

Middle Creek Search & Rescue
Suggested Operating Guidelines
And
Team Handbook

Preamble

These guidelines and handbook are intended to provide guidance and a basis for action. They are not intended nor designed to be absolute. In all cases the incident commander, search manager and team leadership should exercise their best judgment in regards to all events, actions, and incidents.

Clue awareness is the essence of search operations. The subject of a search leaves behind millions of clues. Finding just one of these clues could be the final piece to the puzzle to find the missing subject.

Crime scene awareness is an important part of any search operation. All responders should operate with the understanding the missing subject may be missing due to a criminal act. This includes Op Sec awareness.

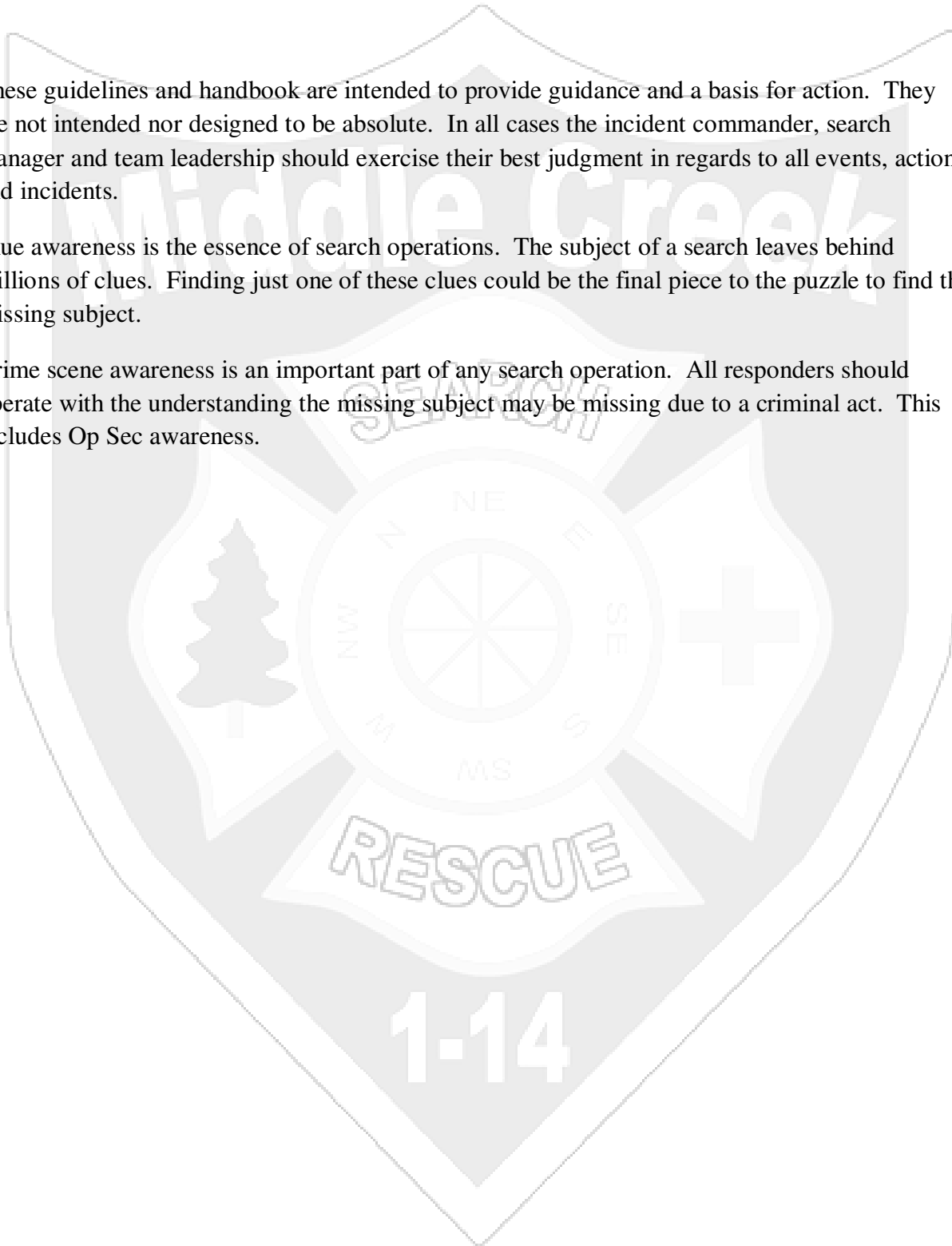
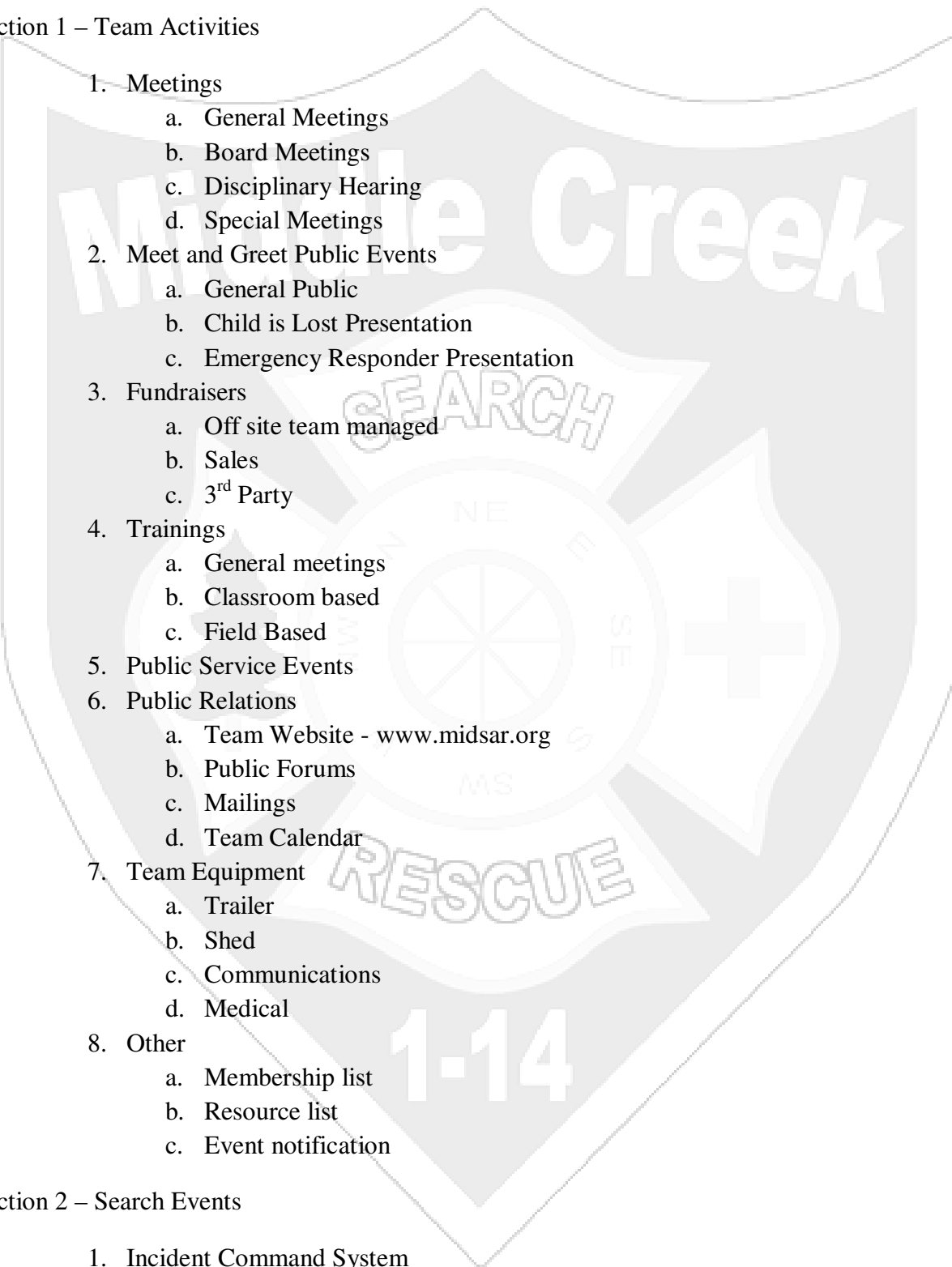


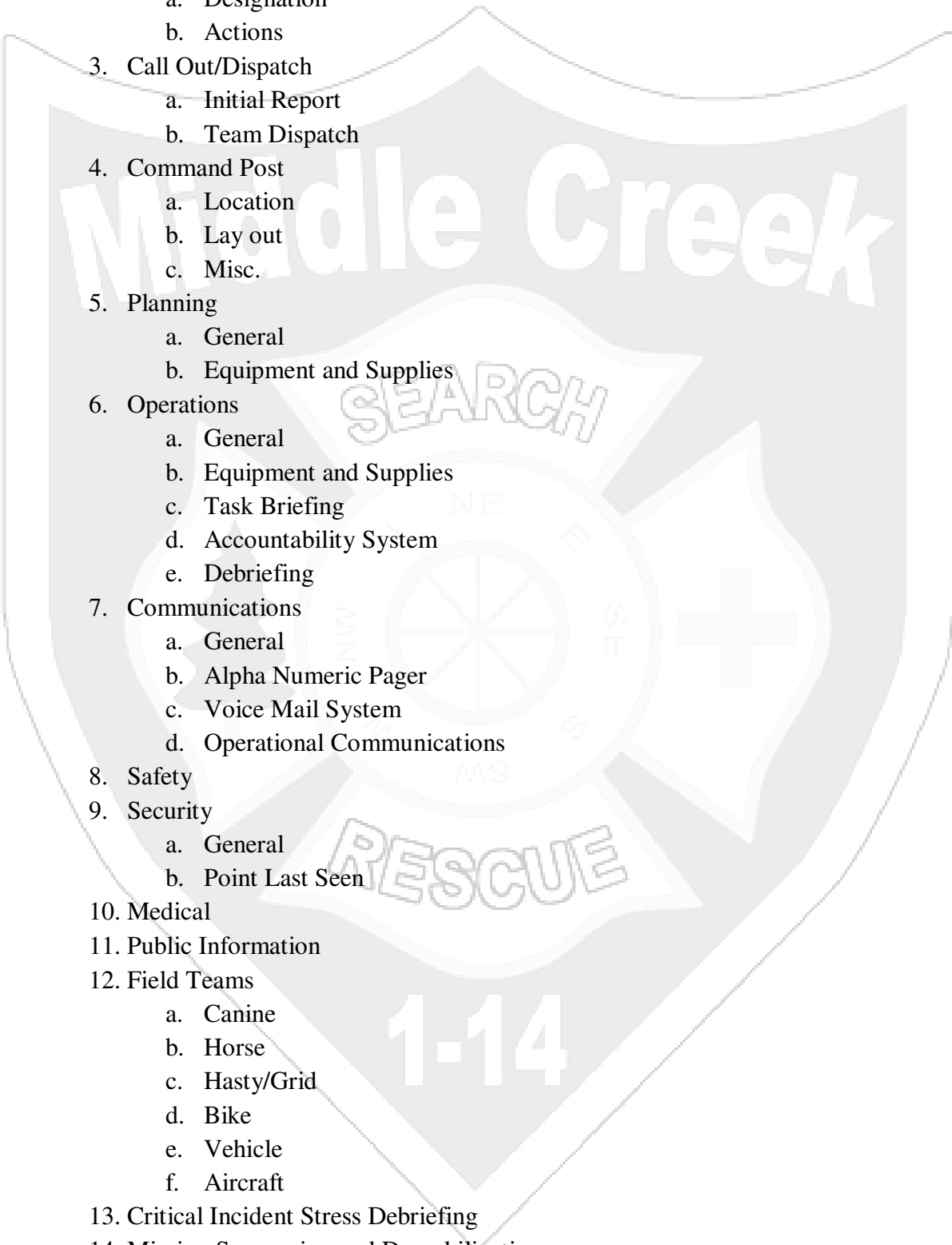
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- The logo is a shield-shaped emblem. At the top, the words "Middle Creek" are written in a large, bold, sans-serif font. Below this, a Maltese cross is centered. The word "SEARCH" is written across the top arm of the cross, and "RESCUE" is written across the bottom arm. In the center of the cross is a circular compass rose with eight points labeled with cardinal and ordinal directions: N, NE, E, SE, S, SW, W, and NW. A white cross is positioned to the right of the compass rose. At the bottom of the shield, the number "1-14" is written in a large, bold, sans-serif font.
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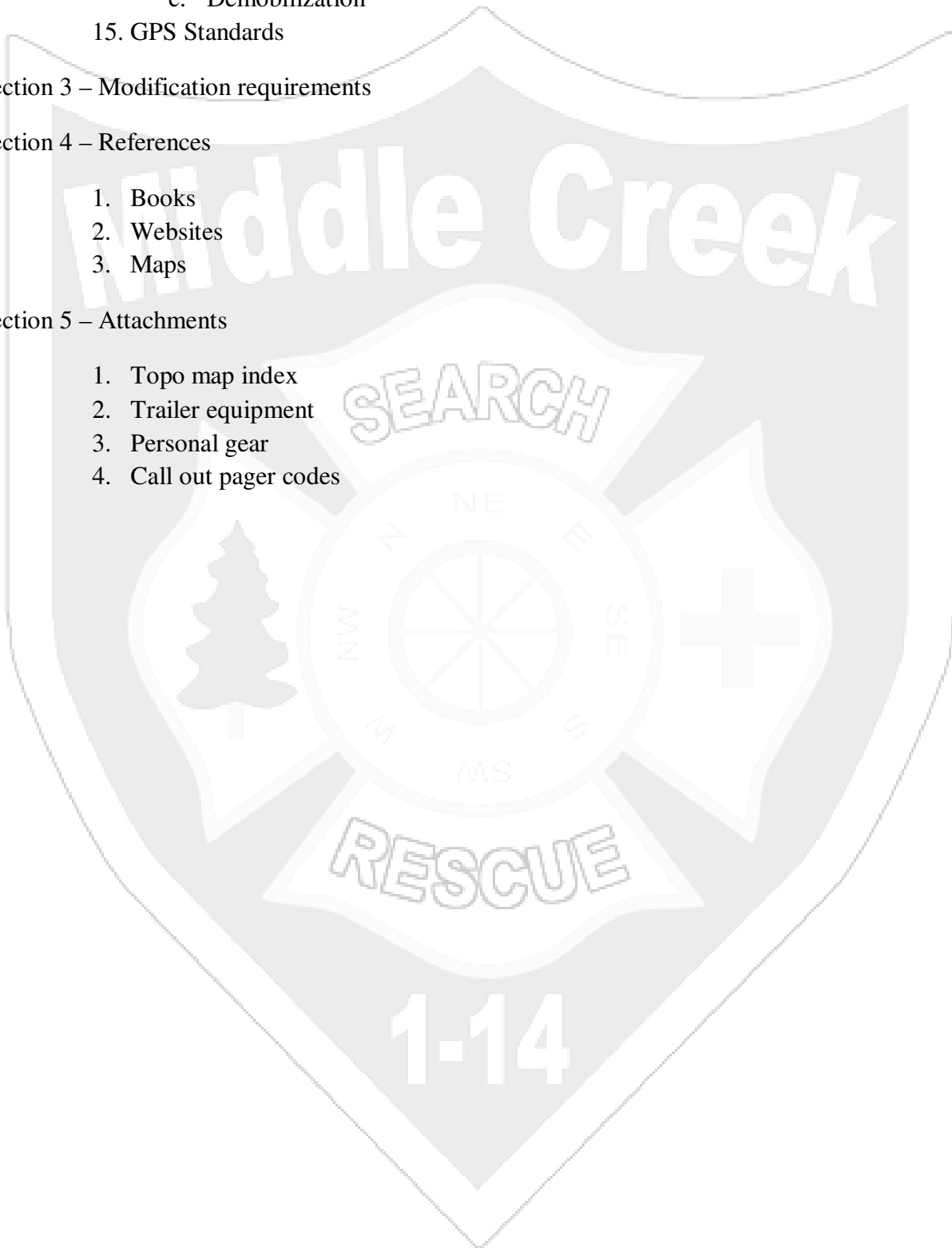
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Section 1

Team Activities

Meetings

General Meetings

- General meetings should be open to members of the general public and media.
- Minutes from meetings held since last general meeting, and the minutes from the last general meeting should be posted or presented.
- Each Captain (or Lieutenant) should provide a report on their area of responsibility.
- The Treasurer should present a report summarizing the team's finances and any significant changes since the last general meeting. A specific transaction report should be posted.
- The calendar should be reviewed and copies should be made available to all members present.
- Each general meeting should include a training segment.

Board Meetings

- Meetings are open to all active members in good standing.
- Any new applications should be presented for review and vote.
- Any written agreements should be presented for review and vote.

Disciplinary Hearings

- Hearings should be closed. Only members of the board and the involved parties should be in attendance. General members, members of the general public, and members of the press should not be allowed to attend.
- Discussions, actions, and related correspondence should be kept in strict confidence.
- The board should decide what information, if any, will be released to the team and/or public. The board should also decide who will be authorized to release this information and answer questions from the public if they arise.
- The secretary or appointed board member should keep minutes, but the minutes are to be made public only at the specific direction of the board.

Overhead Team

- Includes any member in good standing that has completed the MSO course.
- Each meeting should have a search management specific agenda.
- The highest ranking chief should run the meeting.

Special Meetings

- Attendance may be limited to members in good standing and members of the general public specifically related to the subject of the meeting. The meeting may be closed at the discretion of the presiding officer.



Meet and Greet Public Events

General Public

- Examples of these events are national night out, fire carnivals, community days, and parades.
- Team members should wear orange team shirts, ID badges, and medical cards.
- The public relations captain should be in charge of the event, including scheduling and preparation.
 - In their absence or as previously assigned a designated team member may put in charge of an event.
- Team information should be distributed, including business cards and team flyers.
- Donations may be collected, though they should not be aggressively solicited.
- The event may include one or more demonstrations.

Child is Lost Presentation – Hug-A-Tree

- Team members should wear orange team shirts, ID badges, and medical cards.
- One team member should be designated as in charge of the event. They should be responsible for scheduling and preparation.
- One person should be selected to MC the event. They should be a trained presenter.
- The Hug-A-Tree video should be shown, and the respective demonstrations should be presented.
- Presenters must follow national Hug-A-Tree guidelines
- Any non Hug-A-Tree activity must be separate from the Hug-A-Tree program. A K9 presentation should be held prior or after, but not during Hug-A-Tree.

Emergency Responder Presentation

- Team members should wear orange team shirts, ID badges, and medical cards.
- One team member should be designated as in charge of the event. They should be responsible for scheduling and preparation.
- The event should be timed to respect the attendees time. Find out how long they expect the meeting to go and tailor the information presented to fit that expectation.
- These presentations should be adapted to the specific audience and their trainings requests.
- Possible presentation topics include:
 - Golden Hour
 - Protection of point last scene
 - “Bastard” Search
 - Containment and Attraction
 - Personal and team equipment review

- Capability demonstration including of canine units, communications, and ICS.



Fundraisers

Off site team managed

- Examples of these events are car washes and Sam's club food sales.
- Team members should wear orange team shirts, ID badges, and medical cards.
- The fundraising captain should be in charge of the event, include scheduling and preparation.
- The treasurer should ensure sufficient seed money and change is available.
- Team information should be distributed, including business cards and team flyers.
- Donations may be collected, though they should not be aggressively solicited.
- Canines and horses should be present as allowed by the facility.

Sales

- Examples of these events are sub sales, candy sales, and subscription sales.
- Team members should wear ID badges if they are doing any general solicitations.
- Many municipalities have laws against solicitations, team members should obey all local laws.
- Solicitations should be conducted in a respectful manor, including respect for day of the week and time of day.
- The fundraising captain should be in charge of the sale, including distribution of the initial information and distribution of the sold product.

3rd Party

- Examples of these events are working for GTP, working concession stands and web base portals (iGive.com and mission fish).
- Team members should wear clothing as required by the 3rd party.
- Team members should have team ID badges with them.

Trainings

General Meetings

- Training should be limited to 60 minutes or less
- Stokes basket tie-in and carrying should be conducted at least once a year
- The subject of the training should be announced at least a week prior to the meeting
- The training captain should be in charge of scheduling, preparing and conducting these trainings.

Classroom based

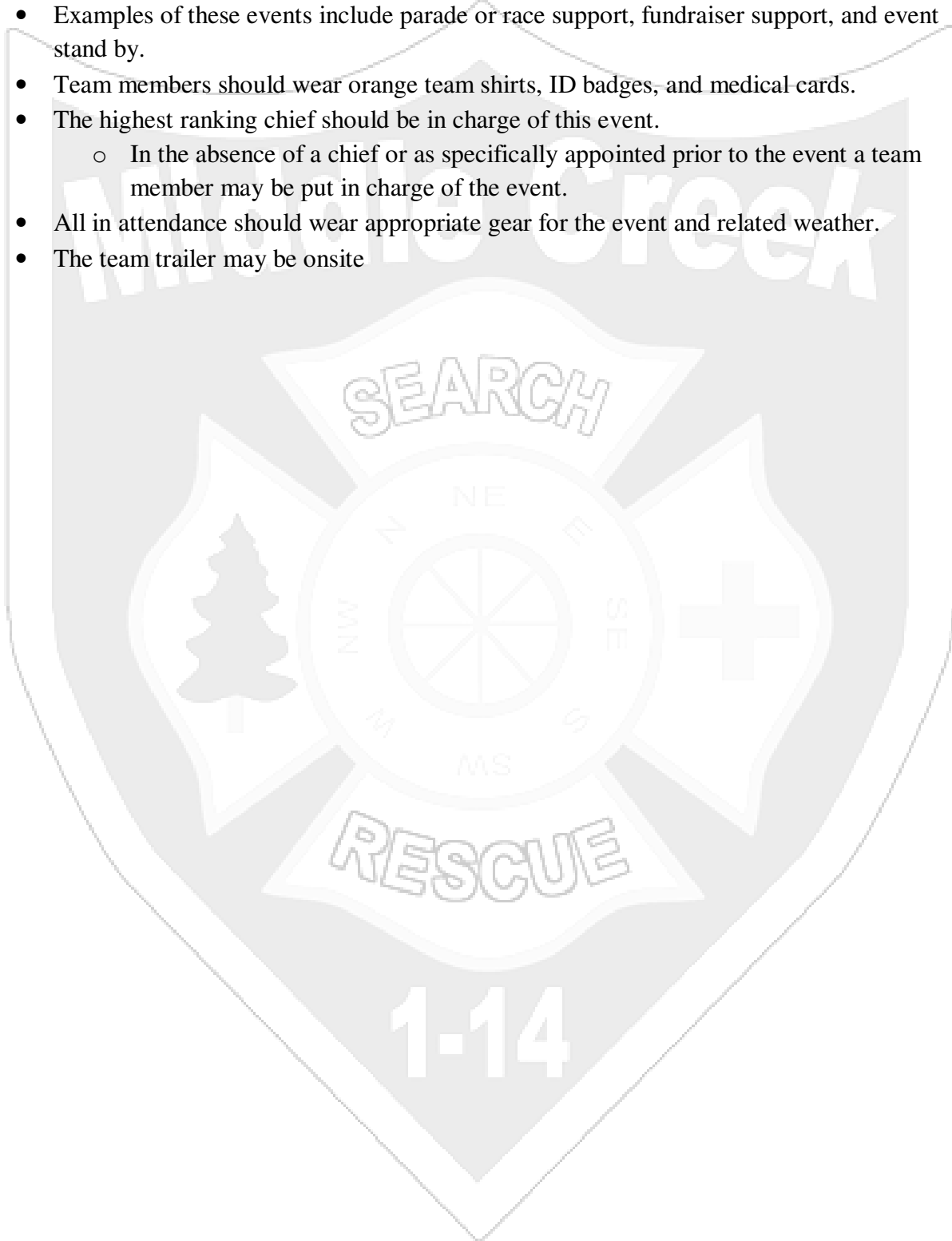
- Examples include grid class, MSO class, and orienteering classes.
- The training captain should be in charge of scheduling, preparing and conducting these trainings.
- Team members in attendance should wear their ID badge.
- If the training is conducted off site
 - The training officer should review the facility to ensure it matches the training requirements.
 - The facility's rules should be reviewed, and relayed to all members in attendance, special attention should be related to canine and horse attendance.
- Certificates should be issued to all attendees who successfully complete the training.

Field based

- Examples include grid class day 2 and monthly scheduled canine team trainings.
- The training captain should be in charge of scheduling, preparing and conducting these trainings.
 - As appropriate the canine captain and horse team captain should be in charge of their trainings.
- Team members in attendance should wear their ID badge and medical cards.
- All in attendance should wear appropriate gear for the training and related weather.
- The team trailer should be onsite
- As necessary the medical captain and safety captain shall be at the training.

Public Service Events

- Examples of these events include parade or race support, fundraiser support, and event stand by.
- Team members should wear orange team shirts, ID badges, and medical cards.
- The highest ranking chief should be in charge of this event.
 - In the absence of a chief or as specifically appointed prior to the event a team member may be put in charge of the event.
- All in attendance should wear appropriate gear for the event and related weather.
- The team trailer may be onsite



Public Relations

Team Website – www.midsar.org

- The secretary and public relations captain should be responsible for the content and updates of the website.
- Changes in the roster, calendar, brief case, and officers should be updated as the changes occur.
- On occasion, with the permission of the board, the website may be changed to reflect a special condition. This may include an in memory or similar honorary posting.
- No corporate advertising or sponsorship of the team or page may be posted with-out approval of the board.

Public Forums

- Examples of forums
 - www.lancasterfire.com
 - www.lancasteronline.com
 - www.facebook.com.
- Team members should only post information to these sites they are authorized to release or present.
 - Postings should be limited to facts, no opinions.
- Only team members in good standing are allowed to present themselves as members.
- Team members should report negative press or statements to the chiefs, board, and/or public relations officer.

Mailings

- At least once every two years, around March the public relations captain should prepare and send a mailing.
 - The mailing should include
 - Team contact information
 - Team flyer
 - Introduction letter
 - The mailing should be sent to all emergency response units in counties designated by the board.

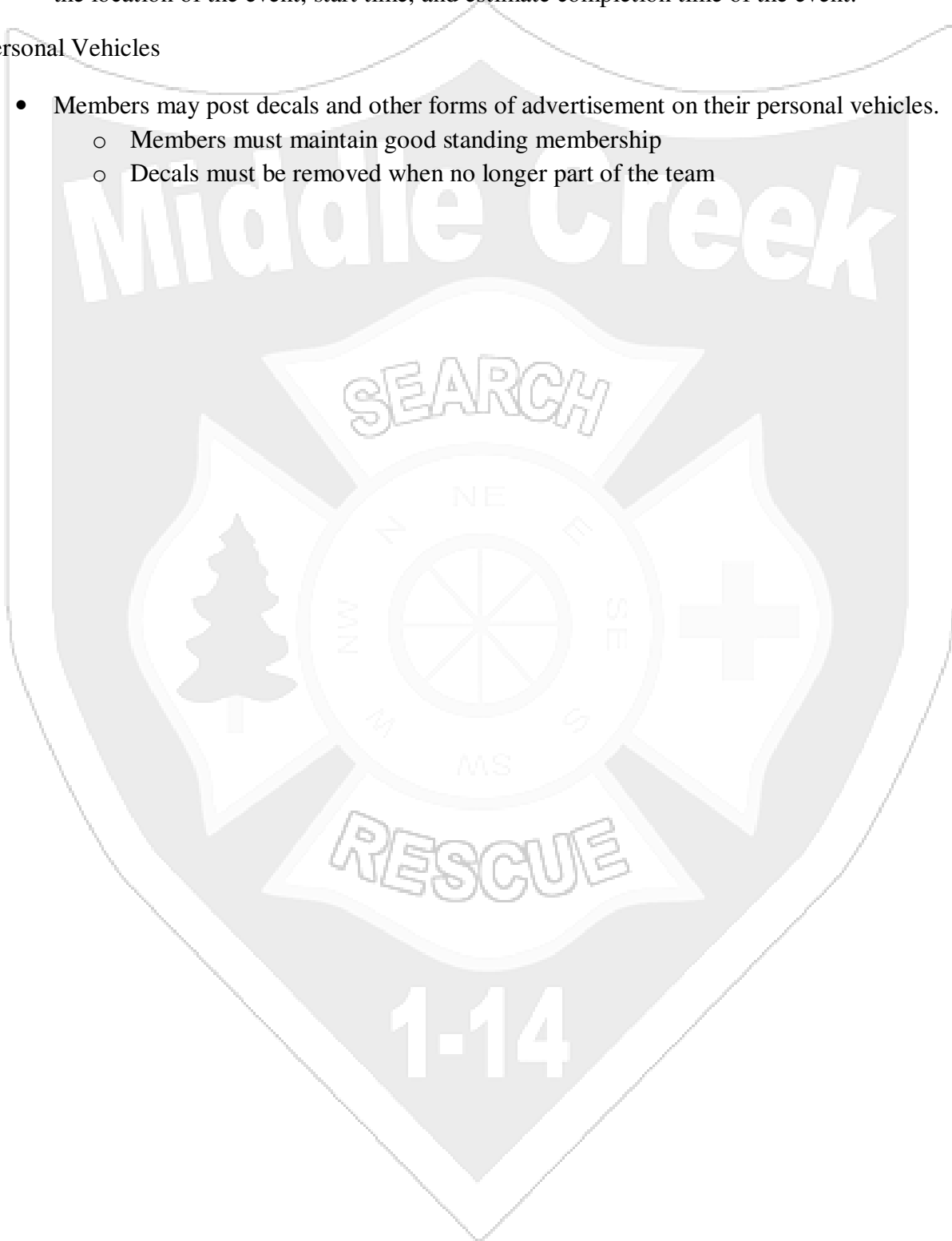
Team Calendar

- The public relations captain should maintain a team calendar.
- The calendar should be presented at general meetings, board meetings, and on the team's website.
- Events should only be included on the calendar as authorized by the board

- The calendar should include a description of the event, the name of the person in charge, the location of the event, start time, and estimate completion time of the event.

Personal Vehicles

- Members may post decals and other forms of advertisement on their personal vehicles.
 - Members must maintain good standing membership
 - Decals must be removed when no longer part of the team



Team Equipment

Trailer

- The specialized resources captain should maintain the trailer
 - The generator should be run at least once every two months.
 - The battery charge level should be checked at least once a month
 - A complete inventory of the trailer should be conducted once in the spring and once in the fall.
- Whenever the trailer is not connected to a vehicle, the wheels should be chocked.
- The trailer should be winterized each fall. Any items that could potentially freeze should be removed.
- The specialized resources captain should inventory disposable items after each search, training or team event. Special attention should be given to replacing maps after each search.
- The trailer should not be used for filing and storing all paperwork, materials and maps used at a search. These materials should be moved to the shed as soon as possible.
- Any member who removes an item normally stored in the trailer should record the removal on the tracking log.

Shed

- The specialized resources captain should maintain the shed
- The shed should be winterized each fall. Any items that could potentially freeze should be removed.
- Any member who removes an item normally stored in the shed should record the removal on the tracking log

Communications

- The communications captain should be responsible for all team owned communication equipment.
- All team owned communication equipment should be tested to ensure operational readiness at least once every quarter.
- The communications captain should issue a test page of the alpha/numeric paging system around 1200 hours every Saturday.
- The public relations captain should keep the public accessible phone line updated with event information.
- The communications captain should maintain a list of team communication equipment issued to team members. This may include fire band pagers, radios, and public address systems.

Medical

- The medical captain should conduct an inventory of the medical supplies after each search, training or team event. The time between inventories should not exceed 6 months.



Other

Membership list

- The secretary should maintain a current list of all team members.
- Each member should be responsible for updating their information with the secretary. The team web site is currently used to keep all information current.
- Contact information for each member should not be made available to the public without the member's specific permission.

Resource List

- The secretary should maintain a list of available resources, including contact information. These resources should include ATV units, HRD units, technical rescue units, CAP units, air support units, water rescue units, health and welfare units, and other SAR teams.
- This list should be made available to all chief & duty officers.

Event notification

- Whenever possible team members should be notified of an event or a change in an event as soon as possible.
- The follow methods may be used for notification
 - Announced at a general meeting
 - Posted on the team's website
 - Posted on the teams informational phone line
 - Emailed
 - Text system
 - Alpha/Numeric paging
 - Phone Call
- The person who is making the notification should sign their name to the notification.

Section 2

Search Events

Incident Command System

General

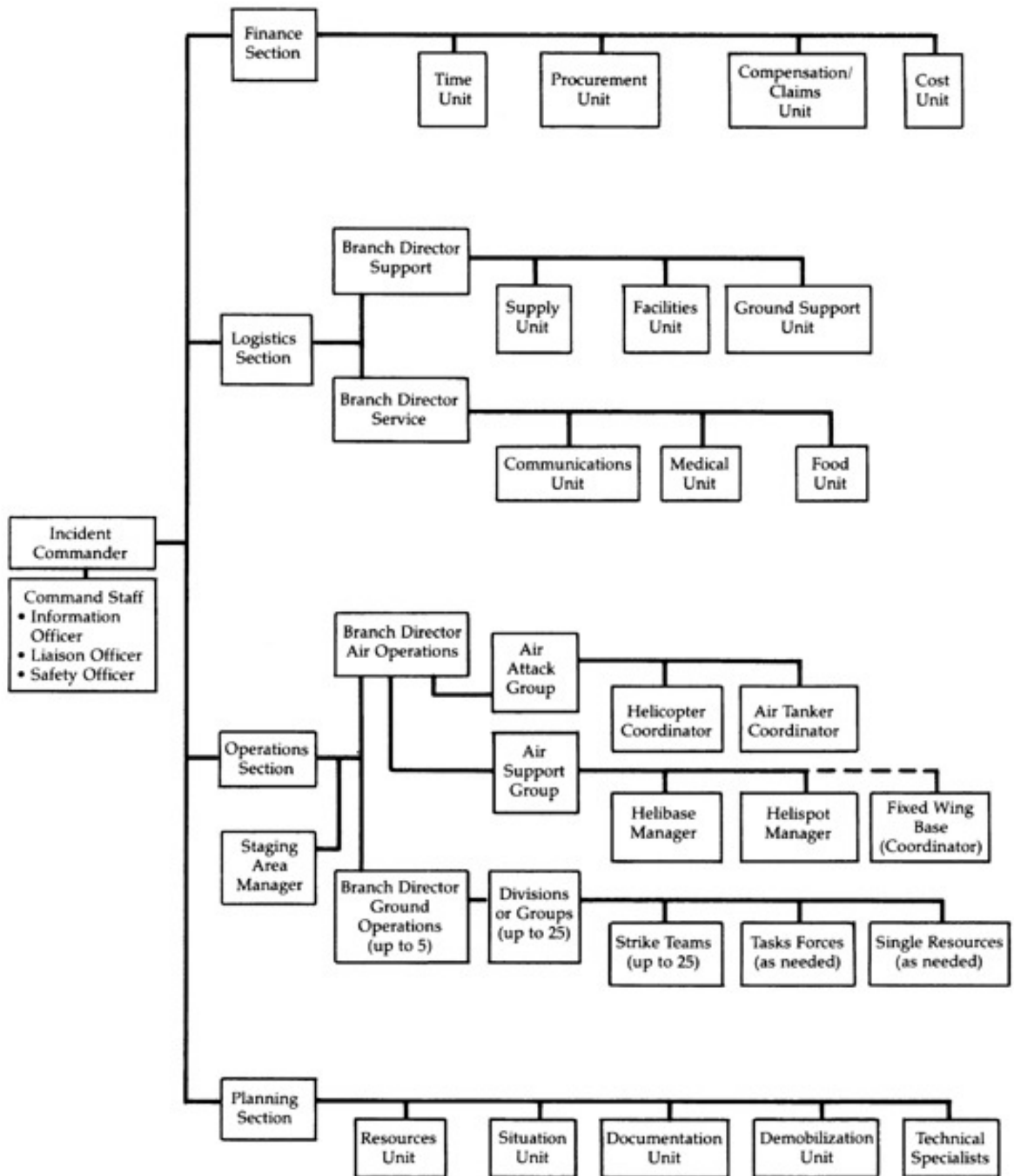
- The team should follow all current NIMS and ICS requirements.
- The team should function as part of a unified command system.
- The team may modify its form, function, and protocols for any event to best achieve the event's goals. Factors affecting the team may include:
 - Available personnel
 - Personnel training and experience
 - Command post – Including location and accommodations
 - Weather
 - Simultaneous events

Definitions

- Branch – Organizational level having functional or geographic responsibility for major parts of incident operations.
- Chief – ICS title for individuals responsible for command of functional sections.
- Command Staff – Information officer, safety officer, liaison officer.
- Director – Person responsible for supervision of a Branch
- Division – Used to divide the incident into geographical areas of operations.
- Function – One of five major activities – Command, Operations, Planning, Logistics, and Finance/Administration
- General Staff – Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief
- Group – Used to divide the incident into functional areas of operation
- Leader – Individual responsible for a task force, strike team or functional unit.
- Liaison Officer – member of command staff responsible for coordinating with assisting agencies.
- Officer – Person responsible for Safety, Liaison or Information.
- Section – Operations, Planning, Logistics, Finance/Administration
- Segment – Geographic area in which a task force or strike team leader is assigned authority.
- Single Resource – An individual, a piece of equipment with its crew, or a team of individuals with one supervision.

- Strike Team – Specific combinations of the same kind and type of resources, with common communications and a leader.
- Supervision – Person in charge of a Division or Group
- Task Force – A combination of single resources assembled for a specific need with common communications and a leader.





Duty Officer

Designation

- The highest ranking available chief should be the duty officer.
- The chiefs should prepare a list of at least 6 other members to act as duty officers in the absence of any of the chiefs.
 - The list should ranked in order of preference, the top person being most preferred.
 - The members of the list should meet all requirements set forth in the Constitution and the By-laws for the chief positions.
- Each potential duty officer should notify the next two people below them on the list if they will not be available for a period of time exceeding 24 hours.
- The duty officer who answers to the initial request, should remain in charge of the initial response.
 - They should remain in charge until an incident command is established on scene.
- The highest ranking officer on scene should determine the initial job assignments for all personnel. He/she should assign search manager to a separate team member. The highest ranking officer should function as a liaison to the unified command, advisor to the search manager, and overall observer of search management.

Actions

- The team's incident commander should be in charge of the teams search response. They should avoid taking on any specific task. Instead, they should move between activities and interact with the other parts of the unified command structure.
- The incident commander is responsible for assigning all activities and positions. These activities and positions should reflect the scale of the search. Span of control should not exceed NIMS/ICS recommendations.
- The incident commander in conjunction with the other members of the unified command structure should establish new objects for each operational period.

Call Out/Dispatch

Initial Report

- Initial incident reports may originate from:
 - Lancaster county wide communications
 - Direct call to a chief or duty officer
 - Spontaneous start at an already attended event
- The duty officer should respond to the original report and perform the following
 - Determine if the team may respond to the report
 - If yes put the team on stand by
 - Complete the call taker information form
 - Start an initial lost person questionnaire
 - Determine rally point

Team Dispatch

- Lancaster county wide communications
 - The duty officer should notify them that our status is responding. If they do not have incident details, the duty officer should relay any details they may need to start the incident report.
 - If the fire band pagers were not already alerted, the duty officer should have the fire band pagers alerted.
- The communication captain should initiate the teams alpha/numeric pager system
 - Each page communication should be sent twice, with about a 5 minute time lapse.
- The duty officer should initiate the phone tree
- The communication captain should initiate the team's text and email messaging system
- The communication captain should update the team's search information voice mail system

Command Post

Establishment

- The command post should be established as soon as possible
- There should be only one command post

Location

- Secure permission from the property owner prior to use
- The command post should be located with the following items in mind
 - Sufficient space for planning and operations
 - Protection from weather
 - Parking
 - Sanitary facilities
 - Space for rehab

Desirable Attributes

- To minimize interference and noise, communications should be located in a separate room or as far away from the other functions as possible.
- Planning should be located in a room separate from all other functions, with limited general public access.
- Care should be taken to limit general access to planning, communications and operations.
- Planning and operations will require large table space.
- All areas should be located near sources of power
- Communications should be located such that external antennas and their coax do not pose a tripping hazard.
- When possible try to group planning, operations and communications as near as possible to facilitate passing of information.

Planning

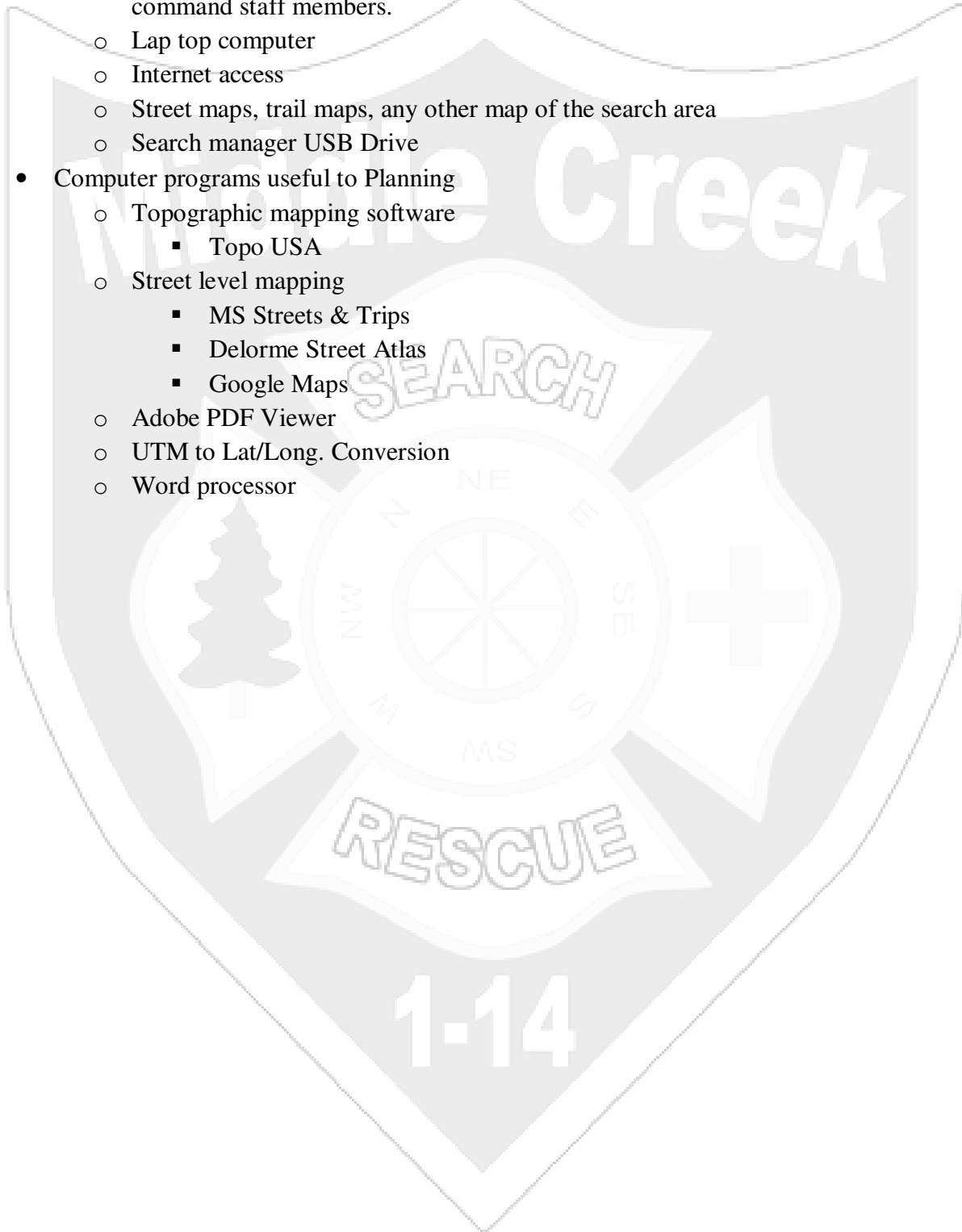
General

- Current USGA topographic maps should be used as the basic map. These maps may be supplemented with street maps, trail maps, satellite images, and mapping software.
- Planning should maintain the master task log
- Planning should use team issued task assignment forms for all tasks, including command personnel assignments.
- After a task has been complete including debriefing. Operations should gather all relevant documents, combine them and file them with Planning.
- Planning should issue tasks using plan English. Avoid any technical language, even if it is a commonly known SAR term.
- Tasks should be written as specifically as possible so as to ensure the task is completed correctly.
- Gridding and other map notations should be done on a clear transparency so as to leave the original map un altered.
- Temporary map notations such as the original containment circle should be done with water soluble marker.
- Permanent map notations such as segment boundaries should be done with alcohol soluble marker.

Equipment and Supplies

- At initial set up Planning should have:
 - At least 50 task assignment forms.
 - USGA topographic maps with sufficient coverage for initial circle, and if necessary 95% circle.
 - Clear transparency large enough to cover entire search area.
 - Water base markers and alcohol based markers
 - Orienteering compass
 - Pens
 - A foot long straight edge
 - Ruler
 - Scrap paper
 - All reference materials
 - UTM Grid card
 - Calculator
 - Magnifying Glass
 - MSO Books

- Additional items helpful for Planning
 - Radio on separate frequency from ongoing operations. To communicate to other command staff members.
 - Lap top computer
 - Internet access
 - Street maps, trail maps, any other map of the search area
 - Search manager USB Drive
- Computer programs useful to Planning
 - Topographic mapping software
 - Topo USA
 - Street level mapping
 - MS Streets & Trips
 - Delorme Street Atlas
 - Google Maps
 - Adobe PDF Viewer
 - UTM to Lat/Long. Conversion
 - Word processor



Operations

General

- Operations should keep track of the status of all resources, including those inbound.
- Operations should request clarification from planning for any unclear tasks
- Operations should conduct a full brief of the team/team leader for each task
- Teams should have the following with each task
 - At least 1 reliable source of communication
 - Area map
 - Description of the subject, including picture.
- Operations should collect all related paper work after each task is complete and return the package to planning. The same should be done for tasks that will never be assigned.

Equipment and Supplies

- At initial set up operations should be provided:
 - At least 10 pens
 - At least 50 sign in cards
 - Box of paper clips
 - Copy of any maps being used
 - Copy of missing person form
 - Copy of missing person photo
 - Hi-Liter markers
- Additional items helpful to operations
 - Wire baskets for sorting tasks and cards
 - Radio on separate frequency from ongoing operations. To communicate to other command staff members.
 - Lap top computer
 - Internet access
 - Street maps, trail maps, any other map of the search area
 - Dry erase board

Task Briefing

- Briefing should be conducted directly with as many people performing the task as possible.
 - Everyone should be briefed, if not part of a larger briefing each team member should be briefed by their team leader
- Briefing should be oral and written
- The briefing should include
 - Situational status

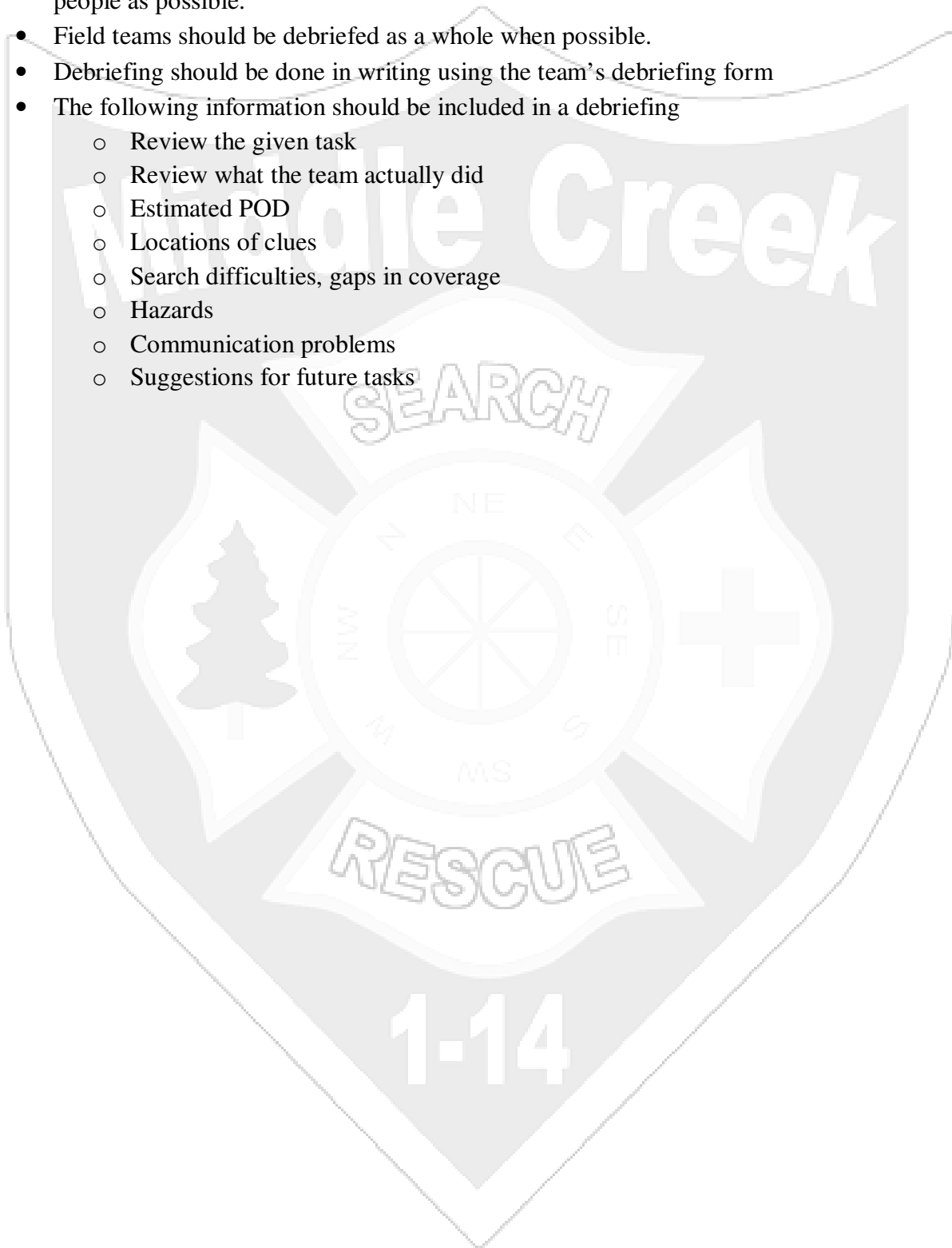
- Specific goal of the task
- As detailed as possible description of the subject including:
 - Physical Description
 - Clothing
 - Physical Condition
 - Mental Condition
 - Behavioral traits
 - Recent photo
- Specific task details
 - Location of task including boundaries
 - Marking procedures
 - Adjacent teams and land marks
- Known hazards, including weather and terrain.
- Any special protocols or concerns
 - These may include subject sensitivity such as loud noises, large dogs, strangers
- Remind all members to be clue aware
- Transportation details
- Radio protocols should be reviewed:
 - Remind team to relay to communications as they change from phase to phase. Radio when leaving the assembly area, arriving at start of task, starting task, ending task, leaving task, arriving back at assembly area.
 - Provide protocol for reporting location of subject and/or clues.
 - Provide MAYDAY protocol

Accountability System – Crew Sign In/Sign Out

- Operations should ensure all personnel on scene have been included in the accountability system.
- The following color coding should be used for each accountability card.
 - Orange – MIDSAR Member
 - Yellow – Misc – Untrained volunteers, family, friends, neighbors
 - Blue – Firemen and Fire Police
 - Green – Other Trained Searchers
 - Pink – Other Agencies, Police, Game Commission, DCNR
- Operations should ensure all personnel are signed out at the completion of the search or at the end of the team's operations. Personnel that are not identified as signed out should be located and their status confirmed.

Debriefing

- For consistency the number of people conducting debriefings should be limited to as few people as possible.
- Field teams should be debriefed as a whole when possible.
- Debriefing should be done in writing using the team's debriefing form
- The following information should be included in a debriefing
 - Review the given task
 - Review what the team actually did
 - Estimated POD
 - Locations of clues
 - Search difficulties, gaps in coverage
 - Hazards
 - Communication problems
 - Suggestions for future tasks



Communications

General

- Communications should maintain a detailed log of all messages and bulletins provided.
- Communications should maintain contact with all teams currently performing a task. Confirmation of status should be conducted at least once every 30 minutes.
- From the initial dispatch through to the return of the team to available all communications should remain sterile.
 - All communications should relate only to the active search.

Alpha Numeric Pager

- Pager system should be set off as situational conditions change
- Pager messages should be set off twice with at least 5 minutes between each page

Voice Mail System

- The voice mail system should include
 - Type of incident
 - Location of rally point
 - Weather conditions
 - Terrain conditions
 - Special gear or equipment requirements
 - Operation frequencies or phone numbers
- The voice mail system should be updated at least every 6 hours and when the situational status has changed

Operational Communications

- On site communications should be established as soon as the team arrives on scene
 - The following systems should be used in order of priority
 - Local 2 meter repeater
 - Team 2 meter repeater (146.610 mhz NO PL)
 - Team 2 meter simplex (144.350 mhz)
 - Mobile Phone
 - FRS/GMRS
 - Communications between section chiefs, liaisons, and the search manager should communication via a different frequency then the ongoing operations.
- All communications should be conducted in plain English. No codes, ciphers or deceptions.
- All operators should communicate through the net control operator. Talk directly to other operators only with the permission of the control operator

- Emergency traffic should have priority. Allow break in time between each transmission
- The net control operator should keep a communication log

Text Messaging System

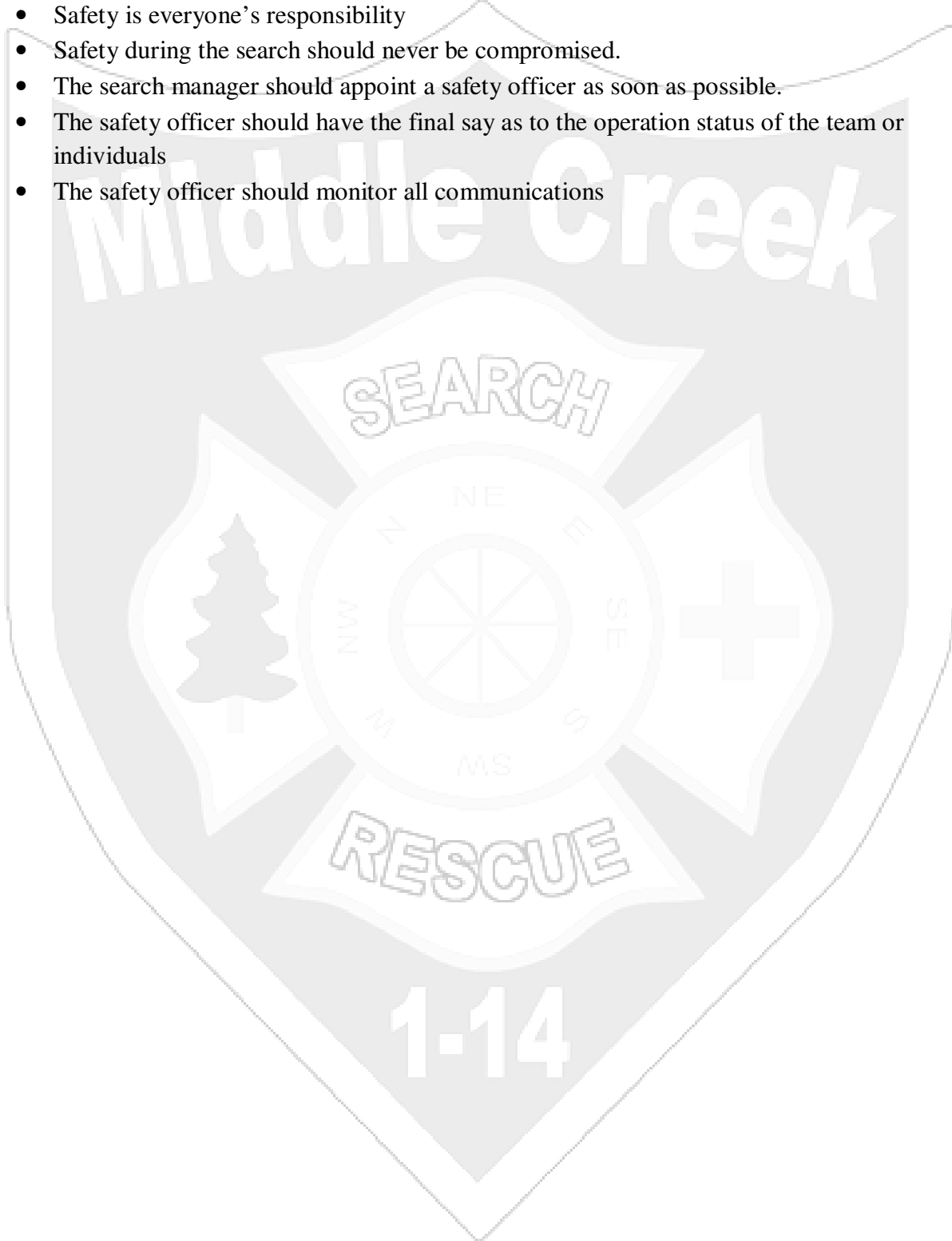
- System should only be used during team call out procedures as texting may cost members a per text cost.
- Texts should be brief, with enough information to either respond to rally point or where to go to get additional information.

MAYDAY Protocol

- If at any time a crew member is confronted with a situation that involves an immediate threat to harm MAYDAY may be used to establish priority communications.
- In the event of a MAYDAY the net control officer should immediately recognize the MAYDAY call all other communications should halt until the Net control returns to normal operations.
 - During a MAYDAY proceed any team that also experiences a MAYDAY situation may call communications.
 - Any team that locates the subject may also communicate during a MAYDAY situation.
 - All other traffic should be held until the MAYDAY situation is released.

Safety

- Safety is everyone's responsibility
- Safety during the search should never be compromised.
- The search manager should appoint a safety officer as soon as possible.
- The safety officer should have the final say as to the operation status of the team or individuals
- The safety officer should monitor all communications



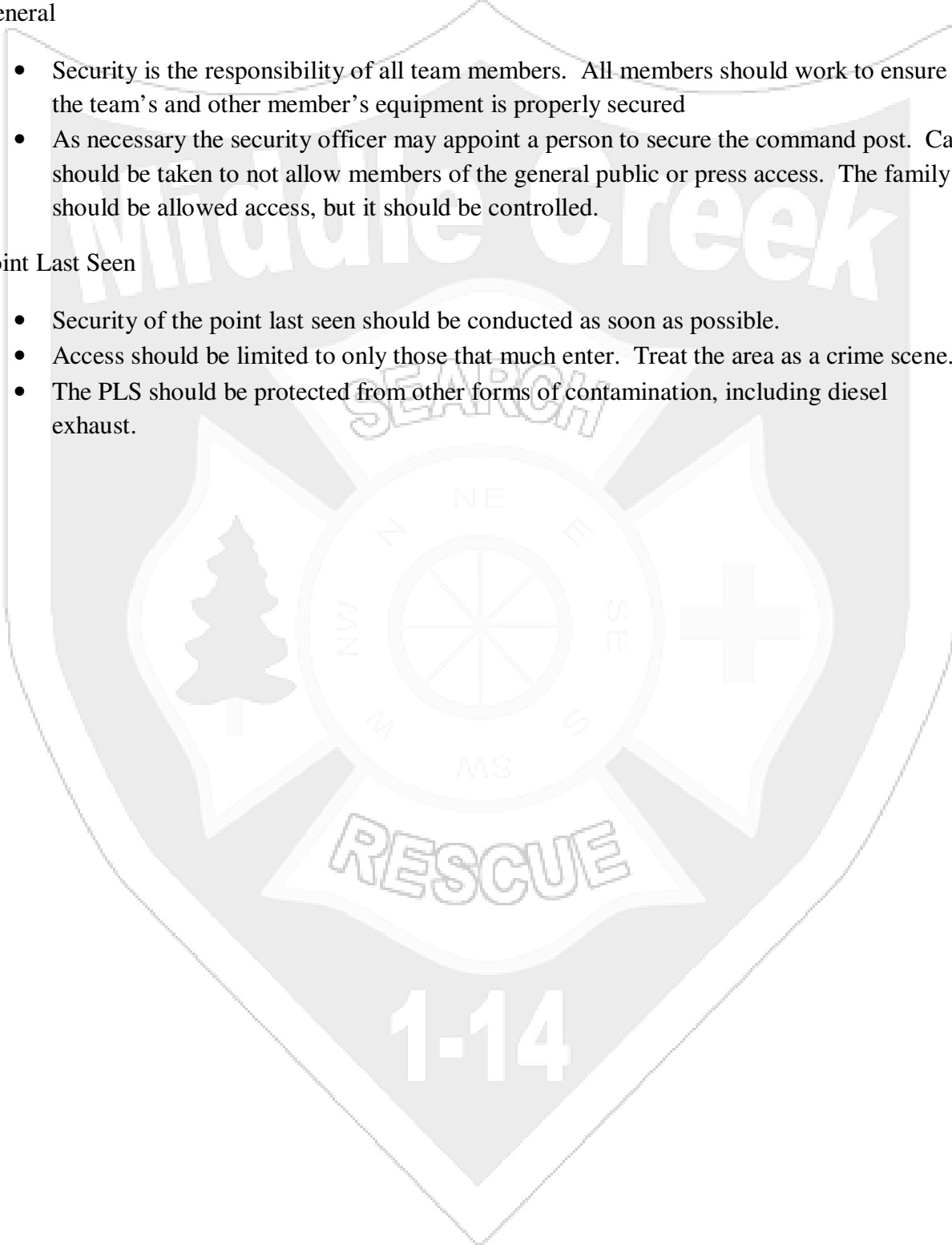
Security

General

- Security is the responsibility of all team members. All members should work to ensure the team's and other member's equipment is properly secured
- As necessary the security officer may appoint a person to secure the command post. Care should be taken to not allow members of the general public or press access. The family should be allowed access, but it should be controlled.

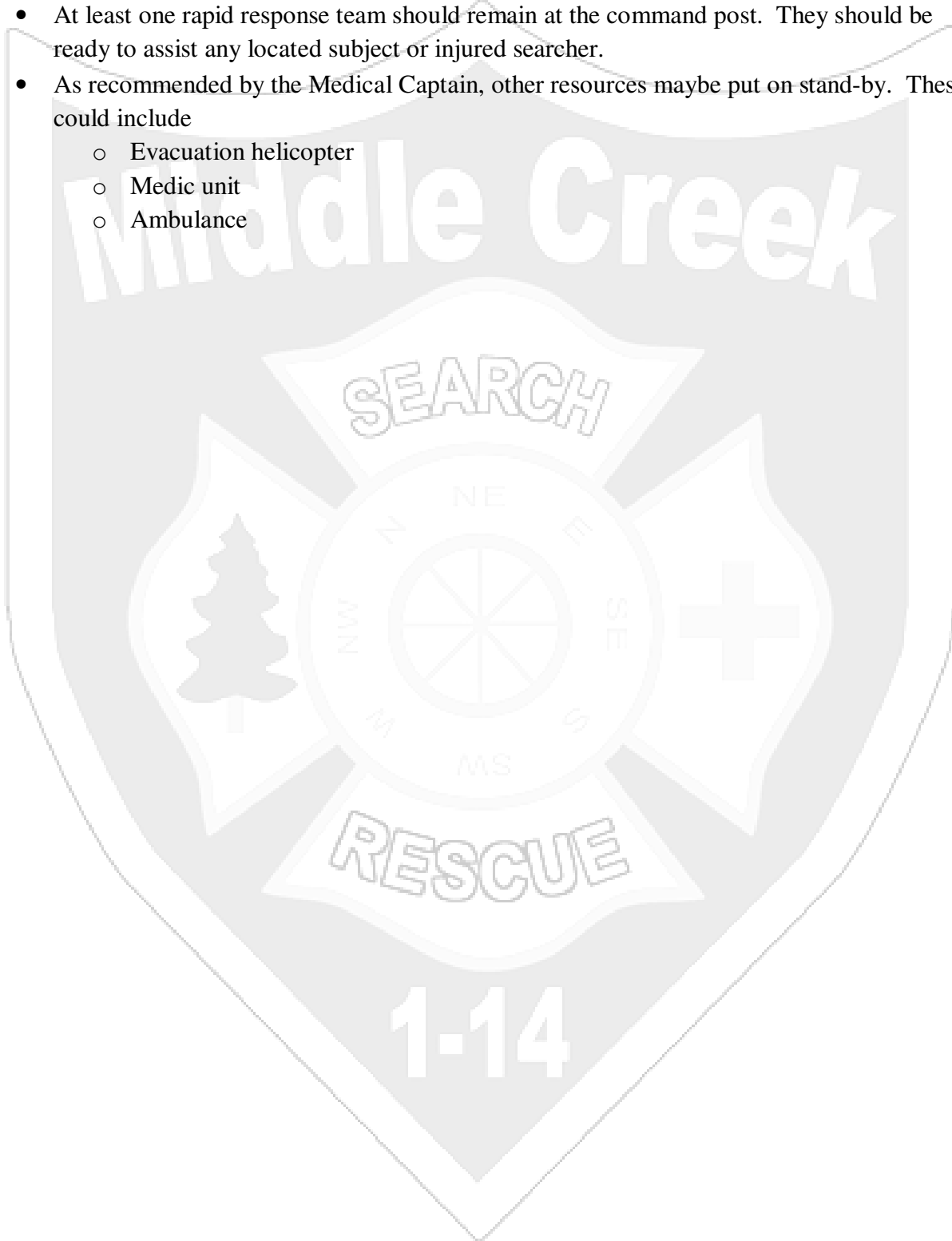
Point Last Seen

- Security of the point last seen should be conducted as soon as possible.
- Access should be limited to only those that much enter. Treat the area as a crime scene.
- The PLS should be protected from other forms of contamination, including diesel exhaust.



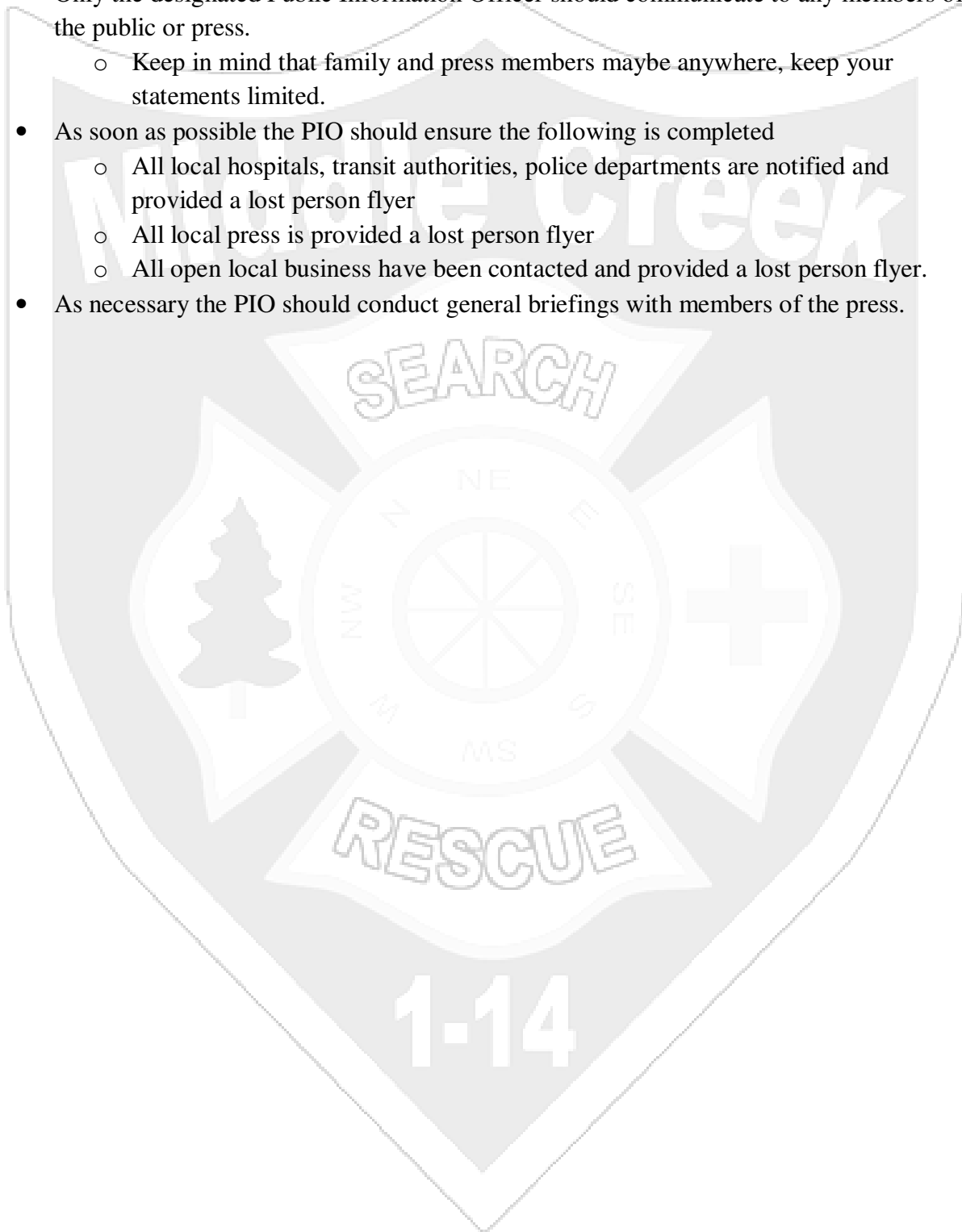
Medical

- At least one rapid response team should remain at the command post. They should be ready to assist any located subject or injured searcher.
- As recommended by the Medical Captain, other resources maybe put on stand-by. These could include
 - Evacuation helicopter
 - Medic unit
 - Ambulance



Public Information

- Only the designated Public Information Officer should communicate to any members of the public or press.
 - Keep in mind that family and press members maybe anywhere, keep your statements limited.
- As soon as possible the PIO should ensure the following is completed
 - All local hospitals, transit authorities, police departments are notified and provided a lost person flyer
 - All local press is provided a lost person flyer
 - All open local business have been contacted and provided a lost person flyer.
- As necessary the PIO should conduct general briefings with members of the press.



Field Resources

All Teams

- Each team should have atleast the minimum standard for first aid equipment
- Each team should have atleast one method of communications

Canine

- Each Canine team should include the dog, dog handler, a communications person, and one additional flanker.
- Handlers are responsible for ensure they have sufficient supplies for the dog.

Horse

- Horse teams should be comprised of two or more riders.
- Riders are responsible to ensure all necessary equine supplies are included in their packs.

Hasty/Grid

- Team size should match span of control requirements
- Each team should have one communications person and one team leader

Bike Teams

- Bike teams should be comprised of two or more riders.
- Each team should have equipment to conduct normal repairs
- Bike equipment should be suitable for the expected terrain.
- Riders should have experience riding on the expect terrain

Vehicles

- Diesel engines should not be left to idle anywhere inside the search area
- Attraction
 - Location should be stationary
 - As possible different signals should be used for each different location. This allows the subject to key on one sound or one light.
- ATV
 - ATV teams should be comprised of two or more ATVs
 - Teams should periodically stop, shut down their engines and listen.

Aircraft

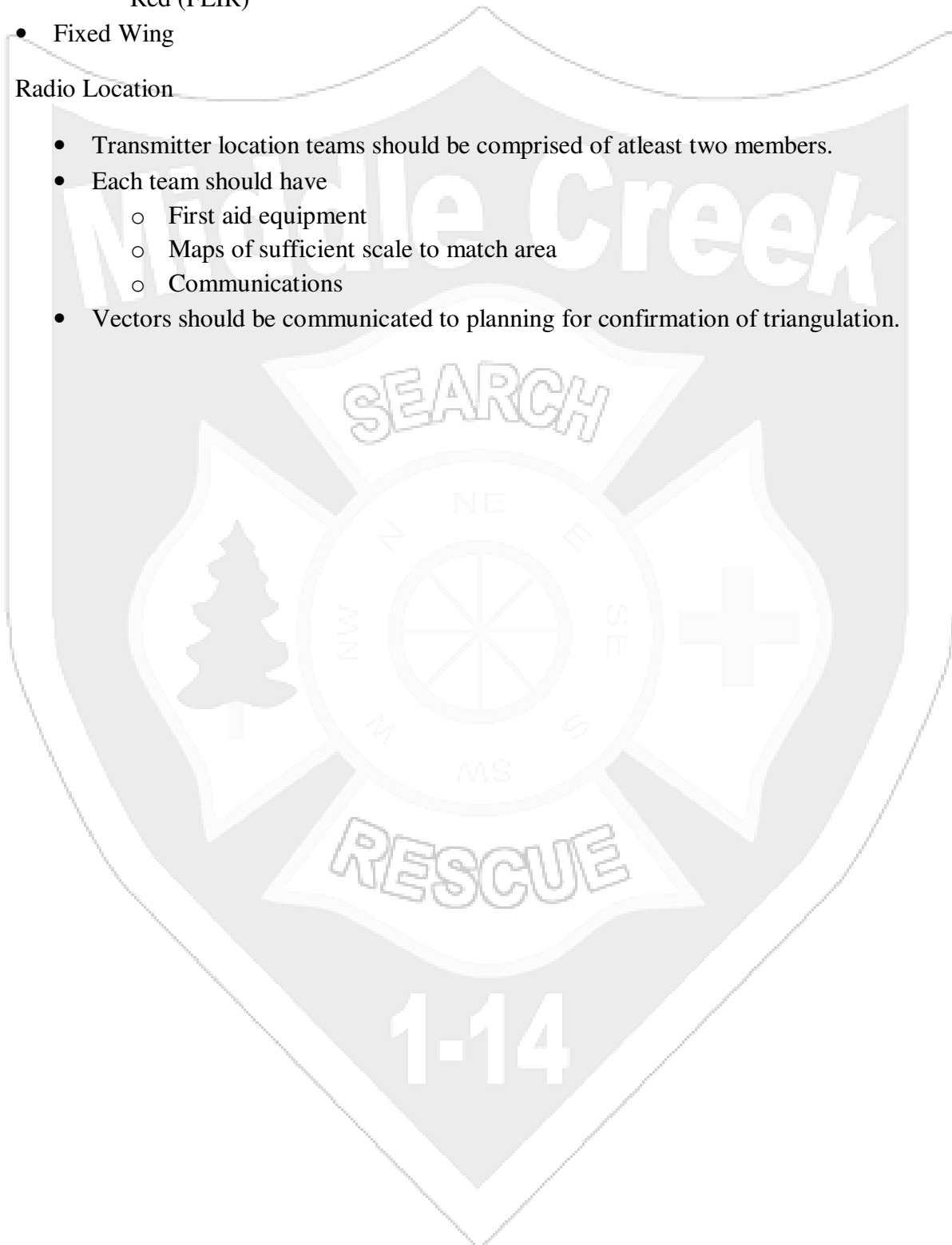
- Helicopter
 - Helicopter should hover occasionally to allow a subject to come into its view

- It is not necessary to clear the search area to properly use Forward Looking Infra Red (FLIR)

- Fixed Wing

Radio Location

- Transmitter location teams should be comprised of atleast two members.
- Each team should have
 - First aid equipment
 - Maps of sufficient scale to match area
 - Communications
- Vectors should be communicated to planning for confirmation of triangulation.



Critical Incident Stress Debriefing

- CISD Teams were developed to provide debriefing following critical incidents to any emergency response agency requesting assistance. The focus of this service is to minimize the harmful effects of job stress, particularly in crisis or emergency situations. The highest priorities of the team are to maintain confidentiality and to respect the individuals involved. It is not the function of a Team to replace ongoing professional counseling, but to provide immediate crisis intervention and support. Through the CISD process, a Team provides emergency personnel a tool to potentially alleviate stress related symptoms. The CISD Team also provides education regarding critical incident stress to emergency services workers.
- Following or during a mission, the team should consider contacting Lancaster County Wide Communications and request that the Lancaster County Critical Incident Stress Management Team perform a debriefing. Especially if the mission involved any of the following circumstances:
 - Death or Injury of either subject(s) or responder(s)
 - Suspension of mission without location of subject(s)
 - Any situation faced by emergency service personnel that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later...All that is necessary is that the incident, regardless of the type, generates unusually strong feelings in the emergency workers.
- CISM Debriefing should be conducted with-in 48 hours of the completion of the incident, all team members including those not involved in the search should be encourage to attend.
- CISM debriefings should be conducted in strict confidence

Mission Suspension and Demobilization

Suspension Considerations

- Likely status of the subject
- Have the operational goals been achieved
 - Have the target PODs been reached
- Has the conditions of the search changed which may put searchers at risk
- What is the incoming weather
- What is the overall family and political environment
- Are resources exhausted?
- Is there a higher priority incident
- Equipment failure

Limited Continuous Search

- Search operations continue until the subject is located, as necessary the search may continue in a limited status
- Limited Activities
 - Overflights of area
 - Posting of signs
 - Trail heads
 - Local stores and buildings
 - Camps
 - Press Release
- Establish future tasks
 - Generate task sheets for future exercises or completion as resources are able to complete new tasks
- Conduct future trainings in the area

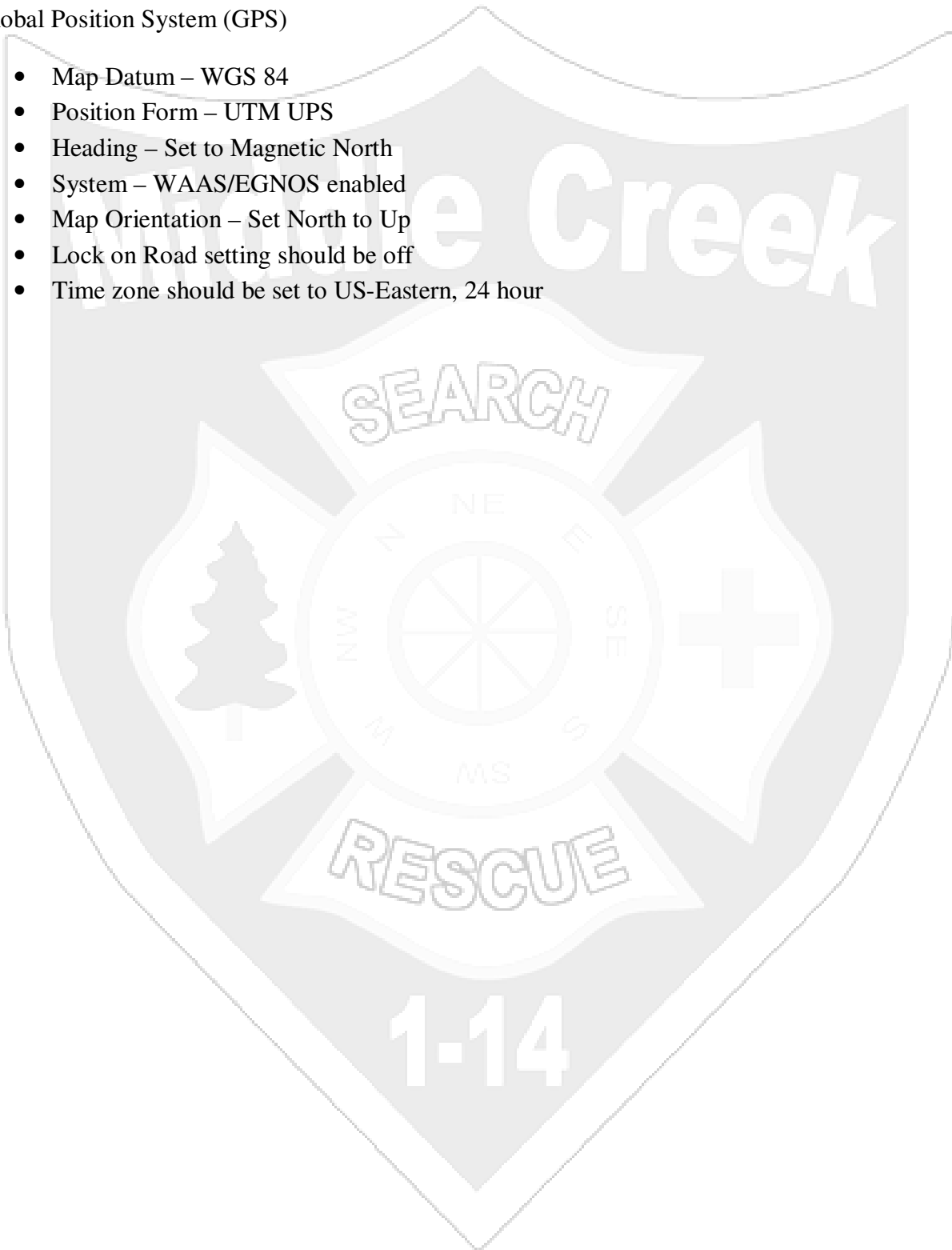
Demobilization

- Demobilization should be considered a very dangerous part of each search
 - Tired searchers may be prone to car accidents
- All units must sign out
- All paper work should be consolidated and prepared for storage
- All equipment should be returned to their owner or the team trailer
- Any missing, broken, or used equipment should be reported to the special resources captain
- The search commander should ensure Lancaster Wide Communication is notified of the team's operational status

GPS Standards

Global Position System (GPS)

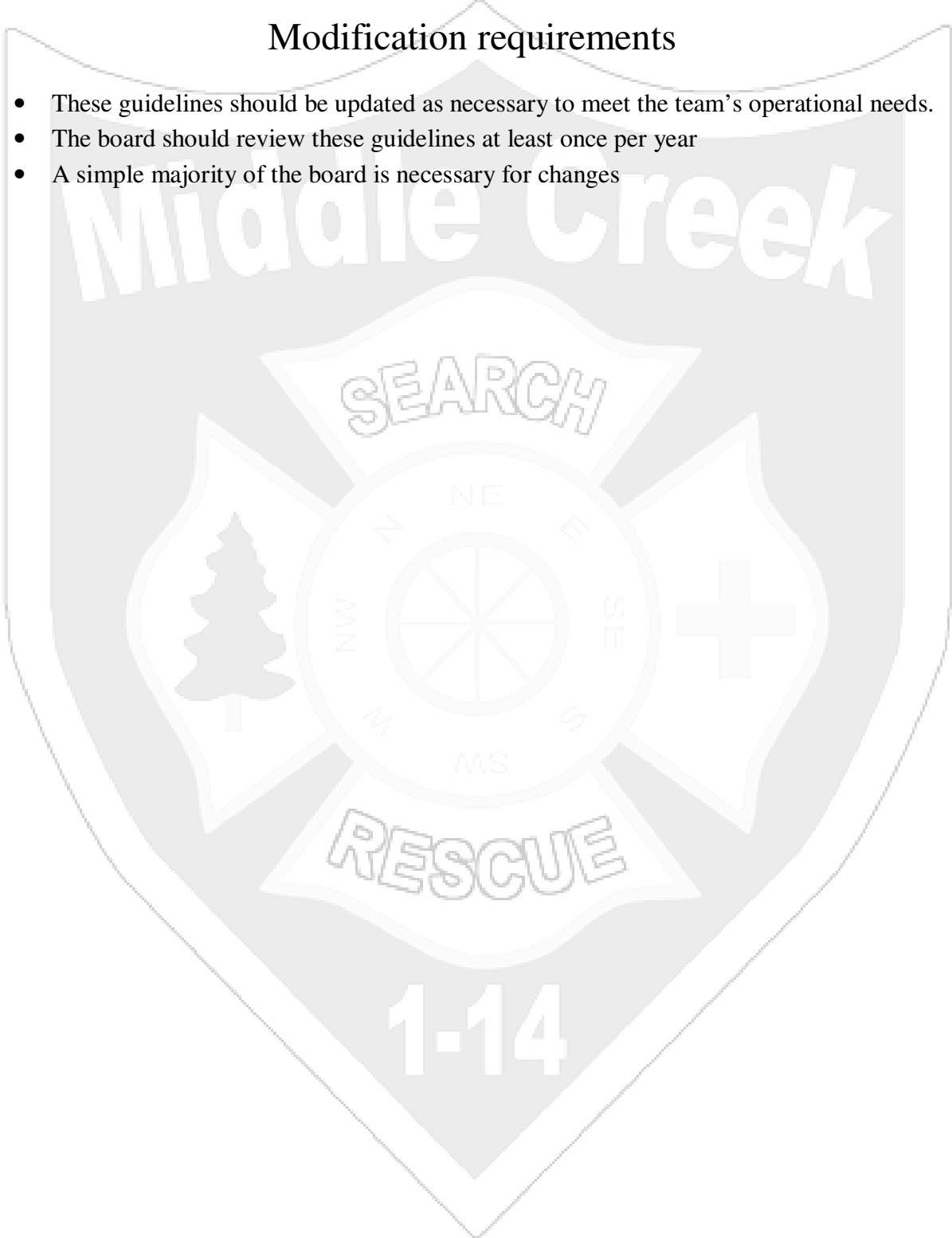
- Map Datum – WGS 84
- Position Form – UTM UPS
- Heading – Set to Magnetic North
- System – WAAS/EGNOS enabled
- Map Orientation – Set North to Up
- Lock on Road setting should be off
- Time zone should be set to US-Eastern, 24 hour



Section 3

Modification requirements

- These guidelines should be updated as necessary to meet the team's operational needs.
- The board should review these guidelines at least once per year
- A simple majority of the board is necessary for changes

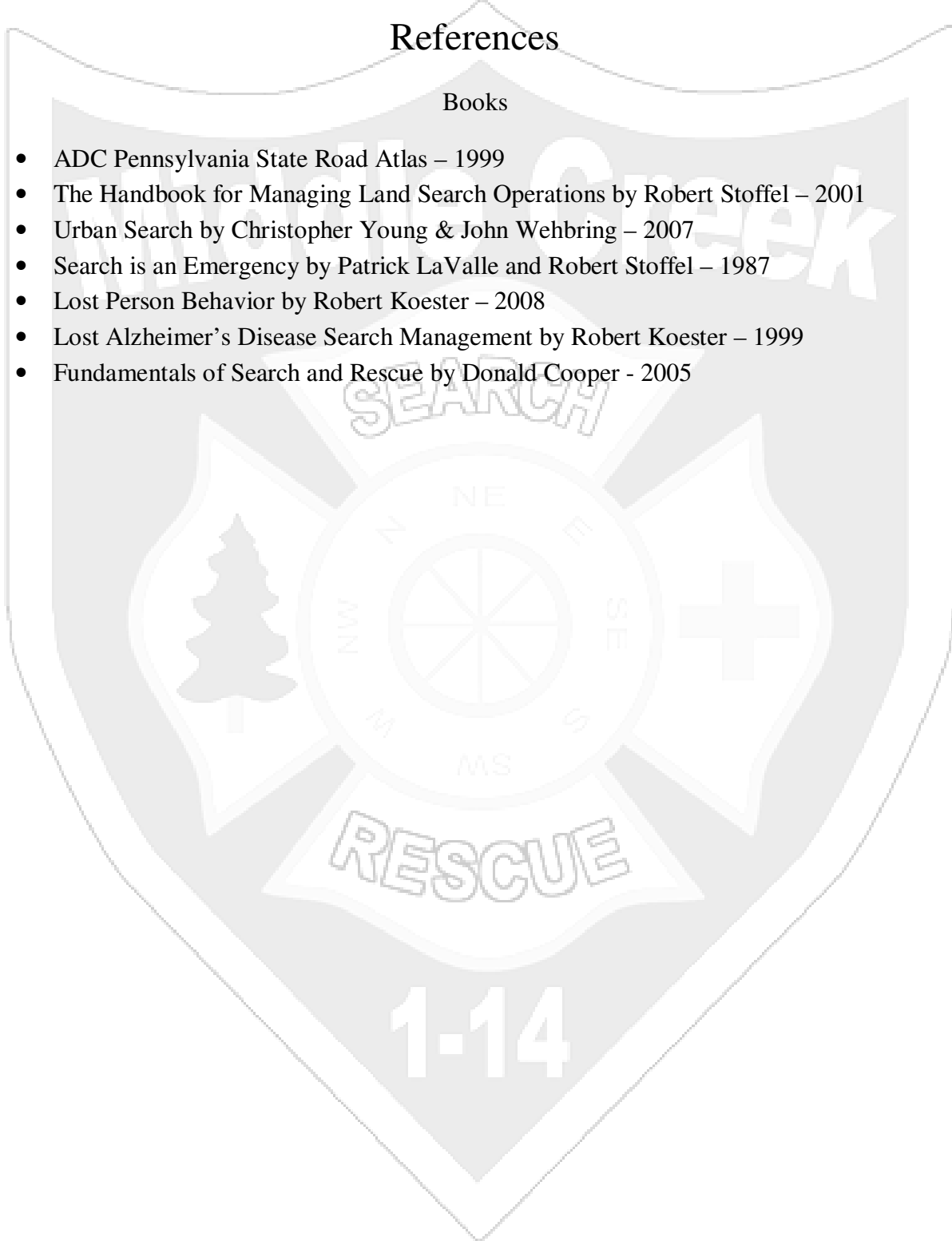


Section 4

References

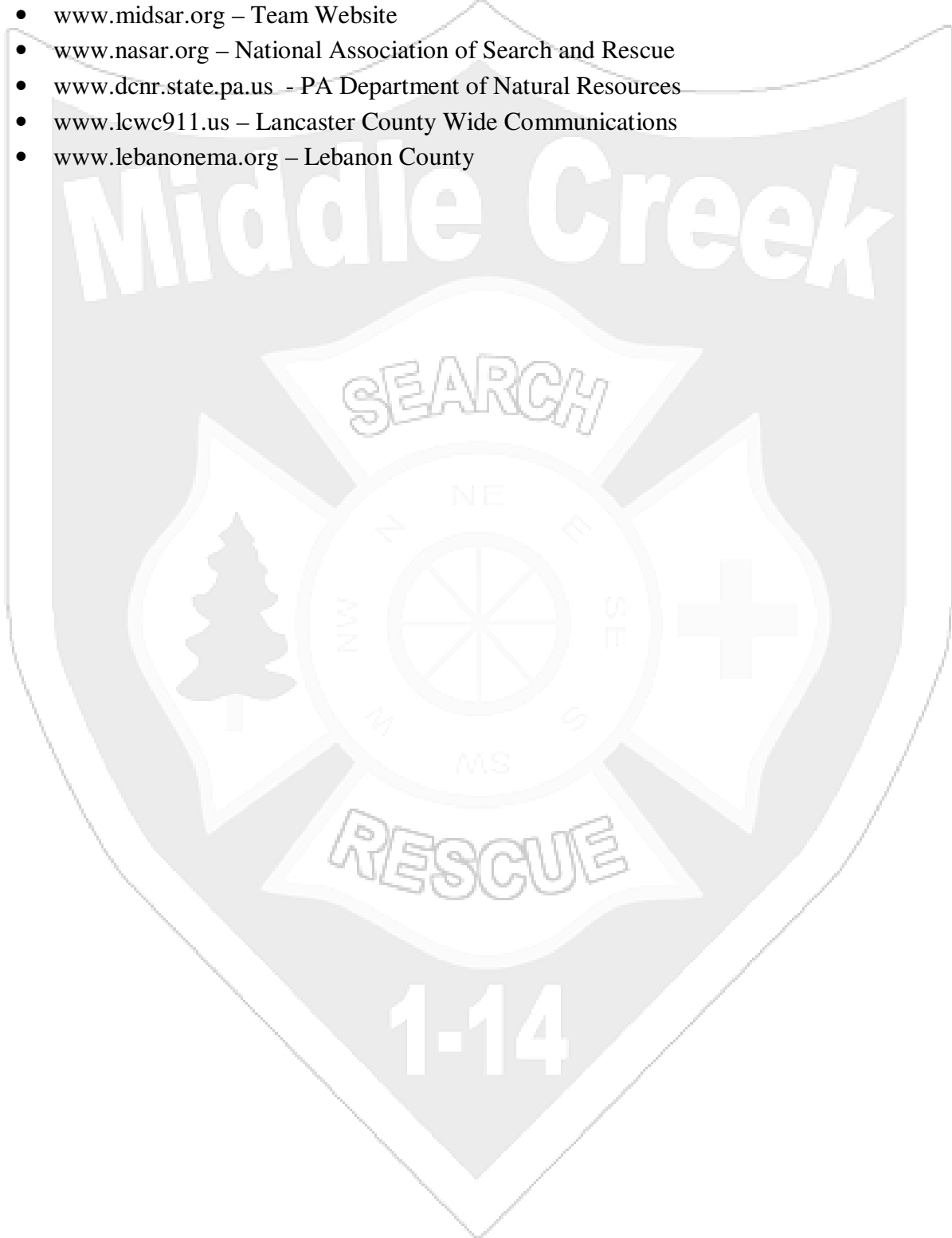
Books

- ADC Pennsylvania State Road Atlas – 1999
- The Handbook for Managing Land Search Operations by Robert Stoffel – 2001
- Urban Search by Christopher Young & John Wehbring – 2007
- Search is an Emergency by Patrick LaValle and Robert Stoffel – 1987
- Lost Person Behavior by Robert Koester – 2008
- Lost Alzheimer’s Disease Search Management by Robert Koester – 1999
- Fundamentals of Search and Rescue by Donald Cooper - 2005



Websites

- www.midsar.org – Team Website
- www.nasar.org – National Association of Search and Rescue
- www.dcnr.state.pa.us - PA Department of Natural Resources
- www.lcwc911.us – Lancaster County Wide Communications
- www.lebanonema.org – Lebanon County



Maps



Personal equipment

This list is only a guideline. Field team members should alter their equipment to match current operational guidelines.

1. A minimum of two quarts of water.
2. Compass for maps and field work (Orienteering type w/2 degree increments)
3. Fanny pack or light rucksack or backpack.
4. Flashlight(s)- spare bulbs and batteries (necessary for night searches)
5. Fox 40 survival whistle or equal
6. Appropriate footwear (hiking boots or shoes) and headwear
7. Identification – personal and medical
8. Appropriate clothing for weather (multi-layer clothing during cold weather searches)
9. Rain Gear
10. Eye protection (Goggles or glasses)
11. 50 feet nylon parachute cord.
12. Brush pants or equal.
13. Chem Lites
14. Fire starters (butane lighters, magnesium fire starters, matches, etc.)
15. Personal First Aid Kit (Personal Medications)
16. Latex Gloves
17. Energy food
18. One roll flagging tape (tape is also available in the trailer)
19. Paper and pencil in waterproof bag
20. Space blanket or large trash bags
21. Survival knife or equal.
22. 3'-5' Tape- fiber reinforced (Duct Tape)
23. Toilet paper
24. Watch or equal
25. Signal mirror
26. Gloves (leather)
27. Chemical heat packs
28. Insect repellent
29. Radio equipment and extra batteries
30. 6' x 8' Nylon tarp.
31. Collapsible Army shovel or equal.
32. Complete spare set of clothing, shoes and socks
33. Single man tent.
34. Sleeping bag
35. Water purification tablets
36. PFD (Personal Flotation Device)
37. Pocket strobe light
38. Sunscreen
39. Binoculars
40. Camera with date/time stamp
41. Folding Saw
42. Gators