



STANDARD OPERATING GUIDELINES

Version - 1 December 2008

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Purpose

The purpose of this document is to provide guidance to SAR managers and members when engaged in operational tasks. Standard Operational Guidelines (SOG's) are general in nature and are not to be viewed as rules and regulations that can never be deviated from. The management of a task is by its very nature a fluid and dynamic process, making it impossible to anticipate and write a plan to provide definitive guidance for each and every eventuality.

Included in this document are preplans that communicate intent, the desired performance and anticipated outcomes for specific scenarios. By providing SAR personnel with information, guidelines and technical data, the objective of a successfully concluded search and rescue mission has a greater chance of being reached. By having the major points, steps and requirements listed in a workable document, it is possible to ensure consistency while promoting safety and efficiency. With routine decision points defined ahead of time, the SAR manager can focus on critical decisions specific to the task with less distraction. The preplans make the assumption that the SAR manager will integrate the principles captured in the basic search and rescue guidelines that form the first part of this document, and they are thus not duplicated in every preplan.

Appended to this document are resource lists and contact numbers. Every attempt is made to ensure that this information is current, however it is important to review this document on a regular basis, and not less than annually.

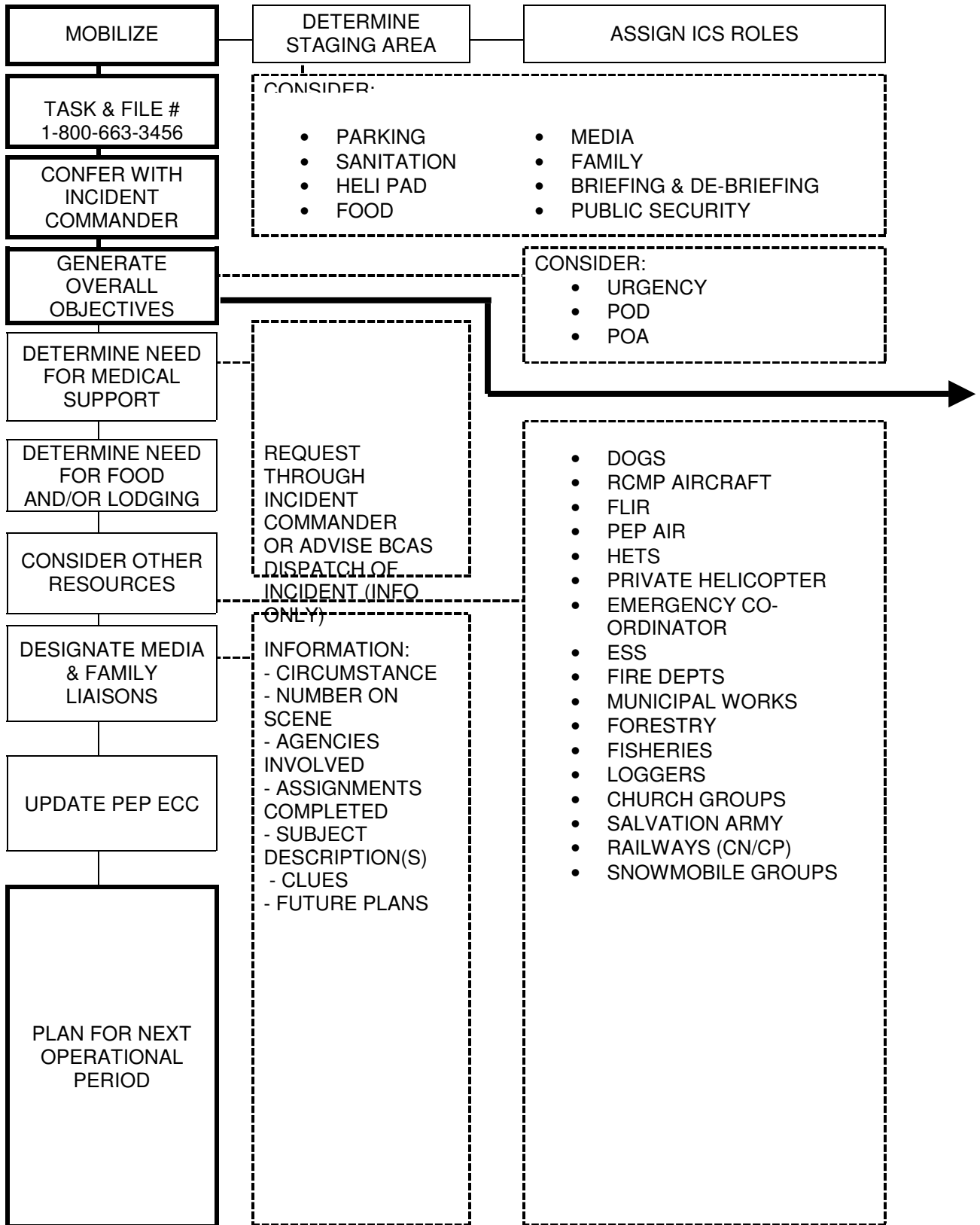
**These Standard Operating Guidelines and Preplans
are issued under the authority of the Executive of
the Kamloops Search and Rescue Society**

*Original signed by B. Russell
President*

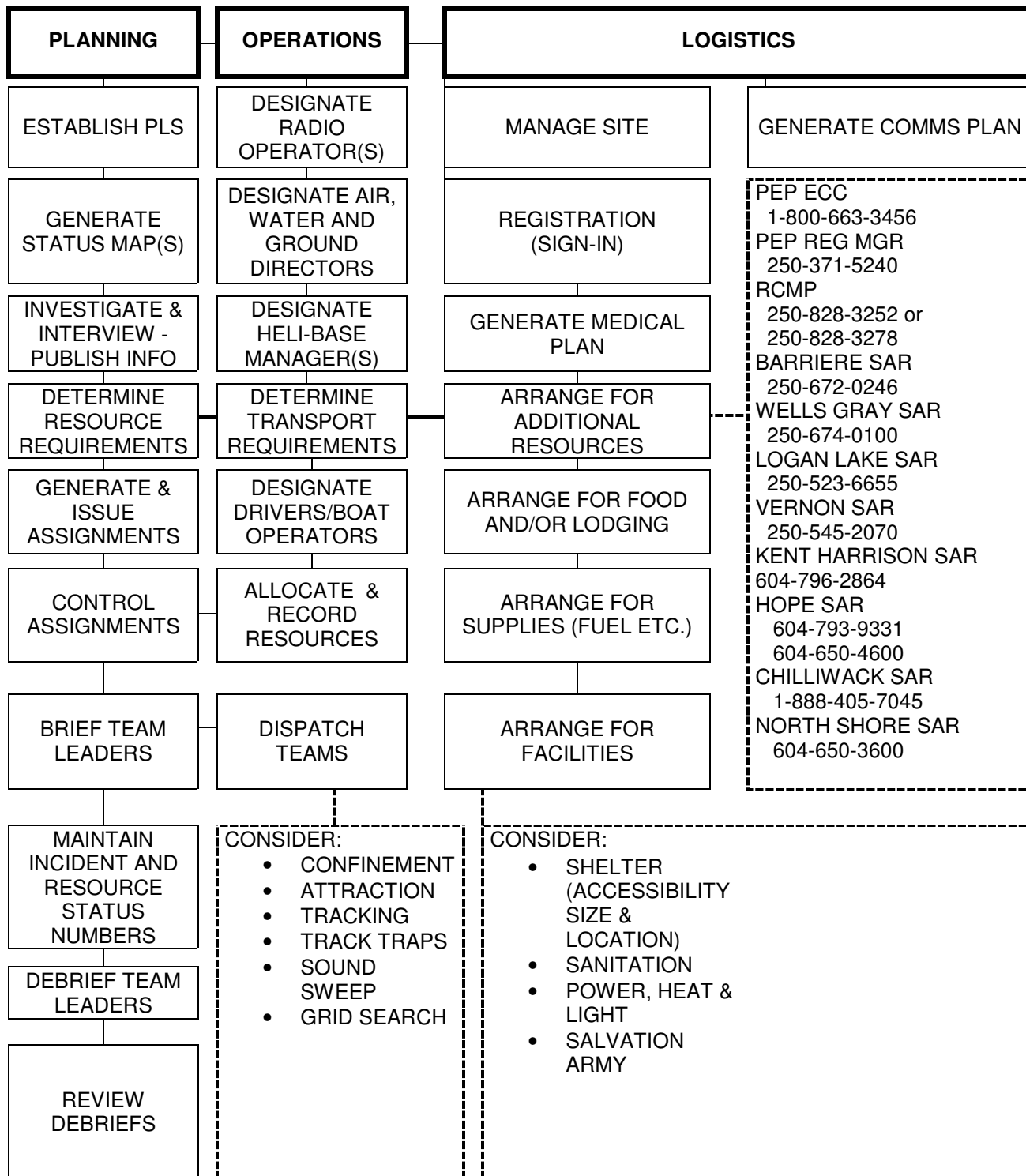
*02 March 09
Date*

Our appreciated is extended to other SAR groups within BC who kindly allowed us to use their material, and it is our hope that others can use and build upon this document

Kamloops Search And Rescue - Standard Operating Guidelines



Kamloops Search And Rescue - Standard Operating Guidelines



Basic Search Guidelines

- Search manager responds to page from ECC – obtains preliminary information, contact numbers and task number.
- Confer with tasking agency (usually RCMP) to confirm location and general instructions, and to establish what resources may be required. Obtain informant information and contact numbers.
- Contact informant and acquire as much information as is needed or available regarding subject description, departure point, destination, experience, knowledge of area, safety equipment etc. If interviewing process is going to be protracted, it may be advisable to proceed with task initiation and 'fill in the blanks' when time/resources allow.
- Determine the urgency and initial resources required.
- Initiate/request page to members with task type/location, muster point and resources required.
- Inform ECC of numbers of searchers responding and ETA if applicable.
- Check with the RCMP officer on scene as to whether they wish to use their dog teams if applicable.
- Call for mutual assistance and put teams on stand-by if the need for additional support is anticipated.
- Consider activating CASARA if need is identified for air support.
- Consider activating Amateur Radio Emergency Services (ARES) if difficulties in communication are anticipated due to terrain etc.
- Determine current and forecasted weather patterns.
- Consider putting BCAS on standby at the scene if information suggests the likelihood of injuries or illness to the subjects.

Proceed to the scene/location and set up the command post. When in the continuum of search initiation this is done will depend on factors such as amount of information obtained, daylight, weather and availability of resources. There is no one right answer as to when this should be done.

- Determine the POINT LAST SEEN or LAST KNOWN POINT.
- Dispatch hasty teams (Type 1 search), based upon information gathered, using *Team Assignment Sheets (ICS 204)*. Hasty teams should use sound sweep procedures, trail-based POA's and tracking ability to cut sign at edges of trails.
- Delegate ICS responsibilities – Planning, Operations, and Logistics section chiefs – to available members as required. Be cautious of drawing too many resources away from field duty to fill command or administrative positions.
- Designate a member to fill the interview/investigation position if available. Ensure that the skill sets required for the position are met.
- Ensure that relatives, friends, co-workers or travelling companions, if they are on scene, are interviewed using the *Missing Person*

Questionnaire (ICS 302). Request Victims Assistance through the RCMP if required.

- Call mutual assistance teams, if required, and request they respond - generate *Resource Status Summary (ICS 201A)*.
- Check with the RCMP officer on scene as to whether they wish to use the RCMP helicopter (AIR 4).
- Initiate KSAR Helicopter Preplan if required and provide an *Air Services Emergency number (ASE #)* before contracting services. NOTE: PEP will not normally cover helicopter time on a ground search.
- Initiate search status map using information from *Missing Person Questionnaire* and other information gathered thus far.
- Develop *Incident Objectives (ICS 202)*.
- Initiate search area segmentation by defining the total search area, then breaking the area down into manageable segments (*ICS 215A*). Assign POA's to each segment and apply the grid search formula including the appropriate POD.
- Establish the POD using tables (*ICS 401/402*) and information from the *Missing Person Questionnaire*.

The search manager should now have a fairly clear idea of what is achievable in the first operational period.

- Establish ICS protocols using *Organization Chart (ICS 207)*, *Operations Plan (ICS 215)*, *Communications Plan (ICS 205)*, *Medical Plan (ICS 206)* and *Transportation Plan (ICS 307)* - THIS WILL FORM THE INCIDENT ACTION PLAN.
- Plan to have prioritized assignments (*ICS 204*) prepared and ready before the mutual assistance teams arrive:
 - When mutual aid teams arrive, Logistics section will co-ordinate sign-in (*ICS 211*) and pass the sheets to Planning.
 - Planning generates team assignments (*ICS 204*) based on the priority of the overall objectives (*ICS 202*).
 - Operations (resource allocation) inserts names into the *Team Assignment Sheets*, makes a copy for the team assignment board, and passes them to Planning for briefing.
 - Planning briefs the team leaders and passes them on to Operations for dispatching.
 - Operations ensures that team members/leaders are properly equipped, co-ordinates transportation, confirms communications plan (radio frequency/call sign), checks compass declination, and records the teams' departure.
 - As teams return, the team leader reports to Planning for debriefing (*ICS 204A*) and receives instructions as to their status (released, stood down or given a new assignment).
- Designate, in conjunction with the SAR commander, a member to liaise with family members and the media. The SAR commander and the SAR manager must approve any information released.

- Ensure that the searcher's basic needs are looked after with food/hot drinks/shelter as needed.
- Update the subject information board and/or status maps as new information is received and confirmed.
- At the mid-point of the first operational period (4-6 hours from call-out), Planning should be establishing objectives (*ICS 202*) for the second operational period.
- Based upon the second operational period objectives, Logistics will be requested to arrange for additional resources to arrive. This may also include communications equipment, food, shelter (*ICS 308*) and additional transport.
- Keep good notes and start planning the handover documentation for the next SAR manager.
- New SAR managers should arrive at least one hour prior to the start of the second operational period to allow for full briefing.

USE THE SHIFT CHANGE BRIEFING CHECKLIST TO
ENSURE ALL INFORMATION IS CAPTURED AND RELAYED

- As the first operational period comes to an end, Planning prepares the *Incident Status Summary (ICS 209)* for submission to PEP (fax to ECC if possible, otherwise it will have to be submitted when the opportunity is available).
- It is important to continuously confer and communicate with the tasking agency to ensure that the incident action plan is accurate and appropriate.
- When subject is located, advise all personnel and prepare the *Demobilization Plan (ICS 221)*. If subject is deceased refer to Body Recovery Preplan, p 16.
- Ensure all personnel are accounted for and signed out.
- Call PEP duty officer upon completion of task and advise of any injuries to the subject or searchers, as well as any major equipment damage.
- Complete all relevant documentation – submit task report to PEP.

Basic Rescue Guidelines

This guideline incorporates concepts already laid out in the Basic Search Guideline that will not be repeated here.

- Search Manager responds to page from ECC – obtains preliminary information, contact numbers and task number.
- Confer with tasking agency (usually RCMP) to confirm location and general instructions, and to establish what resources may be required. Obtain informant information and contact numbers.
- Contact informant and acquire as much information as is needed or available regarding subject description, location, injuries if present, subject's preparedness and equipment and any other relevant information. If interviewing process is going to be protracted, it may be advisable to proceed with task initiation and 'fill in the blanks' when time/resources allow.
- Determine urgency and decide on approach.
- Initiate/request page to members with task type/location, muster point and resources required. If minimum number of members cannot be met within 15 minutes, call for mutual assistance.
- Initiate Helicopter Preplan, if subject is in an identified location and is KNOWN TO BE INJURED AND SUFFICIENT DAYLIGHT IS AVAILABLE, to transport equipment and personnel to scene. This is particularly important if the ambulance is already en route and travel by road would put SAR personnel on scene well after BCAS arrives. Consider activating 442 Squadron (contact through ECC) if it is anticipated that due to terrain the subject will have to winched up to an aircraft.
- Provide ECC with an update. This is most important if a helicopter has been contracted. Estimated travel time to the scene should be stated to ECC dispatcher, along with the urgency level related to the reported injuries or known medical condition of subject.
- Dispatch the appropriate resources AS SOON AS POSSIBLE depending on the nature of the rescue. Try to anticipate needs and ensure that the appropriate equipment gets sent. If a helicopter is being used, and depending on the type of aircraft, consider a second trip to longline a stretcher into the scene, or to transfer additional equipment.
- Advise RCMP and BCAS when subject is located, packaged using established procedures, and ready to be evacuated.
- Call PEP duty officer upon completion of task and advise of any injuries to the subject or searchers, as well as any major equipment damage.
- Debrief the task. Complete Task Report and all relevant paperwork.

Name:	Helicopter Preplan	Preplan# 001
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when considering or contracting for the services of a helicopter provider	
Authority:	This preplan is issued under the authority of the KSAR Society and the Provincial Emergency Plan Regional Manager: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <i>Original signed by P. Prendergast 25Feb09</i> Name and Date </div> <div style="text-align: center;"> <i>Original signed by B. Russell 02Mar09</i> Name and Date </div> </div>	

Application

The use of a helicopter for SAR task management may be authorized under the following circumstances:

1. For deploying a SAR team to a task when surface travel will exceed two hours.
2. For exchanging SAR teams engaged in a task when surface travel will exceed two hours.
3. Retrieval of SAR teams or equipment:
 - a. on completion of a SAR task when surface travel will exceed two hours, or
 - b. when weather conditions will cause distress or discomfort to SAR members, or
 - c. when SAR members will otherwise be forced to remain out overnight, have been out all night, or will be forced to travel at night to return to base
4. When a subject has entered a fast-moving river or large body of water.
5. When weather conditions are likely to cause severe hypothermia.
6. When a subject is located in potential avalanche terrain.
7. When SAR members with advanced medical training are requested by either BCAS or police to perform a medical rescue.

NOTE: Under normal circumstances a helicopter is ***not*** authorized for conducting primary search functions. The exception is if the conditions noted in points 4 and 5 above are met.

Authorization

1. Under a valid, authorized preplan a SAR manager may engage a helicopter on his/her own authority.
2. If the preplan is no longer valid, authorization must be obtained either through:
 - a. the PEP Regional Manager responsible for the region at the time of the request, or
 - b. the PEP Duty Manager on call through ECC

Procedure

- After determining the need for a helicopter based on the above guidelines, the SAR manager will:
 - in consultation with the SAR Commander, determine if the RCMP helicopter, Air 4, is appropriate and available, or
 - contact the helicopter provider who best meets the needs and engage their assistance
- As much pertinent information as is available at the time will be relayed to the provider/pilot.
- The SAR manager will contact ECC to inform them of the deployment of a helicopter and to raise an Air Services Emergency form (ASE).
- The ASE and task numbers will be given to the helicopter provider at the first available opportunity. These numbers, along with flight manifests, must accompany the invoice that will be sent to PEP by the provider.
- During fire season activity, the MOF Fire Control Center should be contacted to determine the availability of helicopter providers, to enlist their assistance in obtaining the right resources, and to have them provide flight watch services.
- Determine the air-to-ground frequency that the helicopter provider wishes to use, and ensure that that information is included in the communications plan and provided to all search teams.

Note: *Any helicopter provider hired without the approval of PEP, or not under the authority of a valid preplan, will not be paid by PEP but will be the responsibility of the requesting individual and/or agency. The RCMP, under their funding arrangements, have the ability to contract civilian helicopters as they determine necessary.*

*If working with the BCAS, be aware that their policy requires that a helicopter's engines be shut down, and rotors stopped, before their personnel are allowed to approach the aircraft. They will **not** engage in 'hot loading/unloading' either personnel, patients or equipment.*

HELICOPTER RESOURCES

CC Helicopters Ltd. (formerly Cariboo Chilcotin Helicopters)

2975 Airport Rd Kamloops V2B 7W8

250-376-7791 (fax)

Chief pilot – Kevin Jackson

www.cc-heli.ca info@cc-heli.ca

Contact Number 250 – 376-7790 (24 hrs)

Bases – Kamloops and Lillooet

Launch time – 15 – 30 minutes (phones are forwarded to duty pilot after hours)

Flight time – generally 1½ - 2½ hrs, depending on aircraft, between refuellings when on a task.

Longline capability – all aircraft are certified and equipped for longlining. Not certified at this time for HETS.

Bear spray – able to tape bear spray canisters to skids on all aircraft. The Bell 407 has an externally mounted ski basket.

Night flight – not certified for night flying. Grounding time is no more than 25 minutes after sunset, and takeoff up is up to 25 minutes before sunrise.

Aircraft	Base	Passengers	Approx cost (incl. fuel)/hour
Bell Jet Ranger	Lillooet	3	\$1230
Bell Long Ranger	Lillooet	4	\$1795
Bell Jet Ranger	Kamloops	3	\$1230
Bell Long Ranger	Kamloops	4	\$1795
Bell 407 (2 aircraft)	Kamloops	6	\$2360
Bell 212	Kamloops	14	\$3680

Highland Helicopters

2820 Aviation Way Kamloops V2B 7W1
250-379-3159 (fax)
Base manager/pilot – Robert Andrews
www.highland.ca kamloops@highland.ca

Contact Number 250 – 376-4727 (24 hrs)

Base – Kamloops

Launch time – 20 minutes if in town. Up to 60-90 minutes if at home (phones are forwarded to duty pilot after hours).

Flight time – generally 3 hrs between refuelling when on a task.

Longline capability – aircraft is certified and equipped for longlining. Not certified at this time for HETS.

Bear spray – able to carry bear spray canisters to skids on all aircraft. Also able to carry flares and firearms (unloaded). The aircraft has external cargo capacity.

Night flight – not certified for night flying. Grounding time is no more than 25 minutes after sunset, and takeoff is up to 25 minutes before sunrise.

Aircraft	Base	Passengers	Approx cost (incl. fuel)/hour
A-Star 350 B2	Kamloops	5	\$1940

Name:	Sun Peaks Preplan	Preplan# 002
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance at the Sun Peaks Resort	

Application

1. Most calls to Sun Peaks will originate from either the ski patrol or resort personnel, however our tasking will come through the RCMP.
2. The primary role for KSAR will be the location and extrication of skiers who venture out-of-bounds. The ski patrol normally looks after on-hill incidents and injuries with their own resources.
3. Sun Peaks Resort encompasses an area of 1,488 hectares (3,678 acres) and has a total of 126 runs. The village area is located at an elevation of 1,255 meter, with the top of the mountain at 2,081 meters.
4. The ski area is ringed with a rope barrier strung on poles set into the ground. The rope is flagged with signs advising that beyond the barrier is out-of-bounds; the reverse of the signs advises that snowmobiles are not allowed into the ski area.

Procedure

- Using principles in the *Basic Search Guidelines*, make contact with the ski patrol **250-578-5521** or **250-320-0992**, Risk Manager **250-851-6103** or resort personnel **250-578-5523**, to have the situation clarified and to gather as much additional information as possible including, but not limited to:
 - point last seen or last known point
 - number of subjects in party/ages/skill levels
 - direction and mode of travel (skiers/snowboarders)
 - specific outdoor skills and equipment
- Obtain a current weather forecast **1-900-565-5555**.
- Obtain a current avalanche forecast if applicable **1-800-667-1105**.
- Consider contacting Andy Matusky of Sun Peaks Adventure Tours, an on-hill snowmobile provider, **250-319-3148** or **250-674-3188** for assistance.
- Establish command post at Sun Peaks in **Parking Lot 2**. Space is available for us beside the administration building during daylight hours. After hours/weekends we are able to park beside the ski patrol building. Power is available if required. Washrooms in the ski patrol building are also available to us.
- Have someone check any on-hill accommodation that the subjects are known to be using.
- If the subject's vehicle is known and located, have a note placed on windshield advising of search and contact numbers.

- Establish search areas and assign resources. Access to an internet connection and Google Earth is available in the safety director's office in the administration building.
- If injuries to subjects are suspected or known, give BCAS as much lead time as possible to have an ambulance respond.

Resources

- In most cases the ski patrol will not be able to provide any personnel to assist KSAR. Their primary obligation is to the skiers within the resort's boundaries however they will conduct a hasty search if possible, and determine the subject's LKP or PLS.
- Dependant on their operational needs, in some circumstances Sun Peaks Resort will be able to provide snowmobile/vehicle support.
- There is a dedicated helispot in Lot 2. Ensure that parking space is left open for BCAS vehicles.
- The Safety Program Director, Ken Hammell, is an Avi-Tech and can be contacted at **250-578-5441** or **250-579-9051** for assistance.
- The mountain now operates with the MIKE system through Telus for communications and no longer has their VHF system in place. Dependant on their operational requirements, the ski patrol may be able to make some of their units available for our use.
- Cell phone coverage is not available on most of the mountain, so don't count on it. Radio coverage is inconsistent on the Louis Creek (West) side. Consider using the KSAR repeater if an extended operation is anticipated in that area.
- A helipad has been built in the Louis Creek area to which subjects can be taken to be airlifted out. Its coordinates are: **N50 54.150 W119 57.002** (WGS 84). The head of the trail to the helipad is on private property located at **N50 53.798 W119 57.452**. The helipad is big enough to accommodate an aircraft no larger than something the size of a LongRanger. The terrain in this area is very rugged, but because it is downhill from the ski runs lost person behaviour suggests that subjects will naturally gravitate towards this area.
- The Kamloops Snowmobile Club has a shelter to the north-east of Tod Mountain that can be utilized, or may have been accessed by a subject. Its coordinates are **11U 0294272 E 5646373N** (NAD 83).
- Ensure the availability of hot food and drinks for search teams – utilize on-hill resources if applicable.

Name:	Body Recovery Preplan	Preplan# 003
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance to recover a deceased person.	

Application

1. In most cases we will be tasked by the Coroners Service, although occasionally tasking will come through the RCMP.
2. Participation in a body recovery call is optional for KSAR members – at no time will anyone be forced to be involved if they are personally not comfortable with the situation.
3. In the vast majority of cases time is not of the essence, and no member will be placed into a hazardous or unsafe situation to accomplish the task.

Procedure

- Confirm with tasking agency whether friends/relatives are on scene or anticipated to be. If so discuss need for and availability of Victims Assistance.
- Request/initiate page to team members - advise task type/location, muster point and resources required.
- Establish command post as needed.
- Assign teams to task and ensure proper equipment (including body bag) is taken. Brief team members on what they can expect to find, and advise them to take good notes.
- Upon location of the body, convey information to tasking agency (if not present) regarding condition and location. DO NOT ATTEMPT TO MOVE THE SUBJECT UNTIL ADVISED TO DO SO BY THE RCMP or CORONER.
- If the body is in moving water, secure it with a minimal amount of handling.
- Flag-off a large area around the body to preserve the scene, allowing only authorized personnel to enter. Make note of, but do not disturb, any potential evidence.
- Request instructions for retrieval/transport.
- Deliver body to specified point to rendezvous with RCMP/Coroner.
- Confer with team leaders and assess all team members (including those not directly at the scene) regarding the requirement for CISD.

Name:	Swiftwater Preplan	Preplan# 004
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance for a subject who is in a moving aquatic environment.	

Application

1. There are a number of swiftly flowing streams and rivers in our region into which someone could fall. While it is important to reach and rescue them in a timely manner, it must be remembered that we are not a first response organization.
2. Like working on rock faces and avalanche slopes, fast moving water is a dangerous environment, making it doubly important that the plan of attack is well thought out and executed safely.

Procedure

- Contact tasking agency to confirm location and get as much detailed information as possible.
- If subject is in the water and status is not secure, AND SUFFICIENT DAYLIGHT IS AVAILABLE, activate Helicopter Preplan to transport equipment and IRT (Initial Response Team) to scene. (If sufficient daylight is NOT available, proceed by normal route). This is particularly important if the ambulance is already en route and travel by road would put SAR personnel on scene well after BCAS arrives.
- Proceed to Heliport or rescue site. Establish command post as needed.
- At rescue site, or on way to site, delegate remaining members into rigging and support teams as needed.
- Survey site with IRT if possible, and formulate initial and back up plans. Points to consider:
 - Subject will be hypothermic once evacuated from water so have wool blankets, hot packs etc. waiting at riverbank.
 - Hypothermia may lead to cardiac arrhythmia, especially if the subject is moved too roughly. For this reason, and because of the possibility of spinal injury, the stretcher and spine board should also be at the riverbank before the subject is removed from the water.
 - Remember - Reach-Throw-Row-Go - use the safest, simplest plan that is likely to succeed.
- Ensure that BCAS is notified, if not already done yet, to have a crew on standby for when subject is retrieved.

Vehicle in water

- Assume that a person is in the vehicle unless reliable information confirms otherwise.

- Establish communication with the subject and tell him/her to not move from their position.
- Establish downstream safety, with radios and whistles (two persons if possible).
- Establish upstream spotters, with radios and whistles.
- If task is located on a roadway set up traffic control. (Delegate this to RCMP or highway maintenance contractor if needed).
- Tethered swimmer or tethered (or un-tethered) raft should approach the vehicle from the downstream eddy formed by the vehicle. Take extra PFDs if live subjects present.
- If even the remotest chance of the vehicle moving is present, throw or float a nylon rescue rope down to the vehicle and have the rescuer secure the rope to a portion of the vehicle's frame. This rope should be tensioned with a 3:1 pulley system to prevent vehicle rollover. (This need should be determined during the site survey, and anchors and pulleys should be rigged early on in the rescue to save time).
- If the vehicle is crossways in moderately deep water, the subjects must be evacuated via the upstream windows. Shifting the weight to the downstream side may cause vehicle rollover and subject/rescuer entrapment underwater.
- PFDs should be put onto subjects and then they can be loaded into the raft for transport to shore.
- Rescuers can probe the inside of the vehicle for bodies only if they are sure that the vehicle will not move. At this point, if the subject is still in the vehicle, he/she will probably be deceased, consequently, accept no risks to rescuers.
- All rescuers must use extreme caution if they need to be on the upstream side of the vehicle. Water flowing through (and under) the vehicle will cause it to act as a very effective strainer.

Subject stranded on gravel bar, midstream rock etc.

- Establish communications with subject. Tell him/her to stay where they are.
- Establish downstream safety and upstream spotters.
- A raft rescue would usually be the best option. Remember to take PFDs for subjects.
- Usually the raft should be tethered to allow for easy return to the shore.

Search for subject lost in moving water.

- Establish containment well downstream of PLS at a location that the subject has not likely passed. This point of containment must be maintained at all times until the task is complete. This may require floodlights and a generator.
- A helicopter search may be the best option especially if late in the day. If daylight allows, initiate the Helicopter Preplan.

- The subject could reach the shore (or gravel bar) if they are still conscious. The subject will go to the shore most convenient from the river, not necessarily the most convenient for road access. Consequently, search both banks.
 - A kayak/raft team paddling downstream from the PLS is the most effective/efficient way to search the river and shoreline. The team should make frequent stops and use whistle blasts (or other attraction devices).
-

Name:	Lake Search Preplan	Preplan# 005
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance for a subject who is in a static aquatic environment.	

Application

1. Our region has a number of large lakes, most notably Kamloops, Shuswap and Nicola Lakes. Boaters may be reported overdue after venturing out onto a lake, particularly in inclement weather.
2. The houseboat companies on the Shuswap generally maintain good contact with their clients, so it is not anticipated that we will be called to assist them.

Procedure

- Contact tasking agency to confirm location and obtain extensive information (directly from informants if possible) regarding vessel description, departure point, destination, fuel status, experience, knowledge of area, safety equipment etc.
- If the weather is particularly severe either activate the Helicopter Preplan or request that the RCMP deploy Air 4. This is essential if the subject vessel is in open water under very rough conditions as members on a search boat will have difficulty spotting another vessel.
- Consider using other boaters on the water, or available through a marina, to assist in searching. Ensure that they have required equipment and personnel to be able to function safely, and are briefed appropriately.
- Advise PEP Air (through ECC) to stand-by for a fixed-wing search. Consider using 442 Sqdn. if available. If call is received close to or after sunset, request that aircraft are available at first light. Confirm communications plan in advance and have any relevant co-ordinates ready in Lat/Long for the aircraft.
- If search commences close to or after sunset, determine resource needs for second operational period as soon as possible, giving ample notice to SAR members. (Typically, second operating period starts at first light).

Name:	Urban Search Preplan	Preplan# 006
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance for a subject who has been reported missing in an urban environment.	

Application

1. People can become 'lost' in an urban environment for any number of reasons, ranging from small children exploring too far from home, Alzheimer's patients who wander away, to teens who run away from home; the principles for searching for these different groups are basically the same.
2. In an urban search, probably more so than any other task we may encounter, we are likely to have large numbers of the public volunteering their services. While it may prove impossible to limit their participation, to the greatest extent possible try to channel their enthusiasm and desire to help by providing meaningful assignments.
3. If there is any suggestion or evidence that it may be a case of abduction, the police may change how they want the search carried out and may very likely stand SAR down while their investigation proceeds. **It is important to not compromise or interfere with a police investigation.**

Overview

Typically, the urban search involves either a small child or an elderly person. In the case of an elderly person, especially a subject suffering from a form of dementia such as Alzheimer's, the behaviour of the subject can often be fairly accurately predicted using well-documented patterns. Urban searches require a slightly different approach than the one followed for wilderness incidents. While some aspects, such as establishing a point last seen and direction of travel etc remain the same, much more focus must be put on the interview and investigative functions.

Tasking from the RCMP usually follows an initial investigation by an officer, which often involves a brief search of the premises and immediate area by vehicle. The family will normally perform an initial search of the premises and immediate environment using whatever resources they have available, however if the subject resides in a health care facility there may be no initial family involvement. The request for SAR involvement may not occur until several hours after the subject was determined to be missing.

When a request for SAR assistance is made, the RCMP will usually have a description and photograph of the subject, along with a point and time last

seen. Unlike a wilderness search, the resulting urban search will be far more difficult to contain. Travel out of the immediate search area will be not be limited to travel on foot and could involve a vehicle, which consequently has the potential to expand the area at an alarming rate. By concentrating on a generic containment / notification plan, some potential escape routes can be restricted if not eliminated. The RCMP will likely have notified hospitals, bus and taxi companies, however **do not assume that they have already done so – ask them to confirm it.**

As primary assignments, a strong investigation team must be put into place and an Initial Response Team (maximum 2-3 members) should thoroughly search the subject's residence. While information is being collected, and the residence searched, additional two-member IRTs should be dispatched to the PLS. Each searcher should have several copies of the subject's description and photograph, must be wearing SAR identifying vests and be equipped with a radio and flashlight (even in the daytime). IRT's should have specific street assignments and go door-to-door asking the occupants if they have seen the subject. An initial area of two blocks in each direction of the PLS should be covered, helping to establish a direction of travel. If any additional unassigned resources are available, dispatch them to search any identified hazards (water, garbage bins, tunnels, culverts, railway lines etc) within the area and close to the PLS.

When the investigation team has completed its initial assignment, a poster should be developed and printed and then distributed to appropriate locations. Based on information from the investigation, travel routes can be established that would take the subject to former residences or places of work. These routes should be checked by vehicle to ensure that the subject is not travelling there by foot, or has arrived. Habitual activities should also be examined to establish routines that would take the subject to specific locations.

These assignments will normally occupy the first operational period (and could spill over into the second). If the call is received early in the evening, door-to-door enquiries must begin as soon as possible otherwise it will be too late to disturb people. As the search continues into daylight hours, the door-to-door enquiries can be expanded depending on available resources. Searchers should be diligent and thorough when in conducting interviews with the public, noting name, address and time of contact. Searchers must be aware of and sensitive to the fact that some people will be reluctant to provide information, particularly of a personal nature. In situations such as this, searchers are best advised to politely thank the person and move on. Checking private property, such as sheds and outbuildings, should only be done with the occupant's permission.

If no clues can be found to indicate a direction of travel, and all reasonable efforts have not revealed the subject's whereabouts after 24-36 hours, discussions should be undertaken with the search commander as to the

status of the search. If no sign can be found after two to three operational periods it is reasonable to conclude that the subject is either unresponsive or has left the area. Difficult decisions will have to be made by search management.

Procedure

- In addition to the concepts contained in the Basic Search Guidelines, urban searches require more focused investigation and action in certain areas.
- Identify an individual or establish a team to carry out the initial investigation. Taking these points into consideration will lead to greater success in achieving a positive outcome:

INFORMATION REQUIRED	RATIONALE
Very accurate description of subject and clothing	This should also involve a thorough search by the next of kin to ensure that no other clothing is missing
Medical condition	This should identify any medical conditions and/or medication that could have a significant effect on the subject's ability to stay mobile or think clearly
State of mind	With dementia it is possible for the subject to think that they are living in an earlier time and/or location. For example, they may believe that they still live in a previous location and try to travel there
Recent behaviour	The subject may have discussed going somewhere or doing something
A good quality recent (recognisable) picture of the subject	An accurate picture on a missing person poster will alert the public
List of former addresses, job locations, and relatives	This may give a direction of travel The subject may think they are heading to their 'home' based on similar geographic feature
List of subject's typical activities	Places the subject goes on a regular basis – stores, restaurants, walks etc

- Determine the PLS or LKP.
- Check with the RCMP officer on scene as to whether they wish to use their dogs. Consider the use of trackers if the terrain and environment lend themselves to this form of searching.

- Issue all team members with KSAR vests to ensure that they are readily identifiable.
- Impress upon team members the importance of conducting themselves in a professional manner. They will be going door-to-door and may be going into people's homes; they must expect that some of the public may be uncomfortable with this and must conduct themselves accordingly.
- Dispatch an Initial Response Team to conduct a thorough search of subject's residence (house/apartment building/nursing home etc.), paying particular attention to storage areas, laundry rooms and any areas that are not used on a regular basis. Do not accept a relative's or friend's assertions that they have already 'looked through the house'.
- If dealing with children, concentrate on areas such as cupboards, crawl-spaces/attics, appliances and anywhere a child could access or hide. Search the subject's yard, immediate neighbour's property and any hazards that are close to the residence.
- Check with the RCMP officer on scene as to whether they wish to use Air 4 or contract for a local service - NOTE: PEP will NOT normally cover helicopter time on a ground search. Activate Helicopter Preplan if appropriate.
- Obtain up-to-date property or ortho maps of the area through the City or the RCMP. In some areas it may be necessary to work through the TNRD.
- If required, call in mutual aid teams. Plan to have prioritized assignments prepared and ready before they arrive.
- Ensure, to the extent possible, that all public volunteers are registered as convergent volunteers. Try to make sure that they have at least basic equipment (fluids, clothing as appropriate to the situation etc).
- Liaise with the City's emergency program co-ordinator to utilize all available community resources (Fire Department, ESS, City work crews).
- If dealing with large numbers of public volunteers, activate Emergency Social Services earlier rather than later to handle their needs. ESS can also assist with registration. Consideration should be given to:
 - washroom facilities
 - food and drink (bottled water is particularly important in warmer weather)
 - shelter (weather-dependent)
 - briefing area (size of room & PA system)
 - location (travel distance to search area)
 - transport (buses/vans)
- Dispatch two-member teams to perform door-to-door questioning within a two block distance in each direction from the PLS.
- Establish a distance of travel by foot from the PLS and assign teams to search the area by vehicle.
- Identify areas of parkland and/or bush within the search area, and assign teams to evaluate them.

- Identify other hazards within the search area (water hazards, tunnels, culverts, railway lines etc.) Have teams evaluate and search them.
- If dealing with an Alzheimer's patient, dispatch teams to trace potential travel routes to former residences, places of work etc.
- If dealing with a runaway, have someone check with friends to determine if any plans were shared, and if a present location is known.
- If dealing with a child, establish if the subject has a 'code name'; sometimes parents will tell their child to respond only to strangers who can give them a code name. Ensure all teams are aware of this name.
- Dispatch teams to check known popular locations, walks etc.
- If no new sightings are established from initial two block door-to-door questioning, expand the door-to-door questioning by another block.
- When a search looks like it will be extending beyond the first operational period, discuss the distribution of information through the media with the RCMP. Consider producing posters for distribution (develop list of actual businesses, including address and phone number):

Bus depots	Restaurants	Hospitals
Taxi companies	Coffee shops	Bus shelters
Grocery stores	Gas bars	Hostels

- If new confirmed sightings are established (new PLS), repeat steps onward from initial door-to-door assignments in direction of travel.
 - The search manager should now have a fairly clear idea of what can be accomplished in the first operational period. New information and/or clues will ultimately drive the search forward. Lack of any information and/or clues will give little or no direction to establish additional objectives and may determine the conclusion of the search, with or without locating the subject.
-

Name:	Avalanche Preplan	Preplan# 007
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to a request for assistance for a subject who is in an avalanche environment.	

Application

1. Members who are certified to the Organized Avalanche Response level are able to function within an active avalanche area. Members who are not certified may be used for recovery operations at the discretion of site management.
2. The attachment to this preplan is designed to be used as a stand-alone document to assist the SAR manager with managing an incident. It would then form part of the record of the task.
3. Avalanche zones are some of the most dangerous environments that rescuers can be in, and extreme vigilance and caution must be exercised at all times. It can not be stressed enough that **failure to follow the rules will most likely have disastrous consequences!**

Definitions

For the purposes of this preplan, the following definitions will be used:

Search Manager – works from a command post with all of the necessary communications and management resources. He works in conjunction with the Rescue Team Leader and Avalanche Safety Officer to ensure a safe and efficient search and rescue operation is conducted. The Search Manager maintains liaison with the on-site personnel, incident commander, outside agencies and is responsible for the overall direction and coordination of the rescue/recovery operation.

Rescue Team Leader – coordinates the Initial Response Team at the incident site with the objective of effecting a live rescue if at all possible. The IRT is comprised of KSAR members who have a minimum of the OAR training, as well as local volunteers and mutual aid members with similar training and experience.

Avalanche Safety Officer – certified by the Canadian Avalanche Association to a minimum of Level One Technician, and responsible for the safety of all personnel on the incident site. This position will conduct a hazard assessment of the site and advise the Rescue Team Leader and Search Manager on the continuance or suspension of search and rescue operations.

Procedure

- Contact tasking agency to confirm location and get as much detailed information as possible.
- Determine if the RCMP are able to provide a dog team and if so, its ETA. Note that only dog teams certified by the RCMP, CARDA or Parks Canada will be utilized on an avalanche site.
- If sufficient daylight is available, activate Helicopter Preplan to transport equipment and IRT (Initial Response Team) to scene. (If sufficient daylight is NOT available, proceed by normal route). This is particularly important if an ambulance is already en route and travel by road would put SAR personnel on scene well after BCAS arrives.
- If it is reasonably likely that a live rescue will be effected, depending on location and accessibility consider the use of 442 Sqdn for assistance/extraction.
- Designate a Rescue Scene Leader, who will have the authority and responsibility to coordinate the site activities, and an Avalanche Safety Officer, whose primary role is to ensure site safety. If an avalanche technician is not immediately available, initiate contact with the Canadian Avalanche Association to obtain the services of one.
- Obtain current and projected weather and avalanche information.
- In conjunction with the Rescue Team Leader assign IRT members. If resources allow, divide responders into first and second teams, with the second team being held in reserve as a back-up team. The responsibility of the second team will be to effect a rescue of any personnel should another avalanche occur while they are on the incident site.
- Ensure, **and this is a critical point**, that an assessment of site hazards and potential avalanche activity has been carried out by a qualified individual before any rescue personnel are allowed into the area. Failure to do so runs the risk of putting additional people into harm's way. Once the site is declared safe, operations can commence.
- If conditions change, and they can change rapidly, be prepared to withdraw personnel until it is safe for them to continue with operations.
- Estimate on-site resource needs and prepare for subsequent operational periods. Ensure that personnel have adequate rest breaks and that sufficient food and liquids are available to them. Consider setting up a camp at the site to provide creature comforts for personnel.
- If running out of daylight, give consideration to either developing a night operations plan or standing the operation down till next light.
- Consider standing down the operation based on hazards, weather and the condition of the rescuers, balanced against whether it is a rescue or recovery operation. **The first and foremost consideration must be team safety!**

On-site Procedures

- All rescuers going on-site are to be equipped with functional transceivers, avalanche probes and shovels, and a supply of marking wands and flagging tape.
- If approaching the site by helicopter observe the accident scene, making sketches and recording as much detail as possible. Evaluate any further hazards.
- If dog team resources are being utilized, all IRT members are to be kept off the site until a plan of action is worked out. This decision will be based on the ETA of the dog team balanced against the likelihood of a live rescue. Common sense must be exercised.
- All helicopter landing zones, assembly/rest areas, equipment caches and site entry points are to be located downwind of the rescue site.
- If more than one helicopter is being used, the first helicopter on the scene will remain and act as an aerial radio platform, responsible for continuous radio contact with the site and command post, air traffic control and sentry duty. The helicopter must remain downwind of the site at all times. Subsequent helicopters will report in to the initial helicopter for direction and assignment.
- The Initial Response Team, when safe to do so, will initiate Hasty Search techniques:
 - post guard and determine escape route. Establish safe entry point and mark with orange-taped wands if available, otherwise use flagging tape
 - ensure IRT transceivers are switched to receive, and are checked visually
 - confirm subject's entry point and PLS, mark with orange-taped wands if available
 - transceiver and scuff search the entire site and call out to buried subjects
 - determine and spot-probe likely burial sites, marking with blue-taped wands
 - ensure perimeter is searched for subjects and tracks and marked with orange-taped wands
 - ensure that the positions of all evidence and clues are marked with green-taped wands, and the information recorded, before the clues are removed for safekeeping
- When sufficient resources are available, set up and conduct a coarse probe line. Ideally, the number of people to do this is between 12 and 15.
- When site has been coarse probed, conduct a second coarse probe, giving consideration to doing so at right angles to the first probe line.
- After coarse probing sequence has been completed, initiate a fine probe. Set up more probe lines as resources become available.
- Any areas that have been searched by a dog team should be marked with red-taped wands.

Avalanche Work Sheet

Date _____ Task N^o: _____ RCMP/BCAS N^o: _____

Reporting Name: _____ Phone N^o: _____

Time of Accident: _____ Time Reported: _____ At Scene: Yes No

Location: _____ Coord's: _____

Number in Party: _____ Number Buried: _____ Transceivers: Yes No

Location/Condition of Survivors: _____

Initiate Helicopter Preplan ~ Time Contacted: _____ ETD: _____ ETA: _____

Resource: _____ Muster Location: _____

442 Sqdn. Standby/Request ~ Time Contacted: _____ ETD: _____ ETA: _____

Resource: _____ Muster Location: _____

Contact Avalanche Center ~ Time Contacted: _____ Resources Req'd: _____

Resource ETA: _____

Contact Weather Office ~ Time Contacted: _____ Briefing _____

Avalanche Dog Standby/Request ~ Time Contacted: _____ Resource: _____

ETA: _____

Flight Information

Team One ~ Helicopter Call Sign: _____ Lifting Off From: _____

Enroute To: _____ Time Off: _____ Time Arrive: _____

Names: _____

Team Two ~ Helicopter Call Sign: _____ Lifting Off From: _____

Enroute To: _____ Time Off: _____ Time Arrive: _____

Names: _____

Initial On Scene Assessment

Verification of Location ~ Coordinates: _____

Avalanche Size: _____ Class: 1 2 3 4 5

Stabilization Team Required: Yes No

Slope ~ Above _____ Adjacent _____ Contributing _____

Rescue Status ~ People Searching: Yes No Approx. N° _____

Transceivers apparent: Yes No

Access: _____

Wind ~ Direction: N S E W Speed: _____ Km/Hr

Resources Required:

Personnel: _____

Equipment: _____

Medical: _____

Notes: _____

Name:	Rope Rescue Preplan	Preplan# 008
Purpose:	The intent of this preplan is to provide guidance to search and rescue personnel when responding to an incident requiring the use of rope rescue techniques.	

Application:

1. Rope rescue in BC is conducted in accordance with the following concepts by:
 - using a two-rope system comprised of a load rope and an untensioned belay rope
 - maintaining a 10:1 static safety factor
 - utilizing a top-down approach
 - utilizing equipment designed for the purpose
2. A rope rescue can not proceed unless there is a certified Rope Team Leader identified.
3. Only members certified in Mountain Rescue can utilize any procedure other than a top-down approach.

Procedure:

- Using previously identified concepts, contact is made with the tasking agency and as much detailed information as is available is obtained.
- A decision needs to be made early on as to whether KSAR will be able to field a rope rescue team. If not, the request for mutual aid should be made as quickly as possible.
- If within City boundaries, strongly consider utilizing the support of Kamloops Fire Rescue.
- For functional purposes the Rope Rescue Team Leader will assume responsibility for the rescue site, however the SAR manager retains overall responsibility for the task.
- If injuries are suspected, ensure that BCAS is notified and either put on standby or activated.
- If the initial scene assessment indicates that anything other than a straight forward top-down approach is going to be required, initiate contact with personnel certified in Mountain Rescue, and give consideration to activating 442 Sqn.
- To the greatest extent possible ensure all gear is accounted for and removed from the site. If for some reason something has to be left behind, try to have it recovered at the earliest possible opportunity. Consider incorporating the recovery of gear into a training exercise.

Critical Incident Stress

Critical incidents are events that may cause personnel to experience unusually strong emotional reactions that have the potential to interfere with their ability to function at the time of the incident or later, thereby exceeding their ability to cope. Defusing/debriefing may be required in circumstances where members experience an adverse reaction to certain elements of the incident.

Critical incidents may produce a wide range of stress symptoms, which can appear immediately at the scene, a few hours later, or within a few days of the event. The more traumatic the incident, the more powerful the stress reaction can be. It is important to remember, however, that not everyone experiences incidents in the same manner and what may provoke a strong reaction in one individual will not in another. Not everyone will suffer from CISD after an event that is out of their normal experience.

If not managed and resolved appropriately, either by the individual or with assistance, a critical incident may lead to several psychological disorders including acute stress disorder, post traumatic stress disorder, panic attacks, depression, abuse of alcohol and other drugs etc.

If a SAR manager feels that a critical incident has occurred it is up to him/her to request CISD for their task. Depending on the circumstances and the availability of trained individuals, the member may be referred to a qualified debriefer. If several team members are experiencing problems with the incident, a group debriefing may be required. The recommendation is for this to take place between 24 to 72 hours following the incident.

The important point is that a search manager needs to be aware of the potential of certain events to cause a strong reaction in some SAR members, and to take the appropriate action in a timely manner.

CISD can be accessed by calling ECC. In conjunction with PEP management, SAR teams may set up contacts with local health care providers who will be able to deliver timely appropriate assistance when needed.

Resources

HELICOPTERS		
CC (Cariboo-Chilcotin)	250-376-7790	
Highland	250-376-4727	
Canadian	250-554-2020	

RADIOS		
Walco Radios	250-372-0054	ICOM
Kamloops Comms	250-374-5740	Motorola/Kenwood
Province Wide Comms	250-374-2494	Motorola/Kenwood
Omega Communications	250-372-1352	Motorola

TOWING		
Mike's Auto Towing	250-374-8847	
Don's Auto Towing	250-374-6281	

PORTABLE TOILETS		
Kamloops Septic	250-372-3520	
Action	250-554-2076	
Falcann	250-376-1033	

COMMERCIAL EQUIPMENT		
Valhalla Outdoor	250-377-0157	
Coast Mountain Sports	250-314-1602	
Fleck Brothers	250-374-0044	
Universal Reproductions	250-372-3866	
Surplus Herby's	250-376-2714	
Acklands-Grainger	250-374-0061	

RENTAL EQUIPMENT		
Jasco	250-376-5506	
Warner	250-374-3515	
Rogers	250-374-9951	
United	250-374-8818	1-800-877-3687 (24 hrs)
CAT	250-372-7770	1-866-285-5550 (24 hrs)
Ferguson Equipment	250-372-3579	Chainsaws
Kamloops Yamaha	250-828-2750	ATV's / Snowmobiles
Variable Rentals	250-573-6073	ATV's / Snowmobiles
Ross & Terry's (RTR)	250-374-3141	Ski-Doo
Schultz Motorsports	250-828-2200	Polaris
Timberland	250-372-9561	
Canex Truck Rentals	250-374-5604	1-866-374-5604 (24 hrs)
Budget Rentals	250-374-7368	
Discount Truck Rentals	250-310-2277	
National Car Rentals	250-374-5737	

TIRE STORES		
Big O Tires	250-376-6034/ 828-9492	

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Fountain	250-851-7600/ 374-4224	1-800-661-8473 (24 hrs)
Kal Tire	250-372-3302/ 374-6248	250-374-6258 (24 hrs)
MISC		
Staples Office Supply	250-377-4550	
Office Depot	250-372-9439	
Brown's Locksmith	250-372-3656	
Reliable Locksmith	250-372-7608	(24 hrs)

Contacts

Amateur Radio (ARES)		Kamloops
Avalanche Information	1-800-667-1105	
BCAS Dispatch	250-374-4411	Kamloops
BCAS Air Ambulance	1-800-561-8011	
BC Hydro	1-888-769-3766	
CASARA/PEP Air		
Conservation Officer Svc	250-371-6281	Kamloops
	250-378-8489	Merritt
Coroner's Office	250-828-4381	Kamloops
Emergency Coord Center	1-800-663-3456	
Interior Health Authority	250-851-7340	Public Health Inspectors
Kamloops Fire Rescue	250-372-5131	
Media CFJC (TV7)	250-372-3322/ 372-3323	
CHNL	250-372-2292/ 374-1610	
Kamloops Daily News	250-372-2331/ 371-6149	
Kamloops This Week	250-374-7467	
Ministry of Agriculture/Lands	250-371-6050	1-888-823-3355
Ministry of Environment	250-371-6200	
Ministry of Forests	250-371-6500	District-Kamloops
	250-828-4131	Regional-Kamloops
	250-554-5521	Fire Center
	1-800-663-5555	Fire Reporting
Ministry of Transportation	1-800-550-4997	Road Information
	1-800-661-2025	Road Hazard Reporting
	250-828-4002	District Office - Kamloops
	250-672-5545	McLure Ferry
Oil & Gas Commission	250-261-5700	
PEP Reg Office - Kamloops	250-371-5240	
Police RCMP	250-828-3278	Telecom - Kamloops
RCMP	250-828-3252/3270	Watch Cmdr - Kamloops
CN Police	1-800-465-9239	#267 on cell phone
CP Police	1-800-716-9132	
Rescue Coordination Center	1-800-567-5111	
St John Ambulance	250-372-3853	
Terasen Gas	1-800-663-9911	
Weather Office	250-491-1525	