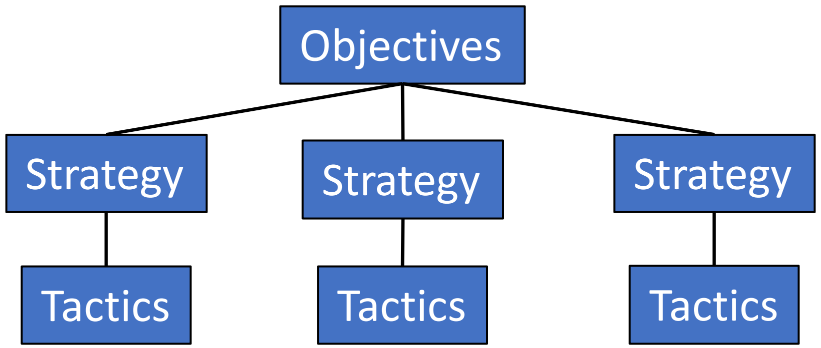
Initial Response

Initial Response: All objectives and tasks performed by responders during the first operational period. Initial Response begins with the first notification of an incident.

Management By Objectives: The process of defining specific objectives to resolve an incident, then deciding how to achieve each objective in sequence.



Initial Response / Management By Objectives needs the following documentation:

- ICS 201
- ICS 211
- Missing Person Questionnaire
- Search Urgency

The ICS organization structure can be as large or small as the incident requires and is quickly scalable and documented if the incident grows in size.

Proper implementation of Initial Response and Management lays the groundwork for future operational periods and/or incident escalation.

Initial Steps

1. Interview the the reporting party.
2. Determine the search urgency.
3. Notify SAR team members and resources.

These steps are performed by the first person on the scene, or the first person to contact the reporting party.

Reporting Party Interview


MISSING PERSON QUESTIONNAIRE | TASK # | DATE PREPARED TIME PREPARED | PAGE # 1 OF 3

INCIDENT NAME: | REVISED (DATE/TIME):

SUBJECT # ___ OF ___ | INTERVIEWED BY (PLANNING): | POLICE FILE #

INFORMANT IDENTIFICATION

FIRSTNAME: | STREET ADDRESS:

LASTNAME: | CITY:

RELATIONSHIP TO SUBJECT: | PROVINCE: | POSTCODE:

HOMEPHONE #: | ALT. PHONE #:

ADDITIONAL INFORMANTS/ WITNESSES: | NAME: | NAME: | NAME:

PHONE: | PHONE: | PHONE:

- SUBJECT INFORMATION -

FIRSTNAME: | STREET ADDRESS:

MIDDLENAME: | CITY:

LASTNAME: | PROVINCE: | POSTCODE:

ANSWERS TO: | HOMEPHONE #: | CELLPHONE #:

VEHICLE MODEL: | ALT PHONE #: | PAGER #:

VEHICLE COLOUR: | EMPLOYER:

LICENSE PLATE #: | STREET ADDRESS:

COMMENTS (e.g. 'CODE' NAME IF CHILD): | CITY:

PROVINCE: | POSTCODE:

WORKPHONE #:

SUPERVISOR'S NAME:

DATE OF BIRTH (Y/M/D): | AGE: | SEX: | HEIGHT: | WEIGHT:

HAIR COLOUR: | EYES: | HAIRSTYLE/LENGTH:

COMPLEXION: | FIRST LANGUAGE:

DISTINGUISHING MARKS:

MEDICAL DISABILITIES:

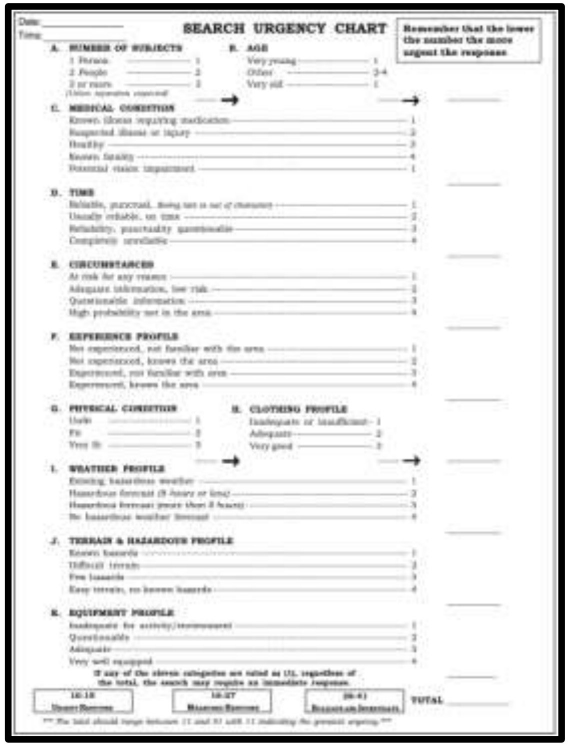
MEDICATION REQUIREMENTS/QTY ON HAND DURATION OF SUPPLIES:

RECENT/CURRENT ILLNESS(ES):

FITNESS LEVEL: | SMOKER: (Y) | BRAND: | ICS 302

- Initial interview typically completed by law enforcement.
- Should be based on the Lost Person Questionnaire format (ICS 302).
- Used by Planning and Operations for Lost Person Behavior profiling and search mission tasking.

Search Urgency


Date:
Time:

SEARCH URGENCY CHART

Remember that the lower the number the more urgent the response

A. NUMBER OF SUBJECTS
1 Person — 1
2 People — 2
3 or more — 3
(Unless separation expected)

B. AGE
Very young — 1
Other — 2-4
Very old — 1

C. MEDICAL CONDITION
Known illness requiring medication — 1
Suspected illness or injury — 2
Healthy — 3
Known fatality — 4
Potential vision impairment — 1

D. TIME
Reliable, punctual, *being late is out of character* — 1
Usually reliable, on time — 2
Reliability, punctuality questionable — 3
Completely unreliable — 4

E. CIRCUMSTANCES
At risk for any reason — 1
Adequate information, low risk — 2
Questionable information — 3
High probability not in the area — 4

F. EXPERIENCE PROFILE
Not experienced, not familiar with the area — 1
Not experienced, knows the area — 2
Experienced, not familiar with area — 3
Experienced, knows the area — 4

G. PHYSICAL CONDITION
Unfit — 1
Fit — 2
Very fit — 3

H. CLOTHING PROFILE
Inadequate or insufficient — 1
Adequate — 2
Very good — 3

I. WEATHER PROFILE
Existing hazardous weather — 1
Hazardous forecast (8 hours or less) — 2
Hazardous forecast (more than 8 hours) — 3
No hazardous weather forecast — 4

J. TERRAIN & HAZARDOUS PROFILE
Known hazards — 1
Difficult terrain — 2
Few hazards — 3
Easy terrain, no known hazards — 4

K. EQUIPMENT PROFILE
Inadequate for activity/environment — 1
Questionable — 2
Adequate — 3
Very well equipped — 4

If any of the eleven categories are rated as (1), regardless of the total, the search may require an immediate response.

[illegible]	[illegible]	[illegible]	TOTAL

*** The total should range between 11 and 41 with 11 indicating the greatest urgency ***

Search urgency is based on numerous factors including age, medical conditions, and experience of the missing subject, as well as the gear they are carrying, current and forecasted weather conditions and other variables.

Search urgency helps determine required resources and how / when those resources are used.

Resource Notification

If it is determined that a search is required, resources should be immediately notified with meeting location, meeting time, and the Incident Command contact at the scene.

Resources include law enforcement, SAR team members, canine teams, ALEA (air assets), horse teams, etc.

Resources may be immediately activated or placed on standby but incident notification should go out as soon as possible.

ICP Locations

Resources must know where the meeting location is and how to get to it.

All Bankhead / Sipsey responders should scan the QR Code at the right and upload to your phone's CalTopo app (free app).

Responding resources should initiate tracking on their CalTopo app when they begin traveling to the incident (explained on slide 25 of this PowerPoint).

SARTopo Map

7TQ7 - Update

Establish Command Post

- Initiate ICS 201 Documentation.
- Initiate ICS 211 Form for responding resources.
- Plan for staging resources (parking, command post, etc.)

ICS 201 MN
Point is a 201 can be written on a McDonald's napkin if need be.

ICS 201

Provides a documented record of:

- Incident name, number and date.
- Sketch / map of operations area.
- Safety hazards of the operation area.
- Current and planned objectives.
- Organization structure.
- Who the resources are and what they're doing.

Scan above for access to all
Initial Response documents.

The 201 serves as a legal record of the initial response.

ICS 211

Provides a documented record of everyone responding to the incident, the agency they are with, the time they arrived, and the time they left. This document is IMPORTANT!!

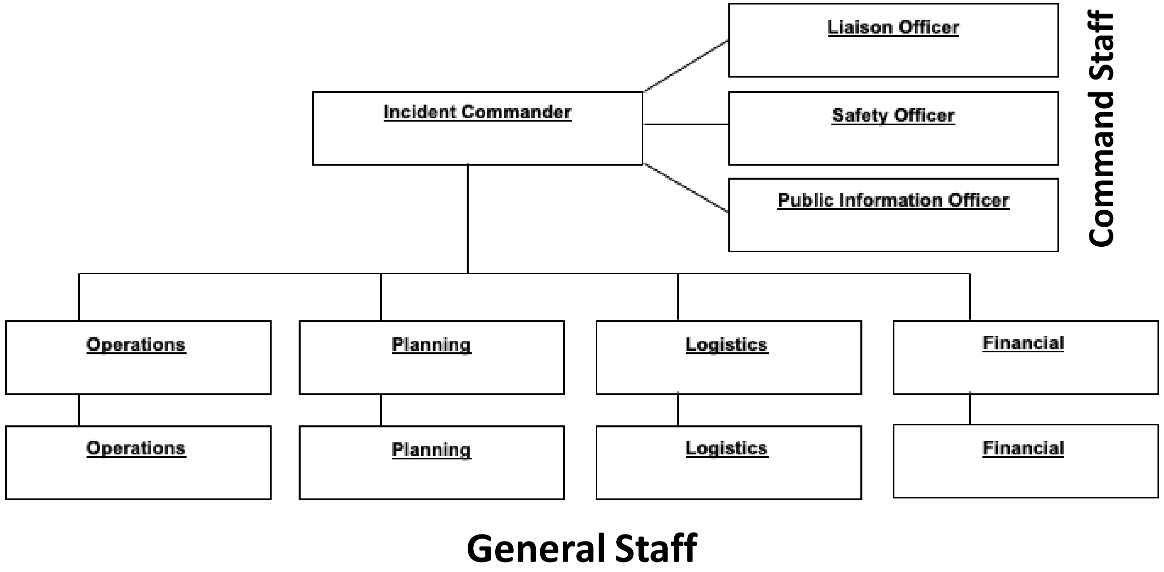
INCIDENT CHECK IN (ICS 211)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

NAME	AGENCY	TIME IN	TIME OUT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Organization Structure

As qualified resources arrive, begin building a command structure to help manage the incident.



Organization Structure

- **Incident Commander:** Overall incident manager. Develops overall objectives to resolve the incident (typically a representative of the AHJ).
- **Operations:** Develops the general tactics for each strategy and the resources required to implement those tactics.
- **Planning:** Prepares strategies to accomplish objectives. Documents everything that has happened and helps prepare the Incident Action Plan.
- **Logistics:** Tasked with providing service and support of the incident.
- **Financial:** Monitors incident related costs and provides overall fiscal guidance.

Management By Objectives

- The Incident Commander identifies what they want done in very broad strokes.
- The Planning Section Chief develops general plans to accomplish these objectives (the strategies).
- The Incident Commander, in consultation with the Planning Section Chief, the Operations Section Chief, the Logistics Section Chief, and the Finance/Administration Section Chief, approves the selected strategies.
- The Operations Section, in consultation with the Planning Section and perhaps the Logistics Section, creates the specific assignments to accomplish the strategies (the tactics).

Organization Workflow Example

Overdue backpacker with initial plans to hike and camp on trail 209. He is 24 hours overdue. His vehicle is parked at Randolph Trailhead. Missing persons questionnaire and search urgency have been completed. SAR team has been notified.

Incident Commander sets the following objectives:

- Find the missing subject before dark.
- If located, assess, treat and evacuate subject by appropriate methods.
- Establish containment at trail junctions and perimeter roads.

Organization Workflow Example

Planning Chief (usually in conjunction with Operations Chief):

- Reviews lost person questionnaire and assumes the subject is mobile.
- Performs a lost person behavior analysis.
- Decides to send hasty teams in on trail 202 to 209, 200 to 209 and 201 to 209
- Plans containment strategies for Sipsey Trailhead and Thompson Trailhead.
- Plans a RIT team to evacuate subject and/or rescuer if needed.

These are the strategies to complete the objectives from the Incident Commander.

Organization Workflow Example

Operations Chief:

- Task 2 SAR team members to hasty search trail 202 and setup repeater before returning.
- Task 2 SAR team members to hasty search 200 to 209 up to the junction of 202 and 209
- Task 2 SAR team members to hasty search 201 to 209 to the junction of 202 and 209.
- Task resources to go to Sipsey Trailhead and interview every person who comes out from the Sipsey Wilderness.
- Task resources to go to Thompson Trailhead and interview every person who comes out from the Sipsey Wilderness.
- Task 4 team members as a RIT team to carry in the evacuation litter or respond to rescuer emergencies.

These are the tactics to complete the strategies.

Initial Response Tasks

- Interview reporting witness using Lost Person Questionnaire.
- Determine search urgency.
- Notify resources (callout).
- Begin the ICS 201 document and establish an ICP and organizational structure.
- Lost Person Behavior based on known information about the subject.
- Plan indirect tactics (containment, trail blocks, additional interviews, social media data, missing person flyers, cell phone pings, etc.).
- Plan direct tactics (hasty teams, dog teams, air assets, etc.).
- Check the 300-meter radius around Last Known Point or Point Last Seen.
- Use ICS 211 to check in all responders as they arrive.

Initial Response Tasks

- Before running missions, conduct a general briefing with responders to include intel on missing subject, safety concerns, weather concerns, comms channels, mapping, patient evac plans, medical plan, etc. (Everyone needs to be on the same page and have the same info before leaving the ICP).
- Begin missions (brief team leads on their mission and any code words to be used).
- Designate team to begin building IAP for 2nd operational period and to adjust resources as needed.
- Designate RIT / evacuation response team.
- Continue to re-interview witnesses and gather intelligence. Adjust current plan as needed.
- Document all critical information and continue to update ICS 201 form.
- Debrief search teams after all missions and update map with clues or critical intelligence.

Initial Response

Are the strategies and tactics working?

If they are producing clues then continue to work the plan.

If they are not working then adjust your strategies and tactics.

Points To Remember

- Most incidents are resolved by the initial response effort.
- Always delegate and manage, instead of trying to do everything yourself.
- Communicate with your resources, dispatcher and law enforcement.
- Keep adequate resources in reserve.
- Always do follow-up interviews with witnesses and reporting parties.
- Escalate the response early! Always have more resources than you need (volunteer team members do not mind being turned around if the incident gets resolved early. The faster you can get trained resources notified, the more trained resources you will get as the incident grows in size).

Convergent Volunteers

- Every search and rescue incident should be considered a crime scene until proven otherwise.
- Untrained searchers in the field can possibly contaminate the scene, destroy clues, become lost or otherwise hinder the investigation and search process.
- Do not allow armed citizens or volunteers to be part of your incident unless they have been vetted!
- Untrained, unvetted convergent volunteers potentially create a liability for your agency if not properly managed.

What untrained, <u>supervised</u> volunteers can do:

- Missing person flyers (posted at trailheads / public locations)
- Logistical support (food, water, supplies, etc.)
- Parking management
- Sign in / sign out documentation
- Perimeter road patrols (possible use depending on who the volunteer is, how well they know the area, how well they are trusted, etc.)

If The Incident Is Not Resolved

If the incident is not resolved in the first operation period, do we have enough resources and a command structure to run the next operational period?

<u>ALWAYS be planning for the next operational period while running the current operational period.</u>

RAT-SAR

SAR Team Member Responsibilities

- Maintain a state of readiness.
- Respond to the Active911 page with your availability.
- Initiate tracking on CalTopo once you begin traveling to the incident.
- Check in at the ICP as soon as you arrive.
- Stage away from the ICP.
- Have your gear ready before accepting a mission.
- Ask questions you need answered before starting your mission.
- Maintain notes throughout your mission (214).
- Notify Incident Command of any mission changes during the mission.
- Debrief with IC when you finish your mission.
- Check out before leaving the incident scene.
- Repack your gear and be ready for the next callout as soon as you return home.

Tracking On CalTopo App

Scan the attached QR code for Bankhead / Sipsey into the CalTopo App on your phone.

To initiate tracking: once you bring up this map in CalTopo you will see a menu with 4 dots at the bottom right hand corner of the screen. Click that, then click “record track”. A screen will pop up with the track name. Change this name to your name and make sure the “save track to” box is “Account + This Map”. Then press “record track”.

SARTopo Map

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