

## Basic Search and Rescue Course Search and Rescue Plan

	NOTES
<p><b>Objectives:</b> Student will be familiar with:</p> <p>⇒ Policies and procedures for the Benton County Search and Rescue Organization as specified in the Benton County SAR Plan.</p> <p><b>I. General Philosophy</b></p> <p>A. The Benton County Sheriff has the responsibility for search and rescue activities within the county.</p> <p>B. Life safety of all persons is the dedicated goal of the Benton County Sheriff’s Office Emergency Service Program.</p> <p>C. The process of search and rescue is defined as “the act of searching, rescuing or recovering, by means of ground, air, or maritime activity, any person who is lost, injured or killed out-of-doors” (ORS Chapter 401.025[17]). The term “search” suggests a person is overdue or missing from their intended destination or location and the term “rescue” suggests a situation where a known person is in a known location and is in specific danger where the assistance of others is necessary to help assure life-safety.</p> <p>D. The Sheriff limits BCSO SAR responsibility in the following ways:</p> <ol style="list-style-type: none"><li>1. The sheriff does assume responsibility to “search” for, or attempt to locate, a person who is overdue or missing from his or her intended destination or location.</li><li>2. The sheriff does assume responsibility for “rescue” operations in a known location where specific danger exists</li></ol>	

  
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and the assistance of others is necessary to help assure life safety.

3. The sheriff does not assume responsibility to “rescue” a person involved in an industrial accident, regardless of location. The BCSO may, however, offer whatever assistance is available to aid efforts to rescue personnel.
- E. The BCSO response level to a search varies with the information obtained, but shall not be delayed unnecessarily. Some delays may be experienced due to communication, mobilization, location, or other difficulties. The BCSO seeks a timed and measured response to a search, in which the suitable level of the appropriate resources are available in a timely manner.
- F. Benton County Sheriffs Office response level to a rescue requires prompt use of resources. The core of the BCSO rescue capability is from Corvallis Mountain Rescue Unit. However, other specially qualified response organizations include Mary’s Peak Search and Rescue Unit, the Benton County Sheriffs Mounted Posse, and local fire department quick reaction teams.
- G. Program volunteer response to a mission is viewed as a moral obligation, fulfilled only without jeopardy to family or employment needs.
- \* The inability of a volunteer to respond does not violate any implied contract between the volunteer’s organization and the county.
- H. At no time will a volunteer be assigned to a function beyond his or her demonstrated abilities.

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I. A 12 hour duty day is established as a guideline for all search and rescue operations. The purpose of the guideline is SAR team safety and will be exceeded only for situations that hold high promise of satisfactory mission completion with minimum risk to team members. This 12 hour guideline applies to field operations and the operation of a vehicle, either private or public. Team members will be afforded a period of eight (8) hours for uninterrupted rest at the end of a duty period prior to being returned to field operations.

**II. Mission Procedures, General**

- A. Missions are conducted in escalating degrees, depending upon the circumstances.
- B. The general stages a mission will progress through are the:
2. Preliminary stage includes initial interviews and investigations, the request for additional resources, the arrival of resources, and the formation of the initial search plan.
  3. Confinement stage which includes the establishment of a perimeter to confine the subject within the mission area.
  4. Detection stage which consists of checks and sweeps to locate the subject(s), associated clues, or evidence of their passage.
  4. Evacuation or Rescue stage which consists of stabilization of the subject(s) and subsequent transport to a location of safety.

  
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5. Demobilization stage which includes functions associated with location and release of all responding resources.

**III. Levels of Responsibility**

A. BCSO Representative:

1. A Benton County Sheriff's Representative will initiate the investigation and coordinate functions as Incident Command until other resources are mobilized. If a crime is suspected, a criminal deputy shall be assigned.
2. The Benton County Sheriff's Office Representative should make direct contact with the reporting party to obtain additional information regarding the missing /lost person(s) and relay that information to dispatch.

B. Corvallis Regional Communication Center (CRCC)

1. CRCC performs all notifications and activation's of the BCSO staff.
2. CRCC coordinates SAR mutual aid requests from other counties.
3. CRCC Insures notification of the chief of the fire protection district in which the search is located.

C. SAR Coordinator

When notified of a potential mission, the SAR Coordinator will:

1. Assume the duties of Mission Coordinator or assign those duties to

  
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another qualified person.

2. Review all subject information and forecast weather for the search area, calculate a Related Mission Urgency Rating and determine an appropriate response level.
3. Use the checklist (Appendix G of the SAR Plan) to direct activation procedures.

**D. Volunteer Resources**

1. Volunteer resources consist of the members of the units affiliated with the Benton County Emergency Services, the Benton County Sheriff's Reserves, mutual aid resources from other counties, members of rural fire departments, and members of the community
2. Volunteer Organization resources will normally be activated to assist in search and rescue missions. The first priority for volunteer call out will be Benton County Emergency Service Program volunteers. Second priority will be to request mutual aid SAR resources from state or federal resources, or an adjacent county. Those individuals who are not OSSA certified SAR volunteers will not normally be allowed to participate unless they are under the direct supervision on a SAR certified team member. The mission coordinator or on-scene Incident Commander has the authority to determine which individuals will participate in the mission.

**I. Relative Mission Urgency Rating (RMUR) System**

  
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- A. Under the Relative Mission Urgency Rating System, pertinent factors are assigned values from (1) to (3). The higher the value, the higher the mission urgency and thus the higher the total, the higher the mission's relative urgency. (See Handout: Appendix B)
  
- B. During the primary stage of a mission, the Coordinator shall calculate the RMUR based on available information. The end result is determination of an appropriate response level category.
  - 1. Level 1 Response - A measure of response in which no life-threatening conditions exist. Based on information received, Response at this level is kept to the Coordinator, BCSO Representative and one or more "Hasty Teams". Other resources are notified or placed on stand-by.
  
  - 2. Level 2 Response - A measured response which activates selected local resources to augment those participants activated under Level 1 Response.
  
  - 3. Level 3 Response - A full scale assignment of resources to a known, life-threatening situation. Time is critical!
  
- C. Mission Notification Guidelines (Appendix C) was created to enable rapid identification of resources in relation to the indicated response level. These guidelines should be used for personnel, organizational, jurisdictional and internal BCSO notifications.

**IV. Activation and Call-out Procedures**

  
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A. Levels of Resource Activation

1. Activate - An immediate response is required without undue delay.
2. Stand-by - a condition of readiness just short of activation. Resources on stand-by shall prepare for activation of personnel and equipment. The maximum period of stand-by will be four (4) hours, after which the stand-by request will automatically terminate unless renewed.
3. Notify - an advisory of persons, organizations, agencies, or services of the situation. Their response is not required or requested.

B. Mission Coordinator Actions:

1. Activate one or more "Hasty Teams" as required.
2. Place SAR resources on stand-by.
3. Activate members of the Benton County Amateur Radio Emergency Service (BCARES) to provide communication support for the mission. Normally the ECC radio room will be used.
4. Contact Oregon Emergency Management Division (OEM) and obtain a mission number and request additional resources if needed.

C. Mutual Aid Requests

1. Mutual Aid resources may be available from adjacent counties and may be requested directly by contacting their sheriff's office or dispatch facility.

  
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2. Mutual Aid Resources- there are many reasons that mutual aid assistance is requested or provided:

- No single county has the resources (including financial) to conduct extensive SAR missions without assistance.
- It is not reasonable for every county to have every expensive and specialized resource, such as dogs, and airplanes or specialists such as trackers.

3. State and/or federal resources which may be available to assist in search and rescue missions may include:

- a. U.S. Department of Agriculture- Forest Service,
- b. U.S. Department of the Interior- Bureau of Land Management,
- c. Military Organizations, and
- d. Civil Air Patrol (air and ground).

Note: Requests for county mutual aid and for state/federal resources must be made through the Oregon Emergency Management Division (OEM). OEM is the single point of contact for all SAR resource requests. OEM will assign a mission number for the search and coordinate all state and federal support as well as make all required notifications.

**D. Mutual Aid Missions**

  
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Benton County SAR units also support surrounding Counties when requested. In those situations, the following rules apply:

1. A Qualified Mission Coordinator will serve as the “leader” for the responding group, and this Coordinator will be responsible for the group and equipment.

All personnel responding to a mutual aid request must hold a current basic SAR certification.

2. Only Benton County Employees and Emergency Service Program Volunteers are authorized to operate Benton County’s equipment.
3. All personnel responding to a mutual aid request must be equipped to be self-sufficient for a minimum of 24 hours after arrival on-site.

**V. References/Reading:**

- Benton County SAR Plan (BCSO Emergency Service’s copy available on loan.)
- SAR Plan Reference list

**VI. Handouts:**

- Benton County Search and Rescue Lost/Missing Persons Report
- Appendix A, Mission Notification Process
  - In county
  - Out of county
  - CMRU out of county
- Appendix B, Relative Mission Urgency



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### Rating System

- Appendix C, Mission Notification Guidelines

Date/Time: \_\_\_\_\_

BCSO Case Number: \_\_\_\_\_

Name: \_\_\_\_\_

OEM Number: \_\_\_\_\_

Person Completing Report

**PART I**

The SAR Coordinator will need the information from part I to determine what "level" of call out and degree of urgency are to be used for a search. The SAR Coordinator will then advise if part II is needed.

Complainant: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Relation to missing: \_\_\_\_\_

Where calling from now: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

**Missing Person Identification**

If child(ren); **also** complete information under "additional" in PART II

Name: \_\_\_\_\_ DOB and/or Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: M F Hgt: \_\_\_\_\_ Wgt: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Style: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ SSN: \_\_\_\_\_

Other identifiers (AKA/scars/tattoos/etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clothing Description (include style/brand/color): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Scent articles available. Cell phone # or company: \_\_\_\_\_

\_\_\_ Recent photo available. Pager # or company: \_\_\_\_\_

Point/location subject last seen: \_\_\_\_\_

Date/Time subject last seen: \_\_\_\_\_

**Health and General Condition**

Known medical problems: \_\_\_\_\_

Known physical handicaps: \_\_\_\_\_

Necessity for special medications: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_ Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vehicle**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ CB/channel: \_\_\_\_\_

License: \_\_\_\_\_ State: \_\_\_\_\_ Color(s): \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Features (4x4, damage, special paint/wheels, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Trip Plans**

Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Initial start date and time: \_\_\_\_\_

Estimated date and time of return: \_\_\_\_\_

Any known alternate plans or routes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject Experience Level**

\_\_\_\_\_ Not experienced, does not know area

\_\_\_\_\_ Not experienced, knows area

\_\_\_\_\_ Experienced, does not know area

\_\_\_\_\_ Experienced, knows area

Has subject been lost before? \_\_\_\_\_ If yes, where and when: \_\_\_\_\_

\_\_\_\_\_

**Weather and Terrain Profile**

Clear     Cloudy     Rain     Snow     Fog

Known hazardous terrain or other hazards: \_\_\_\_\_  
\_\_\_\_\_

General description of area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Profile**

- Inadequate for environment and weather
- Questionable for environment and weather
- Adequate for environment and weather

General description of equipment: \_\_\_\_\_  
\_\_\_\_\_

**Search Actions**

Who has/is searching at this time?

Name	Address	Phone

What areas have been/are being covered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART II

**Part II is a more detailed profile of the missing person. This information will assist Search and Rescue personnel in their mission. Obtain as much information as possible.**

Date/Time: \_\_\_\_\_ BCSO Case Number: \_\_\_\_\_

Name: \_\_\_\_\_ OEM Number: \_\_\_\_\_

Person Completing Report

### Equipment for Activity

- |                                    |                          |                     |                |
|------------------------------------|--------------------------|---------------------|----------------|
| ___ Backpack - Color: _____        | ___ Tent - Color: _____  |                     |                |
| ___ Sleeping bag - Color: _____    | ___ Canoe - Color: _____ |                     |                |
| ___ Inflatable raft - Color: _____ |                          |                     |                |
| ___ Extra water                    | ___ Extra food           | ___ First aid kit   | ___ Flashlight |
| ___ Matches                        | ___ Map                  | ___ Compass         | ___ Inner tube |
| ___ Life jacket                    | ___ Knife                | ___ Whistle         | ___ Snow shoes |
| ___ Skis/poles                     | ___ Ropes/hardware       | ___ Fishing gear    | ___ Camera     |
| ___ Credit cards                   | ___ Money                | ___ Climbing equip. | ___ Stove/fuel |

\_\_\_ Firearms/ammo (type/brand/caliber) \_\_\_\_\_

\_\_\_ Rental Equipment (specific markings/labels): \_\_\_\_\_

Other (include color): \_\_\_\_\_

### Subject Background

Smoke: \_\_\_ how often: \_\_\_\_\_ Type and Brand: \_\_\_\_\_

Chew: \_\_\_ how often: \_\_\_\_\_ Type and Brand: \_\_\_\_\_

Drink: \_\_\_ how often: \_\_\_\_\_ Type and Brand: \_\_\_\_\_

Drugs: \_\_\_ how often: \_\_\_\_\_ Type: \_\_\_\_\_

Known criminal history: \_\_\_\_\_

Outgoing or Shy: \_\_\_\_\_ Hitchhike often: \_\_\_\_\_ Accepts rides: \_\_\_\_\_

Will missing person remain on scene or keep moving: \_\_\_\_\_

Known family/friend problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional

Child(ren)

Afraid of dark: \_\_\_\_\_ Afraid of animals: \_\_\_\_\_ Training on what to do if lost: \_\_\_\_\_

What reactions when hurt: \_\_\_\_\_

Cry, other noises: \_\_\_\_\_

Talk to strangers: \_\_\_\_\_ Accept ride from stranger: \_\_\_\_\_ Active/Lethargic: \_\_\_\_\_

Other information: \_\_\_\_\_

Overdue groups

Personality problems/group conflicts: \_\_\_\_\_

Leader types (other than leader): \_\_\_\_\_

Competitive spirits of group: \_\_\_\_\_

Actions if separated: \_\_\_\_\_

Any members with experience: \_\_\_\_\_

Subjects close friends / phone

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Additional comments that may be helpful:

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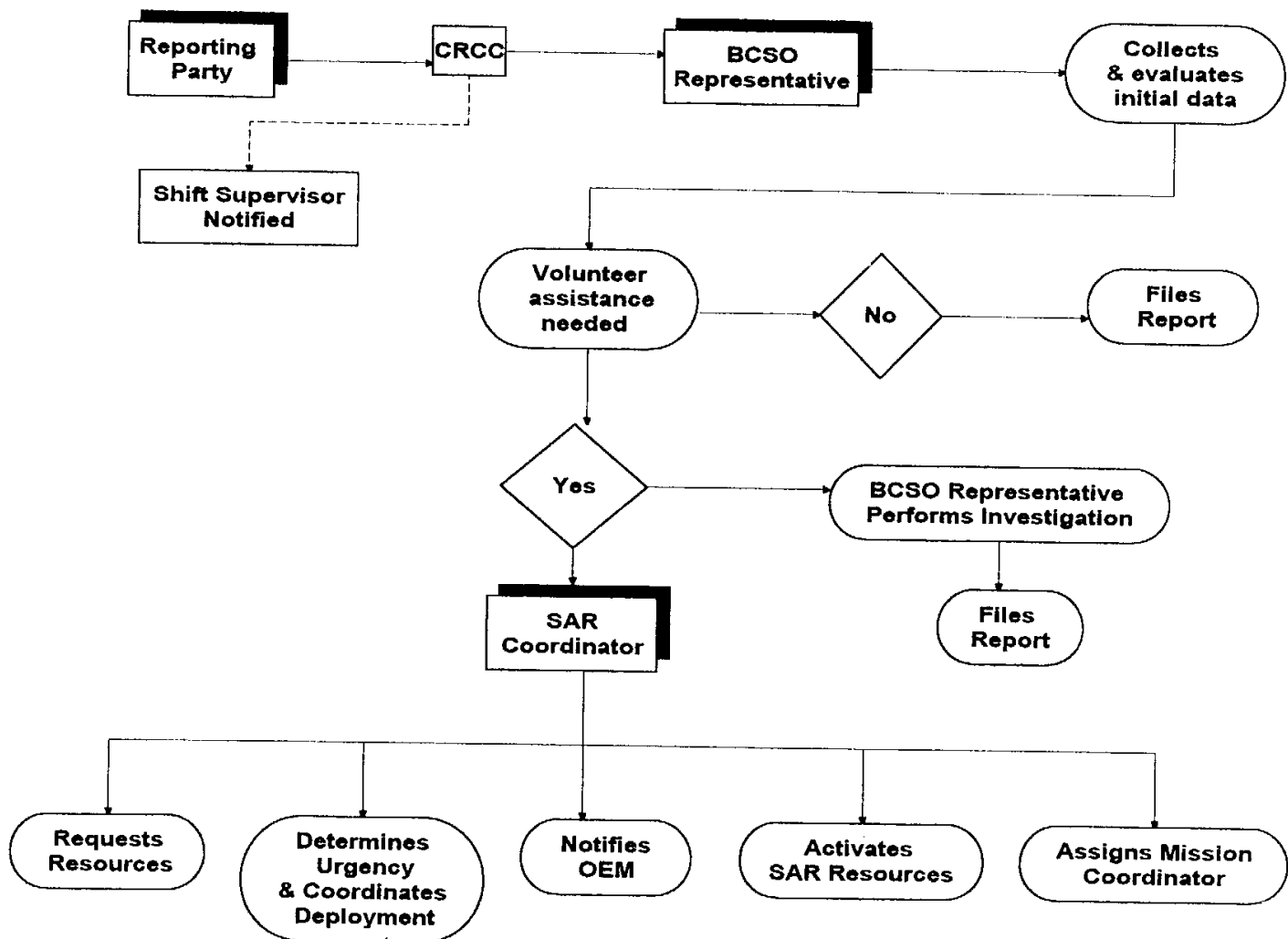
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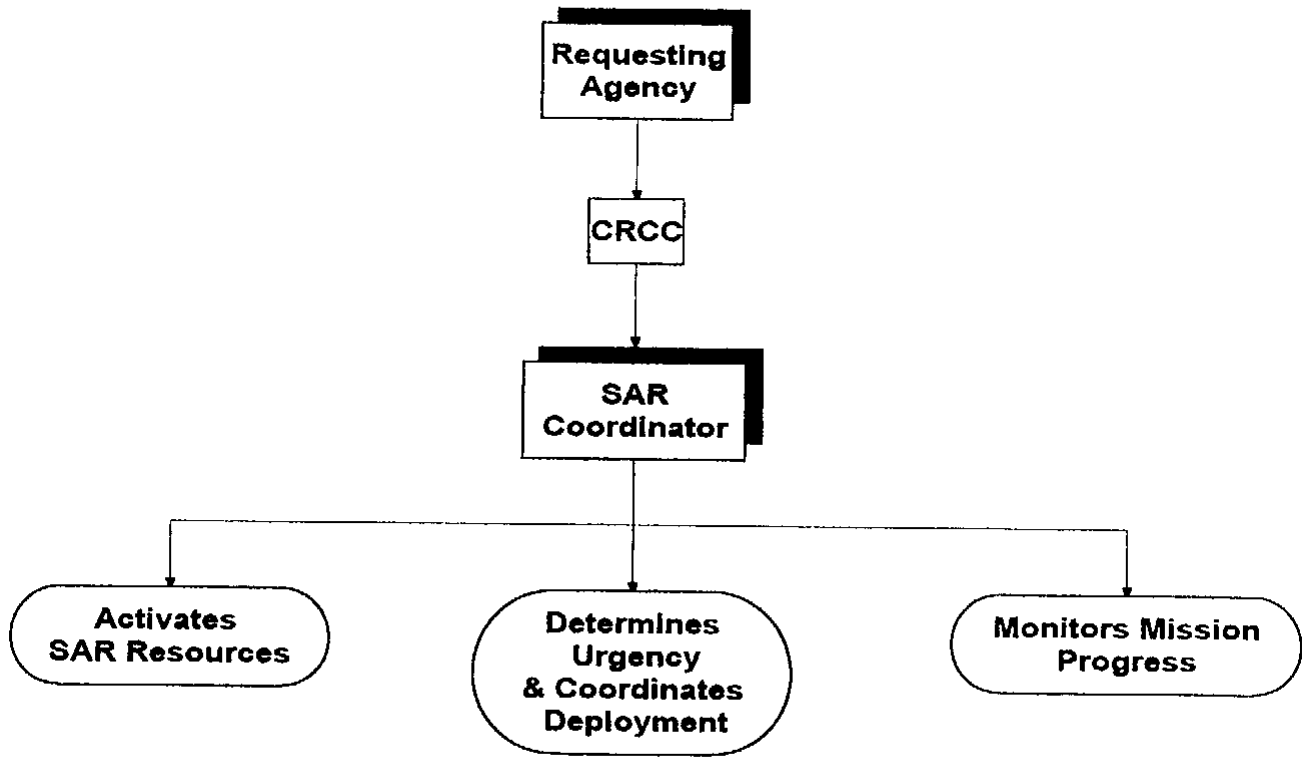
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**APPENDIX A**  
**Mission Notification Process**  
**In-County**



**APPENDIX A**  
**Mission Notification Process**  
**Out-of-County**





## APPENDIX B

### Relative Mission Urgency Rating System

<u>Subject Profile</u>	<u>Rating</u>
<b>Age</b>	
- Very young.	3
- Very old	3
- Other	2 - 1
<b>Medical Condition</b>	
- Known or suspected injured or ill or mental problem	3 - 2
- Healthy	1
- Known fatality	1
<b>Number of subjects</b>	
- One alone.	3
- More than one (unless separation suspected)	2 - 1
<b>Subject Experience Profile</b>	
- Not experienced, does not know area	3
- Not experienced, know area	3 - 2
- Experienced, not familiar with area.	2
- Experienced, knows area	1
<b>Weather Profile</b>	
- Past and/or existing hazardous weather	3
- Predicted hazardous weather, (8 hrs. or less)	3 - 2
- Predicted hazardous weather, (more than 8 hrs.)	2
- No hazardous weather predicted.	1
<b>Equipment Profile</b>	
- Inadequate for environment and weather.	3
- Questionable for environment and weather.	3 - 2
- Adequate for environment and weather	1
<b>Terrain/Hazards Profile</b>	
- Known hazardous terrain or other hazards	3
- Few or no hazards.	2 - 1
<b>Other Factors</b>	
- History of Incidents in area	3 - 2 - 1

<u>Factor Sum</u>	<u>Response Level</u>
8	Evaluate prior to initiating a Level I response
8-13	Level I
14-19	Level II
20-24	Level III

## APPENDIX C

### Mission Notification Guidelines

			LEVEL I		LEVEL II		LEVEL III <u>(highest)</u>
<b>Sheriff's Office</b>							
☐	☐	☐	☐	☐	☐	☐	☐
☒	☒	☒	☒	☒	☒	☒	☒
☐	☐	☐	☐	☐	☐	☐	☐
<b>Affected Agencies/Jurisdictions</b>							
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
<b>Volunteer Organizations</b>							
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
<b>Resource Services</b>							
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
<b>Out -of-County Resources</b>							
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐	☐

\* Activate through agency law enforcement or other designated personnel. These agencies may have additional personnel/resources available to assist on missions within their boundaries.

\*\* Civil Air Patrol and other aircraft may be available through Oregon Emergency Management.