

Kerr's Comments

NEED TO INCLUDE
STATE MEDICAL DIRECTORS +
MEDICAL OVERSIGHT FUNCTION

Section 1. Overview. IN THIS MANUAL.

1.1 General Information On ASRC processes and documentation.

The ASRC maintains a series of documents to aid in creating, maintaining, and overseeing all ASRC activities, both administrative and operation ^{AL} ~~activities~~. These documents include:

- The Articles of Incorporation
- The Bylaws
- The ASRC Operations Manual
- The ASRC General Administration Manual
- The ASRC Training Standards

Taken together, these documents provides a framework describing how to ~~interact~~ both within the ASRC and with external agencies.

1.2 General Information ^{Final} about the Operations Manual.

1.2.1 Authority - Article I of the bylaws of the Appalachian Search and Rescue Conference, Inc. (ASRC), grants the Board of Directors (BOD) the power to establish, publish, and enforce standards of procedure for search and rescue (SAR) operations in the form of the ASRC Operations Manual.

1.2.2. Precedence ^{OF} - In cases of conflict, the ASRC Articles of Incorporation and ASRC Bylaws have precedence over this document. In the event ~~that~~ conflicts between this document and ~~either~~ (1) the Training standards, or (2) the ASRC General Administration Manual, the ASRC BOD shall arbitrate the conflict. This document shall have authority over all other operational documents and procedures. This document supersedes all previous operational rules, procedures, and policies.

1.2.3. Purpose - This Operations Manual is intended to disseminate the operational policy of the ASRC to all ASRC members and other interested parties. Such information should assist the public through greater familiarity with ASRC SAR operations and thus result in more efficient joint SAR operations.

1.2.4 Types of Regulations - These regulations, procedures, and policies are divided into two sets of policies: administrative Non-Real-Time Operational Policies and Incident Operational Policies.

configuration control, publication and dissemination of this Operations Manual.

1.3.1.1 Change Pages - The ASRC Operations Officer is responsible for preparation, publication, and dissemination of change pages to the ASRC Operations Manual. The change pages shall be issued to the ASRC Chair, the ASRC Secretary, Incident Commanders, Chairs of each group, and Members of the Board of Directors by the next regularly scheduled BOD meeting.

1.3.1.2 Change Page Master List - The ASRC Operations Officer is responsible for maintaining and disseminating as necessary, a master list of all change pages to the ASRC Operations Manual.

1.3.1.3 New Versions - The ASRC Operations Officer is responsible for periodically publishing a new version of the Operations Manual that has all prior changes incorporated into the manual. The new manual shall be published under a new version number.

1.3.2 Authority for Changes and Updates - The information in this manual and its annexes may be changed under the direction of the ASRC BOD, or under the sole authority of the ASRC Operations Officer. The majority of the changes to this document are envisioned to be made in a routine fashion via the BOD.

1.3.2.1 Routine Changes and Updates - The ASRC BOD or General Membership may recommend and approve changes to this manual or any of its annexes. However, the input of the Operations Officer should be sought prior to any proposed changes.

1.3.2.2 Immediate Changes and Updates - The information in this manual and its annexes may be changed under the authority the ASRC Operations Officer. Such changes take effect immediately after the following individuals have been informed of the changes and their intent: ASRC ICs, the ASRC Chair, all Group Chairs, and others as necessary. All Immediate Changes and Updates must be approved by the ASRC Board of Directors or General Membership at the next meeting in order to remain in effect.

policy and procedures. Details on the ACA role are contained in section **TBD**.

2.3 Restraining Action - The ASRC Operations Officer may restrain any ASRC member or Group from actively participating in ASRC operations. The details of the restraint may be tailored to the whatever extent desired by the Operations Officer. All such restraining actions shall be resolved by the ASRC BOD at the next BOD meeting by following the due process procedures outlined in section **TBD** of the ASRC General Administration Manual.

How?
← **2.4 ASRC BOD Intervention** - The ASRC BOD reserves the right to intervene in the case of any transgressions of ASRC operational policies, procedures, or Board Directives.

2.5 Roles and Responsibilities of the ASRC Operations officer - The ASRC Operations Officer has numerous roles and responsibilities as outlined in sections B3.1, B3.2, B3.3, B3.4, B4.1, and B4.3. The following are additional roles and responsibilities of the Operations Officer.

2.5.1 Annual Review - The ASRC Operations Officer will ensure that an annual review of this manual and its annexes occurs and will present suggested changes to the ASRC BOD at the first BOD meeting of the new calendar year.

2.5.2 The ASRC Operations Committee Chair - The ASRC Operations Officer shall be the Chair of the Operations Committee.

2.5.3 Support the Certification of New Groups - The Operations Officer shall support the certification process called for in the ASRC General Administration Manual. The Operations Officer shall review a group's compliance with the operational requirements as set forth in this manual. This process may involve other members of the operations committee.

2.5.4 Support the 36 Month Group Review - The Operations Officer shall support the 36 month review process called for in the ASRC General Administration Manual. The Operations Officer shall review a group's compliance to the operations portion of the 36 month review process and make an appropriate recommendation to the BOD. This process may involve other members of the operations committee.

missions. Procedures in Annex **XXX** shall be used to assure each group complies with this requirement.

2.7.2 Group Equipment - Each Group shall own and maintain in good working order the minimal equipment as set forth in Annex **XXX** this document.

2.7.3 Group Dispatch - Each Group shall maintain and conduct a Group Dispatch function as set forth in Annex **XXX** this document.

2.8 Roles and Responsibilities of the ASRC Communications Officer - The ASRC Communications officer shall perform directly or oversee the following duties.

2.8.1 ASRC Operations Committee Participation - The ASRC Communications Officer shall be a member of the Operations Committee.

2.8.2 Maintenance of ASRC Communications Standards - The ASRC Communications Officer shall recommend ASRC communications standards to the ASRC BOD. If approved, the ASRC Communications Officer shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

2.8.3 Maintenance of ASRC Radio Licenses - The ASRC Communications Officer, under the direction of the ASRC BOD, shall be responsible for maintaining, updating, and renewing ASRC radio licenses. All licenses shall be disseminated to the appropriate ASRC members on an as-needed basis.

2.8.4 Use of ASRC Radio Licenses - The ASRC Communications Officer shall monitor the use of ASRC radio licenses. The ASRC Communications Officer shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that ASRC members or groups are abusing the radio license. SP

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2.8.5 Mutual Aid Use of Radio Licenses - The ASRC Communications Officer shall make recommendations to the ASRC BOD to allow outside agencies the rights and privileges to operate under some portion of or all of the ASRC radio licenses. The ASRC Communications Officer shall also make recommendations to the ASRC BOD concerning entering into an agreement to allow the ASRC to use another agency's license. Under the direction of the ASRC BOD, the

2.9.3 Analysis of ASRC Safety Processes - The ASRC Safety Officer shall be responsible for analyzing potential safety hazards, reviewing safety related incidents, and advising both the ASRC Operations Officer and the BOD of significant safety issues.

2.9.4 Performance Under ASRC Safety Standards - The ASRC Safety Officer shall be responsible for the monitoring of the overall Conference, each local Group, and every individual member's safety performance. The ASRC Safety Officer shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference, the Groups, or individual ASRC members are failing to perform to safety standards set forth.

2.9.5 Response to Safety Incidents - The ASRC Safety Officer shall be responsible for investigating all reported medical problems, illnesses, and injuries. *OR ASRC MEMBERS DURING ASRC OPERATIONS OR TRAINING*

2.9.5.1 Investigation - The ASRC Safety Officer will investigate the incident and report to the next BOD meeting: *MAKE THE SAME*

2.9.5.2 Report - A summary of the incident which will include: what happened, the extent of the accident, injury or illness.

2.9.5.3 Recommendations - Recommendations for action that need to be taken to prevent a repeat of the accidents, injury or illness.

2.9.6 Liason to the ASRC Training Officer - The ASRC Safety Officer shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the safety portion of the ASRC training.

2.9.7 Safety Quality Assurance - The ASRC Safety Officer shall assess the quality of the safety procedures, training, and performance used for all ASRC activities.

2.9.8 Safety Related Document Review - The ASRC Safety Officer shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with safety procedures, training, and performance used for all ASRC activities.

2.9.9 Safety Related Analysis and Review - The ASRC Safety Officer shall be responsible for reviewing and preparing

to ensure the proper standards, materials, processes, and procedures are included in the medical portion of the ASRC training.

2.10.7 Medical Quality Assurance - The ASRC Medical Officer shall assess the quality of the medical procedures, training, and performance.

2.10.8 Medical Related Document Review - The ASRC Medical Officer shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with medical procedures, training, and performance.

2.10.9 Medical Related Analysis and Review - The ASRC Medical Officer shall be responsible for reviewing and preparing recommendations concerning ASRC requirements for medical procedures, training, and performance.

2.11 Roles and Responsibilities of the ASRC Dispatch

Coordinator - The ASRC Dispatch Coordinator shall perform directly or oversee the following duties and functions.

2.11.1 ASRC Operations Committee Participation - The ASRC Dispatch Coordinator shall be a member of the Operations Committee.

2.11.2 Maintenance of ASRC Dispatch Standards - The ASRC Dispatch Coordinator shall recommend ASRC dispatch standards to the ASRC BOD. If approved, the ASRC Dispatch Coordinator shall coordinate the documentation of any and all approved standards as part of this Operations Manual.

2.11.3 Performance Under ASRC Dispatch Standards - The ASRC Dispatch Coordinator shall monitor the overall Conference and local group dispatch performance. The ASRC Dispatch Coordinator shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference, or the Groups are failing to perform to the standards set forth. These recommendations may include suggested changes to the standards or recommendations to correct faulty behavior.

2.11.4 Maintenance of ASRC Dispatch Information - The ASRC Dispatch Coordinator shall maintain and disseminate ASRC dispatch information as needed. At a minimum, a complete set of group rosters shall be maintained at the ASRC Central Dispatch Office.

2.12.4 Performance Under ASRC Alerting Standards - The ASRC Alert Process Coordinator shall monitor the overall Conference Alerting performance. The ASRC Alert Process Coordinator shall make recommendations to the ASRC BOD and / or the ASRC Operations Officer in the advent that Conference or ASRC AO's are failing to perform to the standards set forth. These recommendations may include suggested changes to the standards or recommendations to correct faulty behavior.

2.12.5 Liasion to the ASRC Training Officer - The ASRC Alert Process Coordinator shall support the ASRC Training Officer on an as-needed basis to ensure the proper standards, materials, processes, and procedures are included in the alert portion of the ASRC training.

2.12.6 Alert Process Quality Assurance - The ASRC Alert Process Coordinator shall assess the quality of the ASRC-level Alert processes, procedures, training, and performance.

2.12.7 Alert Process Related Document Review - The ASRC Alert Process Coordinator shall be responsible for reviewing and preparing recommendations for all ASRC documents that deal with ASRC-level Alert processes, procedures, training, and performance.

2.12.8 Alert Process Related Analysis and Review - The ASRC Alert Process Coordinator shall be responsible for reviewing and preparing recommendations concerning ASRC requirements for ASRC-level Alert processes, procedures, training, and performance.

NEED SECTION 3, 4, 172 ... -
LOTS MORE POLICIES.

ASRC Forms:

PPAS	Projected Personnel Availability Summary
CSOF	Crash Scene Observation Form
SDF	Subject Debriefing Form

VA SAR Council Forms:

LPR	Lost Person Report
TAF	Task Assignment Form

VA DES Mission Forms:

- Shift Summary report
- After Action report
- SAR Unit Personnel Register
- Vehicle Register
- Volunteer Register

PA SAR Council Forms Packet.

Medical Forms:

- ASRC/VA Wilderness Basic Life Support Protocols
- Other appropriate local forms (e.g. trip report)
- ASRC/PA WEMSI Protocols
- Standard WEMSI Patient Record Form

Documents:

- NASAR's or ERI's Search is an Emergency Field Guide
- ICS Field Operations Guide
- Current ASRC Group Rosters
- ASRC Communications quick reference
- ASRC Search and Rescue Operations Plan
- ASRC Lost Person Behavior Profile reference.
- ASRC Operations Manual (Includes Virginia and Pennsylvania SAR Council Standard Operating Procedure, Pennsylvania Department of Environmental Resources SAR Preplan)
- ASRC Radio Licenses
- Guidelines for SAR Coordination through the Virginia Emergency Operations Center

Materials:

- ASRC Grid Overlay Templates
- Map Board with acetate (1)
- State Highway Maps (VA, MD, PA, WV, NC)

A2.3 Rescue Rope - The following constitute a minimum Rescue Rope:

150' or 200' 11mm or 1/2" static kernmantle rescue ropes that are in good working condition.

A rope log shall be maintained on this rope to verify that the rope is in good working condition. This log must pass inspection by the ASRC Operations Officer (or designee) in order for a rope to be considered in good working condition.

A2.4 Semi-Technical Evacuation Kit - The following constitute a minimum Semi-Technical Evacuation Kit:

A Semi-Tech Kit is composed of equipment, all of which shall be in good working condition, to permit one field team to conduct a semi-technical evacuation in wooded terrain. The kit shall include, at a minimum, the following items:

- (3) Belay devices -- either large "Rescue Eight" figure eight decenders, or rappell/brake-bar Racks.
- (5) 20' lengths of 11mm or 1/2" rescue rope
- (3) Pair of large leather Gloves
- (3) Large, Locking-D Carabiners
- (2) Directional devices (pulleys or equivalent)

COMBINE THESE TWO PARAGRAPHS

A2.5 Base Radio System - The following constitute a minimum Base Radio System:

Base Radio System. The base radio system is composed of three subsystems with the minimal requirements described below.

The Base Radio: A radio, in good working condition, capable of operating on at least four channels within the ASRC 155.000 MHz band frequencies. This radio shall be configured to operate in a simplex mode at the following three frequencies: 155.160, 155.205, and 155.280 MHz. This base radio requirement may be fulfilled by the use of mobile radio (minimum transmit power of 20 watts).

The Power supply: The power supply subsystem, which shall be in good working condition, shall be capable of supplying sufficient power to

Annex 3
ASRC Callout Roster Requirements

3.
A1 Callout Roster Requirements - The following information is required on a ASRC Group callout roster as maintained by each Group.

- Group Information (Alerting phone numbers, etc.)
- Individual Name
- Mailing address
- Phone numbers (work, home, pager, mobile phone, fax, etc.)
- Pager Net Affiliation
- Training qualifications and date of approval
- Level of medical training and expiration date
- Color Code
- Personal Identification Number
- Availability
- Amateur Radio Call Sign (if appropriate)
- Positions presently held
- Appropriate special qualifications or training

3.
A2 Callout Roster Updates - Each Group shall issue a complete roster update at least once per quarter.

3.
A3 Callout Roster Dissemination - Each Group shall distribute the updated roster to:

- the ASRC Headquarters,
- all other ASRC Group Chairs,
- the ASRC secretary
- the ASRC Dispatch Coordinator.

A4.4 ID Cards - All responding ASRC members of a ARC Group that is a member of the Virginia SAR Council will obtain and carry a Virginia SAR Council identification card.