alone or with others, was to meet others, and if subject was in contact with others prior to disappearance
9. Establish a command post and initiate ICS

BCMSAR Responsibilities:

1. Direct incoming resources to the staging area
2. Get information gathered by Agency
3. Search area Agency assigns to us
4. Clean up before departure

BCMSAR ISSUED EQUIPMENT

Ownership, Financial Responsibility

- A. All issued equipment will remain the property of BCMSAR or the issuing agency.
- B. The custodian of the equipment shall be responsible for its care and shall reimburse the issuing party for losses up to and including the replacement value of each item lost or damaged not in the line of duty.

Obligation of Members

- A. All issue equipment designated as field equipment will be brought to every response, drill, or assignment.
- B. Equipment in need of repair will be turned in to the secretary and a loaner or replacement unit obtained.

- C. Major equipment items that are not working, such as radios, shall be placed on the out of service list.
- D. Equipment being retired shall be removed from the inventory of available resources by written notification by the member to the secretary.
- E. An active member who ceases to be active and or ceases to be in good standing, shall within ten calendar days after withdrawal return all issued equipment to BCMSAR at the member's expense. Failure to return the equipment in good order and in a timely manner shall result in action to recover the equipment or its replacement value plus costs from the member.

EQUIPMENT LIST:

2 First Responders Kits Issued to Larry Dalton and Brian Boers

BCMSAR MEMBERSHIP PROCESSING

This SOG documents and describes the steps in processing an application for membership in the Bureau County Mounted Search and Rescue Unit.

Procedures

1. The applicant will complete the membership application and it will be submitted to the Bureau County Sheriff's Department
2. On completion of background check by the sheriff's department, applicant will be added to the member database and a member number will be issued.
3. Member will be added to the telephone call out list but will be limited to ground searching under the supervision of a certified member until he obtains certification.
4. At such time as the new member completes the requirements for active status, the member will be issued an ID card and patch.
5. Member will attend SAR training and get certification within one year of application.

BCMSAR POSITION DESCRIPTIONS

I. Scope and Purpose

This SOP clarifies the position descriptions.

II. Position Descriptions

A. Active Member

1. Has completed all membership forms
2. has passed the background check
3. has attended at least half of all drills, special training events, and emergency calls during the last year
4. has demonstrated sufficient skill with map and compass so as to be able to navigate while on a field task without becoming lost
5. understands and can function as a member of a team as required in the field
6. possess such personal equipment as needed to function in the field

C. Team Leader

1. Must be an active member
2. Demonstrate leadership skills to safely lead an assignment in the field during a search and oversee the activities of field team members while preserving their safety.
3. Team Leaders will be issued two way radios as they become available.

D. Command Post Leader (CPL)

1. Must have sufficient command skill to function as a Command Post Leader
2. Cooperate with Incident Commander of requesting agency
3. Assign Command Post positions
4. Get cellphone numbers of participating team members
5. Get cellphone numbers of key agency people
6. Be sure everyone is well supported and all bases are covered
7. Place identifying and directional signs at road junctions to assist volunteers in finding CP.
8. Ensure Signin Sheet is available and used.
9. Determine parking areas and manage traffic flow
10. Determine any support needs, feeding, sanitation, security etc
11. Maintain Staging area in orderly fashion.

E. Command Post Support

1. Any duty given by CPL
2. Prepare team search packet to include:
 - Copy of map and their assignment indicated on the map
 - Info Summary sheet (Photo, subject description)

F. Communications

1. do radio check prior to deployment
2. Report to CPL any communication concerns.
3. Keeps radio log of ALL Communications, including radio checks and welfare checks, as well as regular traffic.
4. receive, record and relay information
5. Report field activities, clues questions, etc., to Operations

The following staff positions *do not require* the member to be field capable:

- telephone coordinator
- base station communicator where the duties are limited to the base camp area
- Drivers

BCMSAR RESPONSE TO CALLOUT BY PERSONNEL

I. Scope and Purpose

This procedure provides direction to members of BCMSAR responding to callouts.

II. Definition of Callout

A. A callout is a message received by members of BCMSAR that the team is needed in a situation. BCMSAR will not participate in any SAR without a request from the Bureau County Sheriff or the Local Police Agency.

III. Duties of Field Members On Receipt of a callout

Responding Members shall notify the telephone coordinator their intention to proceed to the callout.

IV. Duties of Telephone Coordinator(s)

A. On receipt of a callout --

1. Obtain such additional information as needed from the officer in charge (directions, call back numbers)

2. Contact all team members by telephone, leaving messages on answering machines, voice mail, etc.

General Instructions--

1. The message shall be brief and to the point-- “Bureau County Mounted Search and Rescue is responding to a search at [location]. Are you responding?”

2. The message shall encourage response and the tone of voice used shall encourage response

3. The telephone coordinator does not have to brief the members on the mission, just get them on the road

Callbacks

Members shall be directed to call the Telephone Coordinator. The sheriff’s office is not to be called, beeped, or contacted by cellular phone except in gravest emergency. The officer in charge will call out to the coordinator to update the coordinator.

V. Minimum Crew--Searches

The minimum crew consists of one (1) Leader, and two (2) searchers.

VI. Special Units

Mounted members shall evaluate the weather and road conditions and may decide to respond/report mounted or dismounted as they shall deem safe. The officer in charge may request a dismounted response based on weather and terrain at the scene.

A more formal policy will be developed as experience develops

VII. Disaster Assistance Response

BCMSAR will be activated for response at the discretion of the officer in charge for non-search missions at the request of disaster assistance agencies

BCMSAR Equine Evaluation Checklist

RIDER DISMOUNTED

Stand quietly while rider is mounting

Load on trailer 5 minutes

Unload from trailer 2 minutes

Tied on a lead 30 minutes

Be held with 2 other horses 3 minutes

Ponied by another rider 100 feet

RIDER MOUNTED

Turning with 1 hand

Move up and down 45° hill 100 feet

Cross water, minimum 3 feet wide and 6 inches deep

Cross wooden bridge

Cross mud, minimum 4 steps

Travel through woods

Back through parallel 6 feet

Cross an 18 inch obstacle

Leave Group in Gait 1, 100 feet

Leave Group in Gait 2, 100 feet

Search formation 200 feet

React to loud noises 1 minute

React to distractions 1 minute

React to bright light at night

Holding 2 other horses 3 minutes

OPTIONAL — MOUNTED OR DISMOUNTED

Control in traffic 5 complete passes of traffic