

***Hudson Fire Department K-9
Search and Rescue***

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***STANDARD OPERATING
GUIDELINE***

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The objective of this operational guideline is to assist team members in operating in an effective and professional manner in the Search environment.

ALL members should be aware that this is only an operational guideline and it was not produced to and cannot answer every question that may arise during Search & Rescue incidents.

INCIDENT COMMAND

Hudson Fire Department K-9 SAR shall operate all SAR Incidents under the Incident command structure. The daily operational structure of this team will vary from time to time. It is important to stress a SAR Incident is not a democracy, there must be a Search Coordinator in charge of HFD K-9 SAR at all times from within this team. The first arriving member from this team MUST assume command and work with local officials to establish a search plan based on information gathered from the initial interview.

THE IC WILL NOT RUN THE SEARCH AS A FIELD MEMBER

Things that MUST be accomplished in the first phase of Operation

- Make Contact with the Onsite coordinator or officer in charge*
- Interview the family or onsite personnel*
- Fill out the Lost Person questionnaire & acquire a map*
- Establish the P.L.S. (Place Last Seen) or L.K.P. (Last Known Point)*
- Determine if additional assistance is necessary*
- Establish a Staging area for the Team*
- Fill out the IC paperwork*

The first arriving person may at any time turn over the IC to a more qualified team member upon their arrival.

OPERATIONAL PROCEDURES

The only persons allowed to initiate a callout for this Team is as follows

*Team Coordinator
Assistant Coordinator*

At no time will members of this team self deploy to any incident without proper authorization from one of the above listed persons.

ANY SELF DEPLOYMENT TO THE SCENE OF A SEARCH, RESCUE, DISASTER, OR OTHER INCIDENT OR FUNCTION RELATING TO EMERGENCY SERVICE, FIRE, EMS or DISASTER RESPONSE WITHOUT PRIOR CONSENT FROM THE SAR COORDINATOR OR OTHER RESPONSIBLE PERSON WILL RESULT IN IMMEDIATE TERMINATION FROM THE ORGANIZATION.

NOTIFICATION CODES

*9111- Search Emergency
9112- on going Search. Body recovery
9113- Standby for SAR /or sever weather threat
0000 - Stand Down. Disregard Callout*

The callout system for this Team includes:

*Pager- Numeric and Alphanumeric
Home Phone
Cell Phone*

When members receive a request for Callout the member should immediately let the person calling know if they are available or not.

*If you receive the request on a voice mail or answering machine **ONLY** call back if you **CAN** make the callout, it is too time consuming for the call down person to have to answer multiple calls from members who cannot make the call out.*

*HFD K-9 SAR **will not** respond to the request of any family member or third party callers. Only Law enforcement, OEM, F.D. or an authorized SAR Team requesting mutual aid may request this team for a Search.*

Upon receiving a call for assistance the following should occur:

- *Obtain name of incident commander or person in charge*
- *Obtain detailed directions to the scene*
- *Obtain radio communication information*
- *Obtain the amount of time the Search has been going*
- *Brief description of the incident*

USE OF EMERGENCY WARNING DEVICES

The Use of Emergency Warning Devices is allowed for members of HVFD K-9 SAR.

*The Emergency Warning Devices are only to be used in the response to **EMERGENCIES** as requested by local authorities.*

The member takes full responsibility for any civil damages, citations or legal action against said member for use of Emergency devices that is not within the legal use of such devices while in the course of response to a Search by or for HVFD K-9 SAR

ANY member found using Emergency Warning devices for other than authorized callout will be terminated immediately.

*All members that use Emergency Warning Devices on his/her personal vehicle must obey all Traffic Laws of this State, Members **WILL NOT** Exceed the posted legal speed Limit by more than 10 mph at any time.*

All members must stop at all stop signs/Lights or signals as required by law, REMEMBER, you are legally responsible for your actions at all times.

The only Colors approved for use by HVFD K-9 SAR members are:

- *Red*
- *Yellow Amber*
- *White*

In order to respond to a Search Emergency with Emergency Warning Devices the member must:

- *Provide Proof of Liability Coverage Insurance for Vehicle to be Operated*
- *Provide proof of Defensive Driving Annually (on file)*
- *Attend a Emergency Driving Course provided by HVFD K9 SAR or equivalent*

STAGING AND STAGING OFFICER

As members of HFD K-9 SAR arrive to the Search site members are to park in an area away from other responders, at no time should members approach the IC area without permission.

Members should immediately begin to get all equipment together and assure each person is prepared for field operations.

Members should be prepared to take a briefing from the Team IC and take field assignments as requested.

STAGING

The Team IC should assign staging upon arrival of other team members; the staging area should be established as follows.

- *Staging should be set up away from the area of operations if possible*
- *A staging officer may be assigned if other teams or members are arriving later.*
- *Staging will be a NO SMOKING area*
- *Staging will be the area for all briefings and debriefings of SAR personnel under HFD K-9 SAR Control*
- *Equipment needed for Staging includes*

- 1. Chairs*
- 2. Tables*
- 3. Water*
- 4. IC paper work*
- 5. SAR Radio*
- 6. Tarps for shade/rain cover*
- 7. Ice Chest*

COMMUNICATIONS

Communications is the key to all operations in the SAR environment, the ability to communicate effectively is very important to SAR Teams the majority of communications will be done verbally over hand held radios.

VHF Radios are the most proficient way of communicating in the field, however due to the expense of such radios this team has adopted the following radios for use during practice and actual SAR incidents:

*Family Radio Service Radios or GMRS (General Mobile Radio System)
14 channels
AA batteries
Range 1-2 Mi.*

Those members who have access to VHF radios may choose to obtain the Ham Radio Lic to provide better communications during SAR events

<i>Frequencies</i>	<i>SAR I</i>	<i>155.160</i>	<i>(tone 26)</i>
	<i>SAR II</i>	<i>155.280</i>	<i>(tone 26)</i>
	<i>Inter City</i>	<i>155.370</i>	<i>(tone 26)</i>
	<i>FRS Channell 10</i>		<i>(tone 38)</i>
	<i>GMRS Channell 15</i>		<i>(tone 38)</i>

Radio Numbers

*? Coordinator
? Assist Coordinator
? Training Coordinator
? Secretary Treasure
? Team members*

Radio Communications

The use of Radios is very important to Search and Rescue Operations; the following rules will apply to ALL radio communications used by HFD K-9 SAR Team Members.

- Talk slowly and use common phrases*
- Do not use 10 codes*
- Ensure batteries are new or freshly charged*
- No profanity will be used at any time*
- Ensure all radios are on the same channel*

All canine teams in the field will be referred to by the K-9 name (Example Team Sadie) this indicates a K-9 team is working in the field.

Canine teams must report when the team begins and ends searching

Canine teams must report ALL alerts immediately so maps may be updated accordingly.

Team members shall refer to their assigned number when operating without canines

Team members should only utilize one number when operating in a group and only one person should communicate with command

The IC for SAR Specialist is to ensure that all radio communications are logged on the ICS form 133 (Radio Log).

In the event team members loose Radio contact with IC the members should attempt to contact IC through alternate methods including the use of Cell Phones.

Team members should use their best judgment and continue Search efforts if unable to maintain communications with IC, when possible make notes as to your search efforts including times and other needed info and restore communications as soon as possible.

HFD K-9 SAR will make every attempt to use any and all tactics, resources, available to locate lost or missing persons.

The Tactics used should be determined by the incident commander and should be relayed to team members through the following routes.

BRIEFING

The Incident Commander shall make every effort to assign a Briefing operations officer; the main goal of the Briefing is to relay information in a reliable manner to ALL members of EVERY Search Team to be placed in the field, Information Includes:

- *Tactical Assignment to include Radio Call signs and specific Search area*
- *Weather 12-24 Hr Forecast*
- *Lost Subject info, Profile*
- *Clue preservation types of clues possible*
- *Safety Considerations*
- *Transportation to and from the Scene*

The Briefing should only last 15 -20 min and should be held in an area that all persons can hear and see the briefing officer

DEBRIEFING

The debriefing should take place after each team returns from the field prior to members returning to staging areas

- *ALL Members of the Search group should be allowed in debriefing*
- *Use maps drawings etc to assist in determining the POD for each Search Segment*
- *List all Hazards or areas not searched*
- *Ask for recommendations and ideas about areas searched*

TACTICS

TACTICS - are all techniques, procedures and methods used to find locate the lost or missing person

The following is only a suggested list of Tactics to be used during SAR Events.

Active Searching - this includes use of Canines, manpower, Aircraft, Boat or any other physical means to search the areas in question

- *Containment/ Confinement - this includes efforts to confine the traveling subject to one particular area, this can be done by the following:*
- *Active attraction - the use of Sound & Light to draw the persons attention to your area*
- *Passive Attraction - This includes stationary road guards, String Lines ect*

HASTY SEARCH

FAST initial attempt to search well known areas or paths of common travel, quick check of high probability areas, this can be accomplished in the first hour of the Search.

- *Human Trackers*
- *SAR Dogs*
- *Hasty Teams with clue conscious members*

THE SEARCH

Typical of systematic search of high probability areas, that include large areas, use of trackers, and tracking dogs are effective in this type of Search.

EXTENSIVE SEARCH

This type of systematic search of area that clues or evidence may be found, this is the most time consuming type of search and utilizes LARGE groups of Searchers in a close area, Known as Line and Grid style Searching. This type of search shall only be used as a last resort.

SEARCH AREA SEGMENTATION

There are four basic means of establishing a Search area

- ***Theoretical** - The Search area is generated in this method by the use of tables that express the area of function of DISTANCE TRAVELED. There MUST be a reliable P.L.S. or L.K.P.*
- ***Statistical** - This includes past case studies of lost person behavior in the area.*
- ***Subjective** - includes the use of known physical and mental limitations, may be used where lack of tangible evidence of P.L.S. Or a L.K.P*
- ***Mattson Method** - the search area is divided up into segments, members of the overhead and crew leaders place a numerical percentage on each area based on experience, the total for each area cannot equal more than 100%*

RULE NUMBER 1 ** EVERY SEARCH IS A CRIME SCENE UNTIL PROVEN OTHERWISE**

CRIMINAL INVESTIGATION

Clues are categorized in 2 ways

- *Physical - something that can be touched, held, these are tangible items such as shoes, socks, gum wrappers, coke cans, foot prints, and tracks also fit this category.*
- *Incorporeal - NON-Physical information or knowledge that cannot be touched or held, such as Smell, Light, Color, a report from a witness.*

Clues - any physical item that can lead to or belonged to the missing person.

Evidence - Clues that are subject to legal criminal investigation

ALL CLUES ARE TO BE CONSIDERED EVIDENCE UNTIL PROVEN OTHERWISE.

If clues are found and they can be traced to belonging to the victim Team members shall do the following.

- *Contact IC with the Location of the clue, DO NOT TOUCH until IC advises to do so*
- *Take Notes as to size, type, color, position, or other attributes that can be described*
- *Sketch the area, estimate distance from a known point, depth, surrounding areas etc*
- *Take Photographs if possible*
- *Write a brief description of how you found the clue with times and other witnesses*
- *Preserve and protect the clue until it can be retrieved. Mark the area with Flagging Tape, Request permission to leave the area prior to leaving the clue.*
- *Mark Area with GPS Waypoint, or Flagging Tape*

Clues and Evidence

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Clues and Evidence Definitions

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CRIME SCENE PROCEDURES

In the event members of HFD K-9 SAR find a deceased person or discover evidence that indicates a Crime has occurred the following shall apply.

- *Contact IC*
- *Request Law Enforcement*
- *Follow your steps away from the body Evidence*
- *Secure the area, DO NOT let any other team members or Volunteers near the body Evidence*
- *Write down ALL visible information, color of cloths, position etc.*
- *Write down all team member info, Names, address, phone numbers, place of work, present to the first law enforcement officer on scene*
- *DO NOT leave until told to do so, by the IC or Law Enforcement*
- *Use a Disposable Camera to Photograph area, Turn Camera over to first Law Enforcement officer on scene*

CRIME SCENE PROCEDURES

If there is any doubt as to the medical status of the victim the following should occur

- *ONLY ONE PERSON (usually the most qualified member) shall approach the victim, check for vital signs without moving the victim*
- *If No Vital Signs are found follow the above stated procedures*
- *If the patient is alive provide only the Medical care you are qualified to perform*
- *Contact IC and request the Rescue Evacuation Team or EMS*

CRIME SCENE PROCEDURES

The presence of press, TV reporters or news paper personnel is a fact of Life at most SAR incidents, The following guide lines are to be followed when dealing with Press reporters at SAR Incidents.

- *NO member of HFD K-9 SAR shall talk to any reporter without prior approval from the Requesting Agency or Incident Command*
- *Members shall refrain from talking about the Search with persons not directly involved in SAR activities*
- *If questioned, members shall politely refer the person to the PIO or IC*

- *The Team IC should refer all press questions to the Requesting Agency Liaison*
- *IF given permission by the requesting agency to speak with reporters the IC shall arrange a certain time to meet with them and shall only give information that can be immediately confirmed*
- *DO NOT give out Names or personal info without the family permission*
- *Obtain permission to give pictures to the press for Distribution*

The press may appear to be friendly in the beginning but the following pattern may appear

- *Early concern, this is the best time to get information out about the Search*
- *Accusations, if the press feels that not enough is being done then they may start asking questions about Incident actions, "why" who is to blame, etc.*
- *Advise the family early on that the Media may arrive ONLY let them talk to them if they wish to do so, do not let the press start running the Search from the sidelines.*
- *If the press wishes to go into the field, appoint two members to accompany them, and give them info on all efforts that are underway to find the missing person.*

The Safety of each and every searcher on site is the responsibility of the requesting agency as well as the Incident Commander from HFD K-9 SAR.

Safety shall be stressed at all times during the SAR incident

The Search Manager should always consider the following

- ***Types of Searchers** - non SAR Searchers are most likely to become injured or ill during SAR activities*
- ***Weather** - this must be consistently monitored by the Incident Command, ANY Weather that poses a significant Threat, such as Thunderstorms w lightning, Extreme Heat, or Cold must be evaluated on a moment to moment basis*
- ***Equipment** - the Incident Commander should ensure ALL persons have adequate clothing and equipment standards for ALL persons on the Search scene*
- ***Rehab** - Ensure that some sort of Rehab is established for ALL persons*

Each Team should get a briefing on local Hazards and Weather at every briefing, ensure that Team Leaders are aware of potential persons who are not prepared for field activities

HFD K-9 SAR will NOT allow persons from this team to operate in the field with out the Basic minimum equipment, and proper field clothing; it is the responsibility of the IC to ensure that all members are field ready at all times. The IC has the right to deny any team member permission to enter the field based on Safety issues.

NO PERSON will be allowed to participate in field activities that have ingested ANY alcoholic beverage within 12 hrs or less of any Search.

Ensure proper clothing is worn at all times; the IC has the right to not allow persons or teams who pose a Safety risk to participate in Search efforts.

Not all searches end in a positive outcome for Searchers or the victim, as a Search Manager and or team member you must understand that the Search cannot go on forever. One of the most difficult decisions for any Incident commander is to terminate the Search efforts.

The decision to suspend search efforts is one of the reasons most SAR teams become involved in legal actions.

The decision to suspend ANY Search should only be made as a "Tactical" and with the requesting agency and family input.

The IC should ensure the following has occurred prior to suspending a Search for any Reason.

- *The Subject is out of the Search area; ensure you have extended your Search area far enough to cover the amount of time missing.*
- *Ensure all areas have been Searched twice or three times.*
- *Ensure ALL resources have been exhausted.*
- *Ensure ALL Paperwork is current and up to date and complete*

Answer the following questions:

Are we searching (at this point) for a person who has a reasonable chance to survive?

Is there ANY evidence now pointing to the conclusion this may be a criminal matter?

What is your assessment of ALL areas covered?

What are your resources if any?

Does the family want active or limited Search effort?

Does the requesting agency want continued search efforts?

IS THERE ANY OTHER INFORMATION AS TO THE SEARCHABILITY OF THE SUBJECT'S RESOURCES... Has been Searching!!!!

Minimum Equipment List (MEL) for SAR Personnel

The following List is the minimum equipment required for field SAR personnel

- Team Uniform (Complete)
- Day Pack w/ Hydration System or 2Qt of Water
- (1) MRE or equivalent energy food for 24 hrs
- First Aid Kit (Personal w/ Prescription Meds as necessary)
- Compass Orienteering type (GPS Optional)
- Whistle
- Knife (Lock Back folding type)
- Rain Gear
- Head Lamp w/ Spare Batteries (Required)
- Flash Light w/ Spare Batteries
- Light Stick (4) 12 Hr White or Green
- Flagging Tape (2) rolls (Orange)
- Gloves (leather)

Survival Kit Contents:

- Lighter (Butane, Zippo)
- Dryer Lint
- Gallon Size Plastic Bag
- 8 x10 Tarp or Poncho (similar plastic cover)
- 50 ft Para Cord or Equivalent
- Aluminum Survival Blanket

****EVERY MEMBER WILL HAVE THE ABOVE EQUIPMENT AS THE MINIMUM ****

**** MEMBERS WHO DO NOT HAVE THE ABOVE BASIC EQUIPMENT WILL NOT
BE UTILIZED FOR SAR ACTIVITIES.**