



# General Administrative Recognition Standards for All Teams

## I. General Administrative Requirements:

- A. Submit a properly completed application for evaluation to receive a recommendation for a State MOU along with a non-refundable processing fee of \$25 to the Virginia Search and Rescue Council.
- B. Agree to meet the Virginia Search and Rescue Council Standard Operating Procedures on all mutual-aid searches or searches under the auspices of the Virginia Department of Emergency Services.
- C. Agree to the provisions found in the Virginia Department of Emergency Services (DES) Memorandum of Understanding.
- D. Submit a copy of the group roster.
  1. The group roster must provide the following information:
    - a. Group information (name, address, alerting information) last update date.
    - b. Individual's names
    - c. Mailing addresses
    - d. Phone numbers (home, work, pager, cellular, etc)
    - e. Field qualifications
    - f. Level of medical training.
  2. The submitted roster should be current within 6 months of the date of application.
- E. *Non governmental organizations should obtain a charter from local government agency for the purpose of becoming eligible for federal death benefits.*
- F. Submit a copy of the group's bylaws/policies/operations manual. The Manual must provide a mission statement, membership policies, and group policies.

### **Mission Statement**

1. A mission statement. This mission statement should include
  - a. *The primary and secondary missions of the group*
  - b. *Missions or roles the group will exclude itself from (ie criminal apprehension)*
  - c. *The regional area in which the group will normally respond.*

### **Membership Policies**

The membership policies should include:

2. *An uniform standard, The uniform standard should provide for a uniform shirt and name badge. Blue jeans are not encouraged.*
3. *Procedures to become a group member.*

4. *Procedures to revoke an individual's membership. These procedures should provide for due process which include:*
  - a. *Notifying the individual of all charges and evidence against them.*
  - b. *Providing the individual an opportunity to respond to charges.*
  - c. *A hearing provided in a timely fashion.*
  - d. *An appeals process.*
5. *Disciplinary procedures for failing to act in a professional manner while on-scene.*
6. *Procedures addressing the use of illicit drugs or alcohol while on-scene.*
7. *Procedures for removing/suspending a person from field operations.*
8. *Group authority or limits of authority over members on searches.*
9. *Members right to refuse certain field assignments.*
10. *The carrying of, or use of, firearms.*
11. *Travel to search procedures.*
12. *On-scene arrival procedures including sign-in.*
13. *Transportation or search payment or reimbursement.*

### **Group Policies**

Group policies should include:

14. *Procedures that address how the group will respond to a search. Issues that should be addressed may include:*
  - a. *transportation*
  - b. *equipment assembly and delivery*
  - c. *mobilization*
15. *Procedures that establish group appointment of an on-scene agency representative. Additional procedures should address chain of command.*
16. *Procedures that establish internal rules of government.*
17. *Special rules regarding the use of minors*
18. *Radio licensee operating procedures.*
19. *Safety related policies.*
20. *Use of group equipment for personnel use, training, and missions.*
21. *Special procedures for catastrophic disasters*

- G. **Submit a copy of the group's call out procedure.**
  1. **List the emergency contact number provided to the requesting agencies.**
  2. **The group must establish a 24 hour contact number for alerting from the Virginia Department of Emergency services (pager number, local EOC, etc.)**
  3. ***The group should utilize alerting telecommunication devices (pagers, etc) for individuals responsible for alerting group members.***



# Recognition Standards for a SAR Ground Team

- I. **Administrative Standards:** The group must meet all the administrative standards set in the section General Administrative Recognition Standards for All Teams.
  
- II. **Training Standards:** the group must submit written training standards or provide documentation that all recognition standards are met or exceeded.
  - A. Call-out qualification: A written standard must be provided that explains the qualifications and training required before a group member is allowed to respond to a search.
  
  - B. *The callout qualification level at a minimum should include:*
    1. *A minimum age requirement of 16.*
    2. *Equipment each member should have in their possession on every incident.*
      - a. *Appropriate clothing and footwear for both fair and foul weather.*
      - b. *Water container of 1-2 liter capacity*
      - c. *Day pack or fanny pack.*
      - d. *Five large, heavy-duty plastic trash bags*
      - e. *Food for 24 hours*
      - f. *Flashlight*
      - g. *Lighter, matches and candle, or equivalent fire source.*
      - h. *Pocket knife or type tool.*
      - i. *Compass*
      - j. *Waterproofed pen/pencil and paper.*
      - k. *Whistle*
      - l. *Two pairs plastic examination gloves*
      - m. *Personal First-aid kit containing at least*
        - (1) *sterile gauze pads*
        - (2) *medical tape*
        - (3) *roller gauze*
        - (4) *moleskin*
        - (5) *topical disinfected*

3. *Receive training in*
    - a. *Search policies and procedures*
    - b. *Search professionalism*
    - c. *Use of personal equipment*
    - d. *Short-term survival and emergency signaling*
    - e. *Search tactics overview*
    - f. *Personal safety*
  4. *Demonstrate the ability and maturity to function as an effective member on an uncomplicated task during a search.*
  5. Completed a group application for membership.
- C. Field Team Member: Every recognized team must have established a training level called Field Team Member. The group must ensure that certified individuals meet or exceed the following requirements: **(See Appendix A- Virginia Department of Emergency Services Field Team Member Standards)**
1. Posses a minimum age of 16 and have parental consent if age 16-18.
  2. The training standards meet or exceed the knowledge and performance standards set in Section III of the Virginia Department of Emergency Services Field Team Member standards.
  3. *Practical Testing Requirements. Stations should be established that at a minimum test the following skills. Students must perform these skills in the presence of an examiner. Each station should have a well defined written criteria for pass/fail. **Random testing of group team members during the groups's initial evaluation will focus on the following:***
    - a. *Land navigation*
    - b. *Bivouac*
    - c. *Interview with group training officer.*
  4. *The group training officer should assure applicants possess the maturity and professionalism appropriate for a field team member.*
- D. Field Team Leader: Every recognized team must have established a training level called Field Team Leader. The group must ensure that certified individuals meet or exceed the following requirements:

1. Posses a minimum age of 18.
2. The training standards meet or exceed the knowledge and performance standards set in Section III of the Virginia Department of Emergency Services Field Team Leader standards (**See Appendix B**).
3. Practical experience:
  - a. Functioned as a team member on at least two tasks during an incident or simulation.
4. *Practical Testing Requirements. Stations should be established that at a minimum test the following skills. Students should perform these skills in the presence of an examiner. Each station should have a well defined written criteria for pass/fail. **Random testing of group team members certified at the Field Team Leader level or higher during the groups's initial evaluation will focus on the following skills***
  - a. *Knot tying*
  - b. *Litter handling including steep slope work (movement os a stokes basket and team up and down a hill of less than 45°. With a belayer and tree belays.)*
  - c. *Land navigation*
  - d. *Team management*
  - e. *Communications*

### III. **Training officer:**

- A. Each group will develop a system to ensure its applicants meet or exceed the training and performance standards and are able to document the process.

### IV. **Medical standard:** Group standards require a current American Red Cross Standard First-Aid card, or equivalent, or higher for all positions FTM or higher.

## Suggested List for New Teams

- V. **Minimum personal:** *In order to both successfully train and carry out the objectives of a Ground Wilderness Group the following minimum numbers of personal should be listed on the group roster.*
- A. 4 FTL's or higher.
  - B. 5 FTM's or higher.
  - C. A total of 10 people (COQ's or higher) should be on the team.
- VI. **Minimum Group equipment:** *The following equipment should be owned by the group, owned by the sponsoring agency and controlled by the group, or owned by chapters within the group.*
- A. **Operations kit (see Appendix C for form samples)**
    - 1. Lost person report (VASARCO)
    - 2. Task assignment forms (VASARCO)
    - 3. Shift summary report (DES)
    - 4. After action report (DES)
    - 5. SAR unit personnel register (DES)
    - 6. Vehicle register (DES)
    - 7. Volunteer register (DES)
    - 8. Guidelines for SAR coordination through the DES
    - 9. ASRC Grid overlay templates
    - 10. State highway map
    - 11. Paper tablet
    - 12. Colored hi-lighters
    - 13. Pencils
    - 14. Pens
  - B. **Evacuations kit-** *The following will constitute an minimum evacuation kit which the group should own:*
    - 1. A rigid or semi-rigid adult sized field litter (stokes, sked, etc.) with a pre-rig.
    - 2. A "Y" yoke attached to the head of the litter, using at least 11 mm static line, with one large locking-D carabineer.
    - 3. An Ensolite (or equivalent) insert for the bottom of the litter.
    - 4. Three wool blankets (or equivalent)
    - 5. One set of victim straps
    - 6. One head protection for the patient
    - 7. Eye-facial protection for the patient
    - 8. A tarp or similar wet weather patient covering.
    - 9. Medical equipment appropriate for basic patient assesment and stabilization.

- C. *Rescue rope*
1. *150' or greater 11mm or 1/2" static kernmantle rescue rope in new condition.*
- D. *Additional Recommended Equipment. A kit composed of equipment, all of which shall be in good working condition, to permit one field team to conduct a semi-technical evacuation in wooded terrain. The kit should include, at a minimum, the following types and numbers of items.*
1. *Three Belay devices--either large "rescue Eight" figure eight descenders, or rappel/brake-bar racks.*
  2. *Five 20' lengths of 11mm or 1/2" rescue ropes.*
  3. *Three Pair of large leather gloves*
  4. *Three Large, locking-D carabineers*
  5. *Two directional devices (pulleys or equivalent)*
- E. *Hand held Radio's Two hand held radios, which should be in good working condition, should be capable of operating on at least four channels within the Special emergency 155 MHZ band. These radios should be configured to operate in simplex mode at the following frequencies: 155.160, 155.205, and 155.280 MHZ. These radios shall be capable of 5 watt transmit power. Each radio should have a spare battery. Any handheld radio owned by the team or used by the team during a search must be FCC type accepted.*
- F. *Mobile radio. A mobile radio, in good working condition, capable of operating on at least four channels within the Special emergency 155 MHZ band. The radio should be configured to operate in a simplex mode at the following three frequencies: 155.160, 155.205, and 155.280 MHZ. The mobile radio should have a minimum transmit power of 20 watts. Any mobile radio owned by the team or used by the team during a search must be FCC type accepted.*
- G. *Radio License. A group should have a radio license or a written working agreement with a license holder for the channels withing the Special Emergency 155 MHZ band.*