

LAW ENFORCEMENT MUTUAL AID PLAN (SAR) ANNEX



MUTUAL AID GUIDELINES

INCIDENT SUPPORT TEAM

December 8, 2011

ACKNOWLEDGMENT

This document is the product of a cooperative effort of the California's State Sheriff's Search and Rescue Coordinators.

The California Governor's Office of Emergency Services gratefully acknowledges the valuable input and collective expertise from the following members of the Incident Support Team Working Group:

Christopher Boyer Contra Costa Sheriff's Office Emergency Services Manager, Committee Chair/Cal OES Instructor	Daniel Whitten San Bernardino Sheriff's Department Corporal, Co-Chair
Michael St. John Marin County Sheriff's Department, Co-Chair/Cal OES Instructor	John Amhrein, San Bernardino Sheriff's Department Emergency Services Coordinator
Matt Scharper Cal OES, Deputy Chief State SAR Coordinator	Anthony Borgman Butte Sheriff's Office Sergeant
Kevin Ives Solano Sheriff's Office SAR Volunteer	Walt Jones Nevada Sheriff's Office Sergeant
John McKently Los Angeles Sheriff's Office, Cal OES Instructor	Tim Minder Mono Sheriff's Office Sergeant
Monty Bell MRA, NASAR, San Diego Sheriff's SAR Cal OES Instructor	

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Introduction

Pursuant to the California Government Code, Chapter 7 of Division 1 of Title 2, “The Emergency Services Act”, the California Governor’s Office of Emergency Services (Cal OES), Law Enforcement Branch manages and maintains the State of California Search and Rescue Mutual Aid Program. This includes the publication of plans pertaining to Search and Rescue Mutual Aid. This publication, The Cal OES SAR Mutual Aid Plan, serves as an annex to the Cal OES Law Enforcement Mutual Aid Plan.

In order to refine the State’s Search and Rescue Mutual Aid Program, the Cal OES Law Enforcement Branch assembled California’s 58 County Sheriffs’ Search and Rescue Coordinators, as well as California’s State and Federal SAR Cooperators. This group of interested agencies is called the “State Sheriffs’ Search and Rescue Coordinators”. The main objective of this group is to collectively review and address statewide SAR issues to improve the effectiveness and efficiency of the State’s SAR Mutual Aid Program.

One of the main issues identified was the existence of multiple and inconsistent “standards” that affect the SAR discipline, specifically mutual aid SAR responses. The lack of statewide consistency in how SAR resources were evaluated and categorized made it difficult for SAR resources to be used as a mutual aid resource. This issue was addressed in detail by the State Sheriffs’ SAR Coordinators. Their objective was to create mutual aid guidelines that met or exceeded existing applicable “standards” while creating effective and efficient statewide criteria for mutual aid SAR responses. These guidelines are intended to define SAR proficiencies solely for mutual aid resources.

- These guidelines contain information for law enforcement agencies to consider when addressing the broad range of issues related to Search and Rescue Mutual Aid. These guidelines do not constitute a policy, nor are they intended to establish a standard for any agency. Cal OES is sensitive to the needs for agencies to have individualized policies that reflect concern for local issues. Cal OES intends these guidelines to be a resource for law enforcement agencies that will provide maximum discretion and flexibility in the development of individual agency policies.

Creation of the California SAR Mutual Aid Guidelines encompasses all SAR disciplines and has been developed as follows:

1. The State Sheriffs’ SAR Coordinators identify the guideline discipline need.
2. The State Sheriffs’ SAR Coordinators elect one of their fellow coordinators to chair the guideline creation process.
3. The State Sheriffs’ SAR Coordinators identify and task a group of subject matter experts into a “Specialist Working Group”.
4. The Specialist Working Group creates the guidelines based upon their knowledge and experience and submits them back to the coordinators for review, recommendation, and/or approval.
5. Once approved by the coordinators, and reviewed by Cal OES Administration and Staff Counsel, the coordinators present the guidelines to the California State Sheriffs’ Association (CSSA) for their review, recommendation and/or approval.
6. Once approved by CSSA, the guidelines become part of the Cal OES California Law Enforcement Mutual Aid Plan – SAR Annex.

Effectiveness and efficiency is achieved as California’s SAR Mutual Aid Guidelines are created by California’s SAR experts, for California’s Sheriff’s SAR Coordinators, and approved by the Sheriffs of California, all for the benefit of those who become the subjects of search and/or rescue in California’s SAR environments.

The following guidelines include “typing” of both the SAR environment as well as the SAR resource. They are designed to match the conditions, environment and possible length of deployment (normal operational periods should be 12 hours) as determined by the mutual aid requestor and the minimum equipment, experience, and skill level the responding agency should consider when sending SAR personnel.

The goal of “typing” is to be able to identify the largest number of SAR resources while minimizing the risk of

placing an unsuitable SAR resource in an unsafe situation. The responding agencies' liaison or leader shall have final approval of any assignments their personnel are asked to perform.

Volunteer SAR personnel should be properly registered as Disaster Service Workers (DSW). DSW registration will ensure that the volunteers are eligible for worker's compensation coverage if they should be injured and provides additional liability protection for the volunteer and the government agency.

NOTE: The endeavor of Search and Rescue necessitates response into difficult and unpredictable circumstances in widely varied and many times hazardous terrain. These guidelines are intended to assist Search and Rescue Coordinators in identifying appropriate emergency response resources to effect searches and rescues in the most expeditious manner possible while considering known and unknown hazards. These guidelines are not intended to address all eventualities. Rather they are a set of tools derived from collective knowledge to address the task at hand. Search and Rescue is inherently dangerous and participants respond with knowledge of the associated risks.

It is the responsibility of agencies responding to California Search and Rescue Mutual Aid requests to provide qualified personnel and equipment that meet or exceed the recommended level of skills and capabilities stipulated in these guideline documents.

The California SAR Mutual Aid Guidelines are only minimum guidelines and circumstances that are unique to a particular search and rescue mission may dictate that additional or higher skills and qualifications may be necessary for the safety of the searcher and for successful search and rescue operations.

Summary

An Incident Support Team member is capable of performing the skills of various Incident Command System positions and applying the Cal OES search management standard of care. Members are available on short notice to mobilize within 2 hours of notification, are self-sufficient for 24 hours and prepared for assignments up to 7 days.

Typical mission deployments occur under several circumstances:

- The Office of the Sheriff does not have a search and rescue team to manage or staff a missing person search and a local police department requires the services of a search and rescue team. The IST works cooperatively as part of the unified command and overhead team at the will of the local police department.
- The Office of the Sheriff, Search and Rescue Team has exhausted local Search and Rescue resources and requires ICS position specialties to assist in supporting a search. The local search and rescue team remains in charge, the IST fills positions at the will of the search manager or unified command.

The following pages contain the typing for the Search Manager and ICS Section Chief positions. Keeping in mind law enforcement jurisdictions, local conditions, and safety requirements, the Cal OES Law Duty Officer should select the mutual aid resources based on the incident typing and the requesting jurisdictions needs.

SEARCH INCIDENT TYPING

The Search Incident Type is based on the incident complexity, scale, and resources required.

Search Incident Type			
Type 1 Extremely Complex Incidents	Type 2 Complex Incidents	Type 3 Large Incidents	Type 4 Small Scale Incidents
<ul style="list-style-type: none"> • All Command and General Staff positions are staffed • A written Incident Action Plan (IAP) is required for each operational period • Operations personnel exceed 100 per operational period • Local SAR Team participating in multi-jurisdiction unified command –or– no local SAR Team in County • Statewide SAR mutual aid resources requested • Use of geographic or functional ICS division concepts • Continuous back to back Operational Periods staffing model presumed for next 5 to 7 days 	<ul style="list-style-type: none"> • Most or all of the Command and General Staff positions are filled • A written Incident Action Plan (IAP) is required for each operational period • Operations personnel are between 50 and 100 per operational period • Local SAR Team participating in multi-jurisdiction unified command –or– no local SAR Team in County • Regional SAR mutual aid resources requested • Transition to continuous back to back Operational Period staffing model in progress 	<ul style="list-style-type: none"> • Some or all of the Command and General Staff functions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions • A written Incident Action Plan (IAP) may be required for each operational period • Operations personnel are between 30 and 60 per operational period • Local SAR Team managing single jurisdiction event –or– no local SAR Team in County • Neighboring County SAR mutual aid resources requested • Single Operational Period staffing model 	<ul style="list-style-type: none"> • Command and General Staff positions are activated only if needed • No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources • Operations Personnel up to 30 per operational period • Local SAR Team managing single jurisdiction event –or– no local SAR Team in County • Minimal SAR mutual aid resources requested • Single Operational Period staffing model

SEARCH MANAGER POSITION

Although not an official ICS position, the search manager position is usually identified as the Incident Commander, or a member of the Unified Command.

Recommended Education, Capabilities, Experience, Availability, Equipment				
	Type 1	Type 2	Type 3	Type 4
Qualified to Staff Incidents	1 / 2 / 3 / 4	2 / 3 / 4	3 / 4	4
EDUCATION				
Cal OES Direction & Control of the Search Function / or Cal OES Approved Equivalent Class	Successfully completed	Successfully completed	Successfully completed	Recommended
Basic Incident Command System (ICS) 100 / 200 / 700	Successfully completed	Successfully completed	Successfully completed	Successfully completed
Advanced Incident Command System (ICS) 300	Required	Required	Recommended	Recommended
Advanced Incident Command System (ICS) 400	Recommended	Recommended	Recommended	Recommended
Standardized Emergency Management System (SEMS)	Familiar with SEMS principles	Familiar with SEMS principles	Familiar with SEMS principles	Familiar with SEMS principles
SAR Mutual Aid System	Familiar with SAR mutual aid process, procedures, and activation principles	Familiar with SAR mutual aid process, procedures, and activation principles	Familiar with SAR mutual aid process, procedures, and activation principles	Familiar with SAR mutual aid process, procedures, and activation principles
Law Enforcement Mutual Aid System	Familiar with law enforcement mutual aid process, procedures, and activation principles	Familiar with law enforcement mutual aid process, procedures, and activation principles	Knowledgeable that law enforcement mutual aid is different than SAR mutual aid	Knowledgeable that law enforcement mutual aid is different than SAR mutual aid
Cal OES Direction & Control of Winter SAR Operations	Required for Winter SAR Missions	Required for Winter SAR Missions	Recommended for Winter SAR Missions	N/A
Cal OES Law Enforcement Mutual Aid Course	Required	Required	Recommended	N/A

Cal OES Child Abduction Course	Or equivalent experience required for Abductions	Or equivalent experience required for Abductions	Recommended	Recommended
Cal OES Coroners Mutual Aid / Mass Fatality Course	Recommended / required for Mass Fatality Mission	Recommended / required for Mass Fatality Mission	Recommended	N/A
National SAR School (USCG)	Recommended	N/A	N/A	N/A
CAPABILITY				
Office Automation	Capable of utilizing computer programs to develop and author spreadsheets, documents, briefing presentations from scratch	Capable of utilizing computer programs to develop and author spreadsheets, documents, briefing presentations from scratch	Capable of using a computer and office software	Capable of using a computer and office software
Physical Fitness	Moderate physical fitness required	Moderate physical fitness required	N/A	N/A
Valid Drivers License and Insurance	Required	Required	Required	Required
Current DSW	Required	Required	Required	Required
Topographic Map Reading / Land Navigation	Capable of using a topographic map and compass to navigate over land / Capable of reading a topographic map and performing distance and area calculations on the map	Capable of using a topographic map and compass to navigate over land / Capable of reading a topographic map and performing distance and area calculations on the map	Recommended	N/A
GPS Automation	Capable of performing upload/download of tracks, waypoints, and navigation information between GPS and PC	Capable of performing upload/download of tracks, waypoints, and navigation information between GPS and PC	N/A	N/A
Incident Action Plan (IAP)	Capable of authoring objectives and complete IAP for a search.	Capable of authoring objectives and complete IAP for a search.	Recommended	N/A
Assignment Writing	Capable of interpreting	Capable of interpreting	Recommended	N/A

	search objectives, strategies, and tactics into actionable search assignments	search objectives, strategies, and tactics into actionable search assignments		
Debriefing	Capable of using the debrief process to audit the completion of search objectives and strategies and correct inadequacies	Capable of using the debrief process to audit the completion of search objectives and strategies and correct inadequacies.	Recommended	N/A
EXPERIENCE				
Search Management	Recent experience as a search manager for multi-operational period searches. Understands and is able to apply the CA Standard of Care.	Recent experience as a search manager for multi-operational period searches. Understands and is able to apply the CA Standard of Care.	Recent experience as a search manager. Understands and is able to apply the CA Standard of Care.	N/A
ICS Position	Recent experience in ICS section chief positions	Recent experience in ICS section chief positions	N/A	N/A
Performance	Satisfactory performance as a Type 2 search manager	Satisfactory performance as a Type 3 or 4 search manager	N/A	N/A
AVAILABILITY				
Deployment Time Frame	Up to 96 Hours	Up to 72 Hours	Single Operational Period	Single Operational Period
Deployment Activation	Within 2 hours	Within 2 hours	Within 2 hours	Within 2 hours
EQUIPMENT				
Search Manager Kit (Appendix - A)	Required	Required	Recommended	Recommended
Deployment Go Kit (Appendix - B)	Required	Required	Recommended	Recommended

APPENDIX A - SEARCH MANAGER KIT

The search manager kit is meant to be a minimal response kit that would allow the search manager to begin a search in an austere environment (on the hood of the car) while a more formalized command post or search base is set up. The kit provides basic ICS forms and office supplies that would support a search of up to 60 individual resources (20 search teams of 3 members – so only 20 sets of assignment and debrief forms would be required) for a single operational period. The kit should be customized by the individual to include additional items they find essential based upon their experience, and typical deployments.

ITEM	QUANTITY	COMMENTS
OFFICE SUPPLIES		
Scissors	1 Pair	
3 Hole Punch	1	
Standard Staples	1 Box	
Scotch Tape	1 Roll	
Paper Clips	1 Box	
Push Pins	1 Box	
Stapler	1	
Staple Remover	1	
Post-It Flags	1 Pack	
Binder Clips	1 Box	Assorted sizes preferred
Batteries		Assorted sizes preferred
Highlighters	1 Box	Assorted
Transparency Markers	1 Box	Assorted
Post-It Notes	1 Pack	Assorted
Ruler	1	12" or 18" in clear
Compass or Circle Template	1	Up to 3" Radius
Calculator	1	Basic
Multi-Tool	1	
Dry Erase Markers	1 Box	Assorted
Permanent Markers	1 Box	Assorted
Masking Tape	1 Roll	1" or 1.5"
Duct Tape	1 Roll	
Assorted Over The Counter Meds		Aspirin, Tylenol, Imodium, Pepto, Motrin , Cough Drops
Circle Template / Compass	1	
Transparencies	50 Sheets	8.5" X 11"
Paper, Pad (or notebooks)	5 Pads	8.5" X 11"
Clipboard	2	
Pens	1 Box	
Pencils	1 Box	#2 (or mechanical .5 equivalent)
Pencil Sharpener	1	
Tool Box for Office Supplies	1	
File Box for ICS Forms	1	
T-Card Holder	1	Optional
Command Board – Medium size	1	Optional

REFERENCES		
Search Management Guidebook	1	Current D&C Course Issued
Emergency Response Guidebook	1	Current
CA Roadmap	1	Current
ICS FORMS		
T-Cards	125	
ICS – 201 Incident Briefing	10	
ICS – 202 Objectives	10	
ICS – 203 Organization Assignment List	10	
ICS – 204 Assignment List	15	
ICS – 205 Radio Communications Plan	10	
ICS – 206 Medical Plan	10	
ICS – 207 Incident Organization Chart	10	
ICS – 208 Site Safety and Control Plan	10	
ICS – 209 Incident Status Summary	10	
ICS – 211 Check In List	15	
ICS – 213 General Message	25	
ICS – 214 Unit / Activity Log	25	
SAR – 104 Assignment Form	30	BASARC or Equivalent
SAR – 110 General Debrief		BASARC or Equivalent
SAR – 131 Individual Availability Assessment	100	BASARC or Equivalent
SAR – 132 Urban Interview Log	50	BASARC or Equivalent
SAR – 133 Radio Log	50	BASARC or Equivalent
SAR – 134 Clue Log	15	BASARC or Equivalent
SAR – 135 Clue Report	50	BASARC or Equivalent
SAR – 138 Search Planning Worksheet	1	Laminated
SAR – 140 Missing Person Flyer	10	BASARC or Equivalent
Interview Form	10	BASARC or Equivalent
Cumulative POD Chart	1	
Mattson Consensus Worksheet	15	
TECHNOLOGY		
Digital Camera	1	
Laptop Computer	1	
Writeable CD-ROMs	5	
Thumb Drive	1	
Printer	1	
DC to AC Power Converter	1	
Topo! or Terrain Navigator Pro Software		
Chargers for Personal Electronic Devices	Assorted	
Printer Paper	1 Ream	
Printer Ink	Assorted	
Extension Cord	1	25' Heavy Duty
Power Strip	1	4 to 6 outlets

APPENDIX B - DEPLOYMENT GO KIT

The Deployment Go Kit is meant to be a personal comfort, hygiene, and survival kit that would allow the search manager to camp (or car camp) at an austere search base for 24 hours while a more formal search base is set up and accommodations are arranged by the host agency. The kit should be customized by individuals to address their personal needs (e.g. prescription medications, prescription glasses, etc) and experience. When deploying, IST members should also consider the environment and weather conditions at the search site and include appropriate protective clothing and equipment.

ITEM	QUANTITY	COMMENT
Uniform Shirt / Blouse		
Uniform Pant		
Uniform Hat / Cap		Optional
Uniform Jacket		Appropriate for environment
Rain Gear		Jacket and pants
Winter Weather Gear		Jacket, hat, gloves, etc
Underwear		
Socks		
Boots		
Eye Protection	1 Pair	
Hearing Protection	1 Pair	
Bath Towel		
Wash Cloth		
Personal Hygiene Kit		Soap, shampoo, deodorant, etc
Personal First Aid Kit	1	
Picture ID	1	Department Issued
Eye Glasses	1 Pair	If Required
Sun Glasses	1 Pair	
Personal Medications		
Flashlight/Headlamp	1	W/Spare Batteries & Bulbs
Cash		
Wristwatch	1	
Sleeping Bag	1	
Food & Water	24 Hours Worth	(including utensils)
Cell Phone	1	And Charger
ANSI Approved Safety Vest	1	
Sunscreen	1	Appropriate for environment
Bug Repellent	1	Appropriate for environment
Spare Batteries	Based On Appliance Needs	Assorted
Tire Chains	1 Set	As Required for Weather
Rucksack / Large Duffel Bag	1	To Carry Deployment Kit
Anti-Bacterial Wipes	1 Container	
Helmet	1	
Ziploc Bags	Assorted	
Nitril Gloves	6 to 10 Pair	
Small Tent		Optional
Sleeping Pad		Optional

STANDARD OPERATING PROCEDURES

IST Membership – County SAR Coordinators who have candidates that meet or exceed the guideline and are willing to deploy them should contact the State SAR Coordinator and provide him with the member qualifications. The State SAR Coordinator will review the candidate and if approved, place them in the IST database.

Requests / Notification – Requests for IST support will follow the current SAR mutual aid request system. Once the Law Duty Officer (LDO) receives the IST request they will contact the host agency and determine their specific staffing needs based upon the search information available at the time. The LDO will then contact the home agency of appropriate IST members and check on availability and willingness to deploy the resources. The LDO will continue to attempt to fill the request until appropriate resources are exhausted.

HOST (REQUESTING) AGENCY RESPONSIBILITIES

Staffing

- 1) Provide an Incident Commander position to staff Unified Command
- 2) Provide a Public Information Officer
- 3) Provide a Finance and Administration Section Chief
- 4) Provide a Liaison to the Logistics Chief

Care and Shelter

- 1) Provide appropriate housing, meals, and medical care for IST mutual aid resources.

Search Base / Command Post

- 1) Identify and gain permission to use an appropriate search base / command post area and facilities for the duration of the search.

Management Supplies & Communications Tools

- 1) Provide basic office supplies, reproduction capabilities, and communications capabilities.
- 2) Supply appropriate maps of the local area in sufficient quantities.

INCIDENT SUPPORT TEAM AGENCY RESPONSIBILITIES

Qualifications, Preparedness, and Deployment

- 1) Confirm the IST candidate meets or exceeds the IST member guideline.
- 2) Keep training records supporting the candidate's eligibility, and provide them to Cal OES upon request.
- 3) Ensure the IST candidate has the appropriate *Deployment Go Kit* and *Search Manager Kit*.
- 4) If appropriate, authorize deployment of IST members when requested by the LDO or Cal OES representative.

INCIDENT SUPPORT TEAM RESPONSIBILITIES

Staffing

- 1) Fulfill roles as assigned for the duration of their deployment commitment.
- 2) Apply the Cal OES SAR management standard of care as taught in the Cal OES classes.
- 3) Respect the local jurisdictions procedures and policies to accomplish the unified command objectives.

Care and Shelter

- 1) Completely self-sufficient for all care and shelter issues for the first 24 hours of deployment including food and water (typically camping out of their vehicle or personal tent).
- 2) Respond with a complete Deployment Go Kit and appropriate clothing for the environment.

Management Supplies

- 1) Completely self-sufficient for search management supplies for the first 12 hour operational period they are assigned (except for local maps).
- 2) Respond with a complete *search management kit*.

Reporting

- 1) Utilize standard ICS forms and specialized SAR ICS forms.
- 2) Employ the incident action planning process.
- 3) Provide the host agency with a summary report of actions, to include future search and investigation recommendations prior to their demobilization.

DEFINITIONS

Child Abduction Course - an 8 hour POST approved course taught by Cal OES Law Enforcement Branch Instructors

Coroner's Mutual Aid Course / Mass Fatality Course – an 8 hour POST approved course taught by Cal OES Law Enforcement Branch Instructors.

Direction and Control of the Search Function Class – a 40 hour POST approved course taught by Cal OES Law Enforcement Branch instructors.

Direction and Control of Winter SAR Operations – a 40 hour POST approved course taught by Cal OES Law Enforcement Branch Instructors. The Direction and Control of the Search Function class is a prerequisite for attendance.

Fundamentals of SAR / Local SAR Boot Camp – An orientation to basic SAR Skills characterized by coursework in searching, navigation, radio communications, first aid, and other outdoor skills.

Incident Support Team (IST) – Cal OES Law Branch Staff, County Sheriff SAR Team, or affiliated Cal OES team members that meet or exceed the IST guideline, are approved by Cal OES, and are dispatched by Cal OES to support a local agency in managing a search mission.

Law Enforcement Mutual Aid Course – a 16 hour POST approved course taught by Cal OES Law Enforcement Branch Instructors.

Moderate Physical Fitness Requirement – The duties require occasional field work performance by individuals with average endurance and physical conditioning. Individuals usually set their own pace. Searches occasionally demand moderately strenuous activity over long periods of time. Activities include standing or walking, stooping, and/or light lifting for long periods of time.

Search and Rescue Ground Searcher – Experience characterized by deployment in the field during a search performing grid searching, observation, field interviewing, tracking, debriefing, night searching, and other outdoor skills.

Suggested – to propose as desirable or fitting / to mention or imply as a possibility

Recommended – to present as worthy of acceptance or trial / to endorse as fit, worthy or competent

Desirable – having pleasing qualities or properties / worth seeking or doing as advantageous, beneficial or wise