

# *Pennsylvania Search & Rescue Council*

## **Standard Operating Guidelines for Dispatch of PSARC Certified Teams**



**Version 0.9, July 31, 2006**

**Copyright © 2006, Pennsylvania Search and Rescue Council, Inc.**

## Change History

Version	Date	Who	Changes
V0.9	July 31, 2006	Dispatch Committee	First version ready for Council review. Created from Draft Version 6 of the Committee

# **Table of Contents**

**Section 1: Dispatching Flow Chart**

**Section 2: List of Acronyms**

**Section 3: General Information**

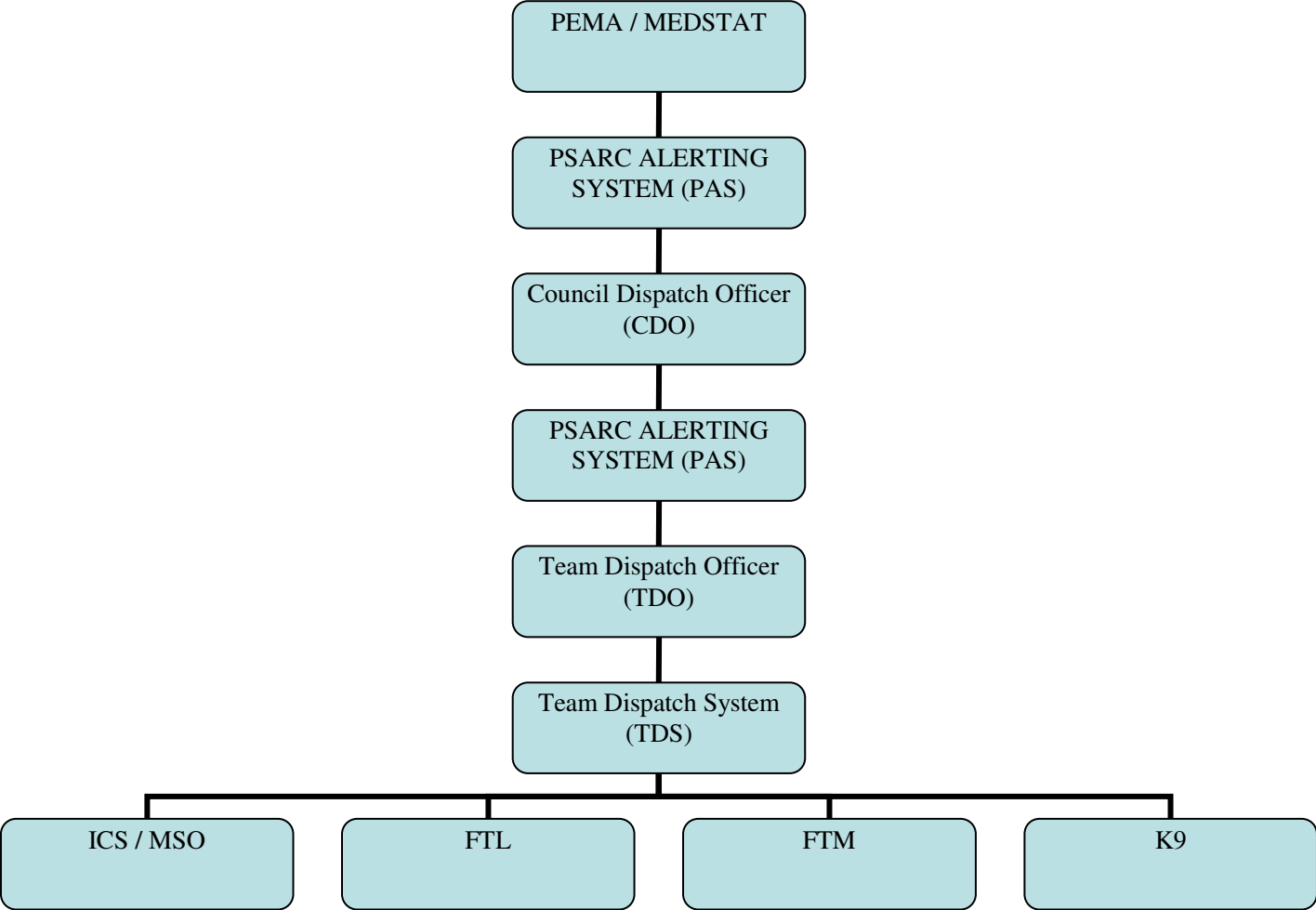
**Section 4: Dispatching**

**Section 5: Council Dispatch Officer Responsibilities**

**Section 6: Team Dispatch Officer Responsibilities**

Section 1

Dispatching Flow Chart



## Section 2

### List of Acronyms

1. **MEDSTAT – Stat Medevac located in Pittsburgh Pennsylvania**
2. **PEMA – Pennsylvania Emergency Management Agency**
3. **PSARC – Pennsylvania Search & Rescue Council**
4. **PAS – PSARC Alerting System**
5. **CDO – Pennsylvania Search & Rescue Council Dispatch Officer**
6. **TDO – Team Dispatch Officer**
7. **TDS – Team Dispatch System**
8. **ICS – Incident Command Staff**
9. **MSO – Managing the Search Operations**
10. **FTL – Field Team Leader**
11. **FTM – Field Team Member**
12. **K-9 – Canine Search & Rescue Resource**
13. **RA – Requesting Agency**

## Section 3

### General Information

- 1. The PSARC will provide PEMA and MEDSTAT with the PAS Dispatch Number to notify all CDO's of a SAR incident in the Commonwealth of Pennsylvania.**
- 2. The CDO Schedule will be comprised of the Officers, Board members and the Operations Chairperson.**
- 3. The CDO Schedule will be a weekly rotating schedule with the preceding week CDO being the back up for the current CDO.**
- 4. The designated ON-Call CDO may not assume the role of a TDO during an incident. Your utmost attention must be focused on the duties and responsibilities of the CDO position.**
- 5. The PSARC will provide all CDO's with a current copy of the PSARC Resource Manual. This manual is composed of PSARC Certified Organizations (Levels 1 through 5) and is updated quarterly with the approval of the Operations Chairperson.**
- 6. The updated Resource Manual will be distributed electronically by email, website or a copy on CD ROM.**

## Section 4

### Dispatching

- 1. When a request for search & rescue resources is received by PEMA or MEDSTAT, that agency will contact all CDO's using the PAS Dispatch Number provided.**
- 2. If PEMA or MEDSTAT do not receive a response from the On-Call CDO within ten (10) minutes, then PEMA or MEDSTAT will reactivate the PAS. The preceding CDO on the schedule will then make contact with PEMA or MEDSTAT.**
- 3. The CDO that initiates contact with either PEMA or MEDSTAT will then assume the role of Incident CDO.**
- 4. The Incident CDO must obtain from PEMA or MEDSTAT the necessary information pertaining to the incident including the RA's contact information. All information obtained will be documented using an Incident Alert Form provided by the PSARC.**
- 5. If necessary, the Incident CDO will make initial contact with the RA to verify what information has been received and to obtain any additional information.**
- 6. The Incident CDO once obtaining the initial information from PEMA, MEDSTAT or the RA, will then relay all pertinent information to the remaining CDO's in or nearby the effected area either electronically by email, the PAS or by the PSARC website.**
- 7. The Incident CDO will only dispatch PSARC Certified Teams listed in the Resource Manual to the effected area using the PAS. Only the resources that are requested by the RA or PEMA will be dispatched. (i.e. Overhead Team, Air Scent Dogs, Tracking Dogs, Grid Team etc.)**

**8. The PAS is set up similar to the PSARC Resource Manual which lists resources by County. The Incident CDO must locate the County with the active search by referencing the “Quick Reference by County Map” in the Resource Manual. The number located within the County will correspond with the PAS Subgroup number for activation.**

*Example: If there is a search in Monroe County, the number located within the County is 16 according to the Resource Manual. The PAS Subgroup to activate all SAR Resources for Monroe County will also be 16.*

- 9. The Incident CDO will dispatch the appropriate TDO’s in the effected area through the PAS and will leave a brief message with the pertinent information regarding the incident including the Incident CDO contact information.**
- 9. The TDO once receiving the information from the PAS will contact the members of their organization via their TDS.**
- 10. Once all information is received by the TDO as to the number and type resources available to respond, the TDO will contact the Incident CDO with that information.**
- 11. The Incident CDO will relay the information given by the TDO’s to PEMA, MEDSTAT and the RA. The Incident CDO will be the liaison to PEMA, MEDSTAT and the RA throughout the mission.**
- 12. The TDO’s will keep the Incident CDO informed of any pertinent information pertaining to the incident. However, the Incident CDO will only dispatch additional resources if requested by the RA or PEMA.**
- 13. If the incident is terminated for any reason or the lost subject has been located, the TDO’s will contact the Incident CDO to advise them of the situation status change.**
- 14. The PAS will remain operational until all TDO’s contact the Incident CDO and indicate that all SAR personnel are safe and accounted for.**



**Once that message is received, the Incident CDO will send a “Search Termination” message to PSARC CDO’s and TDO’s using the PAS.**

## Section 5

### **Council Dispatch Officer Responsibilities**

- 1. The CDO will dispatch only PSARC Certified Organizations to an incident using the Resource Manual and the PAS.**
- 2. The CDO will be the liaison to PEMA, MEDSTAT and the RA.**
- 3. The CDO will report to the PSARC any information pertaining to the incident using the PAS, website or any other method approved by the Board of Directors of the PSARC.**
- 4. If the CDO is to change shifts, the retiring CDO will contact PEMA, MEDSTAT, the RA and the TDO's of the name and contact information of the incoming CDO.**
- 5. The CDO may use the PAS to contact the TDO's of any status changes pertaining to the mission including the shift change of CDO's.**
- 6. The CDO will keep a log of all communications pertaining to the incident. The log will be kept using the PSARC Communications Log as found in the PSARC Incident Forms Package.**
- 7. The Council Communications Officer (new position) shall be responsible for maintaining the Council Dispatch List and making updates when requested by member Teams and Organizations.**

## Section 6

### **Team Dispatch Officer Responsibilities**

- 1. The TDO must be an active member of a PSARC Certified Organization.**
- 2. Each Team shall provide two (2) TDO's to the PSARC with their contact information for the PAS.**
- 3. If you are designated as a TDO you cannot be a CDO! This is due to the major responsibilities that come with the CDO position.**
- 4. The TDO will contact his/her resources using their organizations approved dispatching methods.**
- 5. The TDO will contact the CDO of available resources able to respond to the incident.**
- 6. The TDO will keep the CDO informed on any information pertaining to the incident.**
- 7. If additional resources are needed for the incident that request must come from the RA or PEMA. The CDO will only dispatch additional resources at the request of the RA and PEMA.**
- 8. The TDO will report to the PSARC an after action incident report using methods approved by the Board of Directors of the PSARC.**