

Designation: F 1767 – 98^{€1}

Standard Guide for Forms Used for Search and Rescue¹

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 ϵ^1 Note—Editorial changes were made to Sections 4.1 and Table 1 in October 1999.

INTRODUCTION

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

1. Scope

- 1.1 This guide gives examples of forms used in the SAR community.
- 1.2 It is not the intent of this guide to recommend one form over another, but to make the user aware of the many different types of forms used. This guide does not purport to contain every form used in SAR, only a few examples of forms in each category.
- 1.3 These forms cover a great variety of the many aspects involved in SAR. This guide will attempt to give a few versions of forms used for each aspect identified. The user may choose which form best fits his particular need.
- 1.4 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.

2. Referenced Documents

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

2.2 ICS National Training Curriculum— ICS Forms Cata-

3. Significance and Use

- 3.1 This guide will give SAR personnel options in choosing a form that will fit their specific need. These forms will assist in the organization, management, and documentation of a search or rescue incident.
- 3.2 Additional forms will be categorized by topics such as management, investigation, training documentation, equipment maintenance, and reports. This guide will compare the original ICS forms with samples of those developed to parallel them for SAP
- 3.3 Once categorized, an explanation will be given for each type of form. Some examples of these forms will be shown. Some contributors have included detailed instruction for the use of their forms.
- 3.4 This guide may serve as the basis for new forms to be created using some information found here.

4. Summary of Guide

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

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

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

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

5. Existing ICS Forms

- 5.1 In adopting the incident command system as the preferred method for managing a search or rescue incident, we have also adopted the forms that go with that system. All the forms included in the ICS are shown for the reference of the user. It is up to the user to choose which form will fit the specific need of a given incident.
- 5.1.1 Appendix X1 is arranged as follows: (forms not included at this time):
 - 201 Incident Briefing
 - 202 Incident Objectives
 - 203 Organization Assignment List
 - 204 Division Assignment List
 - 205 Incident Radio Communications Plan
 - 206 Medical Plan
 - 207 Chain of Command Flow Chart
 - 209 Incident Status Summary
 - 210 Status Change Card
 - 211 Check In List
 - 213 General Message
 - 214 Unit Log
 - 215 Operational Planning Work Sheet
 - 216 Radio Requirements Worksheet
 - 217 Radio Frequency Assignment Worksheet
 - 218 Support Vehicle Inventory
 - 219 Miscellaneous Equipment/Task Force (T-Card)
 - 220 Air Operations Summary
 - 221 Demobilization Checkout

6. ICS Forms Modified for SAR

- 6.1 These are forms that are based directly on the ICS but have been altered in some manner to fit specific needs of a particular organization. In many cases the forms show a parallel to ICS by using the number or the name that corresponds to the ICS system.
 - 6.2 Forms included in SAR/ICS sections:
- 6.2.1 201 Incident Briefing Forms—This is a form to gather basic information, including but not limited to the situation, the subject, the overhead team, and initial response actions. It is used to brief incoming SAR personnel, and as a record of the initial response.
 - 6.2.1.1 Examples found in Appendix X2:
 - (1) Incident Briefing (Fig. X2.1).
 - (2) General Briefing (Fig. X2.2).
- (3) General Briefing—Missing Person with Instruction Sheets (Fig. X2.3).
 - (4) Daily Briefing (Fig. X2.4).

- (5) Shift Briefing Format (Fig. X2.5).
- 6.2.2 202 Incident Objectives Forms— This form is the first sheet of the incident action plan. The objectives are developed by the incident commander at the planning meeting and then documented on this form.
 - 6.2.2.1 Examples found in Appendix X2:
 - (1) Incident Objectives (Fig. X2.6).
- 6.2.3 203 Organization Assignment List— This form provides incident personnel with information as to which units have been established and the names of the individuals in each position. This form becomes part of the incident action plan and may be posted separately on information boards.
 - 6.2.3.1 Examples found in Appendix X2:
 - (1) Organizational Assignment List (Fig. X2.7).
- 6.2.4 204 Division Assignment List—This form is used to detail the field assignment that is given to any particular resource. In many cases a segmented incident map will be given with this assignment sheet. (The maps may be copied on the back side).
- 6.2.4.1 The examples shown give a variety of additional information to the crew/team such as: debriefing, communications, subject profile, and equipment/transportation information
 - 6.2.4.2 Form instructions are included where available.
 - 6.2.4.3 Examples found in Appendix X2:
 - (1) Task Assignment (Fig. X2.8).
 - (2) Field Team Assignments (Fig. X2.9).
 - (3) Crew Assignment (Fig. X2.10).
 - (4) Crew Assignment with Instructions (Fig. X2.11).
 - (5) Team Assignment with Instructions (Fig. X2.12).
- 6.2.5 205 Incident Radio Communications Plan—This plan provides information on all radio frequencies being used on the incident. It becomes part of the Incident Action Plan.
 - 6.2.5.1 Examples found in Appendix X2:
 - (1) Incident Communications Plan (Fig. X2.13)
- 6.2.6 206 Medical Plan—This form provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. It becomes part of the Incident Action Plan.
 - 6.2.6.1 Examples found in Appendix X2:
 - (1) Incident Medical/Evacuation Plan (Fig. X2.14).
- 6.2.7 211 Check-In List—This form is used to record the arrival of all incident personnel.
 - 6.2.7.1 Examples found in Appendix X2:
 - (1) Daily Local Volunteer Personnel Register (Fig. X2.15).
- (2) Daily SAR Unit/Government Personnel Register (Fig. X2.16).
 - (3) Personnel Check In/Out (Fig. X2.17).
- (4) Registration of Search and Rescue Participants (Fig. X2.18).
- 6.2.8 214 Unit Log—This form is used to document any activity or events occurring in a particular unit.
 - 6.2.8.1 Examples found in Appendix X2:
 - (1) Daily Unit Log (Fig. X2.19).
- 6.2.9 215 Operational Planning Worksheet— This form is used in planning which resources will be used for assignments. It is also used by logistics for ordering resources.
 - 6.2.9.1 Examples found in Appendix X2:



- (1) Daily SAR Resources Worksheet (Fig. X2.20).
- 6.2.10 218 Support Vehicle Inventory— This form provides an inventory of vehicles assigned or available at the incident.
 - 6.2.10.1 Example found in Appendix X2:
 - (1) Daily Vehicle Register (Fig. X2.21).

7. Additional Forms for SAR Management

- 7.1 These are forms that are not based on ICS forms but have been developed for use within the system because of the particular needs of the developing organization in managing an incident. These forms have been broken down into the four general staff functions.
 - 7.2 Forms Used Within the Plans Sections:
- 7.2.1 *Debriefing Forms*—These forms are used to detail information coming from the field. This information is vital in planning strategy for future operational periods. This form also serves as a record of field activities.
 - 7.2.1.1 Examples found in Appendix X2:
 - (1) Debriefing Form (Fig. X2.22).
- (2) Team Debriefing with Supplement and Instructions (Fig. X2.23).
- 7.2.2 *Resource Forms*—These forms are used for ordering resources and can also be useful when planning assignments.
 - 7.2.2.1 Examples found in Appendix X2:
 - (1) Search Capabilities Roster (Fig. X2.24).
 - (2) Resource Order Form (Fig. X2.25).
- 7.2.3 *Planning Worksheets/Checklist* These are general forms used within the planning section.
 - 7.2.3.1 Examples found in Appendix X2:
 - (1) Survival Time-frame Worksheet (Fig. X2.26).
 - (2) Planning Process Checklist (Fig. X2.27).
 - (3) Planning Cycle (Fig. X2.28).
- 7.2.4 Aircraft Search Forms—These forms are used when searching for downed aircraft.

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 - 7.2.4.1 Examples found in Appendix X2:
 - (1) Missing Aircraft Worksheet (Fig. X2.29).
 - (2) ELT Worksheet (Fig. X2.30).
 - 7.2.5 Situation Unit Forms:
 - 7.2.5.1 Examples found in Appendix X2.
 - (1) Situation Report (Fig. X2.31).
 - 7.3 Forms Used Within the Operations Section:
- 7.3.1 Assignment Record—These forms are used for documenting tasks that have been assigned to particular resources.
 - 7.3.1.1 Examples found in Appendix X2:
 - (1) Daily Task Log (Fig. X2.32).
 - (2) Crew Card with Instructions (Fig. X2.33).
- 7.3.2 *Field Forms*—These are forms used by resources in the field to document various activities.
 - 7.3.2.1 Examples found in Appendix X2:
 - (1) ELT-DF Field Team Log (Fig. X2.34).
 - (2) Tracking Worksheet (Fig. X2.35).
 - (3) Track ID Form (Fig. X2.36).
 - 7.4 Forms Used Within the Logistics Section:
- 7.4.1 *Supply Unit Form*—These forms are used in the supply unit for ordering, locating, and tracking supplies and equipment.
 - 7.4.1.1 Examples found in Appendix X2:
 - (1) Equipment Roster (Fig. X2.37).
 - (2) Equipment Check (Fig. X2.38).

- 7.4.2 *Communications Unit Forms*—These forms are used within the communications unit.
 - 7.4.2.1 Examples found in Appendix X2:
 - (1) Daily Communications Log (Fig. X2.39).
 - (2) Communications Log (Fig. X2.40).
- 7.4.3 *Medical Unit Forms*—These forms are used within the medical unit.
 - 7.4.3.1 Examples found in Appendix X2:
 - (1) Medical Report (Fig. X2.41).
 - (2) Report of Injury (Fig. X2.42).
 - (3) Patient Referral (Fig. X2.43).
 - (4) Notice of Death Form (Fig. X2.44).
 - 7.4.4 Facilities Unit Forms:
 - 7.4.4.1 Examples found in Appendix X2.
 - (1) Operating Facilities (Fig. X2.45).
 - 7.5 Forms Used Within the Finance Section:
- 7.5.1 *Time Unit Forms*—These are forms used within the time unit.
 - 7.5.1.1 Examples found in Appendix X2:
 - (1) Monthly Time Report (Fig. X2.46).
 - (2) Time Record (Fig. X2.47).
- 7.5.2 Cost Unit Forms—These are forms used within the cost unit.
 - 7.5.2.1 Examples found in Appendix X2:
 - (1) Search and Rescue Expenditure Report (Fig. X2.48).
- (2) Cost Sheet (Fig. X2.49).

8. Additional Forms for SAR Investigation

- 8.1 Search investigation very often plays an important role in the planning and the operations of an incident. This is quite different than a fire. The investigation may deal with the subjects' history or with current events such as possible sightings. Some organizations have developed forms to assist them that have no connection to the ICS.
 - 8.2 Forms Used to Aid in the Investigation:
- 8.2.1 Subject Profile Forms—These are forms that are used to gather information about the person or persons that is (are) the subject of the search. Some groups use short forms that only compile basic information used in the initial phases of the search, and get more detail later. Other groups have very detailed forms that serve as the foundation of their investigation
 - 8.2.1.1 Examples found in Appendix X3:
 - (1) Lost Person Questionnaire (Fig. X3.1).
 - (2) Search and Rescue Circumstance (Fig. X3.2).
 - (3) Incident Missing Person Questionnaire (Fig. X3.3).
 - (4) Lost Person Worksheet (Fig. X3.4).
 - (5) ML Quick Sheet (Fig. X3.5).
 - (6) Notification of Search and/or Rescue (Fig. X3.6).
- 8.2.2 *Information Compiling Forms*—These forms will assist the investigators in gathering and compiling information. They cover everything from the documentation of the initial source of the clue (whether it is physical or verbal) to the sorting and logging of the clue.
 - 8.2.2.1 Examples found in Appendix X3:
 - (1) Urban Interview Log (Fig. X3.7).
 - (2) Daily Clue Log (Fig. X3.8).
 - (3) ELT-DF Reports (Fig. X3.9).
 - (4) Clue Card (Fig. X3.10).



- 8.2.3 Miscellaneous Investigation Forms:
- 8.2.3.1 Examples found in Appendix X3:
- (1) Relative Search Urgency Rating Form (Fig. X3.11).

9. Additional Forms for SAR Training

- 9.1 These forms are used to document all phases of training from planning to implementation.
 - 9.1.1 Examples found in Appendix X3:
 - 9.1.1.1 Training Plan (Fig. X3.12).
 - 9.1.1.2 Documented Training Form (Fig. X3.13).
 - 9.1.1.3 Training Check-In (Fig. X3.14).

10. Additional Forms for SAR Equipment Maintenance

- 10.1 These are forms used to document information related to search and/or rescue equipment such as, serial numbers, age, use history, and maintenance.
 - 10.1.1 Examples found in Appendix X3.
 - (1) PMI Usage and History (Fig. X3.15).

11. Additional Forms for SAR Reports & Critiques

- 11.1 These are forms used to report an incident. Some are formal reports used as a permanent record, while others are a general summary of information. Forms used in critiques are included here.
 - 11.1.1 Examples found in Appendix X3:
 - (1) Mission Debriefing Form (Fig. X3.16).
 - (2) Mission Report (Fig. X3.17).
 - (3) Incident Report (Fig. X3.18).
 - (4) Incident After Action Report (Fig. X3.19).
 - (5) Mutual Aid Response Survey (Fig. X3.20).

12. Additional Forms for Urban SAR

- 12.1 These are forms intended to be used for an incident in an urban setting.
 - 12.1.1 Examples found in Appendix X3.
- 12.1.1.1 Task Force Leader's Mission Assignment Checklist (Fig. X3.21).
- 12.1.1.2 Task Force Base Of Operations Location Checklist (Fig. X3.22).
 - 12.1.1.3 Task Force Operations Report (Fig. X3.23).
 - 12.1.1.4 Task Force Operations Site Sketch (Fig. X3.24).
 - 12.1.1.5 Structure Triage (Fig. X3.25).
 - 12.1.1.6 Urban Interview Log (Fig. X3.7).

13. Miscellaneous SAR Forms

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

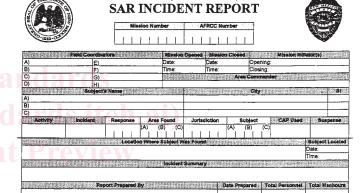
- 13.2 Examples found in Appendix X4:
- (1) Public Information Summary—Incident Status (Fig. X4.1).
 - (2) Intra-Agency Registration Firm (Fig. X4.2).
 - (3) Call-out List (Fig. X4.3).

14. Form Packets

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

15. Alphabetical Index to Forms

15.1 Table 1 lists the forms in alphabetical order.



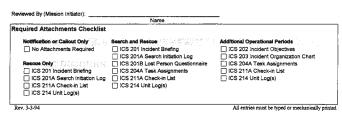


FIG. 1 SAR Incident Report



TABLE 1 Alphabetical Index to Forms

Title	Reference Number
Aircraft, Missing-Worksheet	2.29
Assignment list, Crew	2.10
Assignment list, Crew	2.11
Assignment list, Field Team Assignment list, Organizational	2·9 2·7
Assignment list, task	2.8
Assignment list, team	2.12
Briefing General	2.2
Briefing, General-Missing Person Briefing, Incident	2⋅3 2⋅1
Call Out List	4.3
Check-in List	X·X
Check List, Task Force Base of Operation Location	3.22
Check List, Task Force Leader Mission Assignment Clue Card	3⋅21 3⋅10
Communications, Daily-log	2.39
Communications, log	2.40
Cost Sheet	2.49
Crew Card Daily Briefing	2·33 2·4
Debriefing, Form	2.22
Debriefing Form, Mission	3.16
Debriefing Team	2.23
ELT-DF Reports ELT Worksheet	3.9 2.30
ELT-DF field team log	2.34
Emergency Helicoptor Request Information Sheet	X-XX
Equipment Check In/Out	2.38
Equipment Roster Expenditure Report, SAR	2·37 2·48
ICS Planning Guide	X·XX
Incident Priofing	X.XX
Incident Briefing Incident Communications Plan	2.131
Incident Medical/Evacuation Plan Incident Objectives	2·14 2·6
Incident Objectives	X·XX
Incident Organization Chart	X·XX
Incident Status Summary	X·XX
Injury, Report of Liability Release	2·42 X·XX
Log, Daily Clues	3.8
Log, Daily Tasks and ards. iteh.ai/catalog/stand	
Log, Urban Interview	3.7 3.4
Lost Person Worksheet Medical Report	3·4 2·41
Medical Plan	X·XX
ML Quicksheet	3.5
Non-segmented Areas Notification of Search and/or Rescue	X·XX 3⋅6
Notice of Death Form	2.44
Operating Facilities	2.45
Operational Planning Worksheet	X-XX
Organization Assignment List Patient Referral	X·XX 2·43
Planning Cycle	2.43
Planning Process Checklist	2.27
PMI Usage & History	3.15
"POD" End of Shift Report Public Information Summary-Incident Status	X·XX 4·1
Questionaire, Incident Missing Person	3.3
Questionaire, Lost Persons	3⋅1
Radio Communications Plan	X-XX
Register-Personnel, Check In/Out	2·17 2·16
Register-Personnel, Daily SAR Unit/Gov't Register-Personnel, Daily Local Volunteer	2·16 2·15
Registration Form, Intra-Agency	4.2
Registration of Search & Rescue Participants	2.18
Relevance of Clue	X·XX
Report, Incident Report, Incident after Action	3⋅18 3⋅19
Report, Mission	3.17
Resource Order Form	2.25
Resources Worksheet Daily SAR	2.20

Resources Worksheet, Daily SAR

TABLE Continued

Title	Reference
	Number
Roster, Search Capabilities	2.24
SAR Incident Report	X·XX
SAR Injury Report	X·XX
SAR Questionnaire A & B	X·XX
Search & Rescue Circumstance	3.2
Search Clue Log	X·XX
Search Initiation Log	X·XX
Shift Briefing Format	2.5
Situation Report	2.31
Structure Triage	3.25
Survey, Mutual Aid Response	3.20
Survival Time Frame Worksheet	2.26
Task Assignment	X·XX
Task Force Operations Report	3.23
Task Force Operations Site Sketch	3.24
Time Record	2.47
Time Report, Monthly	2.46
Tracking ID Form	2.36
Tracking Worksheet	2.35
Training Check-In	3.14
Training Form, Documented	3.13
Training Plan	3.12
Unit Log	X·XX
Unit Log, Daily	2.19
Urgency Rating Form, Relative Search	3⋅11
Vehicle Register, Daily	2.21

Activity	Incident	Response	Area Found	Juriediction	Subject	CAP Used	Suspense
1 Climber	1 Unknown	1 Standby	1 Primery Area	1 USFS	1 Uninjured	1 No	1 Closed
2 Hillor	2 Louit	2 Callout	2 Secondary Area	2 BLM	2 Injured	2 Yes	2 Suspended
3 Hunter	3 Stranded	3 Land Search	3 Previous Area	3 NPS	3 Fetality		3 Open
4 Slóer	4 Injury	4 Water Search	4 Out of Area	4 Wilderness		_	
5 Snowmobile	6 Mnees	S Air Search	5 Bestard Search	5 State Land			
6 Vehicle	6 Runeway	6 Rescue	6 Other	6 Federal Land			
7 Aircreft	7 Overdue	7 Recovery	1	7 Private Land			
6 Bool / Raft	8 False Alarm	8 Self Evec.		8 Indian Land			
9 ELT	9 Other	9 Carry Out		9 Military Res.			
10 Caver	1	10 Other Evec.	7	10 Unionown	7		
11 Hospital Patient	7		-		_		
12 Motorbine	7						
13 Wood Cutter	_						

	eparing SAR Incident Report
Instructions for Unity Field Codes	13. Incident Code: Enter the Incident type from the key.
1. The Field codes are printed on the reverse of the form. To use the codes, fold the	13. Income Code: Enter the Income type from the key.
bottom edge of the form along the bottom edge of the code fields and crease the form. The field codes will align with the code fields.	14. Response Code: Enter the response codes for the incident. Multiple entries from the key are permitted.
When typing the form, the field codes are visible above the top edge of the form when the form is positioned in the typewriter.	15. Area Code: Enter the search area in which each subject was found using the key
Instructions for completing Incident Report:	16. Junishiction Code: Enter each jurisdiction whose property was searched during this incident. If Wilderness was searched, indicate the jurisdiction of the wilderness Multiple entries from the key are permitted.
NOTE: Attachments are not required if resources were not used (other than MI and PC) or if mission was terminated prior to mobilization of resources.	17. Subject Code: Enter the status of each subject found from the key.
This form satisfies the minimum information required by DPS. Incomplete forms	18. CAP Used Code: Enter whether CAP resources were used on this incident from the key.
or missing attachments will be returned to sender. Report will be electronically scanned, therefore it is mandatory to type or mechanically print all form entries.	 Suspense Code: Enter the status of the incident at the time report was submitted. Select suspense code from key.
Mission Number: Enter the state mission number using the form yy-dd-nn, where yy is the current year, dd is the state police district, and nn is the sequence number assigned to this incident.	20. Where Subject was Found: Enter the common name of the area where the subject was located. Latitude and Longitude are acceptable.
AFRCC Number: Enter the Air Force Rescue mussion number. Required for missions using Air Force resources.	21. Date Located: Enter the date that the subject was located.
	22. Time Located: Enter the time that the subject was located.
 Field Coordinators: Enter the last names of all certified FCs used on this mission in a Command or General Staff role. Up to 8 FCs can be listed. Use Additional Comments space for more. 	23. Incident Summary: Give a brief description of the results of the SAR effort and recove, i.e. "The subject was airlifted to BCMC by Lifeguard".
 Mission Opened: Enter the date and time that the mission was opened. Should agree with the opening teletype. 	24. Report Prepared By: Enter the name of the person preparing this report. This information is needed in case a question arises at a later time.
6. Mission Closed: Enter the date and time that the mission was closed. Should agree with the closure teletype.	25. Date Prepared: Enter the date that this report was submitted.
7. Mission Imitators: Enter the last names of the MI who began the mission and the MI on duty when the mission was closed.	 Total Personnel: Enter the total number of volunteers assisting on this incident (totals from ICS Form 211A).
 Aree Commander: Enter the name on the On-call Area Commander during this increent. Area Commander must be notified on missions lasting longer than 4 hours. 	 Total Man-hours: Enter the total number of volunteer man-hours expended on this incident (totals from ICS Form 211A).
 Subject's Name: Enter the first and last names of each subject. Up to 3 subjects can be lasted. Use Additional Comments space to list more. 	 Additional Commenta: Enter any additional information that you feel is important. Use this specs for additional names, etc. as mentioned above.
10. Ciry: Enter the town of residence for each subject.	29. Reviewed By: Enter the name of the Mission Initiator who will review this repor
11. ST: Enter the state of residence for each subject.	 Required Attachment Checkies: Be sure to attach the required forms for the type of incident. Make a note in Additional Comments field if no resources were used or
12. Activity Code: Enter the subject's activity from the key.	mission was terminated prior to mobilization.

FIG. 1 SAR Incident Report (continued)

2.20



		N	on-segmenti	ED A	REAS					SEARCH	CLUE I	LOG	
(T)ype H =	ION #	sty Tea			Dog V = Vehic	ele I				CE OF CLUE TO M	IISSIOI 100%	PAGE	
	ROAD, TRAIL, HON CAMP, CAR, Etc.	AE TR	DATE/TIME CHECKED?	TR	DATE/TIME C'LECKED?	TR	DATE/TIME CHECKED?	AREA	TYPE CLUE & I	OCATION FOUND	ROC	DATE/TIME	ACTION
		-				1					FOU	ND BY ?	
SEG A-Z	ROAD, TRAIL, HON CAMP, CAR, Etc.	AE TE	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?						
											FOU	ND BY?	
	ROAD, TRAIL, HOM CAMP, CAR, Etc.	E TR	DATE/TIME CHECKED?		DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?						
											FOI	JND BY?	
SEG A-Z	ROAD, TRAIL, HON CAMP, CAR, Etc.	ME TF	DATE/TIME CHECKED?		DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?						
				1		_						<u> </u>	
	ROAD, TRAIL, 'ION CAMP, CAR, Lite.	ME TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED'	TR	DATE/TIME CHECKED?		J		FO	UND BY?	

FIG. 2 Non-segmented Areas

To figure relevancy of clue (ROC) you must subjectively select a number (0 - 100) that indicates your best guess as to how relevant the clue is to the mission at the time the clue is found. Information such as age of the clue, possibility of the clue belonging to victim, confidence in resource who found the clue etc., should be considered.

FIG. 3 Search Clue Log

ASTM F1767-98e1

RELEVANCE OF CLUE (ROC)

NEW POA = ROC x (1 - Old POA) + Old POA

"POD" END OF SHIFT REPORT PAGE _ MISSION # OF Co-Ordinator Date/Time Ended ____ Date/Time Started RESPONSIVE

(T)ype of (R)esource DA = Air Scent Dogs T = Trackers HA = Hasty Team H = Helicopter A = Fixed Wing G = Grid Search DT = Trailing Dogs O = Other

AREA #	1st old	TR *	New POD	CUM	New POD	TR	CUM	New POD	TR	CUM	New POD	TR	CUM	(X) 90+	REMARKS
											L				
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^{* =} If 1st search of area include Type of Resource. (X) = 90% POD or more

FIG. 5 "POD" End of Shift Report

Old POA % ROC %

To figure relevancy of clue (ROC) you must subjectively select a number (1% to 99%) that indicates your best guess as to how relevant that clue is to the mission. To adequately do this, you must use as much information about the circumstances surrounding the clue as possible. Such as; age of the clue, the possibility that the clue was left by the subject, confidence in the SAR resource which found the clue, etc.

FIG. 4 Relevance of Clue



UN-RESPONSIVE

(I)ype of (R)esource

H = Helicopter T = Trackers DA = Air Scent Dogs HA = Hasty Team

A = Fixed Wing G = Grid Search DT =Trailing Dogs O= Other

AREA	1st	TR	New	CUM	New	TR	CUM	New	TR	CUM	New	TR	CUM	(X)	REMARKS
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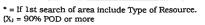


FIG. 5 "POD" End of Shift Report (continued)

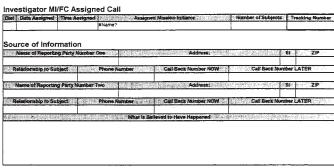


Mexico Department of Public Safety Search and Rescue Office

SAR Questionaire







The above information ONLY has to be filled out on the FIRST Subject.

Subject Informa		Age	Sex	Nicksame(s)		Home Phone	Local Phor
	Address			City		Şt	Zip
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OVER

Page 1 or 3 - SAR Questionaire (PART 4

FIG. 6 SAR Questionnaire A & B



Subject of Subjects			New Mexico Departm	nent of Public Safety Rescue Office	Continued - Page 3
Place Last Seen			SAR Que		
Subject Last	Seen By Date Tene	Tracking Number	(Part		
Subject Last	Seen By Date Time		s is a Mandatory Form and MUST b	e filled out by a Mission Initiator (c	or FC if no MI available)
Location	m/ Common Namir/Description		SAR Priority E	Evaluation Chart	
		l	3 - Low Urgency	2 - Medium Urgency	f - Holistopeney
		Subject Profile Age		Other	☐ Very Young☐ Very Old
Subject's Trip Plans		Medical Condition	Healthy Known fatality		Known/suspected injured, ill, Mental Problem
Starting Location:	Transported By	Number of Subjects	☐ More t	hen one (unless separated)	One alone
Start Date:	Veh Location:	Subject Experience Profile	Experienced, knows area	Experienced, not familiar with area	Inexperienced does not know area
Start Time:	Make / Model / Color:			_	lot experienced, knows area
Destination: #Name?	License: Addational Curaments	Weather Profile	No hazardous weather predicted	Predicted hazardous weather, (>8 hrs.)	Past and/or existing hazardous weather edicted Hazardous WX (<8 hrs.)
		Equipment Profile	Adequate for environment and weather		Inadequate for environment and weather
		Terraio/Hazarda Profile	☐ Few o		Known terrain or other hazards
Actions Taken So Far By Family / Fries Action Taken by Family / Francis	Action Taken By Others	FC Assigned Missis	Assigned to	/ Mission Initiato	
Contacts Upon Reaching Civilization					
Name of Person Subject Would Contact	Relationship to Contact Contact's Phone Who is There Now	* FC on Standby	(Name) Phone	Number (now) Phone Num	ber (later) Date Time
		* Area Commander Conta	cted and Briefed Phone	Number (now) Phone Num	her (later) Date Time
		CHECKED?	Time	Discription of Other Ac	
	Notes The Control of	Local Landowner(s) Local Shenff / Police NM State Parks and Recreati NM Game and Fish Lat Park Service USFS BLM BIA Other			GOU GAAGU
	(https://stan		ined Mission - Put one on STAN, ander if no Field Coordinator Ass		
Page 2	of 3 - SAR Questionaire (PART "A") Mi "A" 2 4 95		Page	3 of 3	M1"A" 2 5.95

Page 2 of 3 - SAR Questionnaire A & B (continued)

*You MUST 8nel Area Commander if no Field Coordinator Assigned - (Dispatch has Cir-Call Area Commander Page 3 of 3

FIG. 6 SAR Questionnaire A & B (continued)

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Masses Number



Incident Information Subject Name

Physical Description

Afraid of Animais
Afraid of Animais
Afraid of Strangers
Cnes when hurt
Cnes when scared
Hides when afraid
HUG-A-TREE trained
Has a safe word

Place Last Seen

ibject Last Seen By: Talked to Subject Abo Weather at that Time: Direction of Trave Subject's Attitude

Subject's Trip Plans

By Way Of:

Length of Star Size of Group

Here Before?

Note

identification

Mexico Department of Public Safety Search and Rescue Office

SAR Questionaire

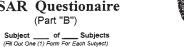
This Form is Mandatory and MUST be filled out by the IC or General Staff

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Map Food Kriife Carmera
Lens

Hunting Vest

Pack
Tent
Steeping Bag
Ground Cloth
Fishing Gear
Climbing Gear
Liquid Container
Fire Starter



Snowshoes
Skis
Money
Credit Cards
Other Docs
Rope
Camp Tools
Gun



Candy
Gum
Smoker

Hitchiker
Religous
Educated
Local Hero
Extravert
Introvert
Loner

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Subject Teatts

Sole Sample Available
Scent Articles Available
Scent Articles Secured
Clothing Visible from Air

Alcohol
Drugs
A Leader
A Survivor
Legal Problems
Personal Probs
Cepressed

Additional Comments

Subject ____ of ___ Subjects Subject's Outdoor Experience Additional Comments Familiar with Area
In Area Recently
Outdoors Training
Medical Training
Scouting
Military
Overnight
Other Training Travels Alone
Stays on Route
Travels X-C
Lost Before
Will Stay Put
Keeps on Move
Climber
Athletic Overdue Groups
Kind of Group: Actions if Separated Experience of Leade Competitive Spirit: Local Point of Contact: Photos, Notes, Etc:

IC "B" 2/6/95

SAR Questionaire (PART "B")

Loc Cfm By: Time Cfm:

Alternates

FIG. 6 SAR Questionnaire A & B (continued)

FIG. 6 SAR Questionnaire A & B (continued)

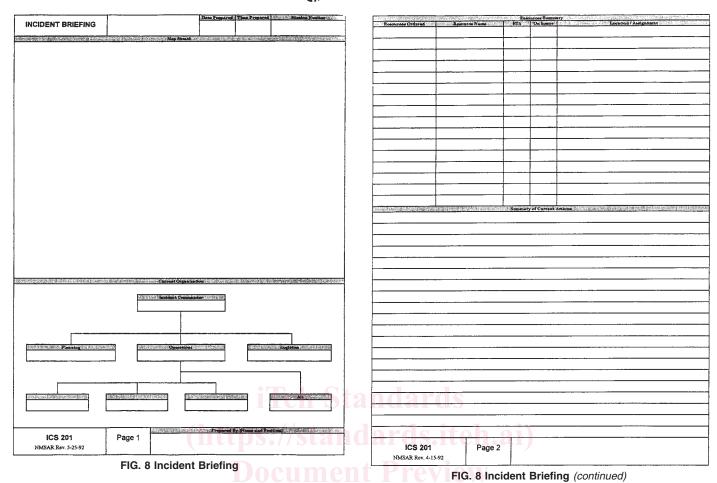
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FIG. 7 Search Initiation Log Ocument Prev

FIG. 7 Search Initiation Log (continued)

ASTM F1767-98e1





ASTM F1767-98e1



INCIDENT OBJECT		e Prepared	Time Prepared	Mission Number
From (Dete) F	rossr (Time)	'cs (Date)	Tot (Time)	Operational Period
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ORGANIZATION ASSIGNMENT LIST	Buta Prepared Time Prepared Ministra Number Operational Perio				
Tacident Commender and Staff	Operations Section				
Incident Commander:	Chief:				
Deputy:	Deputy				
Safety Officer:	Branch I Division / Occups Branch Director:				
Information Officer:					
Linisan Officer:	Deputy:				
	Division / Group:				
Agancy Representatives	Division / Group:				
	Division / Group:				
	Division / Group:				
	Daysion / Group:				
	Branch II Division Groups				
	Director:				
	Deputy:				
Planning Section	Division / Group:				
Chief:	Division / Group:				
Deputy:	Davision / Group:				
Resources Unit:	Division / Group:				
Situation Unit:	Division / Group:				
	Breuch III Division / Groups				
Decumentation Unit:	Brench Director:				
Demobilization Unit:	Deputy:				
Technical Specialists:	Division / Group:				
	Division / Group:				
Logistics Section	Division / Group:				
Chief:	Division / Group:				
Deputy	Division / Group:				
Support Branch Director:	Air Operations Director:				
Sopply Unit:	Air Ops. Supervisor:				
Facilities Unit:	Air Support Supervisor:				
Ground Support Unit:	Chief:				
Sarvice Branch Director	Deputy:				
Communications Unit:	Time Unit:				
Medical Unit:	Procurement Unit:				
Food Unit:	Compensation / Claims:				
	Cost Unit:				
ICS 203 NMSAR Rev. 5-25-92	Propared By (Resources Unit)				

FIG. 10 Organization Assignment List

FIG. 9 Incident Objectives

ASTM F1767-98e1



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Planning Sec	ction								Explain What Your Team Actually Did
Type of Team		e (Leader First)	Reso	suree Name	Skill / Equ	ipment Briefing Summary			
D Dog Team Heaty Team	1					□ Overview □ Weather			
D Foot Team	2					Cluse Subject Profile	1		
Tracking Team Grid Team	3				 	□ Time Frame	1		
U Vehicle Team Horse Team						Org. Chart Pennily	1		
D Mixed						☐ Media			
D Fixed Wing A/C D Helicopter	15					Subject Info.	1		
Bost / Amphib.	6			-			-		
Technical Rock Communications	7	-			-		1		
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Operations S	Caction							Estimate of PODs	
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FIG. 11 Task Assignment (continued)