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Standard Guide for Forms Used for Search and Rescue¹

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^{ε1} 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.

¹ This guide is under the jurisdiction of ASTM Committee F32 on Search and Rescue and is the direct responsibility of Subcommittee F32.02 on Management and Operations.

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2.2 ICS National Training Curriculum— *ICS Forms Catalog²*

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 SAR.

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.

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.

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:
 - (J) 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.
 - (J) 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:
 - (J) 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:
 - (J) 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.

New Mexico Department of Public Safety
SAR INCIDENT REPORT

Mission Number		AFRCC Number	
Field Coordinators:		Mission Opened:	Mission Closed:
A) _____	E) _____	Date:	Date:
B) _____	F) _____	Time:	Opening:
C) _____	G) _____	Closing:	
D) _____	H) _____	Area Commander:	
Subject's Name:		City:	
A) _____		State:	
B) _____			
C) _____			
Activity:	Incident:	Response:	Area Found:
			(A) (B) (C)
Jurisdiction:	Subject:	CAP Used:	Suspense:
	(A) (B) (C)		
Location Where Subject Was Found:			Subject Located:
			Date:
			Time:
Incident Summary			
Report Prepared By:		Date Prepared:	Total Personnel:
			Total Manhours:
Additional Comments:			

Reviewed By (Mission Initiator): _____ Name _____

Required Attachments Checklist		
Notification or Callout Only <input type="checkbox"/> No Attachments Required	Search and Rescue <input type="checkbox"/> ICS 201 Incident Briefing <input type="checkbox"/> ICS 201A Search Initiation Log <input type="checkbox"/> ICS 201B Lost Person Questionnaire <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)	Additional Operational Periods <input type="checkbox"/> ICS 202 Incident Objectives <input type="checkbox"/> ICS 203 Incident Organization Chart <input type="checkbox"/> ICS 204A Task Assignments <input type="checkbox"/> ICS 211A Check-in List <input type="checkbox"/> ICS 214 Unit Log(s)

Rev. 3-3-94 All entries must be typed or mechanically printed.

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	2-9
Assignment list, Organizational	2-7
Assignment list, task	2-8
Assignment list, team	2-12
Briefing General	2-2
Briefing, General-Missing Person	2-3
Briefing, Incident	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	3-21
Clue Card	3-10
Communications, Daily-log	2-39
Communications, log	2-40
Cost Sheet	2-49
Crew Card	2-33
Daily Briefing	2-4
Debriefing, Form	2-22
Debriefing Form, Mission	3-16
Debriefing Team	2-23
ELT-DF Reports	3-9
ELT Worksheet	2-30
ELT-DF field team log	2-34
Emergency Helicopter Request Information Sheet	X-XX
Equipment Check In/Out	2-38
Equipment Roster	2-37
Expenditure Report, SAR	2-48
ICS Planning Guide	X-XX
Incident Briefing	X-XX
Incident Communications Plan	2-131
Incident Medical/Evacuation Plan	2-14
Incident Objectives	2-6
Incident Objectives	X-XX
Incident Organization Chart	X-XX
Incident Status Summary	X-XX
Injury, Report of	2-42
Liability Release	X-XX
Log, Daily Clues	3-8
Log, Daily Tasks	2-32
Log, Urban Interview	3-7
Lost Person Worksheet	3-4
Medical Report	2-41
Medical Plan	X-XX
ML Quicksheet	3-5
Non-segmented Areas	X-XX
Notification of Search and/or Rescue	3-6
Notice of Death Form	2-44
Operating Facilities	2-45
Operational Planning Worksheet	X-XX
Organization Assignment List	X-XX
Patient Referral	2-43
Planning Cycle	2-28
Planning Process Checklist	2-27
PMI Usage & History	3-15
"POD" End of Shift Report	X-XX
Public Information Summary-Incident Status	4-1
Questionnaire, Incident Missing Person	3-3
Questionnaire, Lost Persons	3-1
Radio Communications Plan	X-XX
Register-Personnel, Check In/Out	2-17
Register-Personnel, Daily SAR Unit/Gov't	2-16
Register-Personnel, Daily Local Volunteer	2-15
Registration Form, Intra-Agency	4-2
Registration of Search & Rescue Participants	2-18
Relevance of Clue	X-XX
Report, Incident	3-18
Report, Incident after Action	3-19
Report, Mission	3-17
Resource Order Form	2-25
Resources Worksheet, Daily SAR	2-20

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	Jurisdiction	Subject	CAP Used	Suspense
1 Clamber	1 Unknown	1 Standby	1 Primary Area	1 USFS	1 Uninjured	1 No	1 Closed
2 Hiker	2 Lost	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 Fatally		3 Open
4 Slicer	4 Injury	4 Water Search	4 Out of Area	4 Wilderness			
5 Snowmobile	5 Illness	5 Air Search	5 Bestard Search	5 State Land			
6 Vehicle	6 Runaway	6 Rescue	6 Other	6 Federal Land			
7 Aircraft	7 Overdue	7 Recovery		7 Private Land			
8 Boat / Raft	8 False Alarm	8 Self Evac.		8 Indian Land			
9 ELT	9 Other	9 Carry Out		9 Military Res.			
10 Cover		10 Other Evac.		10 Unknown			
11 Hospital Patient							
12 Motorbike							
13 Wood Cuts							
14 Gatherer-Forgoer							
15 Unknown							

General Instructions for Preparing SAR Incident Report

Instructions for Using Field Codes
 1. The Field codes are printed on the reverse of the form. To use the codes, fold the bottom edge of the form along the bottom edge of the code fields and create the form. The field codes will align with the code fields.
 2. When typing the form, the field codes are visible above the top edge of the form when the form is positioned on the typewriter.

Instructions for completing Incident Reports:
NOTE: Attachments are not required if resources were not used (other than MI and PCH) or if mission was terminated prior to mobilization of resources.
 1. This form contains the minimum information required by DPS. Incomplete forms or missing attachments will be returned to sender. Report will be electronically processed, therefore it is mandatory to type or retype manually print all form entries.
 2. Mission Number: Enter the state mission number using the form yy-dd-rr, where yy is the current year, dd is the state police district, and rr is the sequence number assigned to this incident.
 3. AFRCC Number: Enter the Air Force Rescue mission number. Required for missions using Air Force resources.
 4. Field Coordinators: Enter the last names of all certified PCH used on this mission in a Command or General Staff role. Up to 8 PCH can be listed. Use Additional Comments space for more.
 5. Mission Opened: Enter the date and time that the mission was opened. Should agree with the opening teletype.
 6. Mission Closed: Enter the date and time that the mission was closed. Should agree with the closing teletype.
 7. Mission Initiator: Enter the last name of the MI who began the mission and the MI on duty when the mission was closed.
 8. Area Commander: Enter the name on the On-call Area Commander during this incident. Area Commander must be notified on missions lasting longer than 4 hours.
 9. Subject's Name: Enter the first and last names of each subject. Up to 3 subjects can be listed. Use Additional Comments space to list more.
 10. City: Enter the town of residence for each subject.
 11. ST: Enter the state of residence for each subject.
 12. Activity Code: Enter the subject's activity from the key.

13. Incident Code: Enter the incident type from the key.
 14. Response Code: Enter the response codes for the incident. Multiple entries from the key are permitted.
 15. Area Code: Enter the search area in which each subject was found using the key.
 16. Jurisdiction 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.
 17. Subject Code: Enter the status of each subject found from the key.
 18. CAP Used Code: Enter whether CAP resources were used on this incident from the key.
 19. Suspense Code: Enter the status of the incident at the time report was submitted. Select a suspense code from key.
 20. Where Subject was Found: Enter the common name of the area where the subject was located. Latitude and Longitude are acceptable.
 21. Date Located: Enter the date that the subject was located.
 22. Time Located: Enter the time that the subject was located.
 23. Incident Summary: Give a brief description of the results of the SAR effort and rescue, i.e. "The subject was airlifted to BCMC by Lifeguard."
 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.
 25. Date Prepared: Enter the date that this report was submitted.
 26. Total Personnel: Enter the total number of volunteers assisting on this incident (total from ICS Form 211A).
 27. Total Man-hours: Enter the total number of volunteer man-hours expended on this incident (total from ICS Form 211A).
 28. Additional Comments: Enter any additional information that you feel is important. Use this space for additional names, etc. as mentioned above.
 29. Reviewed By: Enter the name of the Mission Initiator who will review this report.
 30. Required Attachment Checklist: 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 mission was terminated prior to mobilization.

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FIG. 1 SAR Incident Report (continued)

NON-SEGMENTED AREAS

MISSION # _____ PAGE _____ OF _____
 (T)ype of (R)esource
 H = Helicopter HA = Hasty Team DA = Air Scent Dog V = Vehicle HO = Horse
 A = Fixed Wing FT = Foot Team DT = Trailing Dog P = Phone X = _____

SEG A-Z	ROAD, TRAIL, HOME CAMP, CAR, Etc.	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?

SEG A-Z	ROAD, TRAIL, HOME CAMP, CAR, Etc.	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?

SEG A-Z	ROAD, TRAIL, HOME CAMP, CAR, Etc.	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?

SEG A-Z	ROAD, TRAIL, HOME CAMP, CAR, Etc.	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?

SEG A-Z	ROAD, TRAIL, HOME CAMP, CAR, Etc.	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?	TR	DATE/TIME CHECKED?

FIG. 2 Non-segmented Areas

SEARCH CLUE LOG

MISSION # _____ PAGE _____ OF _____
 ROC = RELEVANCE OF CLUE TO MISSION AT TIME CLUE WAS FOUND
 0 - 100%

AREA	TYPE CLUE & LOCATION FOUND	ROC	DATE/TIME	ACTION TAKEN

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

RELEVANCE OF CLUE (ROC)

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

Old POA %

	10	20	30	40	50	60	70	80	90
10	19	28	37	46	55	64	73	82	91
20	28	36	44	52	60	68	76	84	92
30	37	44	51	58	65	72	79	86	93
40	46	52	58	64	70	76	82	88	94
50	55	60	65	70	75	80	85	90	95
60	64	68	72	76	80	84	88	92	96
70	73	76	79	82	85	88	91	94	98
80	82	84	86	88	90	92	94	96	99
90	91	92	93	94	95	96	97	98	99

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

"POD" END OF SHIFT REPORT

MISSION # _____ PAGE ____ OF ____
 Co-Ordinator _____
 Date/Time Started _____ / _____ / _____ Date/Time Ended _____ / _____ / _____

RESPONSIVE

(Type 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 old	TR *	New POD	CUM POD	New POD	TR	CUM POD	New POD	TR	CUM POD	New POD	TR	CUM POD	(X) 90+	REMARKS

* = If 1st search of area include Type of Resource.
 (X) = 90% POD or more

FIG. 5 "POD" End of Shift Report

UN-RESPONSIVE

Type of Resource

H = Helicopter T = Trackers DA = Air Scent Dogs HA = Hasty Team
A = Fixed Wing G = Grid Search DT = Trailing Dogs O = Other

Table with columns: AREA #, 1st old, TR, New * POD, CUM, New POD, TR, CUM, New POD, TR, CUM, New POD, TR, CUM (X), 90+, REMARKS

* = If 1st search of area include Type of Resource.
(X) = 90% POD or more

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



New Mexico Department of Public Safety
Search and Rescue Office



SAR Questionnaire
(PART "A")

This is a Mandatory Form and MUST be filled out by a Mission Initiator (or FC if no MI Available)

Investigator MI/FC Assigned Call

Table with columns: Dist, Date Assigned, Time Assigned, #Name?, Assigned Mission Initiator, Number of Subjects, Tracking Number

Source of Information

Form for Source of Information including Name of Reporting Party Number One, Address, St, ZIP, Relationship to Subject, Phone Number, Call Back Number NOW, Call Back Number LATER, etc.

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

Subject of Subjects

Subject Information

Table with columns: Name, Age, Sex, Nickname(s), Home Phone, Local Phone, Address, City, St, Zip, Local Address, Local City, St, Zip

Physical Description

Table for Physical Description with columns: Identification, Clothing/Style, Color, Health. Includes rows for Height, Weight, Age, Build, Hair Color, Style, Glasses, Mustache, Beard, Sideburns.

OVER

FIG. 6 SAR Questionnaire A & B

Subject _____ of _____ Subjects

Place Last Seen

Subject Last Seen By	Date	Time
Subject Last Seen By	Date	Time

Location / Common Name / Description

Subject's Trip Plans

Itinerary		Transportation	
Starting Location:		Transported By:	
Start Date:		Veh Location:	
Start Time:		Make / Model / Color:	
Destination:		License:	

Additional Comments

Name? _____

Actions Taken So Far By Family / Friends / Others

Action Taken by Family / Friends	Action Taken by Others

Contacts Upon Reaching Civilization

Name of Person Subject Would Contact	Relationship to Contact	Contact's Phone	Who is There Now

Notes

FIG. 6 SAR Questionnaire A & B (continued)

Tracking Number:

This is a Mandatory Form and MUST be filled out by a Mission Initiator (or FC if no MI available)

SAR Priority Evaluation Chart

	3 - Low Urgency	2 - Medium Urgency	1 - High (Rescue)
Subject Profile		<input type="checkbox"/> Other	<input type="checkbox"/> Very Young <input type="checkbox"/> Very Old
Age			<input type="checkbox"/> Known/suspected injured, ill, Mental Problem
Medical Condition	<input type="checkbox"/> Healthy <input type="checkbox"/> Known fatality		<input type="checkbox"/> One alone
Number of Subjects		<input type="checkbox"/> More than one (unless separated)	<input type="checkbox"/> Inexperienced does not know area
Subject Experience Profile	<input type="checkbox"/> Experienced, knows area	<input type="checkbox"/> Experienced, not familiar with area	<input type="checkbox"/> Not experienced, knows area
Weather Profile	<input type="checkbox"/> No hazardous weather predicted	<input type="checkbox"/> Predicted hazardous weather. (>6 hrs.) <input type="checkbox"/> Predicted Hazardous WX. (<6 hrs.)	<input type="checkbox"/> Past and/or existing hazardous weather
Equipment Profile	<input type="checkbox"/> Adequate for environment and weather		<input type="checkbox"/> Inadequate for environment and weather <input type="checkbox"/> Questionable for environment and weather
Terrain/Hazards Profile		<input type="checkbox"/> Few or no hazards	<input type="checkbox"/> Known terrain or other hazards

Action Taken By Mission Initiator

Assigned to Field Coordinator				
FC Assigned Mission (Name)	Phone Number	Mission Number	Date	Time
FC on Standby (Name)	Phone Number (now)	Phone Number (later)	Date	Time
Area Commander Contacted and Briefed	Phone Number (now)	Phone Number (later)	Date	Time
CHECKED?	Time	Description of Other Action Taken		
<input type="checkbox"/> Local Landowner(s)				
<input type="checkbox"/> Local Sheriff / Police				
<input type="checkbox"/> NM State Parks and Recreation				
<input type="checkbox"/> NM Game and Fish				
<input type="checkbox"/> Nat. Park Service				
<input type="checkbox"/> USFS <input type="checkbox"/> BLM <input type="checkbox"/> BIA				
<input type="checkbox"/> Other				
Mission Terminated before Assigning Mission to Field Coordinator - Explain:				
Sign by (Mission Initiator):	Date			

* If Field Coordinator NOT Assigned Mission - Put one on STANDBY - (Dispatch has On-Call Field Coordinator Number;

* You MUST Brief Area Commander if no Field Coordinator Assigned - (Dispatch has On-Call Area Commander Number;

FIG. 6 SAR Questionnaire A & B (continued)

ASTM F1767-98e1

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New Mexico Department of Public Safety
Search and Rescue Office

SAR Questionnaire
(Part "B")

Subject ___ of ___ Subjects
(Fill Out One (1) Form For Each Subject)



Mission Number: _____

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

Incident Information

Subject Name	Address	City	ST	ZIP	Phone

Physical Description

Identification	Clothing/Style	Color	Health
Skin: _____ Marks: _____ Eyes: _____ Style: _____	Rain Wear: _____ Snow Wear: _____ Pack: _____ Hunting Vest: _____	_____ _____ _____ _____	_____ _____ _____ _____
Youth / Child <input type="checkbox"/> Afraid of Dark <input type="checkbox"/> Afraid of Animals <input type="checkbox"/> Afraid of Strangers <input type="checkbox"/> Cries when hurt <input type="checkbox"/> Cries when scared <input type="checkbox"/> Hides when afraid <input type="checkbox"/> HUG-A-TREE trained <input type="checkbox"/> Has a safe word		Equipment <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	Ches <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"/> Candy <input type="checkbox"/> Gum <input type="checkbox"/> Smoker <input type="checkbox"/> Photo
Note		Other Equipment	Subject Tests <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> A Leader <input type="checkbox"/> A Survivor <input type="checkbox"/> Legal Problems <input type="checkbox"/> Personal Probs <input type="checkbox"/> Depressed
			<input type="checkbox"/> Hitchhiker <input type="checkbox"/> Religious <input type="checkbox"/> Educated <input type="checkbox"/> Local Hero <input type="checkbox"/> Extravert <input type="checkbox"/> Introvert <input type="checkbox"/> Loner
			Other Traits or Habits

Place Last Seen

Description	Additional Comments
Subject Last Seen By: _____ Talked to Subject About: _____ Weather at that Time: _____ Weather Since: _____ Direction of Travel: _____ Subject's Attitude: _____ Subject's Condition: _____	

Subject's Trip Plans

Itinerary	Transportation	Additional Comments
By Way Of: _____ Purpose: _____ Length of Stay: _____ Size of Group: _____ Here Before?: _____	Loc Cfm By: _____ Time Cfm: _____ Other Vehicles: _____ Alternates: _____ Discussed With: _____	

OVER

FIG. 6 SAR Questionnaire A & B (continued)

SAR Questionnaire (PART "B")

Subject ___ of ___ Subjects

Subject's Outdoor Experience

General Experience	Additional Comments
<input type="checkbox"/> Familiar with Area <input type="checkbox"/> In Area Recently <input type="checkbox"/> Outdoors Training <input type="checkbox"/> Medical Training <input type="checkbox"/> Scouting <input type="checkbox"/> Military <input type="checkbox"/> Overnight <input type="checkbox"/> Other Training	<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

Overdue Groups

Kind of Group	Personality Clashes
Group Leader: _____	Actions if Separated: _____
Experience of Leader: _____	Competitive Spirit: _____
Local Point of Contact: _____	Intragroup Dynamics: _____

Photos, Notes, Etc.:

Recording Official	Phone	Recording Official	Phone

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FIG. 6 SAR Questionnaire A & B (continued)

SEARCH INITIATION LOG		Mission Initiator	Field Coordinator
Notifying Agency	Mission Initiator Notified (Date / Time)	Field Coordinator Notified (Date / Time)	
Be Sure to Get	Person Reporting Incident		
<input type="checkbox"/> Names			
<input type="checkbox"/> Dates / Times			
<input type="checkbox"/> Address			
<input type="checkbox"/> Phone Numbers			
<input type="checkbox"/> Place to Contact			
Be Sure to Get	Incident Description		
<input type="checkbox"/> What Happened			
<input type="checkbox"/> Where			
<input type="checkbox"/> When			
<input type="checkbox"/> Point Last Seen			
<input type="checkbox"/> Number of Subjects Involved			
Be Sure to Get	Subject Information		
<input type="checkbox"/> Subject(s) Name			
<input type="checkbox"/> Physical Description			
<input type="checkbox"/> Address			
<input type="checkbox"/> Phone Number			
<input type="checkbox"/> Planned Destination			
Search?	Determined By (Factors)		
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			
Distinct Mission Number	Date	Time	AFRC Mission Number
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FIG. 7 Search Initiation Log

FIRST RESPONDER INFORMATION	
Items to Consider	Base Camp
<input type="checkbox"/> Accessibility to the Area	
<input type="checkbox"/> Weather	
<input type="checkbox"/> PWD Access	
<input type="checkbox"/> Communications Access	
<input type="checkbox"/> Support Staff	
<input type="checkbox"/> ETA & Enroute Delays	
Items to Consider	Communications
<input type="checkbox"/> Propagation over Terrain	
<input type="checkbox"/> Common Resources Available	
<input type="checkbox"/> Repeaters Available in Area	
<input type="checkbox"/> Common Support Base	
<input type="checkbox"/> Vehicular Communications	
<input type="checkbox"/> Callback Plan if Cancelled	
Items to Consider	First Responders
<input type="checkbox"/> Special Equipment Needed	
<input type="checkbox"/> Routing to Scene	
<input type="checkbox"/> Subject Description	
<input type="checkbox"/> Death Codes	
<input type="checkbox"/> Checkpoints	
<input type="checkbox"/> Support Needed	
Agencies to Notify	Agency Notifications
<input type="checkbox"/> AFRC	
<input type="checkbox"/> National Guard	
<input type="checkbox"/> USFS (Wilderness)	
<input type="checkbox"/> BLM	
<input type="checkbox"/> BIA	
<input type="checkbox"/> State Parks & Recreation	
<input type="checkbox"/> Local Sheriff / Police	
<input type="checkbox"/> Local Landowner(s)	
Other Action Tables	
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FIG. 7 Search Initiation Log (continued)

INCIDENT OBJECTIVES		Date Prepared	Time Prepared	Mission Number
		From (Date)	From (Time)	To (Date)
		To (Time)		Operational Period
Objectives for Incident (Include Alternatives)				
Worksheet Foreword for Operational Period				
General Safety Message				
Attachments (to Complete Incident Action Plan)				
<input type="checkbox"/> Organization Assignment List (ICS 203)		<input type="checkbox"/> Radio Communications Plan (ICS 206)		<input type="checkbox"/>
<input type="checkbox"/> Incident Map		<input type="checkbox"/> Traffic Plan (Internal & External)		<input type="checkbox"/>
<input type="checkbox"/> Task Assignment Forms (ICS SAR 204A)		<input type="checkbox"/> Medical Plan (ICS 205)		<input type="checkbox"/>
ICS 202	Prepared By (Planning Section Chief)	Approved By (Incident Commander)		
NMSAR Rev. 5-25-92				

FIG. 9 Incident Objectives

ORGANIZATION ASSIGNMENT LIST		Date Prepared	Time Prepared	Mission Number	Operational Period
Incident Commander and Staff					
Incident Commander:		Chief:			
Deputy:		Deputy:			
Safety Officer:		Branch Director:			
Information Officer:		Deputy:			
Liaison Officer:		Division / Group:			
Agency Representatives					
Agency:	Name:	Division / Group:			
		Division / Group:			
		Division / Group:			
		Division / Group:			
		Division / Group:			
Branch I Division / Group					
Director:		Division / Group:			
Deputy:		Division / Group:			
Planning Section					
Chief:		Division / Group:			
Deputy:		Division / Group:			
Resource Unit:		Division / Group:			
Situation Unit:		Division / Group:			
Documentation Unit:		Branch III Division / Group			
Demobilization Unit:		Branch Director:			
Technical Specialist:		Deputy:			
		Division / Group:			
		Division / Group:			
		Division / Group:			
Logistics Section					
Chief:		Division / Group:			
Deputy:		Division / Group:			
Support Branch					
Director:		Air Operations Director:			
Supply Unit:		Air Ops Supervisor:			
Facilities Unit:		Air Support Supervisor:			
Ground Support Unit:		Chief:			
Services Branch					
Director:		Deputy:			
Communications Unit:		Time Unit:			
Medical Unit:		Procurement Unit:			
Food Unit:		Compensation / Claims:			
Cost Unit:					
ICS 203		Prepared By (Resource Unit)			
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FIG. 10 Organization Assignment List

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TASK ASSIGNMENT	Team Name	Cell(s)
	Mission Number	Operational Period

Planning Section

Type of Team	Name (Leader First)	Resource Name	BMU / Equipment	Briefing Summary
<input type="checkbox"/> Dog Team				<input type="checkbox"/> Overview
<input type="checkbox"/> Heavy Team				<input type="checkbox"/> Weather
<input type="checkbox"/> Foot Team				<input type="checkbox"/> Clues
<input type="checkbox"/> Tracking Team				<input type="checkbox"/> Subject Profile
<input type="checkbox"/> Grid Team				<input type="checkbox"/> Time Frame
<input type="checkbox"/> Vehicle Team				<input type="checkbox"/> Org. Chart
<input type="checkbox"/> Horse Team				<input type="checkbox"/> Family
<input type="checkbox"/> Mixed				<input type="checkbox"/> Media
<input type="checkbox"/> Fixed Wing AC				<input type="checkbox"/> Subject Info.
<input type="checkbox"/> Helicopter				
<input type="checkbox"/> Boat / Amphib				
<input type="checkbox"/> Technical Rock				
<input type="checkbox"/> Communications				

Operations Section

Assignment Date	Estimated Departure Time	Actual Departure Time	Estimated Time to Segment											
Radio/Frequency	Briefed By	Reviewed By												
Resource Assignment & Map														
<table border="1"> <thead> <tr> <th>Briefing Summary</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Tactics</td></tr> <tr><td><input type="checkbox"/> Terrain</td></tr> <tr><td><input type="checkbox"/> Maps</td></tr> <tr><td><input type="checkbox"/> Communications</td></tr> <tr><td><input type="checkbox"/> Rescue Plan</td></tr> <tr><td><input type="checkbox"/> Death Code</td></tr> <tr><td><input type="checkbox"/> Potential POD _____ %</td></tr> <tr><td><input type="checkbox"/> Pickup Time</td></tr> <tr><td><input type="checkbox"/> Safety</td></tr> <tr><td><input type="checkbox"/></td></tr> </tbody> </table>				Briefing Summary	<input type="checkbox"/> Tactics	<input type="checkbox"/> Terrain	<input type="checkbox"/> Maps	<input type="checkbox"/> Communications	<input type="checkbox"/> Rescue Plan	<input type="checkbox"/> Death Code	<input type="checkbox"/> Potential POD _____ %	<input type="checkbox"/> Pickup Time	<input type="checkbox"/> Safety	<input type="checkbox"/>
Briefing Summary														
<input type="checkbox"/> Tactics														
<input type="checkbox"/> Terrain														
<input type="checkbox"/> Maps														
<input type="checkbox"/> Communications														
<input type="checkbox"/> Rescue Plan														
<input type="checkbox"/> Death Code														
<input type="checkbox"/> Potential POD _____ %														
<input type="checkbox"/> Pickup Time														
<input type="checkbox"/> Safety														
<input type="checkbox"/>														

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DEBRIEFING	Debriefed By	Mission Number	Operational Period
	Date Returned	Time Returned	Actual Time in Segment

Explain What Your Team Actually Did	

Describe the Location of Any Clues Discovered	
Estimate of PODs	
Responsive _____ %	
Not Responsive _____ %	

Current Status of These Clues	

Describe Difficulties or Gaps in Coverage	

Describe Any Hazards in Search Area	

Suggestions, Ideas, Recommendations	

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FIG. 11 Task Assignment

FIG. 11 Task Assignment (continued)