

# **CHATHAM COUNTY EMERGENCY OPERATIONS PLAN**

## **ESF-9 ANNEX APPENDIX 9-1 SEARCH AND RESCUE COORDINATION**

**DECEMBER 2009**

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### **SIGNATURE OF ADOPTION**

This document was developed in accordance with National, State and local regulations regarding Search and Rescue planning, coordination, response and operation practices. This document follows the National Incident Management System (NIMS) and meets the coordination objectives of local emergency response partners. By signature, the entities below accept this document as a standard practice for preparedness, response and recovery during Search and Rescue operations. The document was developed through CEMA, by the ESF 9 SAR Committee, with input from the signatories below.

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Chatham EMA (CEMA)

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Bloomington Fire Department

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Pooler Fire Department

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Pt. Wentworth Fire Department

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Garden City Fire Department

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Savannah Fire Department

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Thunderbolt Fire Department

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Tybee Island Fire Department

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Southside Fire/EMS Department

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165th Fire Department

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Isle of Hope Fire Department

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Chatham County Mosquito Control

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Chatham County Health Department

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Bloomington Police Department

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Pooler Police Department

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Pt. Wentworth Police Department

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Garden City Police Department

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Savannah Chatham Metro Police Dept

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Thunderbolt Police Department

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Tybee Island Police Department

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Chatham County Sheriff's Office

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Airport Police Department

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Medstar Ambulance

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## **ACRONYMS**

AAR	After Action Review
AD	Assistant Director
ALNOT	Alert Notification Overdue Aircraft
ARC	American Red Cross
ASOC	Aviation Support Operations Center
CCSO	Chatham County Sheriff's Office
CEMA	Chatham Emergency Management Agency
CISM	Critical Incident Stress Management
CP	Command Post
DO	Duty Officer
ELT	Emergency Locator Transmitter
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPIRB	Emergency Position Indicating Radio Beacon
ESF	Emergency Support Function
GEMA	Georgia Emergency Management Agency
GSAR	Georgia Search and Rescue
HR	Human Remains
IAP	Incident Action Plan
IC	Incident Command(er)
ICS	Incident Command System
LCES	Location, Communications, Escape Routes, Safety Zones
LKP	Last Known Point
LPQA	Lost Person Questionnaire

MFD	Municipal Fire Department
MPD	Municipal Police Department
NIMS	National Incident Management System
PIA	Post Incident Analysis
PLB	Personal Locator Beacon
PLS	Point Last Seen
POA	Probability of Area
POD	Probability of Detection
PPE	Personal Protection Equipment
SAR	Search and Rescue
SFES	Savannah Fire and Emergency Services
SME	Subject Matter Expert
USAR	Urban Search and Rescue
USCG	United States Coast Guard
WAS	Wide Area Search
WSAR	Wilderness Search and Rescue

## **DEFINITIONS**

**Urban Search and Rescue (USAR):** The process of locating, extracting and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by an emergency or hazardous event when they cannot remove themselves.

**Wilderness Search and Rescue (WSAR):** includes, but is not limited to, emergency incidents involving locating missing persons, locating boats lost in or around coastal waters or inland waters, water rescue, locating downed aircraft, extrication if necessary and provide medical treatment of victims.

**Wide Area Search (WAS):** is an incident that lies between a wilderness and urban event and has four key components which include: A large area affected, unknown number of victims, overwhelming of local resources and the request for a variety of resources. Once these criteria have been met, the Incident Commander shall formulate the objectives around the concept of searching a large geographical area.

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## **I. INTRODUCTION**

- A. The Chatham County Search and Rescue (SAR) Appendix was developed to ensure preparedness, appropriate response and mitigation of a search and/or rescue incident that may occur within the county, to include land and water searches, both inland and coastal waterways. This document is developed under the National SAR Committee guidelines, and directly supports the Chatham County Emergency Operations Plan (EOP), SAR Emergency Support Function (ESF) 9 Annex.
- B. This Appendix is a reference resource to emergency personnel responding to SAR incidents. It outlines the concept of operations, responsibility, direction, and control necessary for the performance of an effective response with quick resource information.
- C. This Appendix was developed through local emergency response partners, Savannah Fire and Emergency Services (SFES) and the Chatham Emergency Management Agency (CEMA).

## **II. PURPOSE**

- A. The purpose of this Appendix is to assist local emergency responders with preparation, planning and rapid deployment of resources that provide specialized lifesaving assistance to local authorities in the event of a SAR emergency or major disaster.
- B. SAR operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures and locating subject(s) in wilderness situations.

## **III. SCOPE**

- A. The guidelines provided for in this document are intended to aid rescuers in achieving an effective SAR response. They are suggested guidelines; the final decision of if, when or how is left to the on-scene Incident Commander (IC) / Search Coordinator.
- B. "Search and Rescue (SAR) is the use of available resources to assist persons and property in potential or actual distress" (USCG, Pub. 3-50 1 Feb. 1991).

## **IV. AUTHORITIES**

- A. This Appendix is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of the Chatham Emergency Management Agency, Chatham

County, Georgia. This Appendix supersedes all similar and previous versions to date.

- B. Assignment and Responsibilities:
  - 1. CEMA has primary responsibility for compliance with provisions of the Chatham County EOP; therefore will have primary responsibility for ensuring execution of activities outlined in the supporting documents.
  - 2. Partners responsible for providing supporting actions will coordinate internal resources and personnel suitable to carrying the tasking defined in this document.

## **V. ASSUMPTIONS**

This Appendix is predicated on several assumptions regarding the preparation and response for a SAR incident. Assumptions include:

- A. Local, State and Federal SAR response teams and other support agencies are National Incident Management Systems (NIMS) compliant, are familiar with NIMS SAR forms, and will respond with technical expertise and resources upon request by local officials;
- B. Emergency services personnel will be trained to safely and effectively respond to SAR incidents. Local emergency response partners are encouraged to allow their personnel to participate in SAR exercises and drills;
- C. Emergency services personnel will function within the scope of their training level, understanding that managing a SAR incident requires technical knowledge; and
- D. The initial IC will recognize the urgency in making the call for additional assets early in the incident, giving the lost person a chance for life.

## **VI. IMPLEMENTATION**

- A. Implementation and management of this Appendix will be coordinated through established county-wide primary coordinators. These primary coordinators jointly make determinations necessary for the required response level to implement the Appendix. The Coordinators are:
  - 1. ESF 9 Coordinator – The Special Operations Division of SFES is designated as the primary entity for coordinating SAR responses throughout Chatham County. Emergency response notifications are managed through 911. Other emergency contacts can be found in Tab F of this document

2. CEMA – The CEMA Duty Officer (DO) is considered a single point of contact for local on scene IC in order to activate additional SAR resources. Upon request, the CEMA DO shall work to coordinate air, water and land based SAR teams as required to meet the needs of the IC.
- B. This SAR Appendix will be implemented upon report and request for SAR operations at an incident where people are believed to be trapped and/or missing with the following objectives:
1. To provide assistance to local authorities for SAR operations within the County.
  2. Provide guidance and technical operational support as required to support a regional emergency management declaration.
  3. Implement, supervise and maintain a professional SAR program to ensure the protection and preservation of human life and to lessen the impact on the county's natural and cultural resources.
  4. Ensure the personnel involved in the SAR operation are provided with quality training, equipment, and the necessary supervision to implement and achieve a safe SAR operation.
  5. Provide for the prompt, proactive review of the incident. Analyze causal factors and implement changes that would improve SAR safety and response.

## **VII. CONCEPT OF THE OPERATIONS**

- A. A SAR incident begins upon the initial notification or awareness of a potential SAR incident or mission. Once the IC confirms a person is missing or a rescue is necessary due to:
1. A natural or man-made event,
  2. A child under the age of 12,
  3. A person with mental illness (i.e. Alzheimers, Dementia, Autism etc.)and the IC confirms additional resources are required, the IC shall notify CEMA to initiate resource activation. CEMA will then have the authority to identify, contact and release additional resources through the ESF 9 SAR Group to assist with the rescue/recovery operation (See Tab A). SAR incidents are considered emergencies where the subject(s) may require protection from the environment and in some cases from him/herself. Time and weather will destroy clues and decrease the chance of survival. An urgent response lessens search difficulty, improves searcher

safety, minimizes the search area and increases the probability of rescue. The SAR IC may consider the following items as priorities during the initial response and search effort:

4. Carefully assessing the situation and requesting additional response units and other necessary resources
  5. Provide guidance in aiding the search responders as required
  6. Monitoring and creating an environment to promote responder safety
  7. Coordinating with other search and public safety resources in the best interest of the subject
  8. Use initial investigation strategies to maximize the probability of the subject(s) survival.
  9. Consideration given to the demobilization of SAR resources, reestablishment of response equipment, rehabilitation of rescuers, completion of investigation and documentation, follow-up incident review and critical stress management interventions as required.
- B. The Incident Command System (ICS) is a standard management and organizational tool used to respond to a variety of emergency incidents. This system provides the ability to adapt to changing and dynamic circumstances surrounding an event. ICS's primary attribute is flexibility, which allows the IC to adjust the organizational chart to meet the needs of the incident. Every incident has certain management objectives that must be performed and met. ICS standardizes these objectives and responsibilities and ensures that all activities are achieved, in order to stabilize the incident.
1. SAR operations will be managed by qualified personnel using NIMS to ensure a safe and efficient resolution of the incident. The more complex the mission, the greater the need will be for individuals with specialized training and experience. The IC will assign personnel to the functional positions with the organization chart (See Tab A). Briefings are a mandatory component of NIMS and must be completed in accordance with the standard.
  2. Assignments/roles must be communicated to all personnel assigned to the incident. Span of control will be taken into consideration and will be dictated by the scope of the operation. If the SAR incident becomes complex, it is imperative that the on-scene IC contacts CEMA. This course of action will allow the necessary resources to be notified.

3. In SAR operations, a family liaison is often required. This function should be assigned to an individual who understands SAR operations in general and is familiar with available resources to assist in crisis intervention. Persons who are trained in Critical Incident Stress Management (CISM) are often useful in this role.

C. Resources and Capabilities:

1. The region currently has numerous local, state, volunteer and professional organizations available to assist local fire and police departments within Chatham County.
2. The spectrum of organizations offers a wide range of capabilities to include:
  - a. High and slope angle rope rescue
  - b. Confined space rescue
  - c. Trench rescue
  - d. Structural Collapse
  - e. Critical Incident Stress Management
  - f. Lost person/ wilderness SAR
  - g. Water rescue (includes missing marine vessels)
  - h. Aviation assets (to include down aircraft SAR)
  - i. Incident Management Support
3. To support these capabilities, the following organizations have been placed on the ESF-9 SAR resource list:
  - a. Georgia SAR Team (Technical Rescue)
  - b. Chatham County Sheriff's Department (Project Lifesaver)
  - c. Mosquito Control (Air Units)
  - d. CEMA (SAR Resources and Regional Mutual Aid)
  - e. United States Coast Guard (Marine vessels and air assets)
  - f. Local Marine Rescue Squadrons
  - g. Georgia State Patrol (canine and air units)

4. It is recognized that these personnel are highly skilled and may be needed by other municipalities through mutual aid requests. SAR personnel may be requested for incidents outside Chatham County, where their expertise may be of assistance. SAR is a low frequency emergency incident that involves a high level of skill and practical expertise. Therefore, it is in the best interest to allow personnel to respond to mutual aid requests whenever feasible.

D. Safety

1. SAR operations will be conducted at the discretion of the initial IC. While reasonable efforts will be made to locate, access, and evacuate lost, injured, ill or deceased persons, **the safety of SAR responders takes precedence over all other considerations.** A SAR operation may be delayed, suspended, or terminated if, in the opinion of SAR manager, the risk to personnel warrants a high risk.
2. SAR activities are inherently risky. At all times, incident personnel shall strive to maximize the margin of safety in operations and should practice situational awareness and risk-management concepts during missions. It is the right and responsibility of each SAR participant to identify and notify any unsafe action through the chain command. Safety issues shall be addressed through and by the Safety Officer or other designee. Mitigation or implementation of safety control measures may include a change or delay in tactics, suspension of activities, or assignment of another person with different skills or expertise to the same task. In each case, risks will be evaluated by the following priorities:
  - a. The searcher is the number one priority and must take care of him/ her self.
  - b. Fellow searchers/ rescuers are the second priority.
  - c. The subject of the search or rescue is the third priority.
3. A successful emergency operation is dependent upon teamwork, effective leadership, situational awareness, and the ability to anticipate, detect and act upon problems. In order to keep safety a priority, regardless of the incident, the following organizational principles shall be adhered to:
  - a. Identify hazards
  - b. Assess Hazards
  - c. Make decisions (benefits verse costs)

- d. Implement controls
  - e. Supervise and adjust tactics
4. Search managers may consider restricting access to the search areas for safety and evidentiary reasons.
- E. Incident Management
- 1. Every SAR incident will be managed in accordance with NIMS. Responsibilities include size-up, establishing urgency, and determining an appropriate response. Critical to the success of any operation is determining when to request additional resources and when to expand the ICS system.
  - 2. Initial Response Guidelines
    - a. When Dispatch receives the initial report, they shall determine if one or more of the triggers noted in paragraph VII.A exist. If a trigger does exist; the jurisdiction police and fire entities will be dispatched to begin the search effort. If a trigger does not exist, dispatch will notify the appropriate agency in the area of concern (generally law enforcement). Conversely, if field personnel receive the initial report, they should notify dispatch of the potential incident.
    - b. The first unit on scene (usually law enforcement) establishes command and begins the investigation process. The IC should notify Dispatch immediately if further action or investigation is needed.
    - c. When the IC determines a SAR response is necessary, the IC shall notify dispatch to contact CEMA in order to activate the ESF-9 SAR Resource List. CEMA will coordinate with ESF-9 and also notify the Municipal Emergency Management Liaison.
    - d. If aviation assets are needed or anticipated, Dispatch and CEMA should be notified as soon as possible.
    - e. Once the decision is made to expand the operation, the IC should initiate the activation of the proper resources from this Appendix. The size/scope of the incident will dictate necessary resources. Requests for resources outside the county will be cleared through the appropriate chain of command and CEMA.

- f. If the expanded ICS operation extends beyond the capabilities of the initial IC, an Operations Section will be established under the guidance of a qualified person as soon as possible. Rank is not a qualifying factor for an Operations Section Chief, however training and experience is.
  - g. If multiple operational periods are anticipated or if more than one SAR incident is occurring, plan ahead and order resources early.
- F. Initial Report and Information Gathering
  - 1. SAR operations depend on information. The importance of securing adequate information during an initial report cannot be over-emphasized. Dispatch and the appropriate law enforcement agency should be notified upon the initial receipt of a report. The reporting party should not be released until a complete interview sheet is filled out (See ICS SAR Form LPQA - The Interview sheet and other SAR Forms can be found in Tab E – SAR Documents). Minimum information should include: Who, What, Where, When, Why and How. Additional information critical to the SAR operation pertains to: point last seen or last known point, number of victims, age(s), medical history, weather, terrain, equipment , experience and how long they are overdue. Without this information the IC cannot effectively determine the urgency of the operation.
  - 2. Note: When at all possible the Last Known Point (LKP) or Point Last Seen (PLS) should be preserved by keeping people out of the area.
- G. Initial Actions: Managing by Objectives
  - 1. Investigation
    - a. Conduct interviews
    - b. Obtain photo or develop sketch
    - c. Determine LKP or PLS
    - d. Disseminate information
    - e. Determine urgency (Passive or active)
    - f. Contact CEMA

2. Confinement
  - a. Review lost person behavior characteristics.
  - b. What category of lost persons are they associated with: Alzheimer's, children, elderly etc.
  - c. Limit the subject's movement by establishing blocking positions at roads and trailheads, the subject's vehicle and other key locations. The use of attraction techniques is also highly recommended.
  - d. Consider the subjects transportation options, domiciles and voice mail/ cell phone.
  
3. Hasty Search
  - a. Personnel accountability, upon arrival all SAR personnel shall check in and sign the Arrival Log.
  - b. Deploy competent and efficient search teams following a briefing.
  - c. Personnel equipment should be serviceable and ready for deployment into the field.
  - d. Teams entering the field should:
    - 1) Have appropriate training for SAR operations
    - 2) Have adequate communications
    - 3) Have specialized equipment depending on the needs of the operations.
    - 4) Anticipate the need for Personal Protective Equipment (PPE) for the patient
    - 5) Relay safety information or hazards that may be encountered
  - e. Focus on high probability areas.
  - f. Use appropriate tactics for the subject (responsive, unresponsive, and evasive).

H. Concurrent Actions

1. Establish Search Area.

2. Use detailed maps.
  3. Mark PLS or LKP.
  4. Apply the three common methods of establishing a search area:
    - a. Theoretical: subject's rate versus time elapsed.
    - b. Subjective: Are there limiting factors to the travel (physical or geographical barriers).
    - c. Deductive Reasoning: Step by step, logical analysis of the event.
  5. Segmentation
    - a. Calculate Initial Probability of Area.
    - b. Segments should be sized to allow effective searching in an operational period.
    - c. Segment boundaries should be identified in the field.
    - d. Consider vegetation, terrain and obstacles in segment selection.
    - e. Travel Aids (i.e. trails) should be separated from segmented search.
- I. Successive Actions
1. Conduct Planning Meeting
  2. Situation updates
  3. Review Incident Objectives
  4. Weather
  5. Complete Operation (See Tab E, Worksheet ICS 215.)
    - a. Plan for contingencies - Operation setbacks; Search/Rescue and Recovery.
    - b. Determine resource needs:
      - 1) Location and size of affected area
      - 2) Threat to life and property

- 3) Political sensitivity
  - 4) Organizational complexity
  - 5) Jurisdiction issues
  - 6) Safety considerations
  - 7) Span of Control
  - 8) Additional operational periods
  - 9) Type(s) of technical rescues involved
6. Hazard Analysis: use Lookouts, Communication, Escape Routes, and Safety Zones (LCES)
  7. Approval of the Appendix and functional comments
  8. Prepare Incident Action Plan (IAP)
  9. Brief members
  10. Deploy SAR members with the four T's - Task, Team, Time and Technique: Hasty, Primary or Secondary
  11. Debriefing of SAR Teams
    - a. Obtain probability of detection
    - b. Document coverage
    - c. Identify gaps in coverage
    - d. Identify hazards and victims
- J. Mission Procedures - General
1. Missions are conducted in escalating degrees, depending upon the events and circumstances of the incident.
  2. The general stages a mission will progress through are the:
    - a. Preliminary Stage - which includes the initial interviews and investigation, the request for additional resources through CEMA, the arrival of the resources and the formation of the initial search or rescue Appendix.

- b. Confinement Stage - which includes the establishment of a perimeter to confine the subject(s) within the mission area.
  - c. Detection Stage - which consists of checks and sweeps to locate the subject(s), associated clues or evidence of their passage.
  - d. Evacuation or Rescue Stage - which consists of stabilization of the subject(s) and subsequent transport to a location of safety
  - e. Demobilization Stage - which includes functions associated with location and release of all responding resources.
  - f. Strategies and tactics which result in incident stabilization through prompt deployment of response personnel should reduce the potential area of the mission and mission duration
- K. Mission Procedures - Specific
- 1. The Operations Section Chief of the SAR Incident expects certain criteria, strategies and tactics to be performed prior to and during the arrival of resources into the mission area. The order and duration of these procedures will differ with each mission depending upon the subject(s) profile, the terrain and mission area, and the availability and training of responding resources. Procedures regarding rescue coordination efforts can be located in Tab B – Air Search Coordination, Tab C – Ground Search Coordination, and Tab D – Water Search Coordination of the Appendix.
  - 2. Contact by a SAR representative should be made with the reporting party, witnesses, and others to obtain and verify vital information.
  - 3. If the subject(s) are located prior to the arrival of the SAR Task Force Leader, the Law Enforcement Representative in charge should contact CEMA immediately to cancel addition resources.
  - 4. An attempt should be made by the first arriving resources to locate and protect the LKP or the PLS. Plastic flagging tape or barrier tape is recommended.
    - a. Any shoe or foot imprints found should be protected, marked and compared to the missing person(s).
    - b. Clothing should be safeguarded in order to be used by trained canine teams.

- c. All evidence shall be tagged, bagged and cataloged for future investigation.
  
- L. Operations Section Chief:
  - 1. Determine and establish the mission area. This determination should be based upon the PLS or LKP of the subject(s).
  - 2. Select the site for the incident base. It is not required for the incident base to be within the mission area. Often it is desirable to locate the incident base outside the mission area but within close proximity.
  - 3. Guarantee that all search groups (vehicle, 4x4's, horse, bike etc) will have a minimum of two personnel
  - 4. Consider the use of aircraft, fixed wing or rotary wing (which is highly recommended for each mission).
  - 5. Deploy trained canine teams early along the subject(s) anticipated path or in the area affected by the disaster
  - 6. Hasty Search Teams shall be deployed in order to:
    - a. Further mission confinement and segmentation
    - b. Actively search for possible clues or victims in a particular area
    - c. Interview and gather intelligence of the affected area or missing person(s).
  - 7. Deploy Radio Relay teams into the field to augment radio communications.
  
- M. Fatalities
  - 1. The urgency for evacuating fatalities is low. While safety of rescue personnel will not be compromised for recovery operations, it must be recognized that risk free operations are impossible. Due to the low urgency involved in recovery operations, safety shall be the priority during this type of mission. If the removal must be delayed, efforts will be made by the SAR Task Force and Law Enforcement to safeguard the site to ensure the integrity of the site.
  - 2. Upon locating a fatality, the SAR team will notify the Task Force Leader and IC. Command will notify law enforcement who will initiate appropriate action. The IC shall notify the coroner for proper

transport of the body.

**N. Aircraft Crash/ Rescue**

1. Reports of downed or overdue aircraft should be forwarded immediately to CEMA in order to activate the ESF-9 assets. Upon notification of a downed aircraft, the most efficient method possible should be used to locate the aircraft.
2. Distress signals fall into numerous categories such as: Alert Notification Overdue Aircraft (ALNOT), Emergency Locator Transmitter (ELT), Emergency Position Indicating Radio Beacon (EPIRB), and Personal Locator Beacon (PLB).

**O. High Stress Incidents**

1. Some SAR incidents will involve a significant amount of trauma. The IC should recognize the high stress level associated with incidents, and will work to minimize the exposure of these situations to SAR personnel.
2. It is also vital that SAR personnel involved in these types of incidents have a debriefing with a CISM member.

**P. Communication Procedures - General**

1. Always test radios prior to entering the operational area
2. If the message is unclear or complicated, the receiver shall repeat the message content to the transmitter
3. No unit should assume that a message was received without verification.
4. Security over the radio is essential.
  - a. Do not use names over the radio and never state the subject(s) names over the air
  - b. Georgia has generally adopted the following guidelines for use when a victim is found:
    - 1) A code word will be designated on scene to be used if a victim is found deceased. Never state that the subject(s) are deceased over the radio
    - 2) If a victim is found alive and/or hurt, report the condition of the patient as found, respectfully;

- 3) Where body parts are found, use the term, “HR” (human remains) and give the location for crime scene investigators.
- c. Whistles and Sirens
- 1) One Blast: I am OK
  - 2) Two Blasts: Stop and wait for further instructions
  - 3) Three Blasts: Emergency
  - 4) Four Blasts: Found something and require assistance
  - 5) Five Blasts: Assemble
- Q. Documentation and Reporting Management
1. Documentation and Reporting Procedures
    - a. Careful documentation of all SAR operations is critical due to the following reasons: potential criminal or civil investigation, reimbursement, continual evaluation of SAR operations to improve preparedness and response, to collect vital information about a subject(s) patterns and behaviors in different situations and for an official record of actions for those personnel involved in the operation.
    - b. For each SAR operation, the IC / SAR Task Force Leader should complete the following documentation:
      - 1) All SAR and ICS forms
      - 2) Radio logs
      - 3) Incident maps to include a Master Map
      - 4) Resource orders
      - 5) Weather information
      - 6) Financial documents
      - 7) Press releases
      - 8) POA / POD calculations
      - 9) Diagrams/photos

- 10) Mission suspension/debriefing documentation
  - 11) Involved persons, vehicles, property, clues and evidence shall be itemized and described thoroughly.
2. Reports should be written with the information organized in a clear and concise manner. Use a standard format throughout the documentation with clear dates, times and language. Ensure that slang terms are not used and only use widely accepted acronyms.
  3. The report should be objective and should not have opinions or conclusions, only facts. If a quote is to be used, ensure the quote is correct and that the person making the statement is identified.
  4. To manage the documentation process “Jump Kits” should be available that include the necessary tools and documents to run a SAR operation. These kits should be available to all SAR Team members to ensure that proper documentation can begin with the first arriving unit(s).

**R. Critical Incident Stress Management**

1. A critical incident is defined as any event that is outside the realm of normal human experience. These types of incidents may involve children, fatalities, friends/ family, abuse or any other situation that has the potential of developing stress among responding personnel. CISM is a crisis intervention group that offers counseling to SAR members, their families and victims who may be involved in the operation.
2. Any responder can request a CISM debriefing. Attendance is voluntary, but strongly recommended, to provide an accurate account of all aspects of the incident. However, attendance of the CISM debriefing should be limited to those responders involved in the operation.
3. CISM services for SAR personnel can be requested through SFES. Victim and Family support should be made available through non government organizations such as victim advocate groups, grief support groups, local religious outreach programs and the American Red Cross (ARC).

**S. After Action Review**

1. An After Action Review (AAR) should be held as soon as possible following the operation. Participation by all SAR members involved in the operation is encouraged. Review of all phases of the operation should be evaluated, from activation to demobilization.

- a. The following questions should be asked:
  - 1) **What was planned?** Did the objectives and actions support the Appendix?
  - 2) **What actually happened?** Identify effective and non effective actions during the mission, review safety concerns and introduce policy changes to ensure a safer, more efficient operation.
  - 3) **Why did it happen?** Discuss the reasons for the ineffective or unsafe actions. Concentrate on the “What” and not the “Who”.
  - 4) **What can we do next time?** Determine how to apply the lessons learned to the next operation.
2. AARs are intended to improve the management and effectiveness of SAR missions; comments are not part of the case record. A “lessons learned” format is often useful for communicating information to others during training.
3. The IC may chair the AAR; however, it is recommended that a facilitator conduct the AAR to ensure an accurate depiction of the incident. All agencies involved in the mission should be involved in the AAR in order to correct any problems that were encountered during the mission. Once the AAR is completed, the findings and solutions should be published for all to review and comment.

## **VIII. RESPONSIBILITIES**

- A. **CEMA Director:** The CEMA Director serves as the primary advisor to the County Commissioners and the County Manager regarding emergency management. His role is to collect incident-related forecasts and/or information and relay information, along with his professional recommendations, to the local policy group for decisions and declarations. The Director also has signature authority and responsibility to issues and/or requests through the County and GEMA.
- B. **CEMA Assistant Director:** The CEMA Assistant Director (AD) provides the supervisory role in CEMA Operations. He takes recommendations from the CEMA DO and determines the need for response actions, Emergency Operations Center (EOC) activations, and other CEMA functions through consultation with the CEMA Director. In the event activation of the EOC is ordered, the AD will make notifications to CEMA Staff and the GEMA Area V Field Coordinator. He will take the responsibilities of the CEMA Director when required.

- C. CEMA Duty Officer: The DO serves as the Agency's 24-hour crisis monitor for the County. The DO reports incident-related information to the AD and makes recommendations regarding action, response, and activation of the EOC. Under direction of the AD, the DO may respond to an incident and assist with incident management. The DO also serves as the initial point of contact for any field request to activate GSAR or request additional resources to assist in a SAR effort. In the event activation of the EOC is ordered, the DO will have primary responsibility to initiate notification to EOC Support Staff and the EOC Partial Activation Team. Once notifications are made, the DO is responsible for preparing the EOC for activation. The DO serves as the initial EOC Manager until directed otherwise.
- D. ESF-9 Primary Coordinator: The ESF-9 SAR Primary Coordinator serves as the community coordinator for ensuring the actions defined by the ESF are coordinated throughout the County and to coordinate input and planning with a multitude of ESF-9 Support Agencies. This position has the responsibility to manage this planning effort and export information to emergency response partners. The ESF-9 Primary Coordinator also serves as CEMA's Subject Matter Expert (SME) for SAR events and coordinates the staffing of the ESF-9 SAR Group Supervisor position in the EOC. The ESF-9 Primary Coordinator is staffed by SFES.
- E. Chatham County Sheriff's Office (CCSO): CCSO will be the lead agency in coordinating/conducting searches for clients of the Project Lifesaver Program. Clients of this program are equipped with bracelets that can be tracked with specialized equipment owned and maintained by the CCSO. In other situations, the CCSO will provide support as needed
- F. Municipal Police Departments (MPD): Upon the report of a missing person, MPDs will gather information regarding the individual and the circumstances surrounding their disappearance. The on-duty Police Supervisor decides, based on the total circumstances and department policy, if a search is required and what type of support will be necessary. The on-duty Police Supervisor has the authority to request additional SAR support through the CEMA DO. Upon the initiation of a search, the MPD will coordinate with other appropriate agencies within the ICS structure.
- G. Municipal Fire Departments (MFD); .MFDs respond to the report of missing persons, typically to support Law Enforcement, but occasionally, as the first responding entity. MFD's will serve within an ICS structure in accordance with the training level of each individual department member. Members of MFD's may conduct interviews, investigate, search or serve in any other capacity that does not exceed their training.
- H. Georgia Search and Rescue (GSAR): GSAR is a resource that responds to support SAR operations throughout Chatham County and beyond, as

requested through CEMA. The Team has Technician Level Responders, trained to conduct field operations and personnel trained in SAR incident management. If requested, and upon arrival, GSAR will staff the Operations Section Chief position and manage the search.

## **IX. APPENDIX MANAGEMENT AND MAINTENANCE**

- A. CEMA is the executive agent for Appendix management and maintenance. The Tabs and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendix and related Tabs.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within the Appendices may propose a change to the Appendix. CEMA is responsible for coordinating all proposed modifications to the Appendices with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the EOP, Annex, or supporting documents. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.
- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual annexes or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related annexes, and a complete revision every four years (or more frequently if the County Commission of GEMA deems necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOC Annex documents for the purpose of interagency review and concurrence.

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**APPENDIX 9-1**  
**TAB A**  
**TRIGGERS AND RESOURCE ACTIVATION**

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## **SEARCH AND RESCUE TRIGGERS TO ACTIVATE LOCAL RESOURCES**

### **SAR TRIGGERS**

A report of a missing person due to:

- a natural or man-made emergency or disaster;
- a child under the age of 12; or
- a person with mental illness (i.e. Alzheimers, Dementia, Autism etc.)

### **911 NOTIFICATION OF A MISSING PERSON**

If one or more triggers exist, dispatch should:

- dispatch the jurisdiction police and fire department to begin the search effort; and
- make notification to CEMA of the missing person incident

### **ON-SCENE DISCOVERY OF A MISSING PERSON**

If one or more triggers were not identified through dispatch, but were discovered by the On-Scene Incident Commander, the IC should:

- have the jurisdiction fire department respond to assist in the search effort;
- have dispatch notify CEMA of the missing person incident; and
- coordinate with CEMA any additional SAR resources required.

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## **LEVI'S CALL PROTOCOL**

Levi's Call is an investigative tool that can be activated in the case of a confirmed, child abduction. A Levi's Call can be activated **ONLY** by the local law enforcement agency with investigative jurisdiction through a request to the Georgia Bureau of Investigation.

### **ACTIVATION CRITERIA**

- There must be a confirmed child abduction.
- The circumstances surrounding the abduction must indicate that the child is in imminent danger of harm or death.
- The child must be 17 years of age or younger.
- There must be enough descriptive information to believe that an immediate broadcast alert will help recover the child.
- Request for activation of an alert must be made as soon as possible after the abduction is reported (preferably within 4 hours).
- The case must be entered into the NCIC database.

Activation will not be granted for:

- Non-custodial abductions where the child is not in danger.
- Runaways
- Exceptions may be granted for juveniles with mental or physical disabilities who may be at greater risk of danger because of their impairments. These cases should be evaluated on their own merit. Preliminary investigation must conclude whether a pattern of runaway exists.

### **ACTIVATION PROCEDURES**

Reporting Agency:

- When a child abduction is confirmed and law enforcement investigators determine that the case meets the above "Alert Criteria", the GBI Region 5 Office should be contacted with the following information:

- Complete a Missing Child Media Advisory, which includes contact information for the media and the public. Email or photo-scan a photo of the child to the GBI Communications Center.
- Contact “A Child is Missing” (ACIM). ACIM is a non-profit organization with the capability of providing emergency notifications to residences via a recorded telephone message. As many as 1,000 messages can be sent per minute to target neighborhoods, specific communities, or throughout the entire area.
- Provide agency’s primary media contact information.
- Notify the Chatham Emergency Management Agency.

**CEMA:**

- Notify the Georgia Emergency Management Agency
- Send out a CEMA Alert.
- Coordinate Rapid Reach (Reverse 911) Message via SCMPD Dispatch.
- Coordinate use of County and City Government TV Channels to post alerts.

**GBI:**

- Send out statewide BOLO (Be On the Look Out).
- Contact Georgia Association of Broadcasters (GAB) to initiate public notifications through the media (NewsNet).
- Contact GEMA and request activation of the state Emergency Alert System
- Provide the reporting agency with contact information for “A Child is Missing.”
- Offer investigative support to the reporting agency, including deployment of the GBI Child Abduction Response Team (CART). \*If the request to the GBI does not meet the Alert Criteria, the services of ACIM are available, as are additional investigative resources from the GBI.

**GEMA:**

- Activate EAS as appropriate.
- Contact GDOT for activation/use of the electronic variable message boards.

**GDOT:**

- Activate available electronic variable message boards.

## **CANCELLATION**

Reporting Agency:

- Notify GBI Assisting Agent.
- Notify CEMA.

CEMA:

- Send out CEMA Alert.
- Contact GEMA.

GBI:

- Notify GAB (NewsNet).
- Notify GEMA.

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## **MATTIE'S CALL PROTOCOL**

Mattie's Call is an investigative tool that can be activated in the case of a confirmed disabled or elderly person. Georgia law defines "disabled adults" as individuals who are developmentally impaired or who suffer from dementia or some other cognitive impairment. A Mattie's Call can be activated ONLY by local law enforcement agencies through a request to the Georgia Bureau of Investigation (GBI).

### **ACTIVATION CRITERIA**

- The local law enforcement agency believes the disabled person is missing and is in immediate danger of serious bodily injury or death.
- Through its own investigation, the law enforcement agency verifies the disappearance and eliminates alternative explanations for the disabled person's disappearance.
- Sufficient information is available to disseminate to the public that could assist in locating the disabled person.
- The law enforcement agency must issue a statewide broadcast to law enforcement/911 centers and contact local media regarding the missing person.
- The missing disabled person is entered into the National Crime Information Center (NCIC) database.
- The reporting agency must issue a statewide broadcast to law enforcement/911 centers and contact local media regarding the missing person.

### **ACTIVATION PROCEDURES**

Reporting Agency:

- When a child abduction is confirmed and law enforcement investigators determine that the case meets the above "Alert Criteria", the GBI Region 5 Office should be contacted with the following information:
  - Complete a Missing Child Media Advisory, which includes contact information for the media and the public. Email or photo-scan a photo of the child to the GBI Communications Center.
- Contact "A Child is Missing" (ACIM). ACIM is a non-profit organization with the capability of providing emergency notifications to residences via a recorded telephone message. As many as 1,000 messages can be sent per minute to target neighborhoods, specific communities, or throughout the entire area.
- Provide agency's primary media contact information.
- Contact the Georgia Lottery Corporation with descriptive information about the missing individual. The information will be shared with the public via lighted, scrolling lottery signs at convenience stores and other retailers.

- Notify the Chatham Emergency Management Agency.

**CEMA:**

- Notify the Georgia Emergency Management Agency
- Send out a CEMA Alert.
- Activate EAS (if appropriate).
- Provide assistance to reporting agency with media contacts.
- Coordinate Rapid Reach (Reverse 911) Message via SCMPD Dispatch.
- Coordinate use of County and City Government TV Channels to post alerts

**GBI:**

- Send out statewide BOLO (Be On the Look Out).
- Contact Georgia Association of Broadcasters (GAB) to initiate public notifications through the media (NewsNet).
- Provide the reporting agency with contact information for "A Child is Missing."
- Offer investigative support to the reporting agency.\*If the request to the GBI does not meet the Alert Criteria, the services of ACIM are available, as are additional investigative resources from the GBI.

**CANCELLATION**

**Reporting Agency:**

- Notify GBI Assisting Agent.
- Notify CEMA.
- Notify local media, ACIM, and the Lottery Corporation.
- Send statewide broadcast to law enforcement/911 centers.

**CEMA:**

- Send out a CEMA Alert.
- Contact GEMA

**GBI:**

- Notify GAB (if NewsNet was utilized).

# **CHATHAM COUNTY EMERGENCY OPERATIONS PLAN**

**APPENDIX 9-1  
TAB B**

## **ASOC AND EOC COORDINATION**

**DECEMBER 2009**

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## **ACRONYMS**

AD	Assistant Director
ARES	Amateur Radio Emergency Services
ASOC	Air Support Operations Center
B	Bell Helicopters, Inc.
CAP	Civil Air Patrol
CDL	Commercial Drivers License
CEMA	Chatham Emergency Management Agency
CH	Cargo Helicopter
CPG	Command Policy Group
DNR	Department of Natural Resources
DO	Duty Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAA	Federal Aviation Administration
GANG	Georgia National Guard
GDPS	Georgia Department of Public Safety
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Operations Plan
GSP	Georgia State Patrol
IMT	Incident Management Team
LNO	Liaison Officer
MD	MD Helicopters, Inc.
Mhz	Megahertz

MOSCON	Mosquito Control
NRF	National Response Framework
OH	Observation Helicopter
SHHIA	Savannah-Hilton Head International Airport
SOC	State Operations Center
SOP	Standard Operating Procedure
TFR	Temporary Flight Restriction
UH	Utility Helicopter
UHF	Ultra High Frequency
USCG	United States Coast Guard
VHF	Very High Frequency

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## **I. INTRODUCTION**

- A. Aviation support prior to and following a hurricane landfall affecting coastal Georgia is vital to ensure a successful evacuation and re-entry. Primary missions for aviation assets in the event of an impending hurricane are to support the evacuation efforts by conducting traffic surveillance; then support the re-entry operations by conducting route reconnaissance and damage assessments, supporting search and rescue operations, and providing transportation for personnel, supplies and equipment.
- B. Not all emergency situations occurring in Chatham County will match the scope of a hurricane and have a regional impact. However, the support provided to these smaller incidents by aviation assets is no less important. Aerial reconnaissance and damage assessments, supporting search & rescue operations, and conducting fire suppression, are likely missions local air assets will be called upon to conduct.

## **II. PURPOSE**

- A. The purpose of this Tab is to establish procedures used by Chatham County to establish, request, and coordinate, aviation support during an emergency response effort.
- B. This Tab may also be used by the Incident Management Team (IMT), during the planning process to maximize use of available aviation support assets.

## **III. SCOPE**

- A. Regardless if air assets are supporting a regional or County event, when the Chatham County Emergency Operations Center (EOC) is activated, an Aviation Support Operations Center (ASOC), will be activated to coordinate aviation support. Procedures outlined in this Tab apply to either a state or County ASOC when established within Chatham County.
- B. The provisions of this Tab apply County-wide and to all hazards and disasters; natural and/or man made that call for either a partial or full activation of the County's Emergency Operations Plan (EOP). This Tab is not intended to replace agency/department Standard Operating Procedures (SOP), or jurisdictional emergency management plans and/or procedures.

## **IV. AUTHORITIES**

- A. This Tab is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of

the Chatham Emergency Management Agency (CEMA), Chatham County, Georgia. This Tab supersedes all similar and previous versions to date.

- B. CEMA has primary responsibility for compliance with provisions of the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Tab and supporting documents.
- C. Emergency Support Function (ESF) Partners and other designated agencies responsible for providing supporting actions will coordinate internal resources and personnel suitable to accomplish the tasks defined in this document.
- D. This Tab is developed in accordance with the legal references below.
  - 1. FEDERAL. National Response Framework (NRF), October 2008, as amended
  - 2. STATE:
    - a. Georgia Constitution
    - b. Georgia Emergency Management (GEMA) Act of 1981, as amended
    - c. Georgia Emergency Operations Plan (GEOP)
  - 3. COUNTY: Chatham County Emergency Operations Plan

## **V. ASSUMPTIONS**

- A. Aircraft and crew availability.
- B. Availability of facilities sufficient to support air operations.
- C. Weather conditions allow air operations.

## **VI. IMPLEMENTATION**

- A. This Tab is implemented upon the recommendation of the CEMA Director, with the approval of the Chairman, Chatham County Board of Commissioners and concurrence of the Mayors of the Municipalities as appropriate (referred to as the Command Policy Group – CPG), and EOC Manager.
- B. Management of this Tab is accomplished by CEMA. When activated, CEMA is the primary coordinator with ASOC. See paragraph VIII, B.

## **VII. CONCEPT OF OPERATIONS**

### **A. General**

1. The Georgia Department of Public Safety (GDPS), will assume the lead role in coordinating aviation support for all missions during pre and post-hurricane landfall, and/or during other events with actual or potential regional impact
2. The Aviation Unit assigned to Chatham County Mosquito Control will assume the lead role in coordinating aviation assets supporting emergency response operations within the County.

### **B. ASOC Location**

#### **1. Regional Event**

- a. During an event affecting the region, an ASOC will be established at a forward staging area as soon as practical. The staging area may be designated based on the current situation and storm track; or when entry into the affected area is possible, by conducting a site survey.
- b. In addition to SHHIA, additional staging areas (regional ASOC locations), have been established at : Hunter Army Airfield in Savannah, Brunswick-Golden Isles Airport in Brunswick, and Southwest Georgia Regional Airport in Albany.

#### **2. Chatham County Event**

- a. Chatham County Mosquito Control (MOSCON), Headquarters located adjacent to the Savannah Hilton-Head International Airport (SHHIA), is the designated location within Chatham County for the ASOC.
- b. The County Aviation Unit does have a mobile aviation control and support capability intended for events limited in scope.

### **C. Aviation Support Mission Request Procedures**

1. All requests for aviation support will be sent to the ASOC using the best communications method available by either the State Operations Center (SOC), or EOC as applicable.
2. The Air Boss will coordinate all aviation assets supporting the operation and assign missions based on most appropriate/best

suited aircraft for the support requested.

3. A log will be maintained at the ASOC to record type of mission flown, agency responding to the mission, aircraft number, name of the pilot in charge, start and completion time, and total mission flight time.

D. Mission Considerations

1. Temporary Flight Restrictions (TFR) may be required around the affected area to ensure flight safety.
2. For use of County Aviation Assets for local events, notification of the Chatham County Manager is appropriate.
3. Utilization of the National Search and Rescue Plan Grid System and local area maps.
4. Maintain a fuel log. Record date, time, number of gallons, aircraft number, pilot's last name and agency.

E. Anticipated Aviation Support Requests. The following is a list of anticipated requests for aviation support during emergency response operations:

1. Support Evacuation Efforts
2. Conduct Surveillance
3. Conduct Damage Assessments
4. Support Search & Rescue Operations
5. Provide Transportation for Personnel
6. Provide for the Delivery of Supplies and Equipment
7. Conduct Fire Suppression

F. Communications

1. General: Communications during any emergency event will be a challenge. Mass Communications networks, along with radio and land line communications methods routinely used by both government and private agencies may or may not be operational or available. Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must plan to

- maintain redundant communications capabilities with the County EOC.
2. **Air-Ground Communications:** Communications between the ASOC and supporting aircraft is accomplished via established air-ground frequencies and controlled using established procedures with the appropriate control tower (if available). If the tower is not available, GDPS has a plan and the mobile capability to provide Communications with supporting aircraft. Frequencies will be established for command and control of all aircraft. Aircraft will notify the ASOC when airborne, on station, mission complete, returning to base and arrival to base.
  3. **Ground Communications:** The SOC and EOC will forward support requests to the ASOC by the most efficient communications method available. When available, Chatham County will utilize WebEOC for air support requests and coordination. Regardless of the location of the EOC, all available and back up communications resources will be coordinated through Emergency Support Function (ESF) 2 (Communications), which may include:
    - a. Commercial Cellular Telephones
    - b. Commercial Land Line Telephone
    - c. Commercial Satellite Telephone
    - d. 800 Mhz Radio
    - e. UHF Radio (ARES)
    - f. VHF Radio (ARES and Public Safety Nets)
    - g. Internet Connectivity (WebEOC)
    - h. Message Courier
    - i. Commercial Radio and Television Stations
- G. **Public Information:** All information released regarding aviation assets providing support to Chatham County during an event will be coordinated through the appropriate Public Information Office.
- H. **Training and Exercises:** During exercises and other emergency planning activities, the possible need and use of aviation support should be included.

## **VIII. RESPONSIBILITIES**

- A. CEMA Director: The CEMA Director serves as the primary advisor to the County Commissioners and the County Manger regarding emergency management and aviation support requirements in the County. The Director also has signature authority and responsibility to issues and/or requests through the County and GEMA.
- B. CEMA Assistant Director: The CEMA Assistant Director (AD) is the Primary Operations Officer and assumes the responsibilities of the Director in his absence. The CEMA AD determines response actions and the levels of activation of the EOC. In local events the CEMA AD works in close concert with the CEMA Duty Officer (DO), in determining the extent and scope of the response. When the EOC is activated, the Operations Section Chief is the Direct Report and primary coordinator for the ASOC.
- C. Director, Chatham County Mosquito Control (MOSCON). When available and practical, provide MOSCON aviation resources and facilities to support emergency response operations within Chatham County; and upon approval, to support regional emergency response operations.
- D. ASOC Air Boss: The designated Air Boss is responsible for ASOC operations, including designating the location and coordinating all associated support functions. The Air Boss coordinates all aviation assets supporting the operation, regardless of the operating agency, based on the best suitable aircraft for the requested mission. The Air Boss is also responsible for contacting and coordinating with off site agencies such as the Federal Aviation Administration (FAA), to request and coordinate Temporary Flight Restrictions (TFR), around the affected area for safety.
- E. Georgia Department of Public Safety:
  - 1. Will assign aircraft mechanics to support operations.
  - 2. Establish a portable Base Communications System and assign Communications Equipment Officers to assist the ASOC.
  - 3. Will supply two 1200 gal. fuel trucks and two 300 gal. portable fuel tanks.
- F. Georgia National Guard: The Georgia National Guard will supply CDL drivers to operate the fuel trucks and pump fuel.

- G. Georgia Forestry Commission: The Georgia Forestry Commission will supply one 1200 gal. fuel truck and one 400 gal. portable fuel tank.
- H. All Agencies:
  - 1. Each agency providing air assets supporting the event will furnish a member to act as a liaison officer (LNO) at the ASOC. The LNO must be knowledgeable of all assets and capabilities of their organization. The LNO will also be equipped with communication capabilities to contact their assigned aircraft.
  - 2. Each agency will be responsible for their meals and lodging.

## **IX. TAB MANAGEMENT AND MAINTENANCE**

- A. CEMA is the executive agent for Tab management and maintenance. The Tab and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendices.
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- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the EOP, Tab, or supporting documents. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.
- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual Tabs or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related

tabs, and a complete revision every four years (or more frequently if the County Commission of GEMA deems necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOC Annex documents for the purpose of interagency review and concurrence.

**EXHIBIT 1 – CURRENT AVIATION ASSETS**

**COUNTY**

<b>TYPE OF AIRCRAFT</b>	<b>MISSION / CAPABILITY</b>	<b>PASSENGER CAPACITY</b>	<b>AGENCY</b>
MD-500 (x2)	Transport (Internal & External), Aerial Surveillance, Fire Suppression w/Bambi Bucket	3	MOSCON
Piper Navajo Chieftain (x1)	Transport (2000 lb Cargo or Personnel)	3-8	MOSCON
Air Tractor 402 (x1)	Fire Suppression	0	MOSCON

**STATE**

<b>TYPE OF AIRCRAFT</b>	<b>MISSION / CAPABILITY</b>	<b>PASSENGER CAPACITY</b>	<b>AGENCY</b>
B-407 (x2)	Transport, Short-Haul Rescue, Long- Line Rescue, External Cargo Loads	5	GSP
UH-1 (x1)	Transport, Hoist Rescue, Fast Rope & Rappel, Cargo Hook, Search Light, Fires Suppression w/Bambi Bucket	10	GSP
B-206 (x6)	FLIR and Color Camera, Microwave Down-Link, Search Light	1	GSP
B-206 (x5)	Passenger & Cargo Transport	3	GSP
B-407 (x1)	Transport, Short-Haul Rescue, Long- Line Rescue, External Cargo Loads, Fire Suppression w/Bambi Bucket	5	DNR
B-206L4 (x1)	Transport, Short-Haul Rescue, Long- Line Rescue, External Cargo Loads, Fire Suppression w/Bambi Bucket	5	DNR
B-206 (x1)	Transport (Internal & External)	3	DNR
B-407 (x1)	Observation & Transport, Fire Suppression w/Bambi Bucket, External Loads	5	GFC
UH-1 (x1)	Transport, External Loads, Fire Suppression w/Bambi Bucket	11	GFC
Cessna210 (x1)	Transport, Aerial Surveillance, Cargo Transport, Photography	5	GFC
Cessna180 (x5)	Transport, Aerial Surveillance, Light Cargo Transport, Photography	3	GFC
Cessna182(x17)	Transport, Aerial Surveillance, Light Cargo Transport, Photography	3	GFC
Cessna172 (x8)	Transport, Aerial Surveillance, Light Cargo Transport, Photography	2	CAP
Cessna182 (x5)	Transport, Aerial Surveillance, Light Cargo Transport, Photography	3	CAP
UH-602 BLACK HAWK (x8)	Transport (Internal & External), Observation, Fire Support w/ Bambi Bucket, Heli-Basket Rescue	11	GANG
CH-470 (x5)	Transport (Internal & External), Fire Suppression w/Bambi Bucket	30-60	GANG
OH-58 (x2)	FLIR, Night Sun, Micro-Wave Downlink	1	GANG
OH-58 (x2)	Transport, Observation	3	GANG
UH-1V (x3)	Hoist Rescue, MedEvac (4 Passengers & 3 Litter Patients or 6 Litter Patients)	10	GANG
Dolphin (x5)	Hoist Rescue, Search & Rescue	6	USCG

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**APPENDIX 9-1**  
**TAB C**  
**AIR SEARCH COORDINATION**

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## **TAB C - AIR SEARCH COORDINATION**

### **INCIDENT NOTIFICATION:**

- Incident Commander (IC) confirms the situation requires an organized search and request the County 911 Dispatch Center to activate ESF9 resources
- 911 Dispatch Center notifies the CEMA Duty Officer (DO)
- CEMA DO contacts the IC for critical information and to coordinate response
- CEMA DO contacts the ESF-9 primary contact with critical information update
- ESF9 resources contact their respective search group (Air, Ground, Water), supervisor or team leader to confirm availability/status
- ESF9 Primary conducts coordination with IC in order to prepare and execute a search plan. Search group supervisors provide status reports to the ESF9 primary and deploy group resources as directed

### **CONSIDERATIONS**

- Immediate deployment of County Aviation to the area 911 Dispatch Center notifies the CEMA Duty Officer (DO)
- Notify Chatham County Manager
- CEMA DO Reports to scene to support
- ESF-9 Primary deploys to scene to support
- Aviation Air Boss and Ground Support deploys to scene to support
- Search Area
  - Urban / Wilderness / Wide Area
  - Terrain Factors / Accessibility
  - Proximity to Bodies of Water
- Logistics Support
  - Fuel Availability (Station Time)
  - Pilot / Crew Rest

## **CRITICAL RESPONSE NEEDS**

- Current Situation/Status of Incident
- Incident Command Information:
  - Incident Commander
  - Location of the Incident Command Post (ICP)
  - ICP Communications (Radio Channel, Telephone Numbers, etc.)
  - Incident Staging Area
  - Availability/Location of Landing Zone(s) near ICP
- Weather:
  - Past Conditions
  - Current Conditions
  - Forecast
  - Tide Information
  - Sunrise/Sunset, Moonrise/Moonset

## **CRITICAL OPERATIONAL NEEDS**

- Description of Missing Person(s):
  - Name
  - Gender
  - Age
  - Height
  - Weight
  - Date/Time Last Seen
  - Last Point Seen (LPS)
  - Last Known Point (LKP)
  - Ability to Swim

- Vehicle/Trailer Description:
  - Vehicle Year
  - Vehicle Make
  - Vehicle Model
  - Vehicle Color
  - License Plate Information
  - Trailer Type
  - Trailer Color
  - Trailer License Plate Information
- Vessel/Boat Information
  - Passenger Vessel/High Capacity:
    - Vessel Name
    - Size
    - Make
    - Color
    - Registration
    - Location and Time of Embarkation
    - Destination and Return/Due Time
    - Onboard Communications
    - Capacity
    - Number of People on Board
    - Operator Experience
    - Available Personal Floatation Devices (PFD)
  - Overdue/Missing Boat (Boat Ramp or Marina):
    - Vessel Name

- Size
- Make
- Color
- Registration
- Location and Time of Embarkation
- Destination and Return/Due Time
- Onboard Communications
- Capacity
- Number of People on Board
- Operator Experience

**APPENDIX 9-1**  
**TAB D**  
**GROUND SEARCH COORDINATION**

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## **TAB D – GROUND SEARCH COORDINATION**

### **INCIDENT NOTIFICATION:**

- Incident Commander (IC) confirms the situation requires an organized search and request the County 911 Dispatch Center to activate ESF9 resources
- 911 Dispatch Center notifies the CEMA Duty Officer (DO)
- CEMA DO contacts the IC for critical information and to coordinate response
- CEMA DO contacts the ESF-9 primary contact with critical information update
- Search group supervisors contact team leaders
- ESF9 resources contact their respective search group (Air, Ground, Water), supervisor or team leader to confirm availability/status
- Search group supervisors provide status reports to the ESF9 Primary and deploy group resources as directed
- ESF9 Primary conducts coordination with IC in order to prepare and execute a search plan. Search group supervisors provide status reports to the ESF9 primary and deploy group resources as directed

### **CONSIDERATIONS:**

- CEMA DO Reports to scene to support
- ESF-9 Primary deploys to scene to support
- Immediate deployment of County Aviation to the area
- Search Area
  - Urban / Wilderness / Wide Area
  - Terrain Factors / Accessibility
  - Proximity to Bodies of Water
- Search Strategies
  - Safeguard Evidence
  - Area/ Neighborhood Canvas

- Tracking Capabilities
- K9 Availability
- ATV Availability
- SCUBA/Dive Team Availability
- Mounted/Horse Availability
- Logistics Support
  - Food/Water/Hygiene Needs
  - Shift Relief Personnel
  - Volunteer Coordination
- Public Information Support/Strategies
  - Law Enforcement initiate “Levy’s” or “Mattie’s” Call
  - Utilization of the Citizen Notification System (CNS)
  - Utilization of the Local Emergency Information Network (LEIN)

### **CRITICAL RESPONSE NEEDS**

- Current Situation/Status of Incident
- Incident Command Information:
  - Incident Commander
  - Location of the Incident Command Post (ICP)
  - ICP Communications (Radio Channel, Telephone Numbers, etc.)
  - Incident Staging Area
  - Availability/Location of Landing Zone(s) near ICP
- Weather:
  - Past Conditions
  - Current Conditions
  - Forecast

- Tide Information
- Sunrise/Sunset, Moonrise/Moonset

### **CRITICAL OPERATIONAL NEEDS**

- Description of Missing Person(s):
  - Name
  - Gender
  - Age
  - Height
  - Weight
  - Date/Time Last Seen
  - Last Point Seen (LPS)
  - Last Known Point (LKP)
  - Ability to Swim
- Vehicle/Trailer Description:
  - Vehicle Year
  - Vehicle Make
  - Vehicle Model
  - Vehicle Color
  - License Plate Information
  - Trailer Type
  - Trailer Color
  - Trailer License Plate Information
- Vessel/Boat Information
  - Passenger Vessel/High Capacity:
    - Vessel Name

- Size
- Make
- Color
- Registration
- Location and Time of Embarkation
- Destination and Return/Due Time
- Onboard Communications
- Capacity
- Number of People on Board
- Operator Experience
- Available Personal Floatation Devices (PFD)
- Overdue/Missing Boat (Boat Ramp or Marina):
  - Vessel Name
  - Size
  - Make
  - Color
  - Registration
  - Location and Time of Embarkation
  - Destination and Return/Due Time
  - Onboard Communications
  - Capacity
  - Number of People on Board
  - Operator Experience

**APPENDIX 9-1**  
**TAB E**  
**WATER SEARCH COORDINATION**

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## **TAB E - WATER SEARCH COORDINATION**

### **INCIDENT NOTIFICATION:**

- Incident Commander (IC) confirms the situation requires an organized search and request the County 911 Dispatch Center to activate ESF9 resources
- 911 Dispatch Center notifies the CEMA Duty Officer (DO)
- CEMA DO contacts the IC for critical information and to coordinate response
- CEMA DO contacts the ESF-9 primary contact with critical information update
- Search group supervisors contact team leaders
- ESF9 resources contact their respective search group (Air, Ground, Water), supervisor or team leader to confirm availability/status
- Search group supervisors provide status reports to the ESF9 Primary and deploy group resources as directed
- ESF9 Primary conducts coordination with IC in order to prepare and execute a search plan. Search group supervisors provide status reports to the ESF9 primary and deploy group resources as directed

### **CONSIDERATIONS:**

- CEMA DO Reports to scene to support
- ESF-9 Primary deploys to scene to support
- Immediate deployment of County Aviation to the area
- Sunrise/Sunset, Moonrise/Moonset
- Other vessels involved in the search and contact information (skippers' name(s), operational radio channel, phone numbers, current location, etc)
- Shore support facilities for docking, maintenance, fuel, etc.
- Tide Information

### **CRITICAL RESPONSE NEEDS**

- Current Situation/Status of Incident

- Incident Command Information:
  - Incident Commander
  - Location of the Incident Command Post (ICP)
  - ICP Communications (Radio Channel, Telephone Numbers, etc.)
  - Incident Staging Area
  - Availability/Location of Landing Zone(s) near ICP
  
- Weather:
  - Current Conditions
  - Forecast
  - Tide Information
  - Sunrise/Sunset, Moonrise/Moonset

#### **CRITICAL OPERATIONAL NEEDS**

- Description of Missing Person(s):
  - Name
  - Gender
  - Age
  - Height
  - Weight
  - Date/Time Last Seen
  - Last Point Seen (LPS)
  - Last Known Point (LKP)
  - Ability to Swim
  
- Vehicle/Trailer Description:
  - Vehicle Year
  - Vehicle Make

- Vehicle Model
- Vehicle Color
- License Plate Information
- Trailer Type
- Trailer Color
- Trailer License Plate Information
- Vessel/Boat Information
  - Passenger Vessel/High Capacity:
    - Vessel Name
    - Size
    - Make
    - Color
    - Registration
    - Location and Time of Embarkation
    - Destination and Return/Due Time
    - Onboard Communications
    - Capacity
    - Number of People on Board
    - Operator Experience
    - Available Personal Floatation Devices (PFD)
  - Overdue/Missing Boat (Boat Ramp or Marina):
    - Vessel Name
    - Size
    - Make
    - Color

- Registration
- Location and Time of Embarkation
- Destination and Return/Due Time
- Onboard Communications
- Capacity
- Number of People on Board
- Operator Experience

**APPENDIX 9-1  
TAB F  
SAR FORMS**

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SAR LOST PERSON QUESTIONNAIRE (SAR 201B - 1 of 2)

Lost Person Questionnaire

Investigator

Date	Time	District Mission Number	Recording Official


Source of Information

Name	Address	Town	St
Relationship to Subject	Phone Number	Second Phone	
How / Where to Contact Now	How / Where to Contact Later		
What Informant Believes to Have Happened			

Subject Information

Name	Age	Sex	Nickname(s)		
Home Address	Town	St	Zip		
Local Address	Town	St	Zip		
Home Phone	Local Phone	D.O.B.	Birthplace		

Physical Description

Identification	Clothing / Style	Color	Size	Health
Height:	Shirt / Sweater:			Overall Health:
Weight:	Pants:			Physical Condition:
Age:	Outer Wear:			Medical Problems:
Build:	Inner Wear:			Psychological Problems:
Complexion:	Head Wear:			Medication:
Distinguishing Marks:	Rain Wear:			Amounts:
Eyes:	Gloves:			Consequences of Loss:
Hair Color:	Extra Clothing:			Eyeght w/o Glasses:
Hair Style:	Footwear:			Medic-Alert:
<input type="checkbox"/> Beard <input type="checkbox"/> Mustache <input type="checkbox"/> Sideburns <input type="checkbox"/> Glasses <input type="checkbox"/> Jewelry <input type="checkbox"/> Photo Available? <input type="checkbox"/> Return Photo?	<input type="checkbox"/> Sole Sample Available <input type="checkbox"/> Scent Articles Available <input type="checkbox"/> Scent Articles Secured <input type="checkbox"/> Clothing Visible from Air?			<input type="checkbox"/> Smoker <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Gum <input type="checkbox"/> Candy <input type="checkbox"/> A Leader <input type="checkbox"/> A Survivor <input type="checkbox"/> Legal Problems <input type="checkbox"/> Personal Problems <input type="checkbox"/> Hitchhiker <input type="checkbox"/> Religious <input type="checkbox"/> Educated <input type="checkbox"/> Local Hero <input type="checkbox"/> Extrovert <input type="checkbox"/> Introvert <input type="checkbox"/> Loner <input type="checkbox"/> Depressed <input type="checkbox"/>
Youth / Child	Equipment			
<input type="checkbox"/> Afraid of Dark <input type="checkbox"/> Afraid of Animals <input type="checkbox"/> Afraid of Strangers <input type="checkbox"/> Cry When Hurt <input type="checkbox"/> Cry When Scared <input type="checkbox"/> Hides When Afraid <input type="checkbox"/> HUG-A-TREE Trained <input type="checkbox"/> Has a Safety Word	<input type="checkbox"/> Pack <input type="checkbox"/> Tent <input type="checkbox"/> Sleeping Bag <input type="checkbox"/> Ground Cloth <input type="checkbox"/> Fishing Gear <input type="checkbox"/> Climbing Gear <input type="checkbox"/> Liquid Container <input type="checkbox"/> Fire Starter	<input type="checkbox"/> Socks <input type="checkbox"/> Fuel <input type="checkbox"/> Compass <input type="checkbox"/> Map <input type="checkbox"/> Food <input type="checkbox"/> Knife <input type="checkbox"/> Camera <input type="checkbox"/> Lens	<input type="checkbox"/> Socks <input type="checkbox"/> Snowshoes <input type="checkbox"/> Money <input type="checkbox"/> Credit Cards <input type="checkbox"/> Other Documents <input type="checkbox"/> Rope <input type="checkbox"/> Camp Tools	<input type="checkbox"/> Continue 

ICS SAR 201B

Rev. 6-17-97 ICS Forms Online

Page 1

**SAR LOST PERSON QUESTIONNAIRE (SAR 201B - 2 of 2)**

**Place Last Seen**

Date	Time	Common Name / Description
<b>Description</b>		<b>Additional Comments</b>
Subject Last Seen by:		
Talked to Subject About:		
Weather at That Time:		
Weather Since:		
Subject's Direction of Travel:		
Subject's Attitude:		
Subject's Condition:		

**Subject's Trip Plans**

Itinerary	Transportation	Additional Comments
Started At:	Transported By:	
Date:	Vehicle Location:	
Time:	Make / Model:	
Destination:	License:	
By Way of:	Vehicle Location Confirmed by:	
Purpose:	Time Confirmed:	
Length of Stay:	Additional Vehicles at Scene:	
Size of Group:	Alternate Plans / Routes:	
Has Subject Made This Trip Before:	Discussed With:	

**Subject's Outdoor Experience**

General Experience	Additional Comments
<input type="checkbox"/> Familiar With Area <input type="checkbox"/> In Area Recently <input type="checkbox"/> Formal Outdoors Training <input type="checkbox"/> Medical Training <input type="checkbox"/> Scouting <input type="checkbox"/> Military <input type="checkbox"/> Overnight <input type="checkbox"/>	
<input type="checkbox"/> Travels Alone <input type="checkbox"/> Stays on Route <input type="checkbox"/> Travels X-C <input type="checkbox"/> Lost Before <input type="checkbox"/> Will Stay Put <input type="checkbox"/> Keeps on Move <input type="checkbox"/> Climber <input type="checkbox"/> Athletic	

**Contacts Upon Reaching Civilization**

Name of Person That Subject Would Contact	Relationship	Phone	Who Is There Now

**Overdue Groups**

Description	Group Characteristics
Kind of Group:	Personality Clashes:
Leader:	Actions If Separated:
Experience of Group / Leader:	Competitive Spirit:
Local Point of Contact:	Intragroup Dynamics:

**Actions Taken So Far**

By Family / Friends	By Others

ICS SAR 201B

Lost Person Questionnaire Page 2

Rev. 6-17-97 ICS Forms Online

SAR URBAN SEARCH LOG (ICS 216)

URBAN SEARCH LOG		TASK #	OP#	TASK NAME:	TEAM NAME:	DATE & TIME PREPARED:					
STREET NAME:				ASST #:	ASSIGNMENT NAME:						
HOUSE #	TIME	OCCUPANT INTERVIEWED?	NAME OF OCCUPANTS INTERVIEWED	# OF OCCUPANTS	PHONE NUMBER	HOW LONG AT HOME HRS?	OCCUPANT CHECKS HOME & YARD? Y/N	SAR CHECKED YARD?	LEFT FLYER? Y/N	COMMENTS - Including any places to hide	FOLLOW-UP VISIT REQUIRED? Y/N
ICS216	PREPARED BY:			GENERAL COMMENTS:							ICS 216 REV 04/12/16

**SAR GENERAL BRIEFING MISSING PERSON (SAR 100A)**

<b>GENERAL BRIEFING MISSING PERSON</b>		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. MISSION NUMBER
4. INCIDENT SUMMARY ..... ..... ..... ..... .....				
<b>5. COMMUNICATIONS PLAN</b>				
FUNCTION		FREQUENCY	CHANNEL DESCRIPTION	CHANNEL
COMMAND (TEAM – BASE)				
TACTICAL (TEAM – TEAM)				
<b>SUBJECT INFORMATION</b>				
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. FOOTWARE/TRACK DESCRIPTION				
SIZE ..... ..... .....				
<b>SAR 100A</b> ESAR 09/01	16. PREPARED BY		17. DATE PREPARED	18. TIME PREPARED

**SAR TEAM ASSIGNMENTS (SAR 104)**

<b>TEAM ASSIGNMENT</b>		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASSIGNMENT NUMBER										
4. RESOURCE TYPE														
5. PERSONNEL ASSIGNED * = MEDICAL														
*	NAME	AGENCY	*	NAME	AGENCY									
1			6											
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"/> (DEBRIEFING INFO ATTACHED)														
8. TIME ALLOCATED	9. SIZE OF ASSIGNMENT	10. EXPECTED P.O.D.	<table style="border: none;"> <tr> <td style="border: none;">H</td> <td style="border: none;">M</td> <td style="border: none;">L</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table>	H	M	L							RESPONSIVE SUBJECT	
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										
<b>SAR 104</b> BASARC 2/96		COPIES <input type="checkbox"/> PLANS <input type="checkbox"/> COMMUNICATIONS <input type="checkbox"/> OPERATIONS <input type="checkbox"/> TEAM		NOTES										

**SAR TEAM DEBRIEFING (SAR 110)**

<b>TEAM DEBRIEFING</b>		1. INCIDENT NAME	2. OPERATIONAL PERIOD	3. ASSIGNMENT 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	12. TIME EXITED	13. TIME SPENT	14. P.O.D. SUMMARY	
			H M L _____% <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RESPONSIVE SUBJECT _____% <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> UNRESPONSIVE SUBJECT _____% <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CLUES 90% 50% 10%	
15. DEBRIEFER		16. DATE & TIME		
SAR 110 BASARC 2/98	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"/>	

ASSIGNMENT

SAR OPERATIONS PLAN (SAR 115)

OPERATIONS PLAN		INCIDENT NAME	MISSION #						OPERATIONAL PERIOD						DATE/TIME PREPARED				
Assignment #	Priority Ranking	ASSIGNMENT	Total # of People	POA	POD	Area (SQ Miles)	Access Hours	Search Hours	Exit Hours	STATUS	Team Leader	Type 2 Team	Type 3 Team	Canine (Specify Type)	Patrol (Specify Type)	OVERHEAD		Requested Reporting Location/Time	
										REQ								/	
										HAVE									
										NEED									
										REQ								/	
										HAVE									
										NEED									
										REQ								/	
										HAVE									
										NEED									
										REQ								/	
										HAVE									
										NEED									
PREPARED BY (OSC/ICT/PSC)			TOTAL RESOURCES REQUIRED																SAR 115
PAGE ____ OF ____			TOTAL RESOURCES ON HAND																
			TOTAL RESOURCES NEEDED																

08/2001







**SAR CLUE REPORT (SAR 135)**

<b>CLUE REPORT</b>		1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER
4 CLUE NUMBER	5. DATE/TIME LOCATED		6. TEAM THAT LOCATED CLUE	
7. NAME OF INDIVIDUAL THAT LOCATED CLUE				
8. DESCRIPTION OF CLUE				
9. LOCATION FOUND				
10. TO INVESTIGATIONS				
<input type="checkbox"/> URGENT REPLY NEEDED, TEAM STANDING BY TIME _____ <input type="checkbox"/> INFORMATION ONLY				
11. INSTRUCTIONS TO TEAM				
<input type="checkbox"/> COLLECT <input type="checkbox"/> MARK AND LEAVE <input type="checkbox"/> DISREGARD <input type="checkbox"/> OTHER _____				
<b>CLUE &amp; SEGMENT PROBABILITIES TO BE COMPLETED BY PLANS</b>				
12. CLUE PROBABILITY		13. SEGMENT PROBABILITY		LIST SEGMENTS
<input type="checkbox"/> VERY LIKELY A GOOD CLUE <input type="checkbox"/> PROBABLY A GOOD CLUE <input type="checkbox"/> MAY BE A GOOD CLUE <input type="checkbox"/> PROBABLY NOT A GOOD CLUE <input type="checkbox"/> VERY LIKELY NOT A GOOD CLUE <input type="checkbox"/> DON'T KNOW		VIRTUALLY 100% CERTAIN CLUE MEANS SUBJECT IS IN THESE SEGMENTS VERY STRONG CHANCE THAT CLUE MEANS SUBJECT IS IN THESE SEGMENTS STRONG CHANCE THAT CLUE MEANS SUBJECT IS IN THESE SEGMENTS BETTER THAN EVEN CHANCE THAT CLUE MEANS SUBJECT IS IN THESE SEGMENTS NO INFORMATION FROM THE CLUE TO SUGGEST SUBJECT IS OR IS NOT IN THESE SEGMENTS BETTER THAN EVEN CHANCE THAT CLUE MEANS SUBJECT IS NOT IN THESE SEGMENTS STRONG CHANCE THAT CLUE MEANS SUBJECT IS NOT IN THESE SEGMENTS VERY STRONG CHANCE THAT CLUE MEANS SUBJECT IS NOT IN THESE SEGMENTS VIRTUALLY 100% CERTAIN CLUE MEANS SUBJECT IS NOT IN THESE SEGMENTS		
COPIES				
<input type="checkbox"/> PLANS <input type="checkbox"/> ATTACH TO CLUE <input type="checkbox"/> INVESTIGATIONS <input type="checkbox"/> OTHER <input type="checkbox"/> DEBRIEFING				
<b>SAR 135</b> BASARC 3/98		14. PREPARED BY		15. CLUE & SEGMENT PROBABILITIES PREPARED BY

