

**CLALLAM COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
(CCSOSAR)**



MEMBER HANDBOOK

Procedures and Operational Readiness

Revised July 13, 2017

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SECTION 01: INTRODUCTION

Welcome to Clallam County Sheriff's Office Search and Rescue (CCSOSAR). As a new member you may have many questions about our organization and what your role will be. This document will answer most of them. This is a living document and will be updated every two years.

01.01 IDENTIFICATION AND KEY CARD

Have your photo taken by Lorraine Shore, the Administrative Assistant & Volunteer Coordinator for the Sheriff's Office, who will then issue you an identification and key card. Members **will** carry this card when engaged in Search and Rescue activities.

01.02 MEETINGS

Meetings are held in the Emergency Operations Center (EOC) in the basement of the Clallam County Courthouse. We meet the first and third Wednesday night of every month (except August) from 1830 until 2030 in the EOC room or at a designated training site, which will be announced ahead of time. We will occasionally meet on a weekend for more in-depth training exercises.

01.03 POSITIVE PUBLIC IMAGE

By participating in the search and rescue program, the members understand that they individually become representatives of that program and the Clallam County Sheriff's Office, and are exposed to public scrutiny and comment. A positive public perception of the SAR program, which is a tradition in this community, is the responsibility of each member.

01.04 MEMBER CONDUCT AND DISCIPLINE

Gross violations of search and rescue policies and procedures and/or improper member conduct which reflects negatively on the SAR program will be thoroughly investigated in accordance with department policy and appropriate discipline will be carried out. Negative public notoriety, and the erosion of public confidence, is the most serious of infractions. Discipline will consist of any of the following as determined by the Sheriff: 1) verbal reprimand; 2) written reprimand; 3) temporary suspension; 4) termination.

NOTE:

Member conduct includes those circumstances where they are representing the interests of the search and rescue program in the conduct of business in the community. Unauthorized commitment of search and rescue resources, expenditure of funds without authorization, inappropriate solicitation of donations of funds or services, or any other similar act which is contrary to the wishes of the Sheriff's Office, shall be considered violation of the member conduct policy.

01.05 COMPENSATION

Volunteers will receive no compensation nor will they anticipate remuneration of any kind for services rendered as a volunteer under this program. Citizen volunteers accept their responsibilities of their own free will and in the spirit of community service and the public welfare.

01.06 EXPECTATIONS

CCSOSAR volunteers are expected to provide their own personal equipment in accordance with the requirements. Team equipment, rescue and evacuation gear and support services will be provided by the Sheriff's Office and the organization to the fullest extent possible.

01.07 APPLICATION FOR VOLUNTEER MEMBERSHIP

Approval or disapproval of an application for membership in a recognized volunteer organization shall be at the discretion of the Sheriff. All applicants will be subject to the standard background investigation in accordance with department policy.

01.08 AGE LIMITS

The minimum age limit for active status in the volunteer program shall be eighteen (18) years of age.

01.09 BENEFITS FOR INJURY OR PROPERTY LOSS

The scheduled benefits for injury, death or loss of certain personal equipment identified in RCW 38.52, shall be available to all recognized volunteers who are registered as Emergency Services Workers in accordance with WAC118-04. Such benefits shall not be considered as compensation for services. These benefits will only cover those qualified expenses, which are NOT covered by the member's personal insurance.

01.10 REIMBURSEMENT FOR PRIVATE VEHICLE MILEAGE

Search and rescue volunteers, who travel in response to a call for mutual aid from another jurisdiction, may be eligible for the exact amount of the cost of fuel used for that trip. This reimbursement shall not be considered compensation for services.

01.11 ENDORSEMENT OF A PRODUCT OR SERVICE

No member or group of members shall have the authority to endorse or recommend any commercial product or service in the name of the search and rescue program or the organization. The display of the names or logos of individuals and businesses that have made contributions of funds or services shall not be considered an endorsement of products or services.

01.12 ENDORSEMENT OF POLITICAL CANDIDATES

No member or group of members shall have the authority to endorse or recommend any candidate for partisan political office in the name of the search and rescue program or the volunteer organization.

01.13 VOLUNTEER CODE OF ETHICS

- *The conduct of the search and rescue volunteer, while participating in the SAR program is governed by the appropriate policies and procedures of the Sheriff's Office and the following:*
- *The focus of the mission is on the subject;*
- *There will be no expectation or acceptance of remuneration for volunteer services;*
- *Constructive criticism is appropriate. Criticism is an internal matter and must be reserved for the appropriate time and place;*
- *There is a proper channel for redress of grievances. All members will be permitted reasonable access through the chain of command to the level where their grievances can be settled;*
- *There is a procedure for discipline for violation of policy. It is expected that discipline will be consistent with the offense in the light of all of the exigent circumstances.*

01.14 CLOTHING ITEMS AND INSIGNIA

Clothing items such as a jacket, cap and shirt with Sheriff's Office SAR identification may be authorized and provided for use by members of the organization for approved activities. The purpose of these items is to ensure that department volunteers present an easily identifiable appearance to the public, which will assist them in the performance of their duties. It is understood that the items will be consistent with field duties of the members and will take into account the safety and other needs of the program. The designated items may also be for the purposes of approved non-field activities. Authorized clothing items are intended to provide visibility and identity for the members of the unit, and should be used to the fullest extent possible in field operations as well as approved community events.

- A. Authorized items may also include any issued safety gear.
- B. The CCSO shall be responsible for developing a code that defines authorized clothing and the guidelines for use.
- C. Members will wear the authorized clothing items and/or approved insignia only for the purpose of performing their official duties. Volunteers will not appear in bars, in taverns or other licensed premises or any other establishment or circumstance which might discredit the organization wearing any identifiable clothing item or insignia, unless necessary in the performance of their duties.

SECTION 02: PUBLIC AFFAIRS AND COMMUNITY RELATIONS

02.01 COMMUNITY PARTNERSHIP POLICY

Successful proactive search and rescue recruiting and training of quality volunteer personnel and many other aspects of the SAR program require strong public confidence and support. Members are expected to conduct themselves in such a way as to achieve and maintain a sense of partnership with the community they serve.

02.02 TEAM EFFORT EMPHASIZED

A team effort, with emphasis on the whole team rather than any of its members, is the ultimate goal of the organization. Credit for accomplishments is subordinate to the successful and effective execution of the mission to the best interests of the subject. Personal recognition is not the fundamental purpose for participation in the search and rescue program.

02.03 CONTACT WITH THE NEWS MEDIA

Members of the news media are frequently present at the scene of a search and rescue operation. The media shall be courteously provided reasonable access to all aspects of the operation, provided that such activity does not hamper the safe execution of the mission. Contact with the news media by members during the conduct of a SAR mission shall be limited to those persons designated by the SAR coordinator (or Incident Commander). Media inquiries and requests for information from the public or other agencies should be directed to the Incident Commander or Public Information Officer.

NOTE:

All members will refrain from public discussion of department policy, release of information relating to the details or conduct of a search and rescue operation, discussion of internal discipline or personnel matters, disclosure of the details of a criminal case, or as otherwise prohibited by the Sheriff.

02.04 PROCEDURES FOR APPROVAL OF PARTICIPATION IN PUBLIC EVENTS

Plans for participation in public events will be approved by the SAR Coordinator upon receipt of a written request, which includes:

- A. The purpose, date(s) and sponsor of the public event.
- B. The name of the designated contact person in the sponsoring organization.
- C. The type of participation expected from the volunteer unit.
- D. The number of volunteers who will be needed to carry out the activity.
- E. Costs to the unit, if any.
- F. Plans for maintaining unit response readiness.

SECTION 03: EXPECTATIONS

Washington State Law and Administrative Code require that you understand and agree to certain things about Wilderness Search and Rescue. Each member is considered to be available for mission callout unless the Callout Coordinator is otherwise notified. The following is a partial list. Remember though, that common sense should dictate your participation in SAR.

03.01 No rescue, evacuation, medical treatment, field tactic or other element of any mission or training should be conducted when such action has the clear potential of worsening the situation of the subject or unnecessarily endangering search and rescue personnel or others.

03.02 PRIORITIES OF A MISSION

Priorities that control the reality of any SAR mission:

- a. Your first priority is to yourself. Safety is always the number one concern.
- b. Your second priority is to your team.
- c. Your third priority is to your mission and the subject.

03.03 REPORTING YOUR CONDITION

You have the responsibility to inform the Operations Chief or his/her designated representative of any disabilities that you may have when reporting to a mission base or before responding. Some examples are:

- a. Temporary or permanent disability that will affect performance
- b. No searcher will respond to or be allowed to take part on a mission or training when impaired by alcohol, medications or any other substance that may affect judgment or otherwise affect performance.

03.04 BEFORE DEPLOYMENT ON A SEARCH

- a. Field Pack
Prior to being fielded on a SAR mission other than training, the new member must complete their 24-hour pack check. See Appendix B for 24 hour Pack List.
- b. Fitness Levels
Members will meet one of the fitness levels addressed in Section 09

03.05 REFUSING AN ASSIGNMENT

You have the right to refuse any assignment that you feel you are not properly trained for or that you feel is too dangerous.

SECTION 04: CHAIN OF COMMAND and OVERVIEW

Search and Rescue (SAR) in the State of Washington is governed primarily by the Revised Code of Washington (RCW) Chapter 38.52.400. This statute defines search and rescue, assigns responsibilities for SAR, and establishes the liability protection and compensation program that protects SAR volunteers.

Washington Administrative Code (WAC) 118-04 implements the provisions of RCW 38.52 by establishing the procedures and qualifications for registration of "emergency workers" (volunteers) and explains how the compensation program is administered.

The responsibility for land search and rescue operations rests with the "local chief law enforcement officer" (usually the county Sheriff). State law assigns responsibility for air search for downed or missing civil aircraft to the Department of Transportation, Aviation Division (RCW 47.68). Upon location of a downed aircraft the incident becomes a land SAR operation under the direction and control of the chief law enforcement officer where the incident site is located.

In Clallam County, the sheriff has chosen to utilize SAR volunteers in the direct chain of command, under the supervision of SAR coordinator Sgt. Lyman Moores. Managing SAR activities is an important part of his assigned duties, and those of Deputy Mike Leiter (his assistant). PENCOM (Clallam County's Police/Fire Dispatch center) is designated as the primary receiving and reaction point for search and rescue calls.

Some lands in this county are managed by state or federal agencies who may have concurrent jurisdiction with the Sheriff or exclusive jurisdiction. The Sheriff cooperates fully with those agencies, and will send SAR volunteers to assist them when an emergency arises. Thus, it is not uncommon for SAR members to be teamed up with Forest Service, DNR or fire district personnel. The SAR

Coordinator will manage volunteers and other available resources, regardless of jurisdiction or affiliation, to the best advantage of the missing, stranded, or injured person as he sees fit, and conduct the operation according to the principles of the Incident Command System. The best-equipped and trained emergency medical services resource available will perform the medical aid elements of a rescue/evacuation operation whenever possible.

When local law enforcement agency requests assistance, the Sheriff will send SAR volunteers to participate in a search for evidence associated with a specific investigation. SAR volunteers will not be used for incidents involving the detection or apprehension of persons in the act of committing a crime, except in a support capacity where there is reasonable assurance that they will not be exposed to potentially dangerous persons.

SECTION 05: PRIMARY MEETING POINTS

05.01 Standard Meeting Points

The following meeting points will be used for collection and dispatching of SAR personnel:

A. CENTRAL SAR Yard

This is the primary meeting point for responders to the East and Central areas.
Address: the corner of S. Aviator Place and Edwards Road, Port Angeles 98382
GPS Coordinates: N 48 6' 46.252" W 123 29' 7.643"

CENTRAL Alternate Clallam County Courthouse

Address: 223 East 4th Street, Port Angeles
GPS Coordinates: N 48 6' 56.066" W 123 26' 1.379"

B. EAST Sequim Police Department

This is the primary meeting point for responders to Sequim and surrounding areas.
Address: 152 W. Cedar St., Sequim, WA.
(Best parking will be in the public parking lot to the east of city hall across Sequim Ave)
GPS Coordinates: N 48 4' 50.848" W 123 6' 13.627"

D. WEST Port Angeles Laird's Corner.

This is the primary meeting point for areas west of Port Angeles (Joyce, Lake Sutherland)
Address:
242811 W. Hwy 101, Port Angeles. (near Hwy 112)
GPS Coordinates: N 48 6' 15.284" W 123 20' 35.435"

E. CENTRAL WEST Detachment 3 Forks Office

This is the primary meeting point for areas East of Forks
Address: 196283 Highway 101, at Gaydeski Road, Forks
GPS Coordinates: N 48 1' 36.436" W 124 23' 20.059"

F. FAR WEST Forks City Hall

This is the primary meeting point for responders to the Forks area.
Address: Forks City Hall and P.D., 500 E. Division St., Forks, WA 98331
Coordinates: N 47 57' 1.368" W 124 22' 42.419"

SECTION 06: SAR CALL-OUT PROCEDURE

06.01 SELECTIVE RESPONSE

When circumstances meet the minimum criteria for activation, SAR members will be called upon to respond. It is assumed that personnel will respond to all calls, unless they are prevented from doing so on a case-by-case basis because of exigent personal circumstances.

It is incumbent upon each member to notify the Callout Coordinator of any change in their mission availability that will affect their response time, or if they will be unavailable by text message, cell phone or home phone for a specific length of time.

06.02 ACTIVE911 ALERTS

A. This is how you will be alerted for SAR Missions.

B. Upon becoming a Team member you will provide:

- What type of cell phone you have: iPhone or Android?
- Which carrier you are with?
- Do you have a data plan or does your phone only receive text messages?

C. You will need to go into your app store and download the free Active911 app to your phone

- You will be sent a text with your personal registration code to enter in the app
- (please write the code down somewhere safe on the chance you happen to delete it)

Go to the app settings and choose a tone that will get your attention.

When you receive an alert:

- open the Active911 app to view the alert and it will show that you're "watching" (it lets the person who sent it know that you're aware of the call)
- when you're responding to the meet up location, tap the "**Resp**" button
- when you arrive at the meet up location, tap the "**Arriv**" button
- when you've been cancelled from the call, tap the "**Cancel**" button
- if you're available, tap the "**Avail**" button
- if you're unavailable to respond for some reason, tap the "**Unvl**" button
- (By doing this it is also a good way to keep track of your time so you can enter it later into VIMS)

06.03 STANDARD SAR ACTIVATION

The SAR Coordinator is notified by a Deputy of a possible SAR mission. The SAR Coordinator decides if the incident meets the criteria to initiate a SAR activation. If YES, the SAR Coordinator contacts PENCOS and requests an Active911 Alert be sent to all SAR members with basic information about the mission.

Departure times announced in the ACTIVE911 Alert should be strictly observed. ETA's are based on these times. Personnel arriving at the assembly point after the designated departure time may have to proceed on their own.

06.04 EVIDENCE SEARCHES

- a. Personnel will be notified of evidence searches via PENCOM, unless exigent circumstances require a more timely response.
- b. If needed, the SAR Incident Commander will contact the SAR Unit Logistics Officer and relay all pertinent information so that equipment, which would not normally be present, can be made available.
- c. The Deputy in Charge will be present to brief the searchers as to the target of their search.

06.05 CANINE

Any request for a canine will be made at the time of the initial call-out.

SECTION 07: RESPONSE PROCEDURE

07.01 CONVOYING

Maximum use of SAR vehicles for transportation is encouraged.

When responding to a mission, new members will usually ride in one of the SAR Vehicles or will respond as part of the group in a convoy. However, if you become separated or are not able to respond with the rest of the unit please pay special attention to the section on Route-Finding and signage.

07.02 ROUTE FINDING AND SIGNAGE

The first vehicle equipped with route signing cones will mark the route as follows:

*** Intersections and points of confusion along the route will be marked with traffic cones (located on the RIGHT side of the road to be followed). It is not possible to mark all side roads. At points of possible confusion, which are not marked, responding personnel should remain on the most well defined roadway. These cones speed the arrival of incoming resources and must be used.

07.03 ARRIVAL AT THE SCENE

1. When arriving at the Incident Base, SAR personnel will:
 - a. Adjust their gear and prepare for field deployment.
 - b. Report to the designated sign-in person at the Staging Area.
 - c. Notify the sign-in person of any time or other limitations that they might have.
 - d. Leave a SAR copy of their Personal Owned Vehicle (POV) keys with the Sign-in person.
2. Team Leaders:
 - a. Get orders from the I.C. or designated Operations Chief.
 - b. Brief their team members
 - c. Lead the team into the field.
3. Team Leaders are responsible for obtaining:
 - a. Radios
 - b. Medical pack
 - c. Maps
 - d. All other necessary equipment.

07.04 - COOPERATION WITH REQUESTING AUTHORITY:

When Clallam County search and rescue resources are requested to assist another jurisdiction; all members are expected to cooperate fully with the requesting authority. When operating in another jurisdiction, the policies and procedures identified in this document shall apply.

SECTION 08: SEARCH PROTOCOLS

08.01 SEARCH TYPES

One or more of the following search types will be assigned:

Type 1 (hasty search) 2-person teams will move quickly along paths of least resistance to points of interest, looking for obvious signs of passage or places where a fatigued or injured subject would seek shelter. Usually used early in a search incident, hasty search will emphasize attraction and notification. POD 15-30% (higher in exact route, lower in surrounding area)

Type 2 (area search) is more organized but still rapid, often with 3-person teams and wide spacing. Often one member will follow a compass bearing or identifiable terrain feature, and other members will flank at or near visual distance, depending on conditions. POD 25 - 40%.

Type 3 (loose grid search) is a thorough search of a smaller area, usually used later in an incident when some possible clues have been located and the subject is more likely down and not responsive. A large number of searchers will proceed line abreast in a direction perpendicular to the line. Their spacing will be relatively close, moving slowly and deliberately to maximize their probability of detection. Searchers should maintain line integrity, neither lagging behind nor forging ahead. POD 40 - 60%.

Type 4 (tight grid search) is used to locate small items of evidence (like a shell casing or piece of torn garment) and involves the searchers spaced very close together, looking closely at each square foot of area. Metal detectors or infrared devices may also be used. Very labor intensive, this is the most thorough search we will perform. POD may approach 80% (but will trample all remaining clues).

08.02 PRESUMABLY DECEASED

In the event that you locate a subject who is presumably deceased:

- a. If death is not obvious or beyond doubt, check subject for vital signs and follow guidelines for your level of medical training.
- b. If aid is not to be administered, secure the scene and establish a perimeter, with searchers entering and exiting by the same route, only when necessary.
- c. Call Base Camp and request an “**ANTENNA CHECK**”. You will be given instructions to switch to a secure channel to deliver your message and to receive further instructions.

08.03 TEAM PROTOCOL

Team members will stay together at all times while in the field, unless otherwise directed by the Incident Commander.

SECTION 09: SAFETY

09.01 PURPOSE

This section provides guidelines for carrying out search and rescue training and field operations in the safest possible environment.

09.02 RESPONSIBILITY FOR SAFETY

Members are individually and collectively responsible for safety in all elements of search and rescue. Unsafe acts or conditions, inadequate or improperly maintained or damaged equipment, negligence, carelessness, horseplay, or any other factor that might contribute unnecessarily to the endangerment of any participant, is not appropriate. It is the duty of each member to report the existence of an apparently unsafe act or condition.

09.03 UNIVERSAL RISK/BENEFIT CRITERION

No rescue-evacuation, medical treatment, field tactic or other element of any mission or training should be conducted when such action has the clear potential of worsening the situation of the subject or unnecessarily endangering search and rescue personnel or others. The Universal Risk/Benefit Criterion should be applied to all SAR decisions at all levels.

09.04 PERSONAL LIMITATIONS

Members will not participate in Mission situations beyond their skills, ability, training and/or experience. Members have the responsibility to inform the appropriate authority when they are not, to the best of their judgment, mentally or physically fit for the duties assigned. This includes conditions brought on by exhaustion, improper diet, dehydration, illness, injury or any other temporary or permanent condition that may affect performance.

09.05 RIGHT TO DECLINE ASSIGNMENT

Members have the right to decline an assignment or temporarily disengage themselves from any search and rescue activity, without loss of standing, when in their opinion such activity is believed to be unnecessarily dangerous or beyond their skill or ability.

09.06 USE OF ALCOHOL OR DRUGS PROHIBITED

Members will not participate in any search and rescue activity while under the influence of alcohol, narcotics, or the illegal use of any controlled substances.

09.07 FIREARMS

Search and rescue personnel, while involved in search and rescue activities, will not display Firearms of any kind.

09.08 USE OF PERSONAL VEHICLES

Members will ensure that any personal vehicle used by them to respond to search and rescue activities will be in the safest possible working order, and will be legally licensed. The use of any private vehicle is prohibited without liability insurance required by Chapter 46.29 RCW (FINANCIAL RESPONSIBILITY).

09.09 BLOODBORNE PATHOGENS EXPOSURE CONTROL

The Bloodborne Pathogens Exposure Control Plan will be observed when there is risk of exposure. Universal precautions will be taken to prevent contact with blood or other potentially infectious materials. All body fluids shall be treated as if known to be infectious, including all human blood or organs.

09.10 INVOLVEMENT WITH IN-PROGRESS CRIMINAL CASES

Search and rescue volunteers will not be used for incidents involving the detection or apprehension of persons in the act of committing a crime, except in a support capacity where there is reasonable assurance that they will not be exposed to potentially dangerous persons.

09.11 SAFETY EQUIPMENT

The following items of personal equipment are considered essential to individual safety.

- A. **HELMET:** Suitable head protection equipped with a chinstrap, which will secure the helmet to the head during a fall, will be required for any rope related mission. The chin strap must have at least three points of attachment. An approved helmet is required at all times when the member is engaged in activity which necessitates the use of ropes and/or rigging, when environmental conditions exist which pose the threat of falling objects, or as otherwise directed by the Incident Commander or team leader. Helmets will be issued in the field by the team leader as needed for the assignment.
- B. **GLOVES:** Heavy gloves suitable for protecting the hands from rope burns. The use of gloves is recommended at all times in the field. Gloves are required when the member is engaged in an activity that necessitates the use of ropes and/or rigging.
- C. **GOGGLES:** Suitable for protection of the eyes from debris, falling rocks and dirt, tree branches, etc. Members may prefer this protection in certain working environments. Eye protection is required when the member is engaged in activity where there is a threat of eye damage.
- D. **EAR PLUGS/PROTECTION:** Suitable for protecting hearing from extreme noise. Required while involved in helicopter operations.
- E. **FOOTWEAR:** Boots that provide reasonable ankle and toe protection, and a stable tread surface appropriate for traction.

09.12 SAFETY COLORS

Safety colors (ie.hunter orange, red, etc.) should be worn by members where high visibility is desired. This encompasses rapid identification of searchers, searcher safety during hunting season, and other conditions where high visibility has obvious safety advantages.

SECTION 10: PHYSICAL & MENTAL FITNESS

10.1 DEFINITION & PURPOSE

Fitness is both physical and mental. Physical strength, flexibility, agility, and endurance are needed. The better conditioned you are, the less likely you'll suffer from fatigue. Mistakes increase with fatigue and physical stress. **It is MOST IMPORTANT to know your own limitations;** know when to stay out of the field. Mental fitness is to be prepared for each mission with an attitude to survive: be thorough, be conscientious, persevere, be assertive, and learn new skills.

10.2 FITNESS LEVELS

SAR team members in the field will be assigned to perform physically strenuous tasks such as hiking, climbing and lifting which will require strength, balance and stamina. To qualify for field status, within 90 days of acceptance a member will complete one of the following levels:

SUPPORT STATUS: no requirement

LIMITED FIELD STATUS: hike 1 miles with your 24 hr pack or a 20# equivalent

FIELD STATUS: hike 2 miles with your 24 hr pack or a 20# equivalent

STRENUOUS FIELD STATUS: hike 4 miles with 40# or one of the rope packs

These requirements are intended to simulate a SAR mission environment and may include additional training activities such as navigation, communications or attraction / containment as directed by the training instructor. It may be met during a scheduled SAR training or witnessed by another SAR member with at least one year of service.

SECTION 11: TRAINING

11.01 PURPOSE

This section defines the training criterion intended to provide for the maximum implementation of search and rescue policies and procedures and the development of effective SAR skills. The section also identifies the minimum performance standards expected of the members.

11.02 WORKING KNOWLEDGE ASSUMED

Members who are qualified in a specific skill area will be considered to have retained a reasonable working knowledge of the course content at a reasonable level throughout the currency of that certificate.

Members will be assigned to duties based on satisfaction of minimum mission and training requirements & standards and Washington State Core Competencies.

11.03 WEEKEND TRAINING

Throughout the year we schedule weekend trainings. Time, date and location will be announced at meetings and placed on the VIMS calendar and via email or text prior to the event. As a requirement of our training mission number we must notify the state in advance. Participation in these trainings is encouraged and is one of the best ways to get to know the members and learn in a limited risk environment.

11.04 ON LINE COUNTY TRAINING

All search team members are required by the county to annually complete certain on-line courses of training updates and proficiencies. Contact Lorraine Shore at LShore@co.clallam.wa.us for website information and to set up an account.

11.05 OFFICIAL TRAINING RECORDS

Detailed records will be kept of all training conducted or authorized under this program. These records will provide the verification of instruction received as a means of determining skill levels of the program, as well as a method of qualifying individuals for classification.

11.06 PROCEDURE TO RECORD VOLUNTEER HOURS

ALL Volunteers are required to document their volunteer hours in the Sheriff's Volunteer Integrated Management System (VIMS). Volunteer Coordinator Lorraine Shore will send an email with instructions on how to set up your account in the VIMS system. It is recommended that at the end of each volunteer session, you enter your hours in VIMS to keep your account updated in a timely manner.

Go to: http://clallam.myvims5.com/rcs_login.php

Go to website

User Name: your name's first initial and last name

Password: Password

Change your password and record it

Log in

Go to: Enter Hours
Enter: Date Served
Enter: Service Type
Enter: Any notes you may have regarding activity
Click: Submit button

1. *Logging in your hours ensures you are covered by the county should you get injured while volunteering*
2. *It is mandatory to have an active account with VIMS to be a Volunteer with CCSO.*
3. *It is the way the CCSO can recognize its Volunteers each year that have more than 100 hours of service.*
4. *It assists the CCSO in obtaining grants by providing proof of Volunteer hours*

11.07 MISSION AND TRAINING ATTENDANCE STANDARDS

Response to SAR mission call-outs is the fundamental purpose of the program. Mission response/attendance will be judged as a measure of the participation of each member in the total SAR program. All members should make every effort to attend each mission.

Members will be required to attend 50% of total authorized trainings per year as a standard for continuing membership in the SAR program. In accordance with the Sheriff's Office Volunteer Policy, members must log a minimum of 50 hours per year of volunteer time. Provision will be made for excused absences. Failure to meet the minimum required attendance may be grounds for disciplinary action. No more than fifty per-cent (50%) of these hours may be met by participating in searches. Two (2) hours credit will be given for response to a cancelled mission if commitment is called in to the Call-out Coordinator or notified as responding via Active 911.

SECTION 12: COMMUNICATIONS

12.01 Team training will be held regularly on the use of team radios.

CHANNELS TO KNOW:

SAR 1 **Primary channel** **155.160**

SAR 6 Family Radio Service channel

12.02 PURPOSE

This section defines the communications procedures, which will be used by search and rescue personnel.

12.03 RULES OF CONDUCT

The basic rules of conduct for CCSAR personnel are as follows:

- A. Avoid transmission of superfluous signals, messages or communications of any kind on a licensed transmitter, or making unnecessary or unidentified transmissions.
- B. Profane, indecent, suggestive or obscene language will be avoided.
- C. Make sure that the intended transmissions will not cause harmful or malicious interference with any other radio communications or transmissions.
- D. Without the express permission of the proper authorities, there will be no interception, use or publishing of the contents of any radio message.
- E. You will transmit only the call signal, letter or numeral, which has been assigned to the station or individual.

12.03 USE AND CARE OF COMMUNICATION EQUIPMENT

All communications equipment is assigned to the Logistics Section. The communications equipment assigned to search and rescue will be used for official business only. Private and/or recreational use of the equipment is not appropriate. Specific equipment may be checked out from the Logistics Chair or their designee for a specific purpose and length of time to encourage familiarization with the equipment. The member to whom the equipment is issued or checked out is responsible for its safekeeping while in their possession. In order to ensure accountability for expensive radio equipment, the transfer of portable radios in the field from one member to another will be reported to Logistics.

SECTION 13: SAR VEHICLES

13.01 SAR VEHICLE DRIVER TRAINING

Drivers must be approved according to department policies and procedures, including training and check offs on individual SAR vehicles and quads with the litter. See Clallam County Administrative Manual, Policy 450.

Drivers of SAR vehicles must pass an on-line driving test and meet standards as described under County Policy 384.5.1.

13.02 FUELING PROCEDURE

- A. Remove gray fuel fob from turn signal
- B. Touch gray fuel fob across key pad at the fuel island
- C. Follow the onscreen instructions
 - 1. Enter Odometer reading
 - 2. Enter Driver Number 8001
 - 3. Enter Pump number
- D. Begin fueling
- E. Return the fuel fob to the turn signal
- F. After fueling, please fill out the Vehicle Fuel Log in the binder. Record the:
 - 1. Date
 - 2. Odometer
 - 3. Gallons
 - 4. Your initials
 - 5. Your radio #

13.03 LOCATIONS

- a. Lake Farm County Maintenance Yard @ Bedrock Road approximately milepost 198 of Hwy 101
- b. Port Angeles Courthouse **(Gas only)**
- c. Port Angeles Public Works Yard **(Gas & Diesel)** @ Lauridsen Blvd & C St., Port Angeles
- d. Sequim Public Works Yard **(Gas & Diesel)** @ 1453 W. Washington St., Sequim is the location of the main gate. An alternate gate is just west of the Grant Road and 14th Avenue intersection, Sequim.

13.04 DRIVER RESPONSIBILITIES

A. Identity of SAR Vehicles:

1. SAR 2: Ford van
2. SAR 3: Ford 4 wheel drive pickup with canopy
3. SAR 4: Chevrolet suburban

B. SAR Vehicles Access: The keys to all SAR vehicles are kept in CCSO Jail Control Room.

1. Press the white button to the left of the Control Room window to get assistance
2. Ask for the appropriate SAR vehicle key, (all of our keys have an orange whistle attached with the #2, 3 or 4 written on it) or located by the Jail numbering system
 - a. SAR 2: #50
 - b. SAR 3: #52
 - c. SAR 4: # __
3. Show your ID and sign the clipboard if asked

C. SAR Vehicle Return:

1. Return the vehicle keys to the Jail Control Room after you're finished using the rig.
2. Fill out the logbook
3. Fuel the rig
4. Remove trash
5. Any and all wet equipment must be removed from the vehicles to dry out

SECTION 14: INVENTORY

14.01 ISSUED GEAR

- a. An inventory slip will be filled out by Logistics or the designated Inventory person.
- b. The Team member will sign for the item(s) and the white copy will be placed in their personal file.
- c. When returning issued gear, the white slip will be exchanged for the items returned.
- d. All issued property or equipment shall remain the property of the Clallam County Sheriff's Office and must be returned in reasonable condition when a member is no longer affiliated with CCSOSAR.

SECTION 15: EMERGENCY MEDICAL PROTOCOLS

15.01 PURPOSE

This section establishes certain emergency medical protocols associated with search and rescue operations, which are supplemental to the established protocols of the State of Washington.

15.02 LIMITATIONS

Although there are provisions for the routine treatment and transportation of injured or ill persons, the types of medical emergencies encountered in search and rescue missions are often under extreme field conditions that require unique efforts. Protracted time periods, hazardous terrain, communications limitations, equipment deficiencies, inclement weather, manpower shortages and other factors may create a difficult working environment for SAR personnel.

15.03 EVACUATION DEFINED

"Evacuation" is the process of transporting an injured or ill subject to a location where they can be cared for by standard EMS protocols. As used in search and rescue terminology, the term "evacuation" will be used to define the transportation of an injured or ill subject aboard a boat, aircraft, wheeled vehicle or hand-carried rescue litter or any conveyance other than a certified aid vehicle or ambulance.

15.04 EMS CERTIFICATION

Search and rescue members certified under the state of Washington recognized EMS programs will be aware of the protocols applicable to their individual level of training. No person administering emergency medical care within the Clallam County SAR program shall perform any medical care technique or procedure in which they have not been instructed and certified.

15.05 LEVEL OF CARE

The search and rescue level of care should be judged according to the circumstances of the emergency, including the setting, general confusion, the needs of others, the type of equipment available, the EMS provider's level of training, availability of trained personnel, the assistance available from others at the scene, and the specific" needs of the patient Clallam County Search and Rescue will attempt to provide the highest level of care possible; but may be limited in some aspects of emergency medical services due to availability of personnel, response times, travel times and distances, and other factors which may be present.

15.06 RESPONSIBILITY FOR MEDICAL TREATMENT

At the scene of a medical emergency, the individual present with the highest level of training and experience will assume command of the emergency medical treatment (regardless of whether or nor that person is a member of the Clallam County search and rescue program). Personnel present are obligated to assist the senior medical person to the fullest extent possible.

15.07 ON-SCENE COORDINATION, RESCUE AND EVACUATION

It is the responsibility of the designated Team Leader to engineer the process of evacuating the injured subject, including litter work, hauling, lowering, traversing, or any other special technique required to move the subject out of hazardous or inaccessible terrain. The Team Leader, in consultation with the senior medical person present and the Incident Commander, is responsible for determination of the mechanism of evacuation and the evacuation route. It is also the Team Leader's responsibility to

ensure the safety of all on-scene personnel, and to see that the medical officer receives all the assistance possible.

15.08 RIGHT TO REFUSE TREATMENT

Any competent adult has the legal right to refuse treatment, and may decline transport to a medical facility. Under circumstances where the subject appears to be delusional or confused, refusal of treatment will not be assumed as a knowing refusal. EMS personnel must determine, to the degree possible under field conditions, if the subject's mental condition may be impaired. When in doubt, err by assuming impairment and proceed with treatment.

15.09 EVACUATION PLAN

The senior medical person present at the scene, the Team Leader and the Incident Commander will plan the most appropriate type of evacuation. Factors for consideration will include at least: The medical needs of the patient; time available for evacuation; available resources (helicopters, litter crews); and the environment (terrain, darkness, inclement weather, etc.).

15.10 PATIENT TRANSPORT RECOMMENDED

Transportation to a medical facility is recommended for all subjects treated by the search and rescue team. Ending the care of an injured or ill person without obtaining that patient's consent or without ensuring that someone with equal or greater training will continue care is considered "Abandonment".

15.11 USE OF PRIVATE VEHICLES TO TRANSPORT

Except for extreme emergency situations, vehicles other than those licensed for patient transport will not be used for transportation of injured persons. Exceptions include those situations where four-wheel-drive or other similar vehicles are needed due to terrain, weather or other factors.

15.12 HYPOTHERMIA

Hypothermia should be suspected in all contacts with subjects of search and rescue missions where terrain, lack of protective clothing, weather conditions or any other factor is present which would lead to such a possibility.

15.13 IMMERSION HYPOTHERMIA

Immersion hypothermia protocols will be carried out on all subjects where the actual duration of immersion time is:

- A. Unknown, and believed to be less than one hour.
- B. Known to be less than one hour.

SECTION 16: RECOVERY AND HANDLING OF HUMAN REMAINS

16.01 PURPOSE

This section clarifies protocols to be observed when handling human remains in a SAR context.

16.02 APPLICABILITY

Where there is no unusual risk to search and rescue personnel, the recovery of bodies is considered an appropriate search and rescue activity.

16.03 INVESTIGATION

The law requires discovery of the cause of death in all circumstances. Every fatality shall be investigated in accordance with the requirements of the Clallam County Coroner. Evidence preservation protocols will be observed.

16.04 EMERGENCY MEDICAL AID

Unless there is clear evidence present for presumption of death, apparent fatalities will be dealt with under the standard OEMs protocols of the State of Washington, as may be applicable to the circumstances.

16.05 SENSITIVITY TO OTHERS AND RESPECT FOR THE DECEASED

All members involved in the recovery of human remains will be sensitive to the emotional and psychological impact of their actions on themselves, team members, surviving family members, friends and witnesses. Member conduct and confidentiality will be strictly observed. The operation will be accomplished with the highest degree of dignity and professionalism possible under the circumstances.

16.06 JURISDICTION OF THE CORONER

The coroner is given jurisdiction over all bodies of deceased persons who come to their deaths suddenly and without medical attendance; where circumstances indicate death was caused by unlawful or unnatural means; where death occurs under suspicious circumstances; or where death is caused by violence.

16.07 ABSENCE OF THE CORONER:

In remote or inaccessible areas where it may not be possible for the Coroner or a Deputy Coroner to be present, the removal of human remains may be accomplished with the verbal permission of the Coroner or his representative to the Team Leader, without medical attendance.

16.08 PRESUMPTION OF DEATH

According to Washington State EMS protocols the presumption of death by other than a physician or a representative of the Coroner is not appropriate. However, the presumption of death may be necessary in unique SAR settings. On a case-by-case basis a subject may be presumed dead if there is decapitation, extensive dismemberment, decomposition, or other indications to the point where no reasonable person could reach any other conclusion.

16.09 SANITATION

Standard blood borne pathogens exposure control protocols will be rigidly observed when handling human remains.

16.10 NOTIFICATION OF NEXT OF KIN

Notification of next of kin is the responsibility of the Coroner or the person designated by him.

16.11 CONFIDENTIALITY

All observations, action, details, circumstances, conversations or other events surrounding a fatality are confidential. It is not appropriate for individual SAR members to discuss the details except in a department critique or critical incident debriefing.

SECTION 17: AIR OPERATIONS

17.01 HELI-RESCUE TRAINING

All Clallam County SAR personnel who will be working near helicopters during local SAR operations under state mission numbers will complete the minimum requirements of a formal helicopter safety briefing. Heli-rescue Level I meets that minimum requirement.

17.02 HELICOPTER SAFETY RULES:

These rules apply to all SAR personnel working in and around helicopters during SAR operations:

- A. Personnel not part of the authorized crew working with the aircraft will remain at least 50 feet from small helicopters and 100 feet (measured from the rotor tips) from larger models. No smoking within 100 feet.
- B. Personnel will approach and leave the helicopter from the front so as to be in sight of the pilot at all times.
- C. Do not approach a helicopter from any side where the ground is higher than where the helicopter is standing.
- D. Do not approach a helicopter from the tail area. Do not stoop or walk under the tail boom.
- E. Secure all loose items on your person or near the landing zone. Personnel are required to wear approved helmets with chinstraps fastened, and eye and ear protection.
- F. Keep all tools, ice axes, skis, litters, radio antenna, trekking poles and similar items low and parallel to the ground when approaching or leaving a helicopter.

17.04 HELICOPTER CRASH PROCEDURES:

Chances of survival are increased if passengers observe the following procedures:

- A. Keep safety belt fastened and tight at all times.
- B. Keep helmet on and chin strap fastened at all times.
- C. Eject heavy gear only if instructed by the crew.
- D. If advised by the crew that the aircraft is undergoing an emergency, assume the following position:
 - 1. Bend forward at the waist with feet planted firmly on the floor.
 - 2. Rest chest on knees and lock the arms around and behind the thighs.
- E. Remain seated (with seat belt on) until rotors stop.
- F. Do not leave the aircraft until instructed (unless fire or other circumstances force such action).
- G. Remain clear of the aircraft after exiting and do not return to recover equipment.

SECTION 18: CANINE

18.01 OBJECTIVES AND EXPECTATIONS

The Canine Handler is expected to comply with all Clallam County Sheriff's Office SAR Team Member Policies.

While serving as a member of the County SAR team, the primary objective of the member is to make adequate progress toward certified status as a K-9 team handler, as well as progress with SAR team trainings. The K-9 training itself is the sole responsibility of the handler.

Canines in training will not be permitted to attend Search Missions or SAR classroom trainings. They may be allowed to accompany the handler on field trainings with the permission of the SAR Coordinator.

18.02 K-9 TEAM GENERAL REQUIREMENTS

A. Written Notice

- Notice will be given to the Clallam County SAR Coordinator that the handler intends to work a SAR K-9 within the department.

B. Training Logs

- Handler will keep a Training Log book, including date, conditions, location, objectives and results of each K-9 training. This will be made available to the SAR Coordinator upon request.

C. Vaccinations

- Handler will maintain proof of current vaccinations, including rabies distemper and parvo or titer results for each, taken within the last year. (*Current* is defined as within the last twelve (12) months or a documented three (3) year vaccination in the last thirty-six (36) months.

D. The K-9 team will obtain a certificate from AKC Canine Good Citizen, Therapy Dog International, Schutzhund title, AKC obedience title or other nationally known obedience title.

- For dogs over one year, this will be obtained within twelve (12) months of notice date.
- For dogs under one year, this will be obtained within eighteen (18) months of notice date.

E. First Aid / CPR

- Handler will maintain a certificate for Basic First Aid or higher from Red Cross or other recognized organization and a certificate for CPR from American Heart Assoc., American Red Cross or other recognized organization.

F. ICS

- Handler will obtain a certificate for ICS 200 before certification testing.

18.03 HUMAN REMAINS DISCIPLINES

If the K-9 will be working in a Land or Water Human Remains Detection discipline, the handler will also obtain a certificate from each of the following before certification testing:

- A. Hazmat Awareness class
- B. Blood Borne Pathogens class

C. Crime Scene Preservation class

18.04 CERTIFICATION OF PROFICIENCY

Within thirty (30) months of Notice date, the K-9 team will successfully complete field certification by one of the following agencies:

- a. NSDA: National Search Dog Alliance
- b. NAPWDA: North American Police Work Dog
- d. NNDDA: National Narcotic Detector Dog Association (for Trailing only)
- e. USAR: Urban Search and Rescue Washington Task Force

Certifications must be renewed every two (2) years, or less if required by the certifying agency.

18.05 TRANSFERS FROM OTHER TEAMS

A. For SAR K-9 teams transferring into Clallam County, unexpired certifications will be accepted from the agencies above and also from the following agencies:

- KCSD: King County Search Dogs, Washington
- SCVSARK9: Snohomish County Volunteer Search and Rescue Team, WA.
(For Air Scent standard only)
- CARDA: California Rescue Dog Association
- Tri-State-K9: (Montana, Wyoming, Utah, Idaho)
- MAT+SAR: Matanuska Susitna Valley Search & Rescue, Alaska

B. Certifications to be accepted from teams other than those above will meet the following and receive approval of the SAR Coordinator.

1. Land HRD

- a. Does the standard show:
 - 1. The amount of source to be used?
- b. Does the test have a Wilderness portion?
 - 1. Is the size of the area indicated?
- 2. Is the number of sources indicated?
 - a. Does the test have a Building portion?
 - b. Does the test have a Vehicle portion?

2. Area/Air Scent

- a. Does the standard show:

1. The size of acreage?
2. The number of subjects indicated
3. If the K-9 must have a recognizable alert?

3. Trailing

- a. Does the standard show:
 1. The length of the trail?
 2. The age of the trail?
 3. The number / type of turns or decision points?
 4. Obstacles, change of vegetation required?
 5. A specified distance allowed from the trail?

4. Water HRD

- a. Does the standard show:
 1. The amount and type of source to be used?
- b. Does the test have a Shoreline Search component?
 1. Is the length of shoreline stated?
- c. Does the test have an Open Water Search component?
 1. Is the standard size of search area stated?

5. Gun Source Residue

- a. Does the test have Wilderness and Urban portions?
 1. Is the size of the area indicated?
 2. Is the number of sources indicated?
- b. Does the test have a Building portion?
 1. Is the size of the area indicated?
- c. Does the test have a Roadway portion?
 1. Is the size of the area indicated?
- d. Does the test state a list of specific sources used?

SECTION 19: CLAIMING BENEFITS AND REIMBURSEMENT

19.01 CLAIMING BENEFITS FOR PERSONAL INJURY

- A. Report the injury to the Incident Commander as soon possible. In no case should any injury be reported more than twenty-four hours after the conclusion of the mission.
- B. If medical attention is required, the member will use the following procedures to ensure that medical expenses are covered:
 - 1. Provide the physician/hospital with the name and type of personal medical insurance if any. NOTE THAT BENEFITS FOR PERSONAL IN JURY UNDER THIS PROGRAM ONLY COVER THOSE EXPENSES NOT COVERED BY THE MEMBERS OWN ACCIDENT INSURANCE.
 - 2. Instruct the physician/hospital to address all bills for treatment or services not covered by personal insurance to:

CLALLAM COUNTY SHERIFFS DEPARTMENT
CLALLAM COUNTY COURTHOUSE
ATTN: SAR Coordinator Sgt. Lyman Moores
223 EAST 4TH STREET
PORT ANGELES, WA 98362
- C. In the event that verification is required by the physician/hospital, the member should provide their volunteer identification card, and suggest that they telephone the Sheriff's Department.
- D. Upon completion of medical treatment, members should obtain a MEDICAL EXPENSES CLAIM FORM DEM-084 from the Emergency Management Division or SAR Coordinator and complete the information required. The Emergency Management Coordinator or representative must complete a portion of that form, and the attending physician must complete a portion of the form.
- E. If the total claim is more than \$2,000.00 a compensation board will be convened in accordance with RCW 38.52. The findings of the compensation board will then be forwarded to the State Division of Emergency Management for action.

19.02 ELIGIBILITY FOR PROPERTY LOSS / DAMAGE BENEFITS

In order to be eligible for compensation for loss or damage to certain items of personal property, search and rescue personnel must meet the following minimum eligibility requirements.

- A. Claimant must be a registered emergency worker of the county of residence and/or the jurisdiction directing the mission. Claimant must file the claim with the jurisdiction where the mission occurred.
- B. Claimant must have been activated by the Clallam County Sheriffs Office on an authorized activity under the provisions of RCW 38.52.
- C. Claimant must have registered his name and registration card number with the on-scene commander. In Clallam County, signing the personnel roster (sign-in sheet) satisfies this requirement.

- D. Only property that is deemed necessary and reasonable for the emergency services activity (search and rescue) will be considered for compensation.
- E. Damage to property caused by normal wear and tear, mechanical or electrical breakdown, and the loss or inconvenience consequent to such loss or damage, will not be considered for compensation.
- F. Compensation for loss or theft of property left unsecured, of damage incurred, which could have been prevented through reasonable care, may be denied.
- G. All claims for property loss or damage will be processed through the Sheriff's Department, Emergency Services Division to the State Division of Emergency Management.

19.03 CLAIMING BENEFITS FOR DAMAGED OR LOST EQUIPMENT

- A. In the event of property loss or damage to equipment assigned for a search mission or training, the Incident Commander or responsible agency's on-scene authority must be notified as soon as possible.

In no case should the loss or damage be reported more than twenty-four hours after the conclusion of the mission.

- B. Obtain a PROPERTY LOSS OR DAMAGE CLAIM form (State form DEM-086) from the Emergency Management Division representative or SAR Coordinator and complete it as required. WAC 118-04.340
- C. If the claim exceeds \$2,000.00 a compensation board will be convened in accordance with RCW 38.52.340. See WAC 118-04.380 for detailed instructions.

NOTE

Claimants will not be eligible for that portion of the damage or loss, which is covered by their insurance.

- D. If the total claim is less than \$2,000.00 the original claim form and all supporting documentation will be sent to the State Division of Emergency Management. The form must be notarized as indicated.
- E. If a compensation board is convened, their findings will be then forwarded to the State Division of Emergency Management for action.

19.04 ELIGIBILITY FOR REIMBURSEMENT FOR FUEL USED

Provisions are available for reimbursement for the cost of fuel used in a private vehicle when responding to a call for search and rescue assistance out of county. The following criterion will be used in determining eligibility for fuel reimbursement:

- A. The claimant must be a registered Emergency Worker.
- B. The claimant must be responding to a request for mutual aid to another jurisdiction, and a state mission authorization number must have been assigned.
- C. Reimbursement will be for the exact amount of fuel used.
- D. Request for reimbursement for out-of-county fuel expenses must be made within forty-eight (48) hours after the close of the mission.
- E. Proper receipts and documentation must accompany the claim for reimbursement.

NOTE:

Reimbursement for fuel used in traveling out of county in response to a SAR mutual aid request made through the Sheriff's Office does not require prior approval. However, filing a claim for reimbursement is the responsibility of the eligible emergency worker.

19.05 REIMBURSEMENT FOR FUEL

SAR personnel will use the following procedures for claiming reimbursement for fuel used in personal vehicles:

- A. Obtain a FUEL EXPENSES CLAIM FORM (EMD-036) from the Clallam Co. Sheriff's Emergency Management representative or the SAR Coordinator.
- B. Attach all sales slips, credit card receipts or other documentation, which shows the station name, address, gallons, and cost of fuel obtained. Google WAC 118-04-360 for detailed requirements.
- C. The completed Form EMD-036 will be submitted to the Clallam Co. Sheriff's Emergency Management representative or the SAR Coordinator, along with Form EMD-78, the SAR Daily Unit Activity Report (sign in sheet) in order to verify that the emergency worker had participated in the mission.

NOTE

Only submit a claim for the EXACT amount of fuel used. Filling your tank prior to departure and filling it again upon your return can verify this.

APPENDIX A

CONTACT LIST

SAR Coordinator:	SGT. Lyman Moores
Assistant Coordinator:	DEP. Mike Leiter
Call-Out Coordinator (s):	0600 – 1800 Kelly Thomas
	1800 – 0600 Matt Aston

APPENDIX B

24 HOUR BASIC PACK CHECK

Name: _____

Date: ____ / ____ / ____

Inventoried by: _____
(printed name)

(signature)

- Backpack/Knapsack, fanny pack, or cargo vest
- Footwear, sturdy, appropriate for season/climate
- Clothing appropriate for mission/weather
- Rain Gear (poncho or full suit, coat can be counted as top to rain suit)
- Coat or parka
- Shirt, extra (carried)
- Socks, extra pair (carried)
- Bandana, handkerchief
- Gloves (to keep hands warm)
- Gloves, leather (appropriate for rope work)
- Eye protection (safety goggles)
- Ear/hearing protection (plugs or muffs)
- Space blanket or sleeping bag
- Watch cap or appropriate substitute
- Compass, orienteering type
- 2 flashlights OR flashlight & headlamp with extra batteries & light bulbs
- Waterproof Matches/fire starter kit
- Water, 1 liter minimum
- Water purification system, tablets or adequate filtration system
- Food and high energy snacks (24 hours worth)
- Flagging tape (1 roll)
- Nylon parachute cord, 50 feet
- Knife, sheath or folding/ multi-tool (3" min blade)
- Small tarp/heavy duty plastic sheet (8'x8' min)
- Toilet paper (1/4 roll min.) or baby wipes
- "Write-in-the-rain" notebook and pen/pencil
- Small tape measure
- 4 zip lock bags, various sizes
- 2 large leaf/garbage bags
- Prescription medication as required
- Small personal First Aid kit

- Personal protection Kit(Bio-hazard)**
 - Whistle**
- Webbing (20' orange & 12' purple)** ** Items issued by S/O Most current pack list

APPENDIX C

ABBREVIATIONS

B	Base Camp
CCSO	Clallam County Sheriff's Office
CCSOSAR	Clallam County Sheriff's Office Search and Rescue
CH	Court House
EOC	Emergency Operations Center
IC	Incident Commander
ICS	Incident Command System
LKP	Last Known Point
NIMS	National Incident Management System
OIC	Officer In Charge
Ops	Operations Section
PD	Police Department
PENCOM	Dispatch
PLS	Point Last Seen
POA	Probability of Area
POD	Probability of Detection
POV	Personally Owned Vehicle
RCW	Revised Code of Washington
S	Staging Area
SAR	Search and Rescue
Sign	Physical evidence of passage of a person
S/O	Sheriff's Office
SOP	Standard Operating Procedure
WAC	Washington Administrative Code

APPENDIX D

Incident Command System in brief

Washington State Core Competencies training requires the searcher to be familiar with the five functional sections of the (ICS) Incident Command System structure. This method of organization and operation is the recommended method for the state and for Clallam County.

The five functional titles are described below.

Incident Commander “IC”:

The IC on our searches is a deputy or the SAR Coordinator. The IC oversees and is responsible for all functions of the search.

- Where the “buck stops” for all SAR decisions
- Determines urgency of the call-out
- Has communication within the Sheriff’s Department
- Assigns a liaison to other agencies when needed
- News releases to the Public Information Officer “PIO”
- Makes assignments to SAR personnel
- Assigns a Safety Officer
- In a search with only a handful of personnel, the IC may be the only one making decisions and will expand the system as need develops.

Operations Chief “OPS”:

- Looks at the map and divides the search area into searchable sizes, according to terrain and the type of personnel available.
- Determines the areas of highest probability to locate the subject, done in cooperation with the Planning Chief
- Divides personnel into teams and makes team assignments
- Assigns radio personnel “Comms” to communicate with, record and oversee the progress of the search teams

Planning Chief:

- As the search progresses, he / she takes incoming information and determines what to do next.
- Updated information and search areas already cleared will alter the most probable search areas (the area’s POD) which will assist Ops in making future assignments.
- He / she makes their recommendations to the Ops Chief and the IC to plan for the next operational period of time.

Logistics Chief:

The go-to person who keeps the search running by arranging for:

- Sign in & sign out of personnel
- Replacement personnel
- First aid and medical personnel as necessary
- Sleeping arrangements
- Toilet facilities
- Transportation for SAR personnel

- Meals for searchers
- Replacement water
- Equipment (radios, fresh batteries, etc)

Finance Chief: Handles all that deals with finance for the SAR operation:

- payment for all supplies required for the search
- prepares required financial documents for the Sheriff's Office and the Office of Emergency Management