



Standard Guide for Forms Used for Search and Rescue¹

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^{ε1} NOTE—Editorial changes were made to Sections 4.1 and Table 1 in October 1999.

INTRODUCTION

Many organizations have been working in the Search and Rescue (SAR) community using the Incident Command System (ICS) framework. In doing so, these organizations have adapted the existing ICS forms to fit their needs. They have also found that some new forms needed to be developed in order to address problems or areas not considered in the fire-oriented forms. Some of these organizations have developed their own standard packet of forms that will address the typical needs of that organization. By addressing the appropriate actions called for by the average mission, these forms can focus the team members' activities into a standard operating procedure. This guide will show examples of form packets used by some SAR organizations.

1. Scope

1.1 This guide gives examples of forms used in the SAR community.

1.2 It is not the intent of this guide to recommend one form over another, but to make the user aware of the many different types of forms used. This guide does not purport to contain every form used in SAR, only a few examples of forms in each category.

1.3 These forms cover a great variety of the many aspects involved in SAR. This guide will attempt to give a few versions of forms used for each aspect identified. The user may choose which form best fits his particular need.

1.4 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 The forms in this guide have been submitted by members of various organizations who are presently using them. In some cases the organization logo will identify the source of the submitted form. Use of logos on forms in this guide does not constitute an endorsement by either ASTM or the contributing SAR organization. Use of these displays are for the convenience and information of the user.

2.2 ICS National Training Curriculum— *ICS Forms Catalog²*

3. Significance and Use

3.1 This guide will give SAR personnel options in choosing a form that will fit their specific need. These forms will assist in the organization, management, and documentation of a search or rescue incident.

3.2 Additional forms will be categorized by topics such as management, investigation, training documentation, equipment maintenance, and reports. This guide will compare the original ICS forms with samples of those developed to parallel them for SAR.

3.3 Once categorized, an explanation will be given for each type of form. Some examples of these forms will be shown. Some contributors have included detailed instruction for the use of their forms.

3.4 This guide may serve as the basis for new forms to be created using some information found here.

4. Summary of Guide

4.1 This guide has been arranged so that the user can locate an example of a form by identifying the way that it is used, or where it fits within the Incident Command System.

Section	Category
Section 5	Existing ICS Forms
Section 6	ICS forms Modified for SAR
Section 7	Additional Forms for SAR Management (these are listed by the four general staff functions)

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² Available from the National Interagency Fire Center, 3833 S. Development Ave., Boise, ID 83705.

Section	Category
7.2	Plans
7.3	Operations
7.4	Logistics
7.5	Finance
Section 8	Additional Forms for SAR Investigation
Section 9	Additional Forms for SAR Training
Section 10	Additional forms for SAR Equipment Maintenance
Section 11	Additional Forms for SAR Reports & Critiques
Section 12	Additional Forms for Urban SAR
Section 13	Miscellaneous SAR Forms
Section 14	Form Packets
Section 15	Index

5. Existing ICS Forms

5.1 In adopting the incident command system as the preferred method for managing a search or rescue incident, we have also adopted the forms that go with that system. All the forms included in the ICS are shown for the reference of the user. It is up to the user to choose which form will fit the specific need of a given incident.

5.1.1 Appendix X1 is arranged as follows: (forms not included at this time):

- 201 Incident Briefing
- 202 Incident Objectives
- 203 Organization Assignment List
- 204 Division Assignment List
- 205 Incident Radio Communications Plan
- 206 Medical Plan
- 207 Chain of Command Flow Chart
- 209 Incident Status Summary
- 210 Status Change Card
- 211 Check In List
- 213 General Message
- 214 Unit Log
- 215 Operational Planning Work Sheet
- 216 Radio Requirements Worksheet
- 217 Radio Frequency Assignment Worksheet
- 218 Support Vehicle Inventory
- 219 Miscellaneous Equipment/Task Force (T-Card)
- 220 Air Operations Summary
- 221 Demobilization Checkout

6. ICS Forms Modified for SAR

6.1 These are forms that are based directly on the ICS but have been altered in some manner to fit specific needs of a particular organization. In many cases the forms show a parallel to ICS by using the number or the name that corresponds to the ICS system.

6.2 Forms included in SAR/ICS sections:

6.2.1 *201 Incident Briefing Forms*—This is a form to gather basic information, including but not limited to the situation, the subject, the overhead team, and initial response actions. It is used to brief incoming SAR personnel, and as a record of the initial response.

6.2.1.1 Examples found in Appendix X2:

- (1) Incident Briefing (Fig. X2.1).
- (2) General Briefing (Fig. X2.2).
- (3) General Briefing—Missing Person with Instruction Sheets (Fig. X2.3).
- (4) Daily Briefing (Fig. X2.4).

(5) Shift Briefing Format (Fig. X2.5).

6.2.2 *202 Incident Objectives Forms*—This form is the first sheet of the incident action plan. The objectives are developed by the incident commander at the planning meeting and then documented on this form.

6.2.2.1 Examples found in Appendix X2:

(1) Incident Objectives (Fig. X2.6).

6.2.3 *203 Organization Assignment List*—This form provides incident personnel with information as to which units have been established and the names of the individuals in each position. This form becomes part of the incident action plan and may be posted separately on information boards.

6.2.3.1 Examples found in Appendix X2:

(1) Organizational Assignment List (Fig. X2.7).

6.2.4 *204 Division Assignment List*—This form is used to detail the field assignment that is given to any particular resource. In many cases a segmented incident map will be given with this assignment sheet. (The maps may be copied on the back side).

6.2.4.1 The examples shown give a variety of additional information to the crew/team such as: debriefing, communications, subject profile, and equipment/transportation information.

6.2.4.2 Form instructions are included where available.

6.2.4.3 Examples found in Appendix X2:

- (1) Task Assignment (Fig. X2.8).
- (2) Field Team Assignments (Fig. X2.9).
- (3) Crew Assignment (Fig. X2.10).
- (4) Crew Assignment with Instructions (Fig. X2.11).
- (5) Team Assignment with Instructions (Fig. X2.12).

6.2.5 *205 Incident Radio Communications Plan*—This plan provides information on all radio frequencies being used on the incident. It becomes part of the Incident Action Plan.

6.2.5.1 Examples found in Appendix X2:

(1) Incident Communications Plan (Fig. X2.13)

6.2.6 *206 Medical Plan*—This form provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. It becomes part of the Incident Action Plan.

6.2.6.1 Examples found in Appendix X2:

(1) Incident Medical/Evacuation Plan (Fig. X2.14).

6.2.7 *211 Check-In List*—This form is used to record the arrival of all incident personnel.

6.2.7.1 Examples found in Appendix X2:

- (1) Daily Local Volunteer Personnel Register (Fig. X2.15).
- (2) Daily SAR Unit/Government Personnel Register (Fig. X2.16).
- (3) Personnel Check In/Out (Fig. X2.17).
- (4) Registration of Search and Rescue Participants (Fig. X2.18).

6.2.8 *214 Unit Log*—This form is used to document any activity or events occurring in a particular unit.

6.2.8.1 Examples found in Appendix X2:

(1) Daily Unit Log (Fig. X2.19).

6.2.9 *215 Operational Planning Worksheet*—This form is used in planning which resources will be used for assignments. It is also used by logistics for ordering resources.

6.2.9.1 Examples found in Appendix X2:

(1) Daily SAR Resources Worksheet (Fig. X2.20).

6.2.10 *218 Support Vehicle Inventory*— This form provides an inventory of vehicles assigned or available at the incident.

6.2.10.1 Example found in Appendix X2:

(1) Daily Vehicle Register (Fig. X2.21).

7. Additional Forms for SAR Management

7.1 These are forms that are not based on ICS forms but have been developed for use within the system because of the particular needs of the developing organization in managing an incident. These forms have been broken down into the four general staff functions.

7.2 *Forms Used Within the Plans Sections:*

7.2.1 *Debriefing Forms*—These forms are used to detail information coming from the field. This information is vital in planning strategy for future operational periods. This form also serves as a record of field activities.

7.2.1.1 Examples found in Appendix X2:

(1) Debriefing Form (Fig. X2.22).

(2) Team Debriefing with Supplement and Instructions (Fig. X2.23).

7.2.2 *Resource Forms*—These forms are used for ordering resources and can also be useful when planning assignments.

7.2.2.1 Examples found in Appendix X2:

(1) Search Capabilities Roster (Fig. X2.24).

(2) Resource Order Form (Fig. X2.25).

7.2.3 *Planning Worksheets/Checklist* — These are general forms used within the planning section.

7.2.3.1 Examples found in Appendix X2:

(1) Survival Time-frame Worksheet (Fig. X2.26).

(2) Planning Process Checklist (Fig. X2.27).

(3) Planning Cycle (Fig. X2.28).

7.2.4 *Aircraft Search Forms*—These forms are used when searching for downed aircraft.

7.2.4.1 Examples found in Appendix X2:

(1) Missing Aircraft Worksheet (Fig. X2.29).

(2) ELT Worksheet (Fig. X2.30).

7.2.5 *Situation Unit Forms:*

7.2.5.1 Examples found in Appendix X2.

(1) Situation Report (Fig. X2.31).

7.3 *Forms Used Within the Operations Section:*

7.3.1 *Assignment Record*—These forms are used for documenting tasks that have been assigned to particular resources.

7.3.1.1 Examples found in Appendix X2:

(1) Daily Task Log (Fig. X2.32).

(2) Crew Card with Instructions (Fig. X2.33).

7.3.2 *Field Forms*—These are forms used by resources in the field to document various activities.

7.3.2.1 Examples found in Appendix X2:

(1) ELT-DF Field Team Log (Fig. X2.34).

(2) Tracking Worksheet (Fig. X2.35).

(3) Track ID Form (Fig. X2.36).

7.4 *Forms Used Within the Logistics Section:*

7.4.1 *Supply Unit Form*—These forms are used in the supply unit for ordering, locating, and tracking supplies and equipment.

7.4.1.1 Examples found in Appendix X2:

(1) Equipment Roster (Fig. X2.37).

(2) Equipment Check (Fig. X2.38).

7.4.2 *Communications Unit Forms*—These forms are used within the communications unit.

7.4.2.1 Examples found in Appendix X2:

(1) Daily Communications Log (Fig. X2.39).

(2) Communications Log (Fig. X2.40).

7.4.3 *Medical Unit Forms*—These forms are used within the medical unit.

7.4.3.1 Examples found in Appendix X2:

(1) Medical Report (Fig. X2.41).

(2) Report of Injury (Fig. X2.42).

(3) Patient Referral (Fig. X2.43).

(4) Notice of Death Form (Fig. X2.44).

7.4.4 *Facilities Unit Forms:*

7.4.4.1 Examples found in Appendix X2.

(1) Operating Facilities (Fig. X2.45).

7.5 *Forms Used Within the Finance Section:*

7.5.1 *Time Unit Forms*—These are forms used within the time unit.

7.5.1.1 Examples found in Appendix X2:

(1) Monthly Time Report (Fig. X2.46).

(2) Time Record (Fig. X2.47).

7.5.2 *Cost Unit Forms*—These are forms used within the cost unit.

7.5.2.1 Examples found in Appendix X2:

(1) Search and Rescue Expenditure Report (Fig. X2.48).

(2) Cost Sheet (Fig. X2.49).

8. Additional Forms for SAR Investigation

8.1 Search investigation very often plays an important role in the planning and the operations of an incident. This is quite different than a fire. The investigation may deal with the subjects' history or with current events such as possible sightings. Some organizations have developed forms to assist them that have no connection to the ICS.

8.2 *Forms Used to Aid in the Investigation:*

8.2.1 *Subject Profile Forms*—These are forms that are used to gather information about the person or persons that is (are) the subject of the search. Some groups use short forms that only compile basic information used in the initial phases of the search, and get more detail later. Other groups have very detailed forms that serve as the foundation of their investigation.

8.2.1.1 Examples found in Appendix X3:

(1) Lost Person Questionnaire (Fig. X3.1).

(2) Search and Rescue Circumstance (Fig. X3.2).

(3) Incident Missing Person Questionnaire (Fig. X3.3).

(4) Lost Person Worksheet (Fig. X3.4).

(5) ML Quick Sheet (Fig. X3.5).

(6) Notification of Search and/or Rescue (Fig. X3.6).

8.2.2 *Information Compiling Forms*—These forms will assist the investigators in gathering and compiling information. They cover everything from the documentation of the initial source of the clue (whether it is physical or verbal) to the sorting and logging of the clue.

8.2.2.1 Examples found in Appendix X3:

(1) Urban Interview Log (Fig. X3.7).

(2) Daily Clue Log (Fig. X3.8).

(3) ELT-DF Reports (Fig. X3.9).

(4) Clue Card (Fig. X3.10).

8.2.3 *Miscellaneous Investigation Forms:*

8.2.3.1 Examples found in Appendix X3:

- (1) Relative Search Urgency Rating Form (Fig. X3.11).

9. Additional Forms for SAR Training

9.1 These forms are used to document all phases of training from planning to implementation.

9.1.1 Examples found in Appendix X3:

- 9.1.1.1 Training Plan (Fig. X3.12).
- 9.1.1.2 Documented Training Form (Fig. X3.13).
- 9.1.1.3 Training Check-In (Fig. X3.14).

10. Additional Forms for SAR Equipment Maintenance

10.1 These are forms used to document information related to search and/or rescue equipment such as, serial numbers, age, use history, and maintenance.

10.1.1 Examples found in Appendix X3.

- (1) PMI Usage and History (Fig. X3.15).

11. Additional Forms for SAR Reports & Critiques

11.1 These are forms used to report an incident. Some are formal reports used as a permanent record, while others are a general summary of information. Forms used in critiques are included here.

11.1.1 Examples found in Appendix X3:

- (1) Mission Debriefing Form (Fig. X3.16).
- (2) Mission Report (Fig. X3.17).
- (3) Incident Report (Fig. X3.18).
- (4) Incident After Action Report (Fig. X3.19).
- (5) Mutual Aid Response Survey (Fig. X3.20).

12. Additional Forms for Urban SAR

12.1 These are forms intended to be used for an incident in an urban setting.

12.1.1 Examples found in Appendix X3.

- 12.1.1.1 Task Force Leader’s Mission Assignment Checklist (Fig. X3.21).
- 12.1.1.2 Task Force Base Of Operations Location Checklist (Fig. X3.22).
- 12.1.1.3 Task Force Operations Report (Fig. X3.23).
- 12.1.1.4 Task Force Operations Site Sketch (Fig. X3.24).
- 12.1.1.5 Structure Triage (Fig. X3.25).
- 12.1.1.6 Urban Interview Log (Fig. X3.7).

13. Miscellaneous SAR Forms

13.1 It is recommended that SAR organizations develop a packet of forms that fits their particular needs. They should analyze how they respond to their typical incident. A preplan and a packet of forms could be made up to help guide them through the entire incident.

13.2 Examples found in Appendix X4:

- (1) Public Information Summary—Incident Status (Fig. X4.1).
- (2) Intra-Agency Registration Firm (Fig. X4.2).
- (3) Call-out List (Fig. X4.3).

14. Form Packets

14.1 Included here is a form packet being used by the state of New Mexico. This packet is shown here to give an example of how an agency has developed a form packet to fit their specific needs. It is not the intention of this document to make this form packet a national standard. The purpose is to encourage SAR organizations to use the forms in this guide, or ones similar, to create their own form packet which will help to organize their SAR response more efficiently.

15. Alphabetical Index to Forms

15.1 Table 1 lists the forms in alphabetical order.

New Mexico Department of Public Safety
SAR INCIDENT REPORT

Mission Number: _____ AFRCC Number: _____

Field Coordinates:		Mission Opened:	Mission Closed:	Mission Initiator(s):			
A) _____	E) _____	Date: _____	Date: _____	Opening: _____			
B) _____	F) _____	Time: _____	Time: _____	Closing: _____			
C) _____	G) _____	Area Commander: _____					
D) _____	H) _____						
Subject's Name:		City:	St:				
A) _____		_____	_____				
B) _____		_____	_____				
C) _____		_____	_____				
Activity:	Incident:	Response:	Area Found:	Jurisdiction:	Subject:	CAP Used:	Suspense:
_____	_____	_____	(A) (B) (C)	_____	(A) (B) (C)	_____	_____
Location Where Subject Was Found:							Subject Located:
_____							Date: _____
_____							Time: _____
Incident Summary							

Report Prepared By:		Date Prepared:	Total Personnel:	Total Manhours:			
_____		_____	_____	_____			

Additional Comments: _____

Reviewed By (Mission Initiator): _____ Name: _____

Required Attachments Checklist

Notification or Callout Only <input type="checkbox"/> No Attachments Required	Search and Rescue <input type="checkbox"/> ICS 201 Incident Briefing <input type="checkbox"/> ICS 201A Search Initiation Log <input type="checkbox"/> ICS 201B Lost Person Questionnaire <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)	Additional Operational Periods <input type="checkbox"/> ICS 202 Incident Objectives <input type="checkbox"/> ICS 203 Incident Organization Chart <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)
Rescued Only <input type="checkbox"/> ICS 201 Incident Briefing <input type="checkbox"/> ICS 201A Search Initiation Log <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)	<input type="checkbox"/> ICS 201 Incident Briefing <input type="checkbox"/> ICS 201A Search Initiation Log <input type="checkbox"/> ICS 201B Lost Person Questionnaire <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)	<input type="checkbox"/> ICS 202 Incident Objectives <input type="checkbox"/> ICS 203 Incident Organization Chart <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)

Rev. 3-3-94 All entries must be typed or mechanically printed.

FIG. 1 SAR Incident Report

TABLE 1 Alphabetical Index to Forms

Title	Reference Number
Aircraft, Missing-Worksheet	2:29
Assignment list, Crew	2:10
Assignment list, Crew	2:11
Assignment list, Field Team	2:9
Assignment list, Organizational	2:7
Assignment list, task	2:8
Assignment list, team	2:12
Briefing General	2:2
Briefing, General-Missing Person	2:3
Briefing, Incident	2:1
Call Out List	4:3
Check-in List	X:X
Check List, Task Force Base of Operation Location	3:22
Check List, Task Force Leader Mission Assignment	3:21
Clue Card	3:10
Communications, Daily-log	2:39
Communications, log	2:40
Cost Sheet	2:49
Crew Card	2:33
Daily Briefing	2:4
Debriefing, Form	2:22
Debriefing Form, Mission	3:16
Debriefing Team	2:23
ELT-DF Reports	3:9
ELT Worksheet	2:30
ELT-DF field team log	2:34
Emergency Helicopter Request Information Sheet	X:XX
Equipment Check In/Out	2:38
Equipment Roster	2:37
Expenditure Report, SAR	2:48
ICS Planning Guide	X:XX
Incident Briefing	X:XX
Incident Communications Plan	2:131
Incident Medical/Evacuation Plan	2:14
Incident Objectives	2:6
Incident Objectives	X:XX
Incident Organization Chart	X:XX
Incident Status Summary	X:XX
Injury, Report of	2:42
Liability Release	X:XX
Log, Daily Clues	3:8
Log, Daily Tasks	2:32
Log, Urban Interview	3:7
Lost Person Worksheet	3:4
Medical Report	2:41
Medical Plan	X:XX
ML Quicksheet	3:5
Non-segmented Areas	X:XX
Notification of Search and/or Rescue	3:6
Notice of Death Form	2:44
Operating Facilities	2:45
Operational Planning Worksheet	X:XX
Organization Assignment List	X:XX
Patient Referral	2:43
Planning Cycle	2:28
Planning Process Checklist	2:27
PMI Usage & History	3:15
“POD” End of Shift Report	X:XX
Public Information Summary-Incident Status	4:1
Questionnaire, Incident Missing Person	3:3
Questionnaire, Lost Persons	3:1
Radio Communications Plan	X:XX
Register-Personnel, Check In/Out	2:17
Register-Personnel, Daily SAR Unit/Gov't	2:16
Register-Personnel, Daily Local Volunteer	2:15
Registration Form, Intra-Agency	4:2
Registration of Search & Rescue Participants	2:18
Relevance of Clue	X:XX
Report, Incident	3:18
Report, Incident after Action	3:19
Report, Mission	3:17
Resource Order Form	2:25
Resources Worksheet, Daily SAR	2:20

TABLE Continued

Title	Reference Number
Roster, Search Capabilities	2:24
SAR Incident Report	X:XX
SAR Injury Report	X:XX
SAR Questionnaire A & B	X:XX
Search & Rescue Circumstance	3:2
Search Clue Log	X:XX
Search Initiation Log	X:XX
Shift Briefing Format	2:5
Situation Report	2:31
Structure Triage	3:25
Survey, Mutual Aid Response	3:20
Survival Time Frame Worksheet	2:26
Task Assignment	X:XX
Task Force Operations Report	3:23
Task Force Operations Site Sketch	3:24
Time Record	2:47
Time Report, Monthly	2:46
Tracking ID Form	2:36
Tracking Worksheet	2:35
Training Check-In	3:14
Training Form, Documented	3:13
Training Plan	3:12
Unit Log	X:XX
Unit Log, Daily	2:19
Urgency Rating Form, Relative Search	3:11
Vehicle Register, Daily	2:21

Activity	Incident	Response	Area Found	Jurisdiction	Subject	CAP Used	Suspense
1 Climber	1 Unknown	1 Standby	1 Primary Area	1 USFS	1 Unrequied	1 No	1 Closed
2 Hiker	2 Lost	2 Callout	2 Secondary Area	2 BLM	2 Injured	2 Yes	2 Suspended
3 Hunter	3 Stranded	3 Land Search	3 Previous Area	3 NPS	3 Fatality		3 Open
4 Stow	4 Injury	4 Water Search	4 Out of Area	4 Wilderness			
5 Snowmobile	5 Missing	5 Air Search	5 Bested Search	5 State Land			
6 Vehicle	6 Runaway	6 Rescue	6 Other	6 Federal Land			
7 Aircraft	7 Overdue	7 Recovery		7 Private Land			
8 Boat / Raft	8 False Alarm	8 Self Evac.		8 Indian Land			
9 ELT	9 Other	9 Carry Out		9 Military Res.			
10 Caver		10 Other Evac.		10 Unknown			
11 Hospital Patient							
12 Motorcycle							
13 Wood Cuts							
14 Gatherer-Forager							
15 Unknown							

General Instructions for Preparing SAR Incident Report

Instructions for Using Field Codes

- The Field codes are printed on the reverse of the form. To use the codes, fold the bottom edge of the form along the bottom edge of the code fields and create the form. The field codes will align with the code fields.
- When typing the form, the field codes are visible above the top edge of the form when the form is positioned in the typewriter.

Instructions for completing Incident Report:

NOTE: Attachments are not required if resources were not used (other than MI and FCI) or if mission was terminated prior to mobilization of resources.

- This form satisfies the minimum information required by DPS. Incomplete forms or missing attachments will be returned to sender. Report will be electronically scanned, therefore it is mandatory to type or mechanically print all form entries.
- Mission Number: Enter the state mission number using the form yy-dd-nn, where yy is the current year, dd is the state police district, and nn is the sequence number assigned to this incident.
- AFRCC Number: Enter the Air Force Rescue number. Required for missions using Air Force resources.
- Field Coordinators: Enter the last names of all certified FCI used on this mission in a Command or General Staff role. Up to 8 FCI can be listed. Use Additional Comments space for more.
- Mission Opened: Enter the date and time that the mission was opened. Should agree with the opening logtype.
- Mission Closed: Enter the date and time that the mission was closed. Should agree with the closing logtype.
- Mission Initiator: Enter the last name of the MI who began the mission and the MI on duty when the mission was closed.
- Area Commander: Enter the name on the On-call Area Commander during this incident. Area Commander must be notified on missions lasting longer than 4 hours.
- Subject's Name: Enter the first and last names of each subject. Up to 3 subjects can be listed. Use Additional Comments space to list more.
- City: Enter the town or residence for each subject.
- ST: Enter the state of residence for each subject.
- Activity Code: Enter the subject's activity from the key.
- Incident Code: Enter the Incident type from the key.
- Response Code: Enter the response codes for the incident. Multiple entries from the key are permitted.
- Area Code: Enter the search area in which each subject was found using the key.
- Jurisdiction Code: Enter each jurisdiction whose property was searched during this incident. If Wilderness was searched, indicate the jurisdiction of the wilderness. Multiple entries from the key are permitted.
- Subject Code: Enter the status of each subject found from the key.
- CAP Used Code: Enter whether CAP resources were used on this incident from the key.
- Suspense Code: Enter the status of the incident at the time report was submitted. Select suspense code from key.
- Where Subject was Found: Enter the common name of the area where the subject was located. Latitude and Longitude are acceptable.
- Date Located: Enter the date that the subject was located.
- Time Located: Enter the time that the subject was located.
- Incident Summary: Give a brief description of the results of the SAR effort and rescue, i.e. "The subject was airlifted to BCMC by LifeGuard".
- Report Prepared By: Enter the name of the person preparing this report. This information is needed in case a question arises at a later time.
- Date Prepared: Enter the date that this report was submitted.
- Total Personnel: Enter the total number of volunteers assisting on the incident (outside from ICS Form 211A).
- Total Man-hours: Enter the total number of volunteer man-hours expended on this incident (outside from ICS Form 211A).
- Additional Comments: Enter any additional information that you feel is important. Use this space for additional names, etc. as mentioned above.
- Reviewed By: Enter the name of the Mission Initiator who will review this report.
- Required Attachment Checklist: Be sure to attach the required forms for the type of mission. Make a note in Additional Comments field if no resources were used or mission was terminated prior to mobilization.

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FIG. 1 SAR Incident Report (continued)

Subject ____ of ____ Subjects

Place Last Seen

Subject Last Seen By	Date	Time
Subject Last Seen By	Date	Time
Location / Common Name / Description		

Subject's Trip Plans

Itinerary		Transportation	
Starting Location	Transported By	Vehicle Location	
Start Date	Make / Model / Color	License	
Start Time	Additional Comments		
Destination	#Name?		

Actions Taken So Far By Family / Friends / Others

Action Taken by Family / Friends	Action Taken By Others
----------------------------------	------------------------

Contacts Upon Reaching Civilization

Name of Person Subject Would Contact	Relationship to Contact	Contact's Phone	Who is There Now

Notes

FIG. 6 SAR Questionnaire A & B (continued)

SAR Questionnaire
(Part "A")

SAR Priority Evaluation Chart

This is a Mandatory Form and MUST be filled out by a Mission Initiator (or FC if no MI available)

Tracking Number	3 - Low Urgency	2 - Medium Urgency	1 - High Urgency
Subject Profile		<input type="checkbox"/> Other	<input type="checkbox"/> Very Young <input type="checkbox"/> Very Old
Age			
Medical Condition	<input type="checkbox"/> Healthy <input type="checkbox"/> Known fatality		<input type="checkbox"/> Known/suspected injured, ill, Mental Problem
Number of Subjects	<input type="checkbox"/> More than one (unless separated)		<input type="checkbox"/> One alone
Subject Experience Profile	<input type="checkbox"/> Experienced, knows area	<input type="checkbox"/> Experienced, not familiar with area	<input type="checkbox"/> Inexperienced, does not know area
Weather Profile	<input type="checkbox"/> No hazardous weather predicted	<input type="checkbox"/> Predicted hazardous weather, (+8 hrs.)	<input type="checkbox"/> Past and/or existing hazardous weather
Equipment Profile	<input type="checkbox"/> Adequate for environment and weather	<input type="checkbox"/> Predicted Hazardous WX, (+8 hrs.)	<input type="checkbox"/> Inadequate for environment and weather
Terrain/Hazards Profile	<input type="checkbox"/> Questionable for environment and weather		<input type="checkbox"/> Questionable for environment and weather
	<input type="checkbox"/> Few or no hazards		<input type="checkbox"/> Known terrain or other hazards

Action Taken By Mission Initiator

Assigned to Field Coordinator

FC Assigned Mission (Name)	Phone Number	Mission Number	Date	Time
* FC on Standby (Name)	Phone Number (now)	Phone Number (later)	Date	Time
* Area Commander Contacted and Briefed	Phone Number (now)	Phone Number (later)	Date	Time

CHECKED?	Time	Description of Other Action Taken
<input type="checkbox"/> Local Landowner(s)		
<input type="checkbox"/> Local Sheriff / Police		
<input type="checkbox"/> NM State Parks and Recreation		
<input type="checkbox"/> NM Game and Fish		
<input type="checkbox"/> Nat. Park Service		
<input type="checkbox"/> USFS <input type="checkbox"/> BLM <input type="checkbox"/> BIA		
<input type="checkbox"/> Other		

Mission Terminated before Assigning Mission to Field Coordinator - Explain:

Sign by (Mission Initiator) _____ Date _____

* If Field Coordinator NOT Assigned Mission - Put one on STANDBY - (Dispatch has On-Call Field Coordinator Number)

* You MUST Brief Area Commander if no Field Coordinator Assigned - (Dispatch has On-Call Area Commander Number)

FIG. 6 SAR Questionnaire A & B (continued)

SEARCH INITIATION LOG		Mission Initiator	Field Coordinator		
Notifying Agency		Mission Initiator Notified (Date / Time)		Field Coordinator Notified (Date / Time)	
Be Sure to Get		Person Reporting Incident:			
<input type="checkbox"/> Names <input type="checkbox"/> Dates / Times <input type="checkbox"/> Address <input type="checkbox"/> Phone Numbers <input type="checkbox"/> Plans to Contact					
Be Sure to Get		Incident Description			
<input type="checkbox"/> What Happened <input type="checkbox"/> Where <input type="checkbox"/> When <input type="checkbox"/> Point Last Seen <input type="checkbox"/> Number of Subjects Involved					
Be Sure to Get		Subject Information			
<input type="checkbox"/> Subject(s) Name <input type="checkbox"/> Physical Description <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Planned Destination					
Search?		Determined By (Factors)			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
District Mission Number	Date	Time	AFRCC Mission Number	Date	Time
ICS SAR 201A	Page 1				
NMSAR Rev. 2-15-92					

FIG. 7 Search Initiation Log

FIRST RESPONDER INFORMATION	
Items to Consider	Base Camp
<input type="checkbox"/> Accessibility to the Area <input type="checkbox"/> Weather <input type="checkbox"/> PWD Access <input type="checkbox"/> Communications Access <input type="checkbox"/> Support Staff <input type="checkbox"/> ETA & Enroute Delays	
Items to Consider	Communications
<input type="checkbox"/> Propagation over Terrain <input type="checkbox"/> Common Resources Available <input type="checkbox"/> Repeaters Available in Area <input type="checkbox"/> Common Support Base <input type="checkbox"/> Vehicular Communications <input type="checkbox"/> Callback Plan if Canceled	
Items to Consider	First Responders
<input type="checkbox"/> Special Equipment Needed <input type="checkbox"/> Routing to Scene <input type="checkbox"/> Subject Description <input type="checkbox"/> Search Codes <input type="checkbox"/> Checkpoints <input type="checkbox"/> Support Needed	
Agencies to Notify	Agency Notification
<input type="checkbox"/> AFRCC <input type="checkbox"/> National Guard <input type="checkbox"/> USFS (Wilderness) <input type="checkbox"/> BLM <input type="checkbox"/> BIA <input type="checkbox"/> State Parks & Recreation <input type="checkbox"/> Local Sheriff/Police <input type="checkbox"/> Local Landowner(s)	
Other Action Taken	
ICS SAR 201A	Page 2
NMSAR Rev. 2-15-92	

FIG. 7 Search Initiation Log (continued)



TASK ASSIGNMENT	Team Name	Call sign	
	Mission Number	Operational Period	

Planning Section

Type of Team	Name (Leader First)	Resource Name	Skill / Equipment	Briefing Summary
<input type="checkbox"/> Dog Team	1			<input type="checkbox"/> Overview
<input type="checkbox"/> Heavy Team	2			<input type="checkbox"/> Weather
<input type="checkbox"/> Foot Team	3			<input type="checkbox"/> Close
<input type="checkbox"/> Tracking Team	4			<input type="checkbox"/> Subject Profile
<input type="checkbox"/> Grid Team	5			<input type="checkbox"/> Time Frame
<input type="checkbox"/> Vehicle Team	6			<input type="checkbox"/> Dog Chart
<input type="checkbox"/> Horse Team	7			<input type="checkbox"/> Family
<input type="checkbox"/> Mixed				<input type="checkbox"/> Media
<input type="checkbox"/> Fixed Wing A/C				<input type="checkbox"/> Subject Info
<input type="checkbox"/> Helicopter				
<input type="checkbox"/> Boat / Amphib				
<input type="checkbox"/> Technical Rock				
<input type="checkbox"/> Communications				

Operations Section

Assignment Date	Estimated Departure Time	Actual Departure Time	Estimated Time in Segment
Radio Frequency	Tracked By	Reviewed By	
Resource Assignment & Map			
			Briefing Summary <input type="checkbox"/> Tactics <input type="checkbox"/> Terrain <input type="checkbox"/> Maps <input type="checkbox"/> Communications <input type="checkbox"/> Rescue Plan <input type="checkbox"/> Death Code <input type="checkbox"/> Desired POD _____ % <input type="checkbox"/> Pickup Time <input type="checkbox"/> Safety <input type="checkbox"/>

FIG. 11 Task Assignment

DEBRIEFING	Debriefed By	Mission Number	Operational Period
	Date Returned	Time Returned	Actual Time in Segment

Explain What Your Team Actually Did

Estimate of PODs Responsive _____ % Not Responsive _____ %	Describe the Location of Any Clues Discovered

Current Status of These Clues

Describe Difficulties or Gaps in Coverage

Describe Any Hazards in Search Area

Suggestions, Ideas, Recommendations

FIG. 11 Task Assignment (continued)

RADIO COMMUNICATIONS PLAN		Date Prepared	Time Prepared	Mission Number	Operational Period
Radio Channel Utilization					
System	Channel	Function	Frequency	Assignment	Remarks
ICS 205 NMSAR Rev. 5-25-92		Prepared By (Communications Unit)			

FIG. 12 Radio Communications Plan

MEDICAL PLAN		Date Prepared	Time Prepared	Mission Number	Operational Period			
Incident Medical Stations								
Medical Aid Station	Location	Paramedics						
		Yes	No					
Transportation Ambulance Services								
Name	Address	Phone	Paramedics					
			Yes	No				
Incident Ambulances								
Name	Location	Paramedics						
		Yes	No					
Hospitals								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
Medical Emergency Procedures								
ICS 206 NMSAR Rev. 5-25-92		Prepared By (Medical Unit Leader)		Reviewed By (Safety Officer)				

FIG. 13 Medical Plan

SAR: CHECK-IN LIST (ICS FORM 211A)

Purpose. The Check-in List is used to keep track of all individuals that are participating on the incident. Personnel arriving at the incident can check in at various locations. Check-in consists of reporting specific information which is recorded on the check-in list. The check-in list is used for recording arrival and departure times for all incident personnel. Completion of this form is crucial for liability and insurance purposes. Information furnished on the standard Check-in List (ICS Form 211A) is not satisfactory for SAR administrative purposes.

Preparation. The check-in list can be initiated at a number of locations including:

1. Staging areas, base, camps, helibase, and ICP. Managers at these locations record information and give it to the resources unit as soon as possible.
2. Communications unit radio operators located at communications center should record check-in information and forward it to the resources unit as soon as possible.
3. Check in at ICP should be done by a recorder from the resources unit.

Distribution. Check-in lists, which are completed by personnel at the various check-in locations, should be furnished by the resources unit. The resources unit maintains a master list of equipment and personnel that have reported to the incident.

ITEM TITLE - INSTRUCTIONS

***NOTE:** - Incident dispatchers, upon receipt of a check-in message by radio, record the information on the Check-in list and forward the information to the resources unit.

Incident Name/Number. Enter the SAR mission number assigned to this incident.

Check-in Location. Enter the location where this check-in list is being used. Space is provided for base, camp, staging area, or helibase.

Date. Enter the current date (month, day, year).

Single or Team. Enter S if this is a single resource, or T if a member of a team.

Name. Please print name. Everyone who is associated with this incident **MUST CHECK IN!** Check box if person is not a volunteer (such as paid emergency response or law enforcement personnel). Incident Commander and Staff must account for all who check in.

Date/Time. Enter the date and time that resource arrived on-scene. Do not include travel time from home base.

Team Name/Leader's Name. Enter the team name and team leader (for each entry).

Home Base. Enter the city for the team (should agree with SAR resource directory).

Method of Travel. Enter the transportation (bus, car, horse, foot) used by resource to arrive at scene.

Availability & Other Qualifications. Enter the approximate length of time resource is available for this incident. Leave blank for duration. Time is used only for planning purposes. The resource is not held to this number. Check the box if resource is a certified EMT, Paramedic, or Physician. Check the box if resource is a certified FC. Enter other specialty qualifications (such as ICS Staff, Technical Specialist, OMI, etc.) if resource has additional expertise that can be utilized, if needed.

Date/Time Check-out. Enter the date and time resource left the scene. Do not include travel time back to home base.

Hours. Enter the total hours rounded to nearest thirty (30) minutes. Show volunteer hours ONLY.

Resources Unit. Enter the name of the individual assigned by the Resources unit to record and maintain this check-in list.

Page Count. Enter the page number. At the end of the mission, enter the total number of pages submitted.

Total Hours. Enter the page total. Be sure hours listed are for volunteers ONLY.

FIG. 16 Check-in List (continued)

OPERATIONAL PLANNING WORK SHEET			Incident Number	Operational Period				
Division Group or Other Location	Work Assignments	Resources by Type				Other	Reporting Location	Req. Acc. Time
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New Mexico Department of Public Safety, State Police Division
 Search and Rescue Office
 PO Box 1628
 Santa Fe, New Mexico 87504

Liability Release

Date _____ SAR Incident Number _____
 Location _____ Incident Commander _____

1. **REFUSAL OF CARE AGAINST MEDICAL ADVISE**
 I have been informed that I have a potentially serious medical condition requiring assessment, treatment and transportation to a hospital. Of my own free will, without coercion or influence, I hereby REFUSE the care offered to me by the New Mexico Department of Public Safety, State Police Division SAR Incident Commander against the advice of attending personnel and their medical control physician. I understand that by my refusal I risk further illness, injury, disability or death. In the event that I later choose to accept treatment or transportation, I will call for emergency response.
 INITIAL HERE _____
2. **NON AMBULANCE TRANSPORT**
 I have been assessed and treated as necessary by the personnel responding from the New Mexico Department of Public Safety, State Police Division. I will arrange condition promptly. I have been informed of signs and symptoms which could indicate that my condition is deteriorating. If I develop and additional signs or symptoms, or have any concerns about my health or safety, I will call for emergency response.
 INITIAL HERE _____
3. **NON - PATIENT**
 I have no complaint, illness or injury and I do not consider myself to be a patient. If I develop any signs or symptoms, or if I have any concern about my health or safety, I will call my physician promptly or I will call for emergency response.
 INITIAL HERE _____

I have read and understand section _____ above. My condition has been explained to me and I have no questions. I knowingly and voluntarily release the New Mexico Department of Public Safety, State Police Division the ELMS director, the staff and physicians of the hospital having medical control from any liability for my decision regarding my medical care.

Patient Name and Signature _____		Date _____
Address _____	City _____	State ZIP _____
Date of Birth _____	Phone _____	Translator/Parent/Guardian _____

EMS PROVIDER: This patient has indicated comprehension of the content and meaning of this form. This patient is alert and oriented.

Name _____	Signature _____	Date/Time _____
Name _____	Signature _____	Date/Time _____
Name _____	Signature _____	Date/Time _____

FIG. 20 Liability Release

EMERGENCY HELICOPTER REQUEST INFORMATION SHEET

DATE: _____ TIME: _____ MISSION NO. _____ AFRC NO. _____

NAME OF REQUESTOR: _____ TITLE: _____

AGENCY: _____ CITY: _____ PHONE: _____

FIELD COORDINATOR: _____ BASE CAMP SITE: _____

EMERGENCY & REASON FOR REQUEST (serious threat to life, transport searchers, etc)

TYPE OF ASSISTANCE NEEDED IN ADDITION TO HELICOPTER (medical personnel, rescue, gear, etc.)

NUMBER & NAMES OF PERSONS IN INCIDENT: _____

EXTENT OF INJURIES & CONDITION, IF KNOWN: _____

ESTIMATE WEIGHT OF PERSONS & EQUIPMENT BOARDING: _____

NUMBER BOARDING: _____ TYPE OF EQUIPMENT BOARDING: _____

OTHER PERSONS AT INCIDENT SITE: _____

WILL THEY NEED AIRLIFT OUT: _____ OTHER INFORMATION: _____

LOCATION OF INCIDENT SITE. COORDINATES AND/OR ANY OTHER MEANS OF LOCATING THE AREA:

ARE PYROTECHNICS AVAILABLE AT SITE OR BASE: _____

ELEVATION OF SITE/LANDING ZONE (LZ) ABOVE SEA LEVEL: _____

IS SUITABLE LZ NEAR INCIDENT SITE? IF SO, HOW FAR AWAY, DESCRIBE TERRAIN, DEGREE OF SLOPE
 TYPE OF SURFACE (snow, dirt, etc.) SIZE OF AREA: _____

FIG. 21 Emergency Helicopter Landing Request Information Sheet

PAGE TWO

IF NO LZ NEARBY, CAN SUBJECTS BE HOISTED OUT SAFELY: _____ HAVE PEOPLE AT SITE WORKED WITH PENETRATORS: _____ HAVE PEOPLE AT SITE WORKED WITH HELICOPTERS: _____ DESCRIBE HAZARDS IN INCIDENT/LZ AREA (trees, power lines, cliffs, etc.): _____

WEATHER AT LZ: WIND DIRECTION & VELOCITY: _____ CLOUD COVER: _____ HEIGHT OF CLOUDS ABOVE GROUND AND/OR PEAKS: _____ VISIBILITY: _____ CURRENT PRECIPITATION: _____ APPROXIMATE TEMPERATURE _____ °F SNOW DEPTH: _____ WEATHER CONDITIONS IN DELIVERY AREA: _____ 24-HOUR WEATHER FORECAST: _____

WHERE ARE SUBJECTS TO BE TRANSPORTED (hospital, base camp, etc.; if not closest hospital, why not): _____ HOW WILL LANDING AREA BE MARKED: (panels, pyrotechnics, mirrors, strobes, etc.): _____

ARE EMERGENCY MEDICAL PERSONNEL AT THE INCIDENT SITE: _____; IF NOT, WILL THEY BE THERE BY THE TIME HELICOPTER ARRIVES: _____ WILL EMERGENCY CARE PERSONNEL BE AT THE DELIVERY SITE TO RECEIVE PATIENTS: _____ DETAILS OF ALTERNATE LZ (location and similar information as above): _____

RADIO COMMUNICATIONS ON THE GROUND (frequencies and call signs): _____

EN ROUTE RENDEZVOUS POINT WITH OTHER SAR PERSONNEL: _____

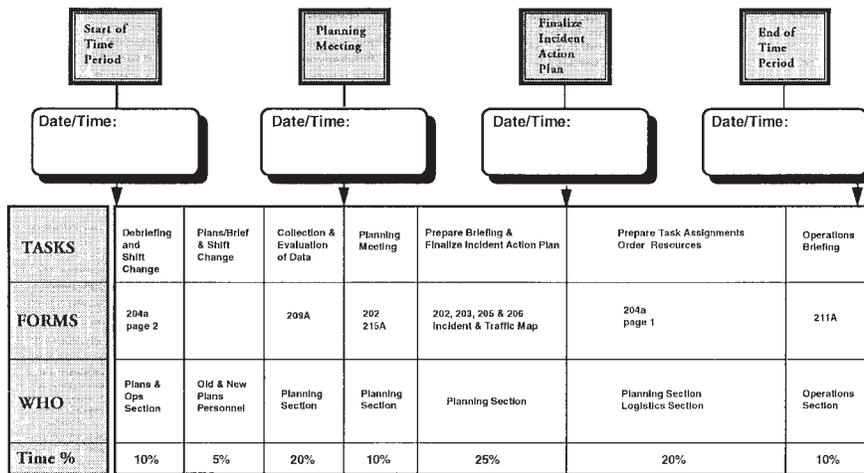
REQUESTED ETA AT INCIDENT SITE/LZ: _____

OTHER INFORMATION: _____

FIG. 21 Emergency Helicopter Landing Request Information Sheet (continued)

Mission Number:	
Time Period:	

ICS Planning Guide



Time Period Planning Chart

FIG. 22 ICS Planning Guide

APPENDIXES

(Nonmandatory Information)

X1. EXISTING ICS FORMS

X1.1 See existing ICS Forms. Forms are not included in this appendix.

X2. ICS FORMS MODIFIED FOR SAR

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

INCIDENT BRIEFING

1-580WFGK LA 32 USE ONLY		REPORT CONTINUATION	URN	page	of
Incident Name		Date/Time Prepared		Operational Period	
MAP SKETCH					
ICS 201		PAGE 1 OF 4		PREPARED BY: (NAME & POSITION)	

FIG. X2.1 Incident Briefing

GENERAL BRIEFING		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. INCIDENT NUMBER	
MISSING PERSON					
4. INCIDENT SUMMARY					
5. COMMUNICATIONS PLAN					
FUNCTION	FREQUENCY	CHANNEL DESCRIPTION	CHANNEL		
COMMAND (TEAM – BASE)					
TACTICAL (TEAM – TEAM)					
SUBJECT INFORMATION					
6. NAME			7. SEX	8. AGE	
9. NAME TO CALL		10. EXPECTED RESPONSE			
11. SUBJECT'S PLANS OR INTENT					
12. PHYSICAL DESCRIPTION			15. PHOTO		
HEIGHT	WEIGHT	BUILD			
RACE		COMPLEXION			
EYES	HAIR				
13. CLOTHING DESCRIPTION					
14. FOOTWEAR/TRACK DESCRIPTION					
SIZE					
SAR 100A					
BASARC 1/96					
16. PREPARED BY		17. DATE PREPARED		18. TIME PREPARED	

FIG. X2.3 General Briefing—Missing Person with Instruction Sheets

SAR 100A -- General Briefing -- Missing Person (1/96)

Overview

The General Briefing Form is intended to provide searchers with background information related to the incident. The form contains information that is not specific to any given assignment. This allows the form to be filled out once and photocopied. The intent is to reduce unnecessary duplication of information on Team Assignment Forms. The General Briefing Form should be included with each Team Assignment Form.

If more than one individual is missing, complete additional Subject Information portions of the General Briefing Form.

Instructions for Completing Form

1. Incident Name

The incident name should be established early in the operation. Be consistent and don't use several names, or change names in the middle. Good names often include either the last name of the subject i.e. "Smith Search" or the name of the search location i.e. "Jones Gulch Search".

2. Operational Period

This is where the date goes. But it's more than just a date. An operational period has a beginning and an ending date and time. But the ending time may not be known at the time the forms is being filled out. It may be most useful to use the date followed by a word or two describing the time of day or phase of the search. For example

- 1/14/96 Initial Response 1/14/96 Night
- 1/15/96 Day 1 1/15/96 Daytime
- 1/14/96 2200 to 1/15/96 0600

3. Incident Number

The incident numbers assigned by the local responsible agency or a larger coordinating agency. Typically incident numbers are the last two digits of the year followed by a sequential number. If both the local agency and a larger coordinating entity have issued numbers, list them both, indicating who issued each number.

4. Incident Summary

After reading this short narrative, a searcher should have a good overview of the incident. Information in the summary may duplicate some of the subject information found later on the form. That's ok.

5. Communications Plan

For most small to medium sized operations it is sufficient to assign a single command (search base to teams) radio frequency along with a single tactical (team to team) radio frequency. If your incident requires more than this, refer readers to a more complete communications plan. There is space on the Team Assignment form for team specific communication plans.

It's important to note the frequency of the radio net. Different agencies may use different names and channel assignments.

The Channel Description can be used for the "Name" of the radio net. Sufficient room is provided to also include info about repeater offsets, and tone if required.

Remember the Channel number may be different on radios outside of your own agency, so use the space

FIG. X2.3 General Briefing—Missing Person with Instruction Sheets (continued)

with caution on a multiple agency operation.

6. Name

Name of the missing subject.

7. Sex

Sex of the missing subject.

8. Age

Age of the missing subject. Searchers don't need a precise age if one is not know, nor is the date of birth important to a ground searcher.

9. Name to Call

This is the name the searchers will call out, and listen for a response. It's usually a first name or nickname. For small children this would be a good place to also note their "safety word" if they have one.

10. Expected Response

How is the subject expected to respond to voice contact. Young children may be frightened by strangers or may have been taught not to talk to strangers. Older subjects may not respond to their name due to a number of conditions from poor hearing to alzheimiers. When a subject has been missing for an extended period of time, the likelihood of their being responsive decreases.

11. Subject's Plans or Intent

A brief discussion of what the subject's intended to do. If known, mention the intended activity, as well as the planned location or route of travel.

12. Physical Description

This field contains the normal set of physical description information. Remember the level of detail required by searchers is typically less that of a police officer. A searcher is trying to identify a missing person in an area were there typically are not very many other people. This is opposed to the law enforcement need to pick a criminal out from a crowd.

13. Clothing Description

The clothing and equipment description helps the ground searcher in four ways. The colors of clothing will determine how visible the subject is in brush and trees. Knowing how the subject was equipped will help searchers think about what they may have done to survive the elements. When an item of clothing or gear is found that matches this description it immediately becomes an important clue. Finally it helps identify the subject. Often the clothing descriptions provided by friends and family of the subject have proved to be incorrect. Searchers should not treat this description as absolute.

14. Footwear/Track Description

The tracks that a subject leaves are of such importance that there is a sperate space to describe them. If known, you should supply shoe size, track measurements of length, width at heal, and width at ball. In addition a short description of the sole or track. If one is available, a sperate picture should be provided to the searchers.

15. Photo

Remember that the photo selected for this space will be reproduced with a photocopier. Selecting a photo with good contrast and little background clutter will produce better results.

16. Prepared By

Knowing who prepared a form allows questions about the information to asked of the correct person.

FIG. X2.3 General Briefing—Missing Person with Instruction Sheets (continued)

17. Date Prepared

The date and time a form is completed allows users of the information to know how current it is. In addition it helps establish the chronology of events when the search paperwork is being examined after the fact.

18. Time Prepared

See Date Prepared.

Notes

The Subject Information portion of this form is focused on the needs of a ground searcher. The Physical Description portion is not the full "Law Enforcement" set, but rather enough that a field searcher can identify the missing individual.

There is not a specific section of this form devoted to hazards and safety issues that are expected in the field. Most of the hazards I've seen noted before seemed obvious one that searchers should be expected to anticipate, such as heat, cold, cliffs, etc. It may be that we will find it necessary to add a second page to the form to deal with safety related issues. For now, don't hesitate to add hazard and safety information whenever they are not readily apparent to searchers.

Field 11. Subject's Plans or Intent may need to be bigger.

FIG. X2.3 General Briefing—Missing Person with Instruction Sheets (continued)

FEMA US&R RESPONSE SYSTEM
INCIDENT SUPPORT TEAM



DAILY BRIEFING	INCIDENT	OPERATIONAL PERIOD		REPORTING UNIT	FORM
		DATE	TIMES		
<p>■ MANAGEMENT COORDINATION</p> <ul style="list-style-type: none"> • General Incident Objectives _____ • Strategic Planning _____ 					
<p>■ OPERATIONS/PLANNING</p> <ul style="list-style-type: none"> • Accomplishments/Current Assessment _____ • Personnel Status _____ • Tactical Assignments _____ • Safety/Health/Medical _____ • Weather _____ • Debriefing _____ 					
<p>■ LOGISTICS</p> <ul style="list-style-type: none"> • Comm Assignments/Freq _____ • Ordering Supplies/Support Facilities _____ • Transportation _____ 					
<p>■ MEDIA</p> <ul style="list-style-type: none"> • Coverage/Field Involvement _____ 					
<p>■ LIAISON</p> <ul style="list-style-type: none"> • Assisting/Cooperating Agencies _____ 					
<p>■ ADMIN/FINANCE</p> <ul style="list-style-type: none"> • Accountability/Cost Issues _____ 					
<p>■ DEMOBILIZATION</p>					
<p>■ ADDITIONAL COMMENTS</p>					
DISTRIBUTION:					
IST LEADER	DATE	TIME			

FIG. X2.4 Daily Briefing



SHIFT BRIEFING FORMAT		INCIDENT	REPORTING UNIT	ESF-9	FORM US&R-XXX
DISASTER #	OPS PERIOD	DATE/TIME PREPARED		UNIT LEADER	
ACTION				RESPONSIBILITY	
■ State strategic objectives				IST Leader	
■ Update present incident situation				IST Operations Section Chief	
■ Incident projection for the operational period				IST Planning Section Manager	
■ Specific assignments				IST Operations Section Chief	
■ Safety message				IST Safety Officer	
■ Communications plan and other logistical issues				IST Logistics Section Chief	
■ Questions and concerns				IST Leader	
PREPARED BY	APPROVED BY	DATE			

FIG. X2.5 Shift Briefing Format

Pennsylvania Search and Rescue Council		Incident Objectives Incident Form 2 of 5			
Incident Name:		Operational Period (Date/Time):		Date/Time Prepared:	
Objectives	General Objectives for Incident:				
Weather	Weather Forecast for Operational Period:				
Safety	General or Safety Messages:				
List any Attachments:					
Prepared by (Plans Section Chief):			Approved by (Incident Commander):		
3/2/92		(similar to ICS 202)		Page 1 of 1	

FIG. X2.6 Incident Objectives

New York State Department of Environmental Conservation
Forest Rangers

ORGANIZATION ASSIGNMENT LIST

INCIDENT COMMANDER AND STAFF		Incident Name:		Date Prepared:		Time Prepared:	
Incident Commander		Operational Period (date/time):		OPERATIONS SECTION			
Deputy		Safety Officer		Chief		Deputy	
Information Officer		Liaison Officer		Div. Supervisor A		Crew Boss #	
AGENCY REPRESENTATIVES				Crew Boss #		Crew Boss #	
AGENCY	NAME	Crew Boss #		Crew Boss #		Crew Boss #	
		Div. Supervisor B		Deputy		Crew Boss #	
PLANNING SECTION				Crew Boss #		Crew Boss #	
Chief		Deputy		Crew Boss #		Crew Boss #	
Restock Unit		Mutual Unit		Div. Supervisor C		Deputy	
Documentation Unit		Demobilization Unit		Crew Boss #		Crew Boss #	
Investigation		TECHNICAL SPECIALISTS		Crew Boss #		Crew Boss #	
LOGISTICS SECTION		Support Branch		Air Operations Branch		Air Ops Director	
Chief		Deputy		Staging Area Manager		FINANCE/ADMINISTRATION SECTION	
Director		Supply Unit		Facilities Unit		Chief	
Ground Support Unit		Service Branch		Communications Unit		Deputy	
Director		Communications Unit		Medical Evac. Unit		Time Unit	
Food Unit		Prepared by: (Resource Unit)		Procurement Unit		Compensation/Claims Unit	
NYSAR 203-696		Cost Unit					

FIG. X2.7 Organizational Assignment List

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

Call Sign: _____ CREW ASSIGNMENT

THIS ROW OR LAST USE ONLY	REPORT CONTINUATION	URN	page of
Incident Name		Date/Time Prepared	Operational Period
Call Sign: _____ Freq: _____ T-Card Color: _____ By: _____			
Assignment: _____			
Crew Leader: _____			
Members: _____			
Date/Time of Assignment: _____		Date/Time in Field: _____	
Date/Time Assign. Complete: _____		Date/Time in CP: _____	
Call Sign: _____ Freq: _____ T-Card Color: _____ By: _____			
Assignment: _____			
Crew Leader: _____			
Members: _____			
Date/Time of Assignment: _____		Date/Time in Field: _____	
Date/Time Assign. Complete: _____		Date/Time in CP: _____	
Call Sign: _____ Freq: _____ T-Card Color: _____ By: _____			
Assignment: _____			
Crew Leader: _____			
Members: _____			
Date/Time of Assignment: _____		Date/Time in Field: _____	
Date/Time Assign. Complete: _____		Date/Time in CP: _____	

ICS 204 This form can be used for multiple crews, or a single crew with multiple assignments

FIG. X2.10 Crew Assignment

81 14 67 (9/95) - 10g NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
FOREST RANGERS

CREW ASSIGNMENT SHEET

CREW NUMBER	AFFILIATION	INCIDENT NAME	CREW BOSS
OPERATIONAL PERIOD (Date and Time)			
From		To	
INCIDENT PERSONNEL (Name and Number)			
INCIDENT COMMANDER	OPERATIONS	CREW RADIO ID	
PLANS	STAGING AREA MANAGER	ICP PHONE	
LOGISTICS	DIVISION SUPERVISOR	ICP TO FIELD FREQUENCY	
INFORMATION OFFICER	STRIKE TEAM LEADER	FIELD TO FIELD FREQUENCY	
		REPEATER NAME / CHANNEL	
CREW ASSIGNMENT		SPECIAL INSTRUCTIONS / EQUIPMENT / DROP POINT	
TRANSPORTATION			
SUBJECT INFORMATION			
NAME		NICKNAME	
SEX	RACE	AGE	HEIGHT
			WEIGHT
			HAIR
			EYES
CLOTHING WORN		ITEMS CARRIED	
TYPE OF EMPLOYMENT		FOOTWEAR	
PERSONAL HABITS			
EXPECTED WEATHER			
SPECIAL INFORMATION			
CREW BRIEFING CHECKLIST			
<input type="checkbox"/> Summary to Date	<input type="checkbox"/> Subject Information	<input type="checkbox"/> Clues	<input type="checkbox"/> Time Frame (in field)
<input type="checkbox"/> Safety	<input type="checkbox"/> Family	<input type="checkbox"/> Media	<input type="checkbox"/> Weather
			<input type="checkbox"/> Tactics
			<input type="checkbox"/> Terrain
			<input type="checkbox"/> Altitude

FIG. X2.11 Crew Assignment with Instructions

Crew Briefing Checklist
(Found on the bottom of the Crew Assignment Sheet)

- Subject Info:** can be read directly from the form.
- Terrain:**
- nobody likes surprises
 - advise the crew of what to expect
 - remind them of safety
- Tactics:**
- relate assignment both verbally and graphically (use map).
 - define your assignment (ie, Type I, II, IIm, III)
 - instruct/review how to execute search techniques.
 - reiterate expected time needed to complete assignment.
- Clues:**
- remind crew of the importance of looking for clues.
 - emphasize that clues may include:
 - Items of clothing or items carried by the subject
 - Footprints, shelters, fires, matted vegetation, etc.
 - emphasize the need to age the evidence.
- Summary to date:** relate information received in your briefing.
- keep it simple.
 - answer two questions:
 - How long has the search been going on?
 - What areas have been searched?
- Weather:** can be read directly from the Crew Assignment Sheet
- Safety:**
- identify known hazards.
 - determine if crew members are prepared for weather and terrain.
 - determine if crew members have adequate food, water, clothing, footwear, special gear (ie gloves, sun block, bug dope, flashlight, etc.)
 - make sure each member understands serious nature of the assignment.
 - complete an individual inspection
 - Crew is only as strong as it's weakest link.
 - Seek assistance from Operations section if not satisfied with an individual's equipment, clothing or conditioning.
- Family:**
- advise your crew of family members present.
 - may or may not be readily identifiable.
 - advise crew to use discretion and act professionally at all times.
 - DEC may identify family members with special badges.
- Media:**
- all requests for information by the press should be politely referred to the Incident Commander or the Information Officer.
 - press may be identified by special badges.

FIG. X2.11 Crew Assignment with Instructions (continued)

- Time frame (in field):** -crew members should advise crew boss of problems they may have
- crew should be informed of approximate timing of assignment.
 - Time crew expected to depart ICP
 - Anticipated duration of assignment
 - Time crew expected to return to ICP
- Attitude:**
- reinforce values of positive attitude.
 - establish sense of urgency and importance of your assignment.
 - remind crew that finding nothing is as important as finding a clue.
 - crew boss establishes rapport and sense of leadership.

FIG. X2.11 Crew Assignment with Instructions (continued)

TEAM ASSIGNMENT		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASGN. NUMBER
4. RESOURCE TYPE				
5. PERSONNEL ASSIGNED * L -- TEAM LEADER M -- MEDICAL				
* 1	NAME	AGENCY	* 6	NAME
2			7	
3			8	
4			9	
5				
<input type="checkbox"/> ADDITIONAL NAMES ATTACHED				
6. ASSIGNMENT				
.....				
.....				
.....				
<input type="checkbox"/> MAP(S) ATTACHED				
7. PREVIOUS AND PRESENT SEARCH EFFORTS IN AREA				
.....				
.....				
<input type="checkbox"/> (DE) BRIEFING INFO ATTACHED				
8. TIME ALLOCATED	9. SIZE OF ASSIGNMENT	10. EXPECTED P.O.D.		
		H	M	L
11. DROP OFF AND PICKUP INSTRUCTIONS				
.....				
12. COMMUNICATIONS				
RADIO CALL				
FUNCTION		FREQUENCY	CHANNEL DESCRIPTION	CHANNEL
COMMAND (TEAM -- BASE)				
TACTICAL (TEAM -- TEAM)				
13. PREPARED BY		14. DATE PREPARED	15. TIME PREPARED	
16. EQUIPMENT ISSUED				
.....				
17. BRIEFER		18. TIME BRIEFED	19. TIME OUT	20. TIME RETURNED
SAR 104 BASARC 2/96		COPIES		NOTES
		<input type="checkbox"/> PLANS <input type="checkbox"/> COMMUNICATIONS <input type="checkbox"/> OPERATIONS <input type="checkbox"/> TEAM		

FIG. X2.12 Team Assignment with Instructions

SAR 104 – Team Assignment (1/96)

Overview

The Team Assignment Form is intended to provide searchers with specific information related to their assignment. The form should be accompanied by a General Briefing Form that contains general information about the incident. A separate Team Assignment Form will be completed for each assignment made.

Instructions for Completing Form

1. Incident Name

The incident name should be established early in the operation. Be consistent and don't use several names, or change names in the middle. Good names often include either the last name of the subject i.e. "Smith Search" or the name of the search location i.e. "Jones Gulch Search".

2. Operational Period

This is where the date goes. But it's more than just a date. An operational period has a beginning and an ending date and time. But the ending time may not be known at the time the forms is being filled out. It may be most useful to use the date followed by a word or two describing the time of day or phase of the search. For example

1/14/96 Initial Response 1/14/96 Night
 1/15/96 Day 1 1/15/96 Daytime
 1/14/96 2200 to 1/15/96 0600

3. Assignment Number

Assignments should be numbered sequentially for each incident. The ICS Plans function will number assignments as they are created.

4. Resource Type

What type of resource is this? Example include...
 Hasty Search Team, Area Search Team, Dog Team, Mounted Team, Road Patrol, Communications Relay

5. Personnel Assigned

Who is on the team? List the name of each team member. To the left of their name there is room for a single letter note. "L" indicates Team Leader, "M" indicates highest medical training. Use additional symbols to fit your needs. There is room for 9 names on the form. That's more than enough for most assignments, but if you need more, check the additional names attached box.

6. Assignment

A written description of the teams assignment. This should describe the area or route to be searched. You should also give information about the search techniques to be used and the thoroughness with which to search.

Whenever possible you should attach a map marked with the area or route to be searched. Mark the map with a transparent highlighter, so as not to obscure the details on the map. Good search maps include scale, contour, and north information.

7. Previous And Present Search Efforts in Area

A team that is looking for sign or tracks in their area needs to know if another search team has been through the area before. A dog handler needs to know if there is also a ground team working in the same area. A

FIG. X2.12 Team Assignment with Instructions (continued)

team researching an area needs to know how the previous team covered the area, what they focused on and areas they missed or glossed over. When you are trying to increase the cumulative POD for an area, attaching the debriefing notes from the previous search effort is a good idea.

8. Time Allocated

Search assignments shouldn't be open ended things. Planners should have an idea how long an assignment will take as well as when they want the team to return. This field can either be a length of time or a time to quit searching.

9. Size of Assignment

For area assignments this is the size of the area in square miles, square kilometers, or acres. For a route assignment it is the total length of the route in miles or kilometers.

10. Expected P.O.D.

This is where the planners give the searchers a clear idea of how thoroughly they should look for various things. The POD for a responsive subject relates to the team calling out for the subject, listening for, and being able to hear a response. The POD for an unresponsive subject relates to how thoroughly the team checks places that could conceal the subject. The POD for clues relates to how closely the entire assignment is examined for tracks, sign, and other small clues. If you need to map High, Medium and Low to POD percentage values, use 80%, 50%, 20% respectively.

11. Drop Off and Pick Up Instructions

These are the transportation instructions. They should include the expected method of transport as well as the locations for pickup and drop off.

12. Communications

For most small to medium sized operations it is sufficient to assign a single command (search base to teams) radio frequency along with a single tactical (team to team) radio frequency. If your incident requires more than this, refer readers to a more complete communications plan. There is space on the Team Assignment form for team specific communication plans.

It's important to note the frequency of the radio net. Different agencies may use different names and channel assignments.

The Channel Description can be used for the "Name" of the radio net. Sufficient room is provided to also include info about repeater offsets, and tone if required.

Remember the Channel number may be different on radios outside of your own agency, so use the space with caution on a multiple agency operation.

13. Prepared By

Knowing who prepared a form allows questions about the information to be asked of the correct person.

14. Date Prepared

The date and time a form is completed allows users of the information to know how current it is. In addition it helps establish the chronology of events when the search paperwork is being examined after the fact.

15. Time Prepared

See Date Prepared.

Fields 16 to 20 will not be filled in by Plans

16. Equipment Issued

By noting equipment that teams have been issued, such as radios and medical kits, both the team and the

FIG. X2.12 Team Assignment with Instructions (continued)

debriefed are reminded that they need to be sure the equipment is returned. This field will most likely be completed by logistics personnel.

17. Briefer

The name of the person who briefs the team on this assignment. To be completed by the briefer.

18. Time Briefed

The time at which the team was briefed. To be completed by the briefer.

19. Time Out

The time the team departed for the field. To be completed by the team and/or Operations.

20. Time Returned

The time the team returned from the field. To be completed by the team and/or Operations.

Copies

In a small search it may be good enough to give the team a copy and keep to keep a copy at the search base. In a larger incident, the distribution of copies of the assignment forms gets more complicated.

Notes

An empty space to be used for what ever need to be written there.

Notes

Team Number, Segment Number, Assignment Number, Individual Radio Call or SAR Number there seems to be some confusion in between these.

Segment Number -- How the search segment is identified on the overall search map and how it is identified in any POD tracking system. A single segment may have many search assignments in it.

Assignment Number -- How a given assignment is referred to. These are typically assigned sequentially as assignments are written. Sometimes there is a numeric sequence for each type of resource (i.e. Dog-5 and Ground-5) this has proved to be confusing.

Team Identifiers -- This is what you call the team when you want them on the radio. The first issue is should this identifier change when the team does an additional assignment or does it stick with the team? My position is this. The Team identifiers should reflect the assignment they are working on. I think it should be prefixed with a name that is readily picked out by the team on the radio. (i.e. The agency or name of the team CARDA, BAMRU, CoCo, etc. or the type of the team (i.e. Dog) My position differs from the BASARC in that BASARC prefixes with the Agency Number (i.e. BAMRU-5 would be 1305, 13 is BAMRU's number)

Individual Radio Call -- Many teams assign a number to each of their members. Typically they're 3 digit numbers. Sometimes they are also used as radio calls. My experience is that these numbers should not be used as Team Identifiers, and that they should be avoided altogether on a multi agency search.

Expected POD. Will the expected POD for a responsive subject ever be anything but high? Perhaps it's a good thing to leave in to remind the team that they should be calling out and listening for a response.

Some of the most frequent complaints we get from teams are about the delay between their arrival, briefing and deployment into the field. By tracking time of briefing and deployment we can better examine this problem.

FIG. X2.12 Team Assignment with Instructions (continued)

Pennsylvania Search and Rescue Council		Incident Communications Plan Incident Form 4 of 5			
Incident Name:		Operational Period (Date/Time):		Date/Time Prepared:	
Telephone	Responsible Agency:	() -	State Coordinating Agency:	() -	
	Base Camp #1:	() -	Base Camp #2:	() -	
		() -		() -	
		() -		() -	
Remarks					
Relays/Repeaters					
Channel/Frequency					
Net Name:					
Prepared by:			Approved by (IC or Logistics Chief):		
3/2/92			(similar to ICS 205)		
			Page 1 of 1		

FIG. X2.13 Incident Communications Plan

Pennsylvania Search and Rescue Council		Incident Medical/Evacuation Plan Incident Form 3 of 5			
Incident Name:		Operational Period (Date/Time):		Date/Time Prepared:	
Base Camp	Base Camp Minor Injury/Illness to be Managed:				
	Additional Local Medical Resources (Minor Injury/Illness):				
Evacuation	Resources and Plan for Field Evacuation:				
	Medical Resources and Response Plan for Field Medical Emergency:				
Medical					
EMS Transport	Name: A.S? BLS? Ground? Air? Response Time: Contact Means:				
Hospitals	Name: Location: Capabilities: Travel Time (Ground/Air): E.D. Phone #:				
(List should include Level I Trauma Center, Burn Unit hospital, and local hospital(s)).					
Prepared by:			Approved by (IC or Safety Officer):		
3/2/92			(similar to ICS 206)		
			Page 1 of 1		

FIG. X2.14 Incident Medical/Evacuation Plan

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

DEBRIEFING FORM

THIS ROW FOR L.A.S.D. USE ONLY		REPORT CONTINUATION	URN	page	of
Incident Name		Date/Time Prepared		Operational Period	
Crew		Crew Leader		Number in Crew	
Date/Time Start Assignment:			Date/Time End Assignment:		
Assignment:					
What You Actually Did:					
What would you estimate the PODs for your efforts to be? Define the types of subjects the PODs reference. (mobile, immobile, etc.)					
Describe the location of any clues you found. What is the current status of these clues?					
Describe any search difficulties or gaps in coverage					
Describe any hazards observed in your assigned segment					
Describe any problems encountered with communications					
Any suggestions, ideas, or recommendations for future plans?					
MMRT 300		Use reverse side for additional notes and/or drawings.			

By: _____

FIG. X2.22 Debriefing Form

THIS ROW FOR L.A.S.D. USE ONLY		REPORT CONTINUATION	URN	page	of

FIG. X2.22 Debriefing Form (continued)

TEAM DEBRIEFING		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASGN NUMBER																														
4. RESOURCE TYPE																																		
5. ASSIGNMENT SUMMARY																																		
6. DESCRIBE SEARCH EFFORTS IN ASSIGNMENT																																		
7. DESCRIBE PORTIONS YOU WERE UNABLE TO SEARCH																																		
8. DESCRIBE ANY CLUES, TRACKS, OR SIGN LOCATED, OR ANY PERTINENT TRAIL INTERVIEWS																																		
9. DESCRIBE ANY HAZARDS OR PROBLEMS ENCOUNTERED																																		
10. SUGGESTIONS FOR FURTHER SEARCH EFFORTS IN OR NEAR YOUR ASSIGNMENT																																		
11. TIME ENTERED ASSIGNMENT	12. TIME EXITED ASSIGNMENT	13. TIME SPENT SEARCHING	14. P.O.D. SUMMARY																															
		<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">H</td> <td style="text-align: center;">M</td> <td style="text-align: center;">L</td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;">___%</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">90%</td> <td style="text-align: center;">80%</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">10%</td> <td></td> </tr> </table>			H	M	L			___%	___%	___%	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				90%	80%				10%	
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___%	___%	___%	<input type="checkbox"/>	<input type="checkbox"/>																														
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			10%																															
15. DEBRIEFER		16. DATE & TIME																																
SAR 110 BASARC 2/96		ATTACHMENTS		SUMMARY																														
		<input type="checkbox"/> DEBRIEFING MAP(S) <input type="checkbox"/> ORIGINAL BRIEFING DOCUMENT <input type="checkbox"/> SUPPLEMENTAL DEBRIEFING FORMS <input type="checkbox"/> OTHER _____		NOTHING SIGNIFICANT LOCATED <input type="checkbox"/> USEFUL INFORMATION, NEEDS REVIEW <input type="checkbox"/> POTENTIAL CLUES, NEEDS URGENT REVIEW <input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> ASSIGNMENT NOT COMPLETED <input type="checkbox"/>																														

FIG. X2.23 Team Debriefing with Supplement and Instructions

TEAM DEBRIEFING SUPPLEMENT		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASGN NUMBER
<div style="font-size: x-small; margin-bottom: 5px;">SAR 119 BASARC 1/96</div>				

FIG. X2.23 Team Debriefing with Supplement and Instructions (continued)

SAR 110 -- Team Debriefing (1/96)

Overview

The Team Debriefing Form is intended to provide plans with the results from the teams search effort.

This form will likely be reviewed as plans are being made for the next operational period. It's likely that both the debriefer and the team will not be available to answer questions at that time. (It usually happens in the wee hours of the morning.) Thus is very important that all of the information get written on the form and attached maps. Make sure there are not any bits of information that exist only as an understanding between the debriefer and the team. An example of this would be a shaded area on the map, with no notation as to its meaning. It was obvious what it meant when it was shaded, but at 3am it will be meaningless to the planner.

Instructions for Completing Form

1. Incident Name

The incident name should be established early in the operation. Be consistent and don't use several names, or change names in the middle. Good names often include either the last name of the subject i.e. "Smith Search" or the name of the search location i.e. "Jones Gulch Search".

2. Operational Period

This is where the date goes. But it's more than just a date. An operational period has a beginning and an ending date and time. But the ending time may not be known at the time the forms is being filled out. It may be most useful to use the date followed by a word or two describing the time of day or phase of the search. For example

1/14/96 Initial Response	1/14/96 Night
1/15/96 Day 1	1/15/96 Daytime
1/14/96 2200 to 1/15/96 0600	

3. Assignment Number

This should be the assignment number from the Team Assignment Form.

4. Resource Type

What type of resource is this? Example include....

Hasty Search Team, Area Search Team, Dog Team, Mounted Team, Road Patrol, Communications Relay

5. Assignment Summary

A short written summary of the assignment. It need not be as detailed as the description on the Team Assignment Form. By doing this summary the debriefer will get a chance to make sure both he and the team understand and agree on what the assignment was.

6. Describe Search Efforts in Assignment

Describe both where the team searched as well as the type of searching they did. Please don't just write see map. But on the other hand it's a great idea to also attach a map.

7. Describe Portions You Were Unable to Search

Describe the location of any areas not searched along with the reason why they were not searched. There may be specific areas not searched. And there may be categories of areas not searched. For example, "Found pockets of dense brush, which we did not penetrate." This is the information that is most needed by a team

FIG. X2.23 Team Debriefing with Supplement and Instructions (continued)

that is assigned to research an area. They will use it to determine if additional equipment is needed, where to search, and what techniques to use to get the best overall coverage of the area.

8. Describe any Clues, Tracks, or Sign Located, or any Pertinent Trail Interviews

Note both what the clue is and its location. Note what was done with the clue (left in place, marked, recovered, etc.). In addition you should note how relevant the team thinks this clue is. Note if the clue has already been reported, and if so note any assigned identifier.

9. Describe any Hazards or Problems Encountered

Use your judgement here. There is no need to list hazards that are common to most of the search areas and already well known. For example on a winter operation cold and snow are a hazard that needn't be noted.

10. Suggestions for Further Search Efforts in or Near Your Assignment

The team has just been out to the search area and may have very good ideas for additional searching. Try to focus them on ideas related to what they found in the field rather than their overall theories about the search.

11. Time Entered Assignment

The time the team arrived at their search area.

12. Time Exited Assignment

The time the team left their search area.

13. Time Spent Searching

Time in hours that they actually spent searching. This doesn't include time spent eating lunch, resting, or trying to find themselves on the map.

14. P.O.D. Summary

Here is the final summary of how thoroughly the assignment was searched. Probability Of Detection (POD) is the likelihood that the subject or clues would have been located had they been in the search area.

The POD for a responsive subject relates to the team calling out for the subject, listening for, and being able to hear a response. The more frequently the team stopped, called out for the subject, and then listened for a response the higher a POD would be for a responsive subject. Wind and water noise will significantly reduce this POD.

The POD for an unresponsive subject relates to how thoroughly the team checks places that could conceal the subject.

The POD for clues relates to how closely the entire assignment is examined for tracks, sign, and other small clues.

The PODs you record apply only to the portion of the assignment that was completed. Do not reduce the POD because the assignment was not completed. Rather focus on evaluating the PODs for the completed portion.

The form has space for either a numeric value for POD or a High to Low scale. If you need to map High, Medium and Low to POD percentage values, use 80%, 70%, 50%, 30%, 10%.

15. Debriefer

The Debriefers name, so we know who to wake up and question if things aren't clear.

16. Date & Time

Date and time the debriefing occurred. This information helps establish the chronology of events when the

FIG. X2.23 Team Debriefing with Supplement and Instructions (continued)

search paperwork is being examined after the fact.

Attachments

Note what paperwork goes with this form. Then we can tell if it's missing.

Summary

This is perhaps the most difficult portion of the form for the debriefer to complete. First of all decide if the team completed their assignment. In most cases this should be a clear cut call. Then prioritize the importance of these results. Debriefings marked for urgent review will get processed first. Forms marked needs review are next in line, followed by nothing significant located forms. Note that nothing significant located forms are stilled reviewed by the plans staff, only it's done last.

Notes

FIG. X2.23 Team Debriefing with Supplement and Instructions (continued)

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM
SEARCH CAPABILITIES ROSTER

THIS ROW FOR LA S O USE ONLY		REPORT CONTINUATION		URN		page of						
Incident Name			Date / Time Prepared			Operational Period						
Unit Name / Designator					Unit Leader							
#	CREW ASSIGN	NAME	RANK	TIME AVAIL	OVER NIGHT	MED QUAL	HELI QUAL	TRACK LEVEL	CLIMB LEVEL	ELT DF	DIVE TEAM	OTHR
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
MMRT 303		Other Info										

SEE REVERSE SIDE FOR CODES

10/21/93

FIG. X2.24 Search Capabilities Roster



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

SURVIVAL TIME FRAME WORKSHEET

NOTE: This worksheet only provides guidelines to aid in the evaluation in survivability of an individual where no action is taken to seek protection. Add these quantifiable factors to other known circumstances to approximate time frames for survival.

Fill in the following information:

AIR TEMPERATURE (f)	LOW _____	HIGH _____	
WIND SPEED (mph)	LOW _____	HIGH _____	See wind speed chart for estimate
PRECIPITATION	YES / NO / UNK		Influencing factor?
WATER-BODY TEMPERATURE	LOW _____	HIGH _____	If immersion involved
IMMOBILE?	YES / NO / UNK		Influencing factor?
HUMIDITY (%)	LOW _____	HIGH _____	

Follow these steps:

1. Is the subject immersed in water? If yes go to step # 10.
2. Is the air temperature less than 60 ° F? If no, go to step # 4.
3. Refer to WIND CHILL TEMPERATURE CHART, then go to step # 5.
4. Refer to HUMIDITY CHART, then go to step # 5.
5. Enter RELATIVE AIR TEMPERATURE: LOW _____ HIGH _____
6. Is the subject in a hot desert climate? If yes, go to step # 11.
7. Is the subject wet? If yes, go to step # 8.
8. Refer to WET CHILL CHART using relative air temperature (step # 5).
9. Refer to HYPOTHERMIA CHART using relative air temperature (step # 5).
10. Refer to IMMERSION CHART using water-body temperature information.
11. Refer to DESERT SURVIVAL CHART using the relative air temperature (step # 5).

Fill in the appropriate box(s):		LOW	HIGH
WET CHILL SURVIVABILITY		MIN _____	MIN _____
circle one (HOURS or DAYS)		MAX _____	MAX _____
HYPOTHERMIA SURVIVABILITY		MIN _____	MIN _____
circle one (HOURS or DAYS)		MAX _____	MAX _____
IMMERSION SURVIVABILITY		AVE _____	
circle one (HOURS or DAYS)		AVE _____	

LIST OTHER INFLUENCING FACTORS BELOW (clothing, shelter, experience etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

MMRT 304	PREPARED BY (NAME & POSITION)
-----------------	-------------------------------

FIG. X2.26 Survival Time-frame Worksheet



**FEMA US&R RESPONSE SYSTEM
INCIDENT SUPPORT TEAM**

PLANNING PROCESS CHECKLIST,	INCIDENT	REPORTING UNIT	ESF-9	FORM US&R-XXX
DISASTER #	OPR PERIOD	DATE/TIME PREPARED		UNIT LEADER
PLANNING STEP			RESPONSIBILITY	
■ Give briefing on situation status			IST Planning Section Chief	
■ Give briefing on resource status			IST Planning Section Chief	
■ Review strategic objectives			IST Team Leader	
■ Plot functional and geographic boundaries			IST Operations Section Chief	
■ Recommend tactics for functional and geographic boundaries			IST Operations Section Chief	
■ Determine resources needed			IST Operations Section Chief	
■ Specify operations facilities and reporting locations Plot on map			IST Operations Section Chief	
■ Discuss requirements for			IST Logistics Section Chief	
• communications				
• medical				
• traffic				
• other logistical issues				
■ Finalize Incident Action Plan			IST Planning Section Chief	
Approve Incident Action Plan			IST Team Leader	

FIG. X2.27 Planning Process Checklist

 Los Padres Search & Rescue	Missing Aircraft WORKSHEET			Case No.	
				SAR No.	
				GES No.	AFRCC No.
AIRCRAFT DESCRIPTION					
Registration Number	Manufacturer	Model	Color		
Remarks	Cruise Speed	Number of Engines	ELT Equipped	IFR Equipped	
Pilot's Name: Last, First, MI		Age	D. O. B.		
Address: Street, City, State			Phone No.		
License	Rating	Hours	Other Flight Trained Crew Members		
Passengers	HAZARDOUS OR SENSITIVE CARGO				
LAST CONTACT					
Location					
Reporting Party: Last, First, MI		Relation	Phone	Time	
PLANNED ROUTE					
Departure Point	Time	Date	IFR/VFR		
Destination	ETA	Date	Alternate Airport		
Route					
Source of Information		Flight Plan Filed With			
KNOWN ROUTE					
Route					
Weather Enroute					
Source of Information					
OTHER INFORMATION			INFORMATION SOURCES		
Instrument Approach			SBA Flight Service Station Contact	967-2305	
Instrument Departure			SBA Tower Contact	967-9717	
Flight Service Station DF			A/C Rental Agency Contact	Phone	
Pilot/Witness Report			Line Person/Gas Truck Contact	Phone	
			Civil Air Patrol Contact	Phone	
			Other	Phone	
			© Los Padres SAR 1989		
			Form LP-17-0980		

FIG. X2.29 Missing Aircraft Worksheet

Los Padres Search & Rescue	ELT WORKSHEET	Case No. _____
		SAR No. _____
Final Report		
Reporting Party _____	Phone _____	Time _____
Report _____		
Source of Report _____		
Location of Reporting Party _____		Agency of Reporting Party _____
AIRCC Data		
Office _____	Mission No. _____	1-800-851-3051
Schedule Report: Latitude, longitude _____	Time of Report _____	Time of Next Update _____
Aircraft Report _____	Time _____	Type of A/C _____
Altitude of A/C _____		
Civil Air Patrol Data		
CAP District _____	Phone _____	Unit _____
Report _____		
Source of Report _____		
Missile Coordinator _____	Base Location _____	Phone _____
Ground Teams: Call Sign & Location _____		
Aircraft: Call Sign & Location _____		
Shard's Department Data		
Command _____	Phone _____	Location _____
Report _____		
Source of Report _____		Time of Report _____
FAR Data		
Office _____	Phone _____	Location/Office _____
Report _____		
Signal Received _____	Location of Receiver _____	Time Received _____
Pilot Report _____		Direction _____
Type of A/C _____	Altitude _____	Time Since Used _____
Location _____		SBA FSS 967-2305
		SBA Tower 967-9717
Automotive Alert		
Make _____		Aircraft/Vessel Type _____
Weight/Load _____	Color/Hex Code _____	Direction _____
Comments _____		
ELT Report Data		
Owner's Name (Last, First, MI) _____		
Location _____	Aircraft/Vessel Type _____	Registration No. _____
ELT Manufacturer _____	ELT Model No. _____	ELT Hexa-Sub _____
Suspected Cause _____		
Time of _____	Date of _____	Distance from Source to Plot _____

Form LP-14-0990 © Los Padres SAR 1990

FIG. X2.30 ELT Worksheet

FEMA US&R RESPONSE SYSTEM
INCIDENT SUPPORT TEAM



PLANNING CYCLE	INCIDENT	REPORTING UNIT	FORM
		ESF-9	US&R-XXX 255
DISASTER #	OPS PERIOD	DATE/TIME PREPARED	UNIT LEADER
TIME	EVENT		
	■ Shift change		
	■ Prepare for Planning Meeting		
	■ Planning Meetings (Command & General Staff, Agency Admin. Rep., Resource Status Officer, Situation Status Officer, Comm Support Officer, etc.)		
	■ Prepare IAP		
	■ Review and Finalize IAP		
	■ Approve IAP		
	■ Prepare for Operations Briefing		
	■ Operations Briefing		
	■ Finalize Reports		
	■ Shift Change		
PREPARED BY	APPROVED BY	DATE	

FIG. X2.28 Planning Cycle



FEMA US&R RESPONSE SYSTEM
INCIDENT SUPPORT TEAM

SITUATION REPORT	OPERATIONAL PERIOD		REPORTING	FORM
	INCIDENT	DATE	UNIT	2/95
<p>The following reports on Urban Search & Rescue activities for the period shown:</p>				
<p>■ CURRENT SITUATION</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>■ CRITICAL ISSUES</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>■ CASUALTY REPORT (civilian/Federal)</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>ACCOMPLISHMENTS</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>■ RESOURCES ASSIGNED</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>■ PLANNED ACTIVITIES (next 24 - 72 hours)</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>■ ADDITIONAL INFORMATION</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>IST LEADER _____ DATE _____ TIME _____</p>			<p>DISTRIBUTION: DFO: Information & Planning Section IST: -Command & General Staff</p>	

FIG. X2.31 Situation Report

Los Padres Search & Rescue Team ELT-DF FIELD TEAM LOG	Team No.: _____ Team Leader: _____	Call sign: _____ Date: _____
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Owner's Name Last-First-AM: _____ Model #: _____ ELT Manufacturer: _____ BATT Model No.: _____ ELT Serial No.: _____	Registration No.: _____ Aircraft/Vessel Type: _____ Suspended Cause: _____ Time On: _____ Date Off: _____ © Los Padres SAR - 1999 Form LP-19-0000	

FIG. X2.34 ELT-DF Field Team Log

ELT-DF FIELD TEAM LOG Page 2	Team No.: _____ Team Leader: _____	Call sign: _____ Date: _____
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	
Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	Location: _____ Time: _____ How Taken: _____ Bearing MAGNET TIC: _____ Bearing TRUE: _____ Base Line Deviation: _____ Strength: _____ Base Line: _____ Comments: _____	

FIG. X2.34 ELT-DF Field Team Log (continued)

TRACKING WORKSHEET

Location: _____

Remarks: _____

Stride: _____
heel to heel
toe to heel

Assigned ident. _____

Location: _____

Remarks: _____

Stride: _____
heel to heel
toe to heel

Assigned ident. _____

FIG. X2.35 Tracking Worksheet

Los Padres Search & Rescue Team TRACK ID FORM		Team No.: _____	Call sign: _____
		Team Leader: _____	Date: _____

<p>Date _____ Time _____</p> <p>Location _____</p> <p>Heading _____</p> <p>Basic Type _____</p> <p>Pattern _____</p> <p>Overall Length _____ Width _____</p> <p>Heel Length _____ Width _____</p> <p>Stride (heel to heel) _____</p> <p>Ground Description _____</p> <p>Remarks _____</p> <p>Tracker _____</p>	<p>Date _____ Time _____</p> <p>Location _____</p> <p>Heading _____</p> <p>Basic Type _____</p> <p>Pattern _____</p> <p>Overall Length _____ Width _____</p> <p>Heel Length _____ Width _____</p> <p>Stride (heel to heel) _____</p> <p>Ground Description _____</p> <p>Remarks _____</p> <p>Tracker _____</p>
<p>Date _____ Time _____</p> <p>Location _____</p> <p>Heading _____</p> <p>Basic Type _____</p> <p>Pattern _____</p> <p>Overall Length _____ Width _____</p> <p>Heel Length _____ Width _____</p> <p>Stride (heel to heel) _____</p> <p>Ground Description _____</p> <p>Remarks _____</p> <p>Tracker _____</p>	<p>Date _____ Time _____</p> <p>Location _____</p> <p>Heading _____</p> <p>Basic Type _____</p> <p>Pattern _____</p> <p>Overall Length _____ Width _____</p> <p>Heel Length _____ Width _____</p> <p>Stride (heel to heel) _____</p> <p>Ground Description _____</p> <p>Remarks _____</p> <p>Tracker _____</p>

Solid bars 	Broken bars 	Wavy/ripple 	Herringbone
----------------	-----------------	-----------------	-----------------

FIG. X2.36 Track ID Form

X3. ADDITIONAL FORMS FOR SAR INVESTIGATION

LARIMER COUNTY SEARCH AND RESCUE

LOST PERSON QUESTIONNAIRE

SHORT FORM – OUTLINE FORMAT
based upon NASAR long form by Butch Farabee

INCIDENT: _____ DATE: _____

A – SOURCES OF INFORMATION (REPORTING PARTY)

B – LOST PERSON(S) – name, DOB, address, DOW license, etc.

C – PHYSICAL DESCRIPTION

D – TRIP PLANS OF SUBJECT

E – CLOTHING – (equipment on reverse, section J) – scent article? ___ – footprint? ___

F – LAST SEEN – where, when, direction of travel, weather, etc.

G – OUTDOOR EXPERIENCE

FIG. X3.1 Lost Person Questionnaire

H - HABITS / PERSONALITY

I - HEALTH / GENERAL CONDITION

J - EQUIPMENT - (clothing on obverse, section E)

K - CONTACTS SUBJECT WOULD MAKE UPON REACHING CIVILIZATION

L - CHILDREN'S REACTIONS and ATTRACTIONS

M - GROUPS OVERDUE - personality interactions, etc.

N - ACTIONS TAKEN SO FAR - by RPs, other agencies

O - MEDIA / FAMILY RELATIONS

P - OTHER INFORMATION

FIG. X3.1 Lost Person Questionnaire (continued)

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
SEARCH AND RESCUE CIRCUMSTANCE

DATE AND TIME OF CALL _____ FILE NO. _____

VICTIM _____ NICKNAME (S) _____
(MAKE OUT SEPARATE SHEET FOR EACH VICTIM)

ADDRESS _____ CITY _____ PHONE _____

SEX _____ RACE _____ AGE _____ HEIGHT _____ WEIGHT _____ BUILD _____ HAIR _____ EYES _____

MARKS/SCARS _____ PHOTO AVAIL () _____ SHOES _____

CLOTHING WORN _____ TYPE _____ COLOR _____ SIZE _____ DIMENSION _____ SOLE _____ AGE _____

MONEY CARRIED \$ _____

PERSONALITY	ATTITUDE WHEN	PHYSICAL COND.	SMOKER: YES ()	FAMILIARITY	ABILITY IN MTS.
CALM ()	LAST SEEN	VERY GOOD ()	NO ()	WITH AREA	NONE ()
NERVOUS ()	WORRIED ()	GOOD ()	TYPE/FILTER ()	NONE ()	AMATEUR ()
CAUTIOUS ()	ANGRY ()	SICK* ()	CORK ()	SLIGHT ()	GOOD ()
CARELESS ()	FRIGHTENED ()	TIRED ()	PLAIN ()	GOOD ()	EXPERT ()
	HAPPY ()	WEAK ()	BRAND _____		

*MEDICINE _____

ITEMS CARRIED:
FOOD & CANDY _____

EQUIPMENT	NO.	PERSONS
NUMBER	LOST	W/VICTIM

LAST SEEN (PLACE/DATE) _____ TIME _____ AM/PM

SITUATION	AREA	DESTINATION
LOST ()	TRAIL ()	
FALL ()	STREAM ()	ROUTE OF TRAVEL
STRANDED ()	RIDGE ()	FROM _____
INJURED ()	CANYON ()	TO _____
SICK ()		TO _____
DEAD ()		ARR. _____

WAS THERE A CHANGE OF PLANS _____ WHAT _____

AREA/PLACES VICTIM FAMILIAR WITH _____

KNOWN FRIENDS _____

INFORMANT _____ WAS INFORMANT MEMBER OF PARTY _____

ADDRESS _____ CITY _____ PHONE _____

NEXT OF KIN _____ RELATIONSHIP _____

ADDRESS _____ CITY _____ PHONE _____

NOTE: IF VICTIM IS LOST, SECURE ARTICLE OF CLOTHING FOR TRACKING DOG. CLOTHING MUST HAVE BEEN WORN NEXT TO BODY AND MUST NOT HAVE BEEN LAUNDERED. DO NOT HANDLE, PICK UP WITH FORK OR STICK AND PLACE IN CLEAN PAPER BAG. USE REVERSE SIDE OF FORM FOR REMARKS.

DEPUTY _____ BADGE _____

MOUNTAINEER _____

CAR NUMBER _____ DESK _____ STATION _____

FIG. X3.2 Search and Rescue Circumstance

Pennsylvania Search and Rescue Council		Incident Missing Person Questionnaire Incident Form 1 of 5			
Incident Name:		Name of Interviewer:		Date/Time Prepared:	
Interview	Source(s) of information (names and relationships): (Use back page if needed)				(circle one)
	_____ () _____				phone in person
Subject I.D.	Name of missing person: _____ Age, Birthday, other: _____				phone in person
	Local Address: _____				phone in person
	Home Address, if different: _____				
Description	Nicknames / Aliases: _____				
	Height: _____ Weight: _____ Build: _____ Hair Color: _____ Hair Length: _____				
	Sideburns? Beard? Moustache? Balding? _____				
	Facial Features/Shape: _____				
	Distinguishing Marks (scars, etc.): _____				
Other	Race/Skin Color and Complexion: _____				
	General Appearance: _____				
	Other important information: _____				

3/2/92		Page 1 of 6			

FIG. X3.3 Incident Missing Person Questionnaire

Incident Missing Person Questionnaire		
Clothing	Hat? Color/Style? _____ Shirt Color/Style: _____ Sweater? Jacket? Style/Color? _____ Pants/Skirt: _____ Ramgear? Gloves or Mittens? _____ Sunglasses? Prescription Glasses? _____ Shoes: Style, Color, Sole Type? _____ Other Clothing? _____ Scent Articles Available? Where? _____	
	Pack? Brand, Style, color? _____ Tent? Color, Type, Brand? _____ Sleeping Bag? Color, Type, Brand? _____ Water Bottle/Canteen? Color/Type? _____ Food? Brands, Amount? _____ Flashlight? Brand, Color, Battery Type? _____ Matches? Wooden? Paper? Describe: _____ Knife? Compass? _____ Fishing Equipment? _____ Money? Camera/Film/Accessories? _____ Firearms? Gauge? Ammunition? _____ Ice Axe/Skis/Snowshoes/Poles? _____ Other Equipment? _____	
	Trip Destination and Purpose: _____ Planned Route and Alternate? _____ Planned Date/Time for Return: _____ Group Affiliation? Transportation? _____ Trip Starting Point and Time: _____ Car Description and Location: _____ Alternate Car or Alt. Pickup Plans: _____	
	3/2/92	
	Page 2 of 6	

FIG. X3.3 Incident Missing Person Questionnaire (continued)

Incident Missing Person Questionnaire	
Last Seen Details	When? Where? _____
	by Whom? (Name, Location, Phone): _____ () _____
	going Which Way? _____
	Weather? _____
	Special Reason for Leaving? _____
	Any Unusual Comments on Leaving? _____

Experience	Familiar with the Area? _____
	Outdoor Experience Level? _____
	First Aid/Scout/Military? _____
	Hunting/Backpacking/Climbing? _____
	Ever been lost before? Where? When? _____
	Actions when lost before? _____
	Ever go out alone? _____
Stay on trails or go cross-country? _____	
Contacts	Who would subject contact _____ () _____
	on reaching civilization? _____ () _____
	(Name, Address, Phone) _____ () _____
	Include friends, relatives, _____ () _____
	habitual bars or restaurants _____ () _____
	_____ () _____
	_____ () _____
Health	General condition? _____
	Any physical handicaps or limitations? _____
	Psychological or psychiatric problems? _____
	Any medications? Amount carried? _____
	Consequences of loss? _____
	Eyesight without glasses/contacts? _____
	Carry spares? _____
Physician/psychiatrist/counselor: _____ () _____	
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FIG. X3.3 Incident Missing Person Questionnaire (continued)

Incident Missing Person Questionnaire	
Personality	Recreational drugs: _____
	What type/brand? How much? _____
	Consequences of withdrawal? _____
	(include tobacco, alcohol, _____
	marijuana, cocaine, narcotics, _____
	prescription drugs) _____
	Particular outdoor interests? _____
	(e.g., "likes to follow streams _____
	because he's a fisherman") _____
	Job history? _____
	Recent problems at work _____
	or school? (confirm with _____
	co-workers or teachers) _____
	Relationship with spouse, _____
	family, or significant other(s)? _____
	Any recent changes? _____
	Closest relative? _____
	Closest other friend/confidant? _____
	Who had last significant conversation _____
	with subject? What about? When? _____ () _____
	Any recent mail that might be relevant? _____
	Religious preference and beliefs? _____
	Priest, minister, or other religious _____
	leader who might provide information? _____ () _____
History of problems with law? When? _____	
Locations where born/raised? _____	
History of depression? _____	
Ever run away from home? _____	
Leader or follower? Give up easily? _____	
Hole up and wait, or keep going? _____	
Outgoing or quiet? _____	
Like to be alone? _____	
Likely response to searchers? _____	
Hitch-hike often? _____	
3/2/92	Page 4 of 6

FIG. X3.3 Incident Missing Person Questionnaire (continued)

Los Padres Search & Rescue Team
LOST PERSON WORKSHEET

Subject Number

INITIAL INFORMATION			RECORD TYPE		
Check One	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Officer	Contact	
Category	<input type="checkbox"/> At Risk <input type="checkbox"/> Prior Missing <input type="checkbox"/> Sexual Exploitation Suspected				
Reporting Agency	Date & Time SAR Called	Case No.			
SUBJECT INFORMATION			TIME DONE		
Name (Last, First, Middle)		Nickname/Alias	Phone		
Residence		City	State/Zip		
Time Last Seen	Location				
Last Seen By	Direction of Travel				
Destination					
Return Commitment					
			<input type="checkbox"/> Runaway Juvenile		
			<input type="checkbox"/> Voluntary Missing Adult		
			<input type="checkbox"/> Parental/Family Abduction		
			<input type="checkbox"/> Non-Family Abduction		
			<input type="checkbox"/> Stranger Abduction		
			<input type="checkbox"/> Dependent Adult		
			<input type="checkbox"/> Lost		
			<input type="checkbox"/> Catastrophe		
			<input type="checkbox"/> Unknown Circumstances		
			BOL/SO		
			BOL/PS & CHP		
			Hospitals		
			Jail		

GENDER	RACE	HGT	WGT	EYE COLOR	HAIR COLOR	D.O.B. / AGE
<input type="checkbox"/> Male	<input type="checkbox"/> W <input type="checkbox"/> C			<input type="checkbox"/> BLK <input type="checkbox"/> HAZ	<input type="checkbox"/> BLK <input type="checkbox"/> RED	
<input type="checkbox"/> Female	<input type="checkbox"/> H <input type="checkbox"/> J			<input type="checkbox"/> BLU <input type="checkbox"/> MAR	<input type="checkbox"/> BLN <input type="checkbox"/> SDY	
<input type="checkbox"/> Unknown	<input type="checkbox"/> B <input type="checkbox"/> F			<input type="checkbox"/> BRO <input type="checkbox"/> PNK	<input type="checkbox"/> BRO <input type="checkbox"/> WHT	
	<input type="checkbox"/> I <input type="checkbox"/> O			<input type="checkbox"/> GRY <input type="checkbox"/> MUL	<input type="checkbox"/> GRY <input type="checkbox"/> XXX	
	<input type="checkbox"/> X			<input type="checkbox"/> GRN <input type="checkbox"/> XXX	Style	

Hat	Type	Color	Medical Problem/Illness	Alcohol
Coat			Physical Condition	Drugs
Shirt			Vision	Medications
Pants			Glasses/Contacts?	Next Dose?
Jewelry			Vision Without Eyewear	How Long Without?
Shoes			Hearing	Effects of Missing Dose
Size	Sole		Hearing Aid?	
			Emotional State	
			Personality	

Type of Identification Carried	Drivers License Number/State	SS#
Did Subject Have Money?	How Much?	Means to Get Money
Vehicle License	State	Year
	Make	Style
	Color	Registered Owner

SOURCE OF INFORMATION			
Name (Last, First, Middle)	Age/D.O.B.	Residence Address	Relation To Subject
Where To Contact	Phone	Interviewed By	Time

FIG. X3.4 Lost Person Worksheet

WILDERNESS TRIPS			
Type of Activity	Purpose of Trip	Number Lost	Number In Party
Location of Point Last Seen or Last Known Point		Time	Date
Starting Point/Tailhead		Time	Date
Destination	Has Subject Been There Before?	Time	Date
Intended Route of Travel			
Alternate Plans		Other Vehicle(s) Involved (List)	
Exit Plan		Time	Date

CONTACT AT END OF TRIP			
Name	Relation	Phone	Back Up Plan
Address		Contacts Current Location	

EQUIPMENT		
Maps	Pack	How Many Days Food?
Compass	Sleeping Bag	Type of Food (freeze dried, food bars)
Guidebook	Tent Or Shelter	Snack Foods
Flashlight	Stove	Gum/Candy
Water (How Much?, Container?)	Raingear	Smoker (Brand)
Knife	Climbing Equipment	Other Equipment
Firearm	Camera	

EXPERIENCE		
Experience At Activity	Related Skills	
Familiarity With Area	Last Time There	
Previous Incident/Lost Before	When/Where?	
Past Destinations		
Scouting Experience	Medical Training	Would Subject Leave Trail?
Military Experience	Outdoor Training Programs	How Far/Fast Does Subject Hike?

GROUPS		
Name of Group/Organization	Type of Group	
Name of Leader	Experience of Leader	Phone Number
Actions if Separated (Planned or Suspected)		
Group Cohesiveness (Splitter Groups, Personality Clashes)		

FIG. X3.4 Lost Person Worksheet (continued)

CHILDREN			
Afraid Of: <input type="checkbox"/> Dark <input type="checkbox"/> Animals <input type="checkbox"/> Other:			
Feeling Toward Adults		Feeling Toward Strangers	
Has Subject Ever Runaway? (When/Where)		Would Subject Get In A Car?	
Reactions When Hurt			
Training When Lost			<input type="checkbox"/> Hug-A-Tree at Age:
Personality (Active, Lethargic, Anti-Social)			
WALKAWAY			
Location Last Scene		Time	Date
Seen By Whom?		Location of Witness	Phone Relation
Direction Going When Last Seen		Suspected Destination	Last Meal
Knowledge Of Area		Previous Residence Or Address?	
Who Last Talked At Length With Subject?		Where/When?	Topic?
Any Reason For Leaving?		Did Subject Have Any Complaints?	
Attitude At Time (confident, confused, normal, afraid)		Tired?	Hot/Cold?
Previous Event		Time	Date
Previous Event		Time	Date
Previous Event		Time	Date
ALZHEIMER / WALKER			
Glasses/Contacts YES / NO		Description Of Glasses	Ability To See Without Eyewear
Right Or Left Handed		Walking Aids	Describe Walking Ability
Hearing Aid YES / NO		Description	Ability To Hear Without Hearing Aid
General Health	Normal Personality	Personality When Stressed or Upset	Current Medications
<input type="checkbox"/> Excellent	<input type="checkbox"/> Stable	<input type="checkbox"/> Stable	Name Dosage Frequency Symptoms If Not Taken
<input type="checkbox"/> Good	<input type="checkbox"/> Changeable	<input type="checkbox"/> Confused	
<input type="checkbox"/> Fair	<input type="checkbox"/> Erratic	<input type="checkbox"/> Disoriented	
<input type="checkbox"/> Poor	<input type="checkbox"/> Violent	<input type="checkbox"/> Agitated	
<input type="checkbox"/> Weak	<input type="checkbox"/> Aggressive	<input type="checkbox"/> Compulsive	
<input type="checkbox"/> Strong	<input type="checkbox"/> Passive	<input type="checkbox"/> Other	
<input type="checkbox"/> Friendly	<input type="checkbox"/> Friendly		
<input type="checkbox"/> Other	<input type="checkbox"/> Other		
Familiar Object Subject May Recognize (Describe Photo, Clothing, Object)			
Can Subject Drive?	Describe Any Vehicle To Which Subject Has Access		Would Subject Use Taxi, Bus, Accept a Ride?
Would Subject Relate To A Certain Vehicle (Describe Make/Model/Color)?			
Would Subject Talk To Strangers?		Would Subject Enter A Store?	Languages Spoken

FIG. X3.4 Lost Person Worksheet (continued)

CONFIDENTIAL INFORMATION
NOT FOR RELEASE BY SAR

KNOWN FRIENDS				
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
NEXT OF KIN				
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
Name (Last, First, Middle)	Relation To Subject	Age	Where To Contact	Phone ()
SCENT ARTICLE				
Contact Name (Last, First, Middle)	Location			Phone ()

SCENT ARTICLE: Clothing must have been worn next to the body. Bedding such as pillows if not touched by others must not have been washed or handled by any other person. Pick up with a fork or other utensil and put in a clean bag.

DOJ ABBREVIATIONS					
RACE		EYE COLOR		HAIR COLOR	
W	White	BLK	Black	BLK	Black
H	Hispanic/Mexican/Latin	BLU	Blue	BLN	Blond
B	Black	BRO	Brown	BRO	Brown
I	American Indian/Alaskan Native	GRY	Gray	GRY	Gray
C	Chinese	GRN	Green	RED	Red
J	Japanese	HAZ	Hazel	SDY	Sandy
F	Filipino	MAR	Maroon	WHT	White
O	All Other/Multi-Race	PNK	Pink	XXX	Unknown
X	Unknown	MUL	Multi-Color		
		XXX	Unknown		

FIG. X3.4 Lost Person Worksheet (continued)



ALPINE
RESCUE
TEAM, INC.

ML QUICK SHEET

MISSION #: _____
DATE: _____

TIMES	CODE	TYPE	SITUATION	ML: CG: COUNTY: MISSION CONTACT:
PAGED: _____	<input type="checkbox"/> 2	<input type="checkbox"/> RESCUE	<input type="checkbox"/> LOST/OVERDUE	
ON: _____		<input type="checkbox"/> SEARCH	<input type="checkbox"/> STRANDED	
LOCATED: _____	<input type="checkbox"/> 3	<input type="checkbox"/> RECOVERY	<input type="checkbox"/> INJURY	
CLEARED: _____		<input type="checkbox"/> STAND-BY	<input type="checkbox"/> ILLNESS	
		<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	

TEAM PAGE INFORMATION: (LOCATION, RESPONSE & DIRECTIONS)	MAP INFORMATION
	QUADS REQUIRED: _____
	COUNTY MAP: _____
	FOREST SERVICE MAP: _____

SUBJECT INFORMATION			
NAME: _____	AGE: _____	SEX: _____	D.O.B. _____
ADDRESS: _____	PHONE # (H) _____	(W) _____	
MEDICAL HISTORY: _____	OTHER INFORMATION: _____		
LAST SEEN POINT: _____			

REPORTING PARTY	
NAME: _____	LOCATION: _____
PHONE #: _____	RELATIONSHIP: _____
OTHER INFORMATION: _____	

WEATHER FORECAST	
TIME OBTAINED: _____	FOR TIME PERIOD: _____
WIND: _____ DIRECTION: _____	PRECIPITATION: _____
CLOUD COVER: _____	CEILING _____
PREDICTED LOW: _____	PREDICTED HIGH: _____
AVALANCHE HAZARD: _____	

FIG. X3.5 ML Quick Sheet

NOTIFICATION OF SEARCH AND/OR RESCUE

CALLER'S NAME _____	DATE _____	
CALLER'S PHONE # _____	TIME _____	
INJURED/MISSING PERSON(S): AGE: ADDRESS: RACE:		
(1) _____		
(2) _____		
(3) _____		
(4) _____		
DATE LAST SEEN _____	TIME LAST SEEN _____	SUBJECT MISSING SINCE _____
LOCATION LAST SEEN _____		
INTENDED DESTINATION _____		
TYPE OF INJURY (IF APPLICABLE)? _____		
SUBJECT'S DESCRIPTION: Ht Wt Hair Eyes Distinguishing Features		

CLOTHING WORN (shirt, pants, jacket, hat, boots/shoes, gloves, etc) ? _____		
EQUIPMENT (pack, canteen, rain gear, light, compass, map) INCLUDE COLOR & TYPE! _____		
HIKING EXPERIENCE? HOW MUCH? _____		
VEHICLE DESCRIPTION: _____	LICENSE PLATE NO. _____	STATE _____
MAKE _____	MODEL _____	COLOR _____
YEAR _____		
LOCATION OF VEHICLE _____		
SUPERVISOR NOTIFIED: (who & time) _____		RANGERS NOTIFIED: (who & time) _____

FIG. X3.6 Notification of Search and/or Rescue

Los Padres Search & Rescue		ELT-DF Reports			Case No. SAR No.
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Time	Team	Location			
Bearing MAGNETIC	Bearing TRUE	How Taken	Base Line Deviation	Strength	
Comments					
Page No.	Form LP-15-0990 © Los Padres SAR 1990				

FIG. X3.9 ELT-DF Reports

Clue Card

Date _____ Time _____ Recorded by: _____

Call-back Name & No.: _____

Clue Type: _____

Information: _____

Article: _____

Action Taken: _____

(Returned to Plans - Date _____)

This form is a standard 3x5 card with the lined side left blank and the other side imprinted using a rubber stamp.

FIG. X3.10 Clue Card



New York State Department of Environmental Conservation
New York State Forest Rangers

Clue Card

Date: date the card was filled out.

Time: time that the card was filled out.

Recorded by: name of the person filling out this card.

Call back name and number: name and phone number of person giving you information on an article.

Clue type:

Information: Any information that has been given to you pertaining to the search, that you feel may be of some value. This would include sightings (include date and time of the sighting), personal habits of the subject, and/or known places where the subject might go.

Article: An article found during the course of your search.

Action Taken: present location and status of articles, and instructions given to the person providing the information.

Returned to Plans: the date/time the card was given to the Planning Section.

FIG. X3.10 Clue Card (continued)

LOS ANGELES COUNTY SHERIFFS DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

RELATIVE SEARCH URGENCY RATING FORM

NOTE: Use this form to aid in the justification of additional manpower and equipment requirements. This is not an absolute nor comprehensive system for estimating search urgency but may be helpful as a guideline.

SUBJECT PROFILE		
Factor		Factor Value
AGE	Very young	1
	Very old	1
	Other	2-3
MEDICAL COND.	Suspected injured/illness	1-2
	Healthy	3
	Known Fatality	3
NUMBER OF SUBJECTS	One alone	1
	Multiple unseparated	2-3
WEATHER	Existing hazardous	1
	Predicted hazardous, with in 8 hrs. or less	1-2
	Predicted hazardous, more than 8 hrs.	2
	No hazardous weather predicted	3
EQUIPMENT	Inadequate for environment	1
	Questionable for environment	1-2
	Adequate for environment	3
SUBJECT EXPERIENCE	Not experienced, does not know area	1
	Not experienced, knows area	1-2
	Experienced, does not know area	2
	Experienced, knows area	3
TERRAIN AND HAZARDS	Known hazardous terrain or other hazards	1
	Few or no hazards	2-3
HISTORY OF INCIDENTS	In this area	1-3
BASTARD SEARCH		2-3
NOTES: The lower the value of each factor and of the sum of all factors, the more urgent the situation. Considerable elapsed time from when the subject was reported missing and the political sensitivity of the circumstances have the effect of increasing the relative urgency.		
RESPONSE RATING		
	Emergency response	08-12
	Measured response	13-16
	Evaluative response	18-24
	Insufficient evidence	25-27
	TOTAL	
MMRT 302	PREPARED BY (NAME & POSITION)	

rev. 10/21/93

FIG. X3.11 Relative Search Urgency Rating Form

 Santa Barbara Sheriffs Department Los Padres Search & Rescue Team		Training Plan	
Subject:		Date Submitted:	
General Plan:		Skill Areas:	
Instructor(s):		Planned Date:	
Location:		Day of the Week:	
Fiscal:		Planned Start Time:	
		Estimated Finish Time:	
		Training Leader:	

Form - 01A-0292 © Los Padres SAR 1992

FIG. X3.12 Training Plan

SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT
DOCUMENTED TRAINING FORM

BUREAU/UNIT/TEAM Los Padres Search & Rescue Team

DATE OF TRAINING

HOURS OF TRAINING

LOCATION TRAINED

MEMBERS PRESENT (List K-9 or horse with member if applicable)

FIG. X3.13 Documented Training Form



INSTRUCTOR OR PERSON SUPERVISING

ACTIVITIES TRAINED IN

PERSON COMPLETING FORM

DATE

FIG. X3.13 Documented Training Form (continued)

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM**

Training Check-In

Team Name: _____

Team Contact: _____

Phone: _____

Address: _____

(to be used for future updates or changes)

Total Number of Team Participants: _____

Field Personnel: _____

Support Personnel: _____

Expected Team Arrival Time _____

Will you bring Snowmobiles / Snowcat? Number _____

Any Problems or Concerns with the Training Plan? _____

Any special requests to be added to the training? _____

Anything else:

FIG. X3.14 Training Check-in

Issues:

Response:

Field Assignments:

Safety:

Other:

For each issue identified

A) Will be discussed at next team meeting (SAR MGR/FIELD Coordinator)

or

B) Will be assigned to an individual team member, results/actions reviewed at team/sar manager/exec meeting.

FIG. X3.16 Mission Debriefing Form (continued)

Colorado Division of Wildlife		MISSION REPORT				Colorado Search & Rescue Board						
County (where mission occurred):		LARIMER		Co. Case #:	AFRCC #:							
Unit Submitting Report:		LARIMER COUNTY SEARCH AND RESCUE TEAM		Unit Msn #:	Other #:							
Primary unit (this mission):		LCSAR		Where incident occurred:		Incident Commander:						
Mission started: Date:		Time:										
SUBJECT INFORMATION												
Name	Sex	DOB	Street address	Town	State	CDOW I# (atc'd)						
A												
B												
C												
INCIDENT DATA												
ACTIVITY		SITUATION		DESCRIPTION OF INCIDENT								
<input type="checkbox"/> Climber	<input type="checkbox"/> OHV	<input type="checkbox"/> Lost/overdue										
<input type="checkbox"/> Hiker	<input type="checkbox"/> Snowmobile	<input type="checkbox"/> Stranded										
<input type="checkbox"/> Hunter	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Injury										
<input type="checkbox"/> Fisherman	<input type="checkbox"/> Walkaway	<input type="checkbox"/> Illness										
<input type="checkbox"/> Skier	<input type="checkbox"/> Evld. search	<input type="checkbox"/> Public service										
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Other	<input type="checkbox"/> Other										
<input type="checkbox"/> Boat												
RESPONSE												
RESPONSE TYPE		(If lost) SEARCH TECHNIQUES USED						RESCUE/RECOVERY TECHNIQUES USED	DESCRIPTION OF RESPONSE			
<input type="checkbox"/> Standby	<input type="checkbox"/> Responded	<input type="checkbox"/> Confinement						<input type="checkbox"/> Assist/down power				
<input type="checkbox"/> Search	<input type="checkbox"/> Land	<input type="checkbox"/> Attraction	<input type="checkbox"/> Carry-out by foot									
<input type="checkbox"/> Rescue	<input type="checkbox"/> Air	<input type="checkbox"/> Heavy search	<input type="checkbox"/> Rock/scene evac.									
<input type="checkbox"/> Recovery	<input type="checkbox"/> Water	<input type="checkbox"/> Visual tracking	<input type="checkbox"/> Evac. by animal									
<input type="checkbox"/> Other		<input type="checkbox"/> Search dogs	<input type="checkbox"/> Watercraft evac.									
		<input type="checkbox"/> Line search	<input type="checkbox"/> Vehicle evac.									
		<input type="checkbox"/> Air search	<input type="checkbox"/> Aircraft evac.									
		<input type="checkbox"/> Other	<input type="checkbox"/> Other									
RESULTS												
SUBJECT WAS FOUND/RESCUED Date:		Time:		<input type="checkbox"/> By SAR effort	<input type="checkbox"/> By self	<input type="checkbox"/> Not found/rescued						
				<input type="checkbox"/> By public (non-SAR)	<input type="checkbox"/> Never needed help	<input type="checkbox"/> Other						
REASON TERMINATED		(If lost) FOUND IN	CLUES	SUBJECT FOUND BY	As a result of this SAR effort, Total number of persons: Found, Rescued, Saved							
<input type="checkbox"/> Successful	<input type="checkbox"/> Lack manpower	<input type="checkbox"/> Primary search area	<input type="checkbox"/> Interrogation	<input type="checkbox"/> Interview								
<input type="checkbox"/> Lack equipment	<input type="checkbox"/> Secondary search area	<input type="checkbox"/> Confinement	<input type="checkbox"/> Attraction	<input type="checkbox"/> Heavy search								
<input type="checkbox"/> Lack support	<input type="checkbox"/> Area previously searched	<input type="checkbox"/> Visual tracking	<input type="checkbox"/> Search dogs	<input type="checkbox"/> Line search								
<input type="checkbox"/> Lack clues	<input type="checkbox"/> Hazardous terrain	<input type="checkbox"/> Out of area	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Flood Wing								
<input type="checkbox"/> Severe weather	<input type="checkbox"/> Area too large	<input type="checkbox"/> Home, bar, motel, etc	<input type="checkbox"/> Subject's signal	<input type="checkbox"/> Other								
<input type="checkbox"/> Authority decision	<input type="checkbox"/> Family decision	<input type="checkbox"/> Other										
<input type="checkbox"/> Other												
MEDICAL												
EXTENT OF INJURIES		SUBJECT BEHAVIOR		CAUSE OF INCIDENT				(If lost) REASON(s)				
A	<input type="checkbox"/> Uninjured	<input type="checkbox"/> Unknown	<input type="checkbox"/> Human error (self)	<input type="checkbox"/> Poor supervision				<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown	<input type="checkbox"/> Exhaustion		
B	<input type="checkbox"/> Slight/1st aid	<input type="checkbox"/> Another person	<input type="checkbox"/> Darkness	<input type="checkbox"/> Accidental separation	<input type="checkbox"/> Intentional separation	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Exceeded ability					
C	<input type="checkbox"/> Moderate/Dr.	<input type="checkbox"/> Environment/Wx	<input type="checkbox"/> Falling object	<input type="checkbox"/> Took short cut	<input type="checkbox"/> Poor/no map	<input type="checkbox"/> Inadeq. equip.	<input type="checkbox"/> Fall or slip					
	<input type="checkbox"/> Severe/hospital	<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Disoriented	<input type="checkbox"/> Poor/no map	<input type="checkbox"/> Disoriented	<input type="checkbox"/> Anchor/belay fail'd	<input type="checkbox"/> Inadeq. equip.					
	<input type="checkbox"/> Fatal	<input type="checkbox"/> Other	<input type="checkbox"/> Misjudge time/distance	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other					
						(If lost)-Travel Data Alt. distance from last seen pt. (miles) Elevation change from last seen pt. to nearest found (feet) Up Down Same elev. Time moving (hrs) Day Night Sun						

FIG. X3.17 Mission Report

COUNTY OF LOS ANGELES - SHERIFF'S DEPARTMENT INCIDENT REPORT CONTINUATION				URN	PAGE	OF				
STATISTICAL INFORMATION										
CLASSIFICATION	# of Vict	# of Surv	# of FAM	# of Miss or LMA	RESOURCES USED	MUTUAL AID				
						# of Units or People	# of Hours of Work	# of Units or People	# of Hours of Work	
HUNTERS					PAID DEPUTIES					
FISHERMAN					RESERVE DEPUTIES					
BACKPACKERS/HIKERS					CIVILIAN VOLUNTEERS					
CAMPERS					CO. OWNED HELICOPTERS					
CLIMBERS					FEDERAL HELICOPTER					
MOTORCYCLISTS					FEDERAL FIXED WING					
MINES AND CAVES					STATE HELICOPTER					
SWIMMERS					STATE FIXED WING					
SNOWSPORTS					PRIVATE HELICOPTER					
AIRCRAFT					PRIVATE FIXED WING					
RAFTERS					4X4 VEHICLE					
VEHICLES					SNOW MOBILE					
OTHERS					SEARCH DOGS					
TRAINING					HORSES					
					GROUND VEHICLES					
NARRATIVE										

ASIM 12/24/98 SAR-49 (10/98)

FIG. X3.18 Incident Report (continued)

Pennsylvania Search and Rescue Council		<h3>Incident After Action Report</h3> <p>Incident Form 5 of 5</p>			
Incident Name:		Date / Time* Prepared:			
AFRCC Mission No.:		State Mission No.:		Base Location:	
Mission Type/Extent	<input type="checkbox"/> Missing Person		<input type="checkbox"/> Missing / Overdue Vessel		<input type="checkbox"/> Other:
	<input type="checkbox"/> Missing / Overdue Aircraft		<input type="checkbox"/> Drowning		
	<input type="checkbox"/> ELT / EPIRB		<input type="checkbox"/> Cave Rescue		
	Mission Started:		Mission		<input type="checkbox"/> Closed or <input type="checkbox"/> Suspended
Locating and Medical Data	Objective Located by (Name / Organization):		Date / Time*		Geographic Location:
	Latitude / Longitude:				
	No. Subjects Involved:	No. Subjects Found Alive:	No. Subjects Found Dead:	No. Subjects Still Missing:	
	Remarks (include specific injury or illness and name of medical facility accepting any subjects):				
Participating Organizations					
Prepared by:		Approved by (Incident Commander):			
3/2/92		*local time, 24 hour format		Page 1 of 2	

FIG. X3.19 Incident After Action Report

Incident After Action Report					
Personnel/ Equipment	Aircraft Personnel*:	Ground Personnel*:	Non-SAR Tr. Volunteers*:	Other Personnel*:	
	Staff Personnel*:	Dogs:	Total Estimated Manhours:		
	Fixed Wing Aircraft:	Helicopters:	Ground Vehicles:	Boats:	
	Other Equipment:				
Operational Summary - Air	No. of Air Sorties:	Hours in Search Area:	Hours Enroute:	Total Flight Hrs.:	No. of Sq. Miles Searched:
	Summary of Grids / Areas Searched:				
				
				
				
				
				
				
				
				
Operational Summary - Ground	No. of Ground Tasks:	Vehicle Miles on Tasks:	Vehicle Miles Enroute:	Total Estimated Vehicle Miles:	
	Summary of Areas Searched:				
				
				
				
				
				
				
				
				
3/2/92 *For Personnel numbers, estimate total number of people involved in this role at any time during operation. Page 2 of 2					

FIG. X3.19 Incident After Action Report (continued)



MOUNTAIN RESCUE SURVIVAL SAM 5/94

ALPINE RESCUE TEAM, INC.

Mountain Aid Response Survey
A.R.T. HQ alpine missions: 526-2432

POST OFFICE BOX 934
EVERGREEN, COLORADO 80439
(303) 526-2417

Mission: _____
Location: _____
Mission Leader: _____ ART #: _____ Date: _____

We are very happy we were recently able to provide mountain search and rescue assistance to your agency. How well we do in meeting the needs of the victim(s), and your agency, is important to us. It helps us learn what is needed to constantly improve our operations, and tells us what we are doing right. Please take two minutes right now to complete this survey, and mail back to us in the enclosed envelope. Thanks for your help!

(5 = excellent 4 = good 3 = average 2 = needs improvement 1 = let's talk! n/a = not applicable)

Pre-response						
Ease of contacting Clear Creek S.O.	5	4	3	2	1	n/a
General ease of dispatching team	5	4	3	2	1	n/a
Rapidity of S.O. dispatch	5	4	3	2	1	n/a
Pre-response mission review/briefing w/A.R.T.	5	4	3	2	1	n/a
Standing mutual aid protocols	5	4	3	2	1	n/a
Enroute						
Ease of radio communication with team	5	4	3	2	1	n/a
Updates passed back and forth	5	4	3	2	1	n/a
Rapidity of team response	5	4	3	2	1	n/a
Team and personal vehicle operations	5	4	3	2	1	n/a
Mission Operations						
Unified (or joint) Command operations	5	4	3	2	1	n/a
Turn over of command (if done)	5	4	3	2	1	n/a
Use of ICS	5	4	3	2	1	n/a
Number of A.R.T. personnel on scene	5	4	3	2	1	n/a
A.R.T.'s medical care of patient	5	4	3	2	1	n/a
Our acceptance of your assignments	5	4	3	2	1	n/a
Appropriateness of our overhead assignments of your personnel	5	4	3	2	1	n/a
Our direction of your personnel	5	4	3	2	1	n/a
Our overall use of your agency personnel & equipment	5	4	3	2	1	n/a
Overall cooperation of A.R.T. and your agency	5	4	3	2	1	n/a
Overall cooperation of all individuals	5	4	3	2	1	n/a
Post Mission						
Debriefing (on scene)	5	4	3	2	1	n/a
Mission followup (if needed)	5	4	3	2	1	n/a

Please contact me immediately regarding this mission.

Name: _____ Title: _____
Agency: _____ Position/function during this mission: _____
Day phone: _____ Night phone: _____

Please use the back to offer any comments in regard to any portion of this mission.

A volunteer organization dedicated to saving lives through rescue and mountain safety education

FIG. X3.20 Mutual Aid Response Survey

FEMA US&R RESPONSE SYSTEM
URBAN SEARCH & RESCUE TASK FORCE

7/92

TASK FORCE LEADER'S MISSION ASSIGNMENT CHECKLIST

- [] ASSIGNED LOCALITY/JURISDICTION: _____
- [] TYPE OF ICS STRUCTURE IN PLACE: _____
- [] TFL's IMMEDIATE SUPERVISOR (title/name): _____
- [] ICP OR SUPERVISOR'S LOCATION: _____
- [] PLANNING/BRIFING MEETINGS SCHEDULE/LOCATION: _____
- [] CURRENT SITUATION: _____
- [] SEARCH & RESCUE ISSUES: _____
 - [] TYPE OF AREA INVOLVED: _____
 - [] PRIORITY BLDGS. (schools/hospitals/etc.): _____
 - [] NUMBER/LOCATION OF KNOWN VICTIMS: _____
- [] LOCAL MEDICAL SYSTEM: _____
 - [] FUNCTIONING EMS/HOSPITALS?: _____
 - [] MILITARY/DMAT TEAMS?: _____
 - [] VICTIM HAND-OFF PROCEDURES: _____
 - [] MEDEVAC OF INJURED TF MEMBER?: _____
 - [] VETERINARY RESOURCES?: _____
- [] COMMUNICATIONS PLAN: _____
 - [] FREQUENCY ASSIGNMENT: _____
 - [] REPORTING TYPE/SCHEDULE: _____
 - [] LOCAL JURISDICTION'S RADIO ASSIGNED TO TF?: _____
- [] TRANSPORTATION: _____
 - [] TRUCKS/BUSES: _____
 - [] AIRCRAFT/HELICOPTERS: _____
 - [] REQUESTING PROCEDURES: _____
- [] TF SUPPORT: _____
 - [] BASE OF OPS LOCATION?: _____
 - [] SUPPLY AVAILABILITY (food/water/equip.): _____
 - [] HEAVY EQUIPMENT/CRANES: _____
 - [] LOCAL/MILITARY SECURITY SUPPORT: _____
 - [] REQUEST PROCEDURES: _____
- [] MEDIA ISSUES: _____
 - [] LOCAL JURISDICTION PIO (title/name): _____
 - [] PROCEDURES (info release/interviews/etc.): _____

FIG. X3.21 Task Force Leader's Mission Assignment Checklist

FEMA US&R RESPONSE SYSTEM
URBAN SEARCH & RESCUE TASK FORCE

7/92

TASK FORCE BASE OF OPERATIONS LOCATION CHECKLIST

- [] SITE LOCATION/ADDRESS: _____
- [] BEST ACCESS ROUTE(S): _____
- [] DISTANCE TO ANTICIPATED WORK SITES: _____
- [] ADEQUATE SPACE AVAILABLE? _____
- [] PERSONNEL SHELTER CONSIDERATIONS: _____
 - [] USEABLE STRUCTURES? [] TENTS REQUIRED?
- [] CACHE SHELTER CONSIDERATIONS: _____
 - [] USEABLE STRUCTURES? [] TENTS REQUIRED?
- [] RADIO COMMUNICATIONS CONSIDERATIONS: _____

(high ground is usually more advantageous)
- [] SITE SAFETY/SECURITY: _____
 - [] Any tall adjacent buildings/utilities creating hazard?
 - [] Terrain with regard to rain/water runoff?
 - [] Site appropriately separated from rescue work sites?
 - [] Security assistance request from military/local jurisdiction?
 - [] Haz mat/exposure concerns

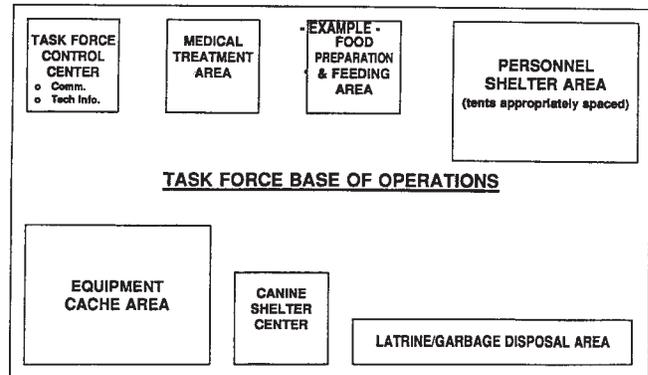


FIG. X3.22 Task Force Base of Operations Location Checklist

TASK FORCE OPERATIONS REPORT

TASK FORCE DESIGNATION: _____

DATE: _____

START TIME: _____ COMPLETION TIME: _____

TF TEAM: _____ TEAM MANAGER: _____

TEAM/SQUAD MEMBERS:

- | | |
|---------|----------|
| 1 _____ | 2 _____ |
| 3 _____ | 4 _____ |
| 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |
| 9 _____ | 10 _____ |

OPERATIONS SITE: ADDRESS: _____
SECTOR: _____

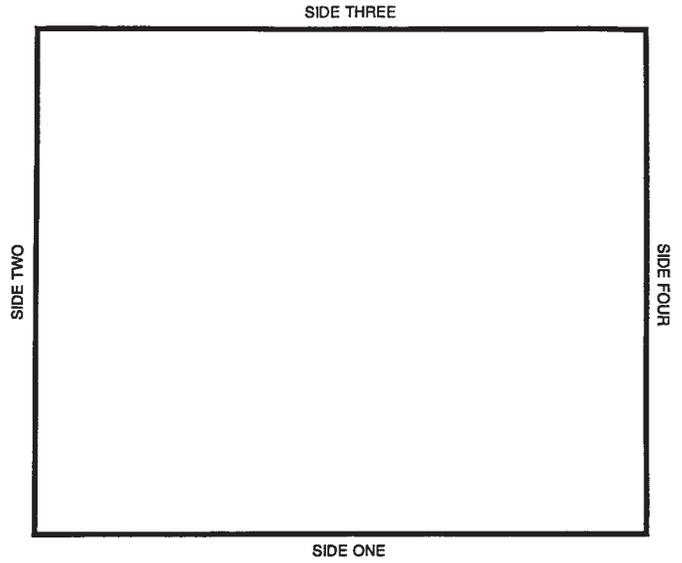
DESCRIPTION OF OPERATION: _____

COMMENTS/EVALUATIONS/RECOMMENDATIONS: _____

TEAM LEADER/SQUAD OFFICER: _____
Signature

FIG. X3.23 Task Force Operations Report

TASK FORCE OPERATIONS SITE SKETCH



TYPE OF OPERATION: _____

- DEPICT:
- | | | | |
|--------------------------|--|--------------------------|----------------------------------|
| <input type="checkbox"/> | BUILDING/STRUCTURE(S) | <input type="checkbox"/> | SECTORS (team/squad assignments) |
| <input type="checkbox"/> | OPERATIONS POST | <input type="checkbox"/> | MEDICAL TREATMENT AREA |
| <input type="checkbox"/> | EQUIPMENT STAGING AREA | <input type="checkbox"/> | PERSONNEL STAGING AREA |
| <input type="checkbox"/> | ACCESS/ENTRY ROUTES | <input type="checkbox"/> | CRIBBING/SHORING WORK AREA |
| <input type="checkbox"/> | CONTROL ZONES (Collapse/Hazard Zones, Work Zones, etc.) | | |
| <input type="checkbox"/> | PERSONNEL HAZARDS (Live Utilities, Haz Mat, Collapse Potentials, etc.) | | |

EMERGENCY SIGNALLING

- | | | |
|---|----------------------------|----------------------------------|
| o | EVACUATE THE AREA | 3 short blasts (one second each) |
| o | CEASE OPERATIONS/ALL QUIET | 1 long blast (three seconds) |
| o | RESUME OPERATIONS | 1 long and 1 short blast |

FIG. X3.24 Task Force Operations Site Sketch

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
MALIBU MOUNTAIN RESCUE TEAM

Public Information Summary - Incident Status

THIS ROW FOR A.S.D. USE ONLY		REPORT CONTINUATION	URN	page	of
Incident Name		Date/Time Prepared		Operational Period	
<i>An Information Summary should be completed for Incident updates and Public Information.</i>					
1	Incident Name				
2	Type				
3	Cause				
4	Location				
5	Incident Manager				
6	Start Time				
7	Close Time				
8	Areas Involved				
9	Resources Committed				
10	Calculates Personnel				
	RUC				
	RUC				
11	Damage Estimates				
12	Warnings				
	Estimated Hazard				
	Location				
	Type				
	Period				
13	Weather				
	Current				
	Forecast				
14	Areas Excluded				
15	State/County				
16	Hospital Contact				
17	Road Status				
18	Map				
19	PIC				
	Phone Numbers				
	Location				
ICS 209		Prepared by			

FIG. X4.1 Public Information Summary—Incident Status

**Los Angeles County Sheriff's Department
 MALIBU MOUNTAIN RESCUE TEAM**

INTRA AGENCY REGISTRATION FORM

Rescue Member Name _____
 Agency / Rank _____
 Call Sign (if applicable) _____
 Time frame that you are available _____

QUALIFICATIONS

Technical Rescue _____ Heavy, Medium, Light, No Exposure
 Medical 1st Aid _____ MD, EMT-P, II, I, ARC, etc.
 Climbing Skills _____ Yosemite Rating, 5,4, 5.12d, etc.
 Tracking Skills _____ T1 - T7, or use words
 Winter Training _____ Heavy, Medium, Light, No Exposure
 Operation Leader _____ Heavy, Medium, Light, No Exposure
 Snow Travel Ability _____ Sno-Shoes, Skis, Crampons
 Desert Operations _____ Heavy, Medium, Light, No Exposure
 Do you have gear for 48 hour stay in field _____ Yes, or No
 Do you have gear for 24 hour stay in field _____ Yes, or No
 Do you have a Personal Radio _____ Type and Frequencies
 Are you Light Gear Ready (<20 lbs Search Only) _____ Yes or No
 Are you familiar with search area (if applicable) _____ Yes or No
 Point of contact for Emergency or Message _____
 Do you have any Limitations or Restrictions _____
 Size of your Shoe _____ Do you Smoke _____

FIG. X4.2 Intra-Agency Registration Form

