Subject:	**Search and Rescue**	
Effective:	**7/18/2016**	
Update:		**Procedure**
Reference:		

PURPOSE

To describe the procedures to follow when Search and Rescue (SAR) is paged to respond to an incident and to standardize the information contained in the page.

PROCEDURE

1. Depending on the type of incident, the dispatcher shall utilize CAD to page the appropriate Search and Rescue group.
   a. Rescue - page SAR ALL
      i. No prior approval or notification is required for rescues.
   b. Page immediately without contacting SAR Leaders or SBSO Coordinators first.
   c. Search - page SAR Leaders
      i. The Duty SAR Leader will respond to this page.
      ii. When approved by SAR Leader or SBSO coordinator, a SAR ALL page will be sent.
         1. Exception: Search of a Project Lifesaver client is SAR ALL without prior approval or notification needed.
   d. Out-of-County Mutual Aid Request - page SAR Leaders
      i. When approved by SAR Leader or coordinator, a SAR ALL page will be sent.
   e. For information (i.e., guidance identifying a trail) - page SAR Leaders
   f. At the completion of any incident, dispatch will send an "Incident Complete" page.

2. When CAD appropriately recommends SAR response, dispatch shall page the appropriate group without delay.
   a. Another agency not on scene with the patient cannot cancel or delay a SAR page.
   b. If the CAD recommendation is incorrect, such as a patient being inside a residence or a vehicle on the roadway in an automatic SAR launch zone, you do not need to page SAR.

3. If CAD is down, SAR can be paged via email
   CONFIDENTIAL INFORMATION REDACTED:
   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
   a. Follow Message Format instructions listed in c.3 (below) for the required information to include in the email.

       b. Hit "SEND"

4. Procedure
   a. To page from Inform CAD (the toolbar)
      i. Click on the "Tool" icon
      ii. Select "Paging"
      iii. Select the "Paging Group" tab
      iv. Select the appropriate group (SAR ALL or SAR Leaders)
      v. In the message text, begin the message with the name of the selected group (i.e. SAR ALL: *"respond for a search…"*)
      vi. Notate in the incident comments that the page has been sent
   b. To page from the incident (can only be used if the call taking agency is the same as the agency group being utilized for paging)
      i. Click on the "Page" button
      ii. Select the appropriate group (SAR ALL or SAR Leaders)
      iii. In the message text, begin the message with the name of the selected group (i.e. SAR ALL: *"respond for a search…"*)
      iv. The message text of the page will automatically be added to the incident.
   c. Message Format
      i. Rescues
         1. SAR ALL: Respond for a [type] rescue in the [location and area of the county]
      ii. Searches
         1. SAR Leaders: On-duty SAR Leader contact [give name of person, agency, and contact phone number] regarding a possible [type] search
            a. If there has been no response from SAR within five (5) minutes re-page them and document it in the incident.
         2. Once the search has been approved by SAR Leader send a page to SAR ALL:
            a. SAR ALL: [Type] search in the [location and area of the county]
         3. Project Lifesaver Search
            a. SAR ALL: Project Lifesaver search [location and area of the county]. Frequency [radio frequency of client]. [Description of the subject]
      iii. Out-of-County mutual aid requests
         1. SAR Leaders: On-duty SAR Leader contact [give name of person, agency, and contact phone number] regarding a possible [type] search
         2. Once search has been approved by SAR Leader send a page to SAR ALL
            a. SAR ALL: Contact [Given name of person, phone number] regarding availability for a [give search] type"
      iv. Incident Completed pages

1. SAR ALL: [Incident name or type] incident complete per [IC Name]

5. Definitions
   a. SAR ALL- all county SAR members
   b. SAR Leaders - SAR Incident Commanders (ICs) and SAR Coordinators Only
   c. Rescue - location is known and the person is in distress or requires assistance getting out of their current situation (i.e. vehicle over the side, injured hiker with a known location)
      i. Known location does not mean "exact location" but a clear location such as 1.5 miles up the Cold Springs Trail
   d. Search - location of a person or property is unknown (i.e. lost hiker, evidence search, etc.)