

# SEARCH & RESCUE



## PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in our community. This annex is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

## EXPLANATION OF TERMS

### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ME	Medical Examiner
SAR	Search and Rescue
SOP	Standard Operating Procedures
US&R	Urban Search and Rescue
VFD	Volunteer Fire Department

### B. Definitions

1. Hazmat. Hazardous materials.
2. Secondary Hazard. A situation that occurs as a result of an initial hazard. For example, a chemical release from a tank car involved in a train derailment or a gas leak within a collapsed building.
3. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.

### C. Responsibility

1. Our normal emergency organization, described in the EOP Basic Plan, shall carry out the function of providing SAR services in emergency situations. [Routine SAR operations can be handled by our SAR team, with limited support from one or two other emergency services, operating under an IC]. [We have limited SAR capabilities and will rely on inter-local agreements with neighboring jurisdictions for assistance with SAR operations]. The EOC will normally be activated for major emergencies and disasters that require extensive SAR operations and a commitment of all emergency services as well as external assistance.
2. The Fire Chief, Sheriff and Emergency Manager shall serve as the Chief Rescue Officer and coordinate emergency SAR operations under a unified command structure.

### D. Task Assignments

1. **The [SAR Team] will:**
  - a) Coordinate all SAR operations using [County/City] resources or those obtained pursuant to inter-local agreements.
  - b) Provide assistance during evacuations.
  - c) Prepare and execute inter-local agreements for SAR support.
  - d) Provide support for other public safety operations, as necessary.
2. **The IC will:**
  - a) Establish an ICP and control and direct emergency response resources.
  - b) Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
  - c) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d) Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
3. **Law Enforcement will:**
  - a) Upon request of the IC, provide control access to and control traffic around incident sites.
4. **The [Public Works/Utilities] will:**
  - a) Upon request of the IC, provide heavy equipment support for SAR operations.
  - b) Upon request of the IC, shut off gas or power to collapsed structures.

5. **County EMS will:**

- a) Provide trained personnel and equipment to administer emergency medical support, if necessary.

6. **[PD/SO/FD/EM] will:**

- a) Coordinate body recovery activities with the [Coroner's/ME's] office, if needed.

**E. Activities by Phases of Emergency Management**

**1. Mitigation**

- a) Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
- b) Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.

**2. Preparedness**

- a) Maintain a schedule for testing, maintenance, and repair of rescue equipment.
- b) Maintain a list of all SAR resources (see Resource Management annex) and stock specialized supplies.
- c) Make arrangements for responders to obtain building plans during emergencies.
- d) Identify sources of dogs that can be used for SAR operations.
- e) Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.
- f) Plan and execute training exercises for all SAR personnel on a regular basis.
- g) Revise and update response plans at regular intervals.

**3. Response**

- a) Initiate rescue missions, as necessary.
- b) Mobilize support resources.

**4. Recovery**

- a) Perform or assist in decontamination and cleanup.
- b) Assess damage to SAR equipment and facilities, if necessary.
- c) Inventory and replace depleted supplies.

## F. Readiness Levels

### **Readiness Level 1 – Normal Conditions**

See the mitigation and preparedness activities in paragraphs.

### **Readiness Level 2 – Increased Readiness**

1. Monitor situation.
2. Alert key personnel.
3. Check readiness of all equipment and supply status and correct deficiencies.
4. Review inter-local agreements for use of SAR resources operated by other agencies.
5. Review plans and procedures and update them, if necessary.

### **Readiness Level 3 – High Readiness**

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.
4. Prepare to implement inter-local agreements.

### **Readiness Level 4 – Maximum Readiness**

1. Mobilize selected SAR team members.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch SAR representative(s) to the EOC when activated.

## G. Rescue Activities

1. **Surface Water**—St. Marys, Wamego City, Blue Township and Riley County EMS have personnel trained as water rescue personnel.
2. **High Angle**—Jeffrey Energy Center, St. Marys and Wamego City have personnel trained in High Angle Rescue techniques.
3. **Aerial**—There are no resources that can be utilized for aerial surveillance purposes during rescue incidents. The Civil Air Patrol can be requested through the Office of the Adjutant General at KDEM.

4. **Collapsed Structures**—The Pottawatomie County Public Works can provide personnel and equipment needed to free entrapped persons from building collapse events. These resources can be utilized whenever deemed necessary by the IC and or the Emergency Manager to facilitate rescue and gain access to utilities etc.
5. **Missing Persons**—The Sheriff's Office will take the primary roll in handling missing persons reports. Investigations into the events leading up to and during the activity will be the responsibility of the Sheriff's Office as well. The Sheriff will coordinate additional resources from the State KBI, KHP and FBI should conditions warrant.
6. **Urban**—Situations where criminal activities are involved require special considerations. Deputized Personnel are necessary to be present.

## H. Critical Resources

1. Additional resources may be necessary to conduct a successful rescue based on the type of incident. The general type of specialized equipment needed may include:
  - a) **Specialized Equipment**—Diving equipment, boats, extrication equipment, generators, power saws, thermal imagers etc.
  - b) **Operators**—Drivers/Operators licensed and certified in their field of expertise
  - c) **Search & Rescue Dogs**—These can be requested from Fort Riley in case of emergency, however the first call must go through the Emergency Operations Center at 239-2222. The Post Commander is the only one that can authorize commitment of Government resources.

## I. On Scene Control

1. The first responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas.
2. For most emergency situations, an IC will establish an ICP and direct and control emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior SAR officer will normally report to the EOC to coordinate any response by SAR personnel.
4. **Traffic Control**-- In response to a request from the Incident Commander, the [Sheriff's Office/Police Department] will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

5. Security for Evacuated Areas In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

#### J. Access Control and Security for Damaged Areas

1. In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a county commissioner or mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:
  - a) **Phase One** – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
    - 1) **Media Access** shall be given a separate area where they will be briefed on the status of the emergency operation. Generally this area will be away from the actual incident site itself at a location determined by the IC.
    - 2) **Air Space** The Federal Aviation Administration will be contacted to restrict airspace above the incident should it be necessary to conduct rescue operations. This request will come through the EOC.
    - 3) **Utilities** Will be shut off to the affected areas as deemed necessary by the IC and will be the responsibility of the local utility companies. Other personnel may be utilized to shut off gas and water if the utility companies are not able to respond in a reasonable amount of time or if it is determined that utility shut off is necessary to reduce further damage or injury.
  - b) **Phase Two** – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area.
    - 1) The threat that caused the evacuation has been resolved.
    - 2) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
    - 3) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
    - 4) Structures have been inspected and those unsafe to enter are so marked.
    - 5) Some means of fire protection is available.
  - c) **Phase Three** – General Public.

**K. Guidance for Personnel Staffing Access Control Points**

1. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the EMC, and approved by the EOC.
2. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EMC, and approved by the EOC.

**L. Terrorist Incident Response**

1. During terrorist incident response it is essential that the incident command team establish operating areas and formulate a plan of action that will allow SAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of a second device usually set off for the purpose of injuring them. Refer Terrorist Incident Response annex, for more information on the response to terrorist threats and activities.

**M. Mutual Aid Agreements (Requesting External Assistance)**

1. If our local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by inter-local agreements will be requested by the [Fire Chief/Police Chief] or other individuals who are specifically authorized to do so. [The [Fire Chief/Police Chief] may also request assistance from industries and businesses with SAR resources that have agreed to assist us during emergencies.]
2. If our SAR resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with local policies.
3. If the foregoing resources are inadequate to deal with an emergency situation, the Emergency Manager may request SAR assistance from the State through the KDEM.

**N. Incident Command System – EOC Interface**

1. If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Direction and Control annex.

## O. Documentation and Reporting

1. In addition to reports that may be required by their parent organization, SAR teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in the Direction and Control annex.

## P. Documentation (Records)

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation. See Direction and Control annex, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.
3. **On Scene** documentation will identify locations of victims in relation to the incident site utilizing GPS systems, diagrams and photographs.
4. **Chain of Custody**—In the event evidence is recovered by civilians or first responders, the following actions will occur:
  - a. The area immediately surrounding the discovery site will be secured
  - b. The nearest law enforcement officer will be notified and directed to the scene
  - c. The officer will notify his superior officer of the discovery and location and await further orders.
5. **Fiscal**—The IC shall designate a “Scribe” to take notes as a staff function. The Scribe will track costs and all fiscal resources including labor and equipment usage.

## Q. Preservation of Records

1. Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**P. Staffing**

- 1. The IC shall ensure that sufficient numbers of personnel are available on scene at all times.
- 2. **24 hour operations**--shall utilize shift work schedules to ensure that responders are not being overworked for extended periods of time. Rehab sites will be established and provided near the incident site.
- 3. **Volunteers**-- are the responsibility of the IC, through the respective agency to ensure that they are assigned to tasks they are qualified to conduct. (ie morgues, triage area and rescue activity)

**Q. Communications**

- 1. General emergency communications capabilities and connectivity are discussed and depicted in the Communications annex. The SAR team communications network is shown in Appendix 1.

**R. Post Incident Review**

- 1. For large-scale emergency operations, the [County Judge/Mayor/City Manager/EMC] shall organize and conduct a review of emergency operations in accordance with the guidance provided in the Executive Operations Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. SAR personnel who participated in the operations should participate in the review.

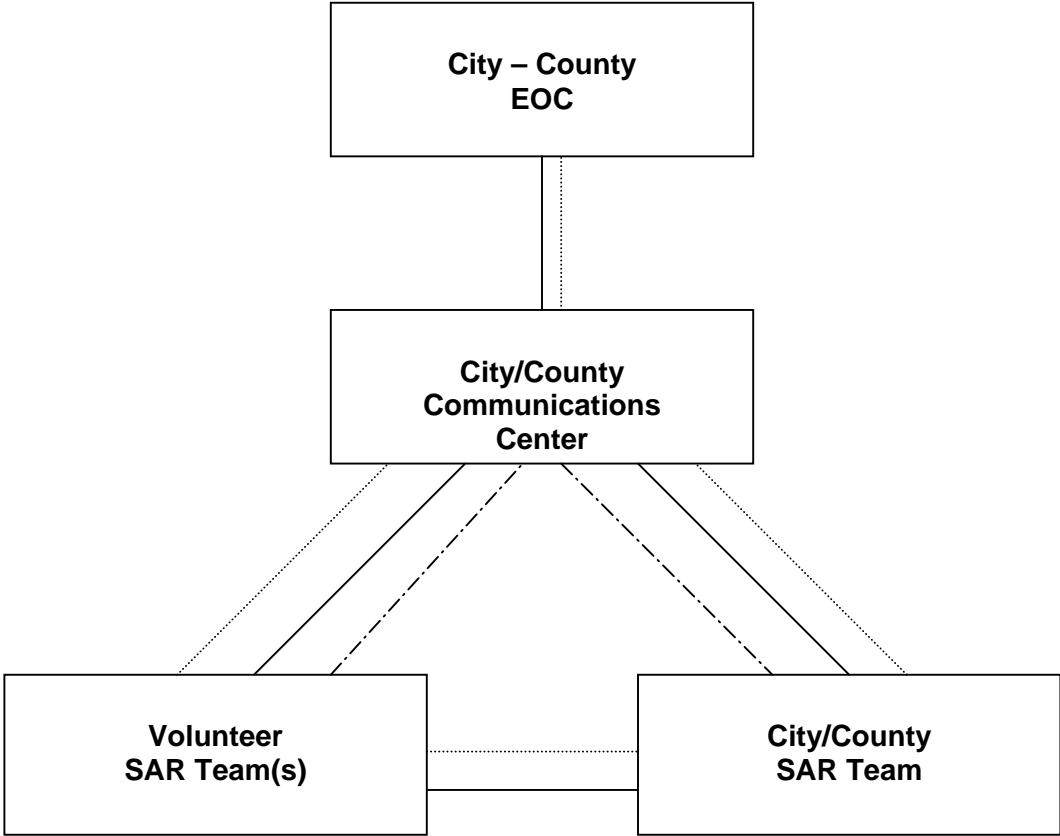
**ANNEX DEVELOPMENT AND MAINTENANCE**

- A.** The Emergency Manager is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in the EOP Executive Operations of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**APPENDIX**

Appendix 1 ..... Communications Network

SAR COMMUNICATIONS NETWORK



LEGEND:

- Phone
- ..... VHF Radio
- - - - - Cell Phone