

Search and Rescue Management Group Standard for Land Based Search and Rescue Environments

This standard is intended for any group that desires to provide management functions. The group may also decide to pursue an MOU for other resource capabilities.

1. Operational Standards

- 1.1. *Dispatch*. Groups shall have a dispatch capability.
- 1.2. *Equipment*. Groups shall maintain all equipment described in Section 2.3 of this standard and be able to deploy this equipment to a mission.
- 1.3. *Training*. Groups shall train their members to meet or exceed applicable Virginia Department of Emergency Management (VDEM) personnel certification standards including any standards that VDEM accepts as equivalents.
- 1.4. *Mission Management*. Groups shall be able to provide all mission management resources based on the number of operational periods they are expected to support during the Group's activation. The group must be capable of performing these functions any time of the year, day or night, and in all weather conditions.
- 1.5. *Typing*. SAR Incident Management Assistance Teams are typed according to the level of support they can provide to an incident. The following are Virginia typings and do not equate to currently defined federal typing.
 - 1.5.1. A Type 1 Team must be able to support multiple operational periods and supply adequate personnel to manage a large scale incident unsupported for up to 72 hours. SAR Management staff should consist of (3) Search Mission Coordinators (SMC)¹, (7) ICS section chiefs, and (14) additional personnel to cover other ICS positions. The expectation is that this team is deployable statewide and nationally for SAR specific incidents.
 - 1.5.2. A Type 2 Team must be able to support multiple operational periods and supply adequate personnel to manage a medium sized incident unsupported for up to 36 hours. SAR Management staff should consist of (2) SMC, (6) ICS section chiefs, and (7) additional person to cover other ICS positions.
 - 1.5.3. A Type 3 Team must be able to support one operational period and supply adequate personnel to manage a smaller scale incident unsupported for up to 24 hours. SAR Management staff should consist of (1) SMC, (3) ICS section chiefs, and (3) additional personnel to cover other ICS positions. This is the minimum level expected of a group to obtain an MOU with VDEM.
 - 1.5.4. Smaller focused incidents may only require a partial response from a group. Example: HRD search with (2) canine and (2) tracking teams deployed would only require a minimal SAR Management response.

2. **Accreditation**. The MOU Committee of VASARCO will coordinate all paperwork associated with a group's petition for accreditation as a Search and Rescue Management Group. In order to demonstrate that it meets the Operational Standards described in Section 1 of this policy, a Group shall complete the following:
 - 2.1. *General Requirements*. The group must comply with all of the requirements of the General Administrative Recognition Standards For All Teams.

¹ SMC replaces the current Incident Commander title.

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- 2.2. *Dispatch*. Submit Group callout and dispatch procedures to the MOU Committee.
 - 2.2.1. MOU Committee will validate that these procedures comply with the VASARCO General Administrative Recognition Standards for All Teams.
 - 2.2.2. MOU Committee will confirm the Group's dispatch capability has been successfully tested.
- 2.3. *Equipment*. Group leader will submit a written affirmation to MOU Committee that the Group possesses and maintains the required equipment:
 - 2.3.1. Operations kit that includes:
 - 2.3.1.1. All appropriate ICS, VASARCO, and VDEM forms.
 - 2.3.1.2. Sufficient office supplies to manage the mission.
 - 2.3.2. Ability to produce copies.
 - 2.3.3. Laptop computer with printer and mapping software capable of printing USGS 1:24,000 topographical maps. The software must be able to:
 - 2.3.3.1. Print UTM, US National Grid (USNG), true and magnetic north, and annotations for key locations such as PLS and base.
 - 2.3.3.2. Adjust the map datum.
 - 2.3.3.3. Print a color copy if needed.
 - 2.3.3.4. Access maps of the entire state of Virginia stored on the laptop or an external device that does not require internet connection.
 - 2.3.4. Base radio capable of communicating on standard VDEM SAR frequencies as well as interoperability with other SAR agencies that includes:
 - 2.3.4.1. 6 channel base radio configured to operate on standard VDEM SAR frequencies. The radio must be capable of transmitting with at least 30 watts power.
 - 2.3.4.2. Power supply capable of supplying sufficient power to allow the radio system to operate independently of commercial electricity for 12 hours of operation.
 - 2.3.4.3. Antenna system that shall allow the base radio to operate on the required frequencies at least 50 feet from the mast. Location must consider proximity to electrical wires and overhead metal that cause safety hazards as well as consider proximity to structures that may mask transmissions.
 - 2.3.4.4. Meeting the FCC public safety radio transmit/receive requirements.
 - 2.3.5. Hand-held radios – The number of hand-held radios as listed below that are configured to operate on standard VDEM SAR frequencies. The radios must be capable of transmitting with at least 5 watts power. The radios must meet the FCC public safety radio transmit/receive requirements.
 - 2.3.5.1. Type 1 Team – 12 hand-held radios.
 - 2.3.5.2. Type 2 Team – 8 hand-held radios.
 - 2.3.5.3. Type 3 Team – 4 hand-held radios.
- 2.4. *Training*. Submit training program to the MOU Committee and gain satisfactory evaluation of the program. A Group training program includes:
 - 2.4.1. A Group Training Officer (GTO);

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- 2.4.2. Group policy defining how the group implements the Virginia Credentialing Policy for field credentials for SAR Mission Coordinator and other Staff;
- 2.4.3. An annual training schedule.
- 2.5. *Complete a field practical evaluation.* The purpose of the field practical evaluation is for the Group to demonstrate that it has core competencies, membership participation, training program, and capability to respond to missions and to conduct search and rescue management activities according to VDEM training standards. During the field practical exercise the Group will be evaluated in accordance with Annex A to ensure that the Group is capable of effectively managing a mission. The field practical exercise will be designed to be completed by 1 shift of personnel (Type 3 team). The field practical exercise should demonstrate a group's ability to respond, establish incident command post, provide equipment support, and manage search operations.
 - 2.5.1. The evaluation will be conducted by evaluators selected by VDEM. The evaluators must possess the equivalent credentials for the Group being evaluated.
 - 2.5.2. The evaluation focuses on the Group's ability to:
 - 2.5.2.1. Deploy the required equipment.
 - 2.5.2.2. Conduct search management.
- 3. **Qualification.** In addition to completing the Accreditation requirements set forth in Section 2, Groups shall meet the following administrative requirements:
 - 3.1. *Group Resources.* Demonstrate via the membership roster the Group possesses the appropriate minimum personnel for the requested MOU:
 - 3.1.1. Must be able to support one operational period and supply 1 SMC, 3 ICS section chiefs, and 3 additional personnel to cover other ICS positions.
 - 3.2. *Group Administration.* Demonstrate adherence to the VASARCO Bylaws and other administrative requirements by submitting the required documents to the MOU Committee including:
 - 3.2.1. VDEM or equivalent credentials for SMC and management staff.²
 - 3.2.2. A roster showing the information for each member as specified in the General Administrative Recognition Standards for All Teams.
 - 3.3. *Dues.* Pay VASARCO MOU application fee.
- 4. **Approval Process.** A Group shall meet the requirements as a SAR Management Group upon submission of adequate documentation, sponsor group endorsement, MOU Committee recommendation, VASARCO vote, and approval by VDEM.
 - 4.1. The MOU Committee shall collect all appropriate paperwork that validates satisfactory completion of all Accreditation and Qualification requirements. Documents should be tendered from the group's leader.
 - 4.2. VASARCO shall accept a motion from the MOU Committee Chair, approving by at least 75% of the voting group representatives present, and recommending to VDEM that the Group be accredited for an MOU.

² These credentials do not exist currently so the group should provide available documentation to substantiate the credentials.

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5. MOU Review

- 5.1. Operational, Accreditation, and Qualification standards may be reviewed at any time by request of the State SAR Coordinator to ensure compliance.
- 5.2. Review and evaluation of all administrative, operational, accreditation, and qualification requirements will be conducted in order to renew an MOU.
- 5.3. Number of requests for response, response activity, training activity, and number of personnel qualified will be reviewed as well to ensure group is active and a viable resource.
- 5.4. If the Groups' response activity is insufficient the Group may be required to complete a field practical evaluation as outlined in Section 2.5.

6. Credentialing

- 6.1. Upon Accreditation/Qualification or Re-Qualification, a Recognized Group will receive a Memorandum of Understanding (MOU) from the Virginia SAR Coordinator once approved by the Virginia State Attorney General.
- 6.2. The MOU shall be valid from the date of issue and shall expire after a period of three years, at which time the group will be reviewed.
- 6.3. Upon successful review, the MOU will be renewed as outlined in this standard.
- 6.4. If the review is unsatisfactory, the Group will be referred to the SAR Training Specialist to develop a training plan to assist the Group in meeting the requirements of the standard.

7. Accreditation Authority

- 7.1. The authority for Group Accreditation and Qualification is VDEM taking into consideration a recommendation from VASARCO.
- 7.2. The authority for Group Credentialing is VDEM.

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Annex A – Field Practical Evaluation

See file named Eval Checklist.xls