

Brunswick Search and Rescue Team

By Laws and Standard Operating Procedures

Updated March 3, 2017

This file contains the most up to date forms, policies, sop's, etc. that are currently in use. This update is issued to members in good standing. Should the member resign or be removed from the BSAR roster, this file is to be returned to the Board of Directors. All Rights reserved. All information is for BSAR members only, unless authorized by the Board of Directors.

Brunswick Search and Rescue Team



*PO Box 134
Supply, NC 28462*

Brunswick County, North Carolina

Introduction

General Information about Brunswick Search and Rescue

Articles of Incorporation

By-Laws

Article I	Legal Form
Article II	Instruments of Control
Article III	Membership
Article IV	Board of Directors
Article V	Meetings of the Corporation
Article VI	Dues
Article VII	Fiscal Year
Article VIII	Finances
Article IX	Publications
Article XI	Amendments to the By-Laws

Standard Operating Policies, Procedures, and Standards

1.0 Administrative Policies

- 1.1 Meeting Time and Place
- 1.2 Community Presentations
- 1.3 Brochures, Handouts, Signs, etc.
- 1.4 Member Discounts
- 1.5 Donations of Products and Services or Funds
- 1.6 Reimbursement of Expenses
- 1.7 Policing Meeting Areas
- 1.8 Reimbursement of Expenses
- 1.9 Collection of Money and Funds
- 1.10 Treasury Guidelines: Operational, Reports, Planning
- 1.11 Workshop/Seminar Financial Reimbursements
- 1.12 Expenditures
- 1.13 Search Expenses

2.0 Personnel Policies

- 2.1 Team Identification
- 2.2 Identification Cards
- 2.3 Uniforms
- 2.4 Display of Emblems and Patches
- 2.5 Standards of Conduct
- 2.6 Firearms

- 3.0 Canine/Handler Policies**
 - 3.1 Canine Safety and Liability
 - 3.2 Training Sessions
 - 3.3 Responding to a Search
 - 3.4 Handler/Canine Relationship
 - 3.5 Immunizations/Health
 - 3.6 Canine/Handler Standards and Evaluations
 - 3.7 Canine Evaluation Procedure

- 4.0 Medical Policies**
 - 4.1 Qualifications

- 5.0 Equipment**
 - 5.1 Use of Private Vehicles
 - 5.2 Personal Equipment
 - 5.3 Team Owned Equipment and Vehicles
 - 5.4 Equipment Usage Belonging to BSAR
 - 5.5 K9 Supplies and Equipment

- 6.0 Mission Response Policies**
 - 6.1 Reporting to Missions
 - 6.2 Mission Debriefing

- 7.0 Relationship to Other State and Volunteer Organizations**
 - 7.1 State
 - 7.2 National
 - 7.3 Local

- 8.0 Communications**
 - 8.1 Radios
 - 8.2 Communication Codes
 - 8.3 Callout Procedures

- 9.0 Standards**
 - 9.1 General
 - 9.2 Membership Status
 - 9.3 Operational Standards
 - 9.4 Leadership Positions

- 10. Disciplinary Procedures**
 - 10.1 Submitting a Complaint
 - 10.2 Hearing
 - 10.3 Board Action
 - 10.4 Immediate Suspension

- 11. Mounted SAR Unit**
 - 11.1 General
 - 11.2 Equine Safety and Liability
 - 11.3 Training Sessions
 - 11.4 Responding to a Search
 - 11.5 Rider/Horse Relationships
 - 11.6 Health
 - 11.7 Required Equipment
 - 11.8 Mounted Certification Standards

APPENDIX

Table of Contents

Introduction	3
ARTICLES OF INCORPORATION	11
BRUNSWICK SEARCH AND RESCUE, INC.	11
Article I	11
Article II	11
Article III	11
Article IV	12
Article V	12
BRUNSWICK SEARCH AND RESCUE, INC. BY-LAWS.....	12
Article I LEGAL Form	12
Article II Instruments of Control	13
Section I: Written Instruments.....	13
Section 2: Governing Bodies	13
Article III Membership.....	13
Section 1: General.....	13
Section 2: Membership Designations	13
Section 3: Standards for Membership	14
Article IV Board of Directors.....	15
Section 1: Composition of the Board.....	15
Section 2: Expansion/Reduction of the Board	15
Section 3: Terms of Office.....	15
Section 4: Election Procedure	16
Section 5: Membership Requirements	16
Section 6: Vacancies.....	16
Section 7: Removal.....	16
Section 8: Working Committees	16
Section 9: Compensation	16
Section 10: Meetings of the Board	16
Section 11: Powers and Duties of the Board of Directors and Officers.....	17
Article V: Meetings of the Corporation.....	17
Section 1: Annual Meeting.....	17
Section 2: Special Meetings	17
Section 3: Quorum	17
Article VI:.....	Dues
.....	18

Article VII: Fiscal Year	18
Article VIII: Finances.....	18
Section 1: Funds.....	18
Article IX:.....	Publications
.....	19
Article X:	Amendments to the By-Laws
.....	19
Standard Operating POLICIES AND PROCEDURES	21
1.0 ADMINISTRATIVE POLICIES	21
1.1 Meeting Time and Place	21
1.2 Community Presentations	21
1.3 Brochures, handouts, signs, etc.	21
1.4 Member Discounts.....	21
1.5 Donations of Products, Services, or Funds	21
1.6 Reimbursement of Expenses	22
1.7 Policing Meeting Areas	22
1.8 Treasury Guidelines	22
1.9 Collection of Money and Funds	23
1.10 Treasury Guidelines – Operational, Reporting and Planning Procedures	23
1.11 Workshop/Seminar Financial Reimbursements	24
1.12 Expenditures.....	24
1.13 Search Expenses.....	25
2.0 Personnel Policies and Procedures.....	26
2.1 Team Identification	26
2.2 Identification Cards.....	26
2.3 Uniforms	26
2.4 Display of Emblems and Patches	26
2.5 Standards of Conduct.....	26
2.6 Firearms	29
3.0 Canines.....	31
3.1 Canine Safety and Liability	32
3.2 Training Sessions.....	33
3.3 Responding to a Search	33
3.4	Handler/Canine Relationships
.....	34
3.5	Immunizations/Health
.....	34

3.6 Canine/Handler Standards	34
3.7 Canine Evaluation Procedure	36
4.0 Medical Policies and Procedures	69
4.1 Medical Responsibilities	69
4.2 Qualifications	69
5.0 Equipment Policies and Procedures	70
5.1 Use of Private Vehicles.....	70
5.2 Personal Equipment.....	70
5.3 Team Owned Equipment and Vehicles.....	70
ATV Operator	71
Boat Operations:.....	71
Boat Captain.....	72
5.4 Team Equipment.....	73
5.5 Equipment Usage belonging to BSAR.....	74
5.6 K9 Supplies and Equipment.....	74
6.0 Mission Response Policies and Procedures	76
6.1 Reporting to Missions.....	76
6.2 Mission Debriefing	76
7.0 Relationship to Other State and Volunteer Organizations.....	77
7.1 State	77
7.2 National.....	77
7.3 Local	77
8.0 Communications	78
8.1 Radios	78
8.2 Communication Codes	78
8.3 Call out Procedures (To be reviewed and revised in 2015)	78
9.0 Standards	80
9.1 General	80
9.2 Membership Status	81
A. Probationary Member	81
B. Active/Voting Member	81
C. Inactive Member	81
9.4 Leadership Positions	83
A. Search Commander	83
B. Crew Leader	84
C. BSAR supports the current operational guidelines and standards as set forth	84

10.0 Disciplinary Procedures.....	85
10.1 Submitting a Complaint.....	85
10.2 Hearing.....	85
10.3 Board Actions.....	85
10.4 Immediate Suspension.....	86
11.0 Mounted Unit.....	87
11.1 Equine Safety and Liability.....	87
11.2 Training Sessions.....	87
11.3 Rider/Horse Relationships.....	88
11.4 Mounted Certification Standards.....	88
APPENDIX.....	97
PACK LISTS:.....	97
1. Full Pack: Minimum equipment required includes (and is also required for a SAR Tech II Exam:.....	97
BRUNSWICK SEARCH AND RESCUE DAY PACK.....	99
APPLICATION FOR MEMBERSHIP.....	100
Brunswick Search and Rescue Verification of Residency.....	106
Treasury Mileage Reimbursement Policy.....	107
BSAR Mileage Reimbursement Form.....	107
BSAR Helicopter Operations.....	109
Dog Team.....	113
Field Training Log.....	113
Trainer or Helper’s Initials.....	113
Location of the Search Area:.....	113
Weather Conditions.....	113
Terrain Conditions.....	113
Air Scenting Canines.....	113
Trailing Canines.....	113
BRUNSWICK SEARCH AND RESCUE TRAINING/PARTICIPATION LOG.....	116
BSAR On Scene Protocols.....	118
<i>Vehicle/Rider/Driver Release Form</i>	120
Debriefing Form.....	122
ICS Forms.....	126
Command Staff Training.....	127
Safe Boating Tips.....	129
Required Disaster Response Equipment.....	131

Brunswick Search and Rescue Team

Board of Directors

2017

President/Chief - Christy Judah

Vice President/Asst. Chief – Jim Ware

Secretary – Joan Kelly

Treasurer – Cynthia Kipp

Member at Large – Doug Lewis

Member at Large – Ron Johnston

PO Box 134
Supply, NC 28462

Phone: 910-842-4843
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"One life working to save another"

ARTICLES OF INCORPORATION
OF
BRUNSWICK SEARCH AND RESCUE, INC.

Article I

The Corporation shall be managed by a Board of Directors, the number and qualifications of which shall be established in the By-Laws of the corporation, except the Board of Directors shall at no time consist of less than five (5) and no more than nine (9) members. The Board of Directors shall consist of a President, Vice-president, Secretary, Treasurer and at least one director at large, all of who shall be elected by the membership according to the By-Laws of the Corporation.

The incorporating Directors shall be:

President: Joyce Christine Judah - 2690 Ocean Station SW, Supply, NC 28462

Vice-president: Keith Sawyer - PO Box 808, Shallotte, NC 28459

Secretary: Debra Knox - 6187 Rick St., SW, Ocean Isle Beach, NC 28469

Treasurer: Frank Dilworth - 2544 Erwin St, SW, Supply, NC 28462

Director at Large: Jennifer Heather Brooke Judah - 2026 Forest Hills Rd., SW, Supply, NC 28462

Director at Large: Joe Crowder - 3253 Livingston Chapel Rd., Delco, NC 28436

Director at Large: Wayne Vansel - 1072 Navajo Trail, Wilmington, NC 28412

Article II

The Corporation shall not be operated for the primary purpose of carrying on a trade or business for profit.

Article III

No part of the net earning of the Corporation shall inure to the benefit of or be distributed to any private person, its members, directors, trustees, or officers except the Corporation shall be authorized and empowered to pay reasonable compensation for

services rendered and to make payments and distributions in furtherance of the purpose set forth in these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under section 501 (c) (3) of the federal tax code, or (b) by a Corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV

Upon dissolution of the Incorporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall by the Superior Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

Article V

The liability of any Officer, Director, or Agent in any proceeding brought in the right of the Corporation, unless otherwise provided by the laws of the State of North Carolina, shall be limited to zero (0) for any damages assessed against an Officer, Director, or Agent arising out of a single transaction, occurrence, or course of conduct pursuant to the laws of the State of North Carolina, as the same may be amended from time to time.

BRUNSWICK SEARCH AND RESCUE, INC. BY-LAWS

The following By-Laws amplify the procedures and methods to operate the Articles of Incorporation of Brunswick Search and Rescue, Inc.

Article I LEGAL Form

Section 1: The By-Laws of the Brunswick Search and Rescue, Inc., hereafter referred to as "BSAR", shall, in conjunction with the laws of the State of North Carolina, constitute laws that shall govern the administrative operations of BSAR.

Section 2: BSAR is a non-profit corporation existing and organized under the corporate laws of the State of North Carolina. BSAR is exempt from Federal Taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

Article II Instruments of Control

Section I: Written Instruments

BSAR shall be controlled through written instruments, each defining authority and responsibility of appropriate groups. These shall be, in order of precedence: Articles of Incorporation, By-Laws of the Corporation, Resolutions of the Board of Directors, Administrative Policies, and Operational Procedures.

Section 2: Governing Bodies

The following bodies, in order of precedence shall govern BSAR: Board of Directors, Elected Operational Officers, and Appointed Operational Officers.

Article III Membership

Section 1: General

Membership shall be open to all persons having an interest in or supporting search and rescue operations and shall be subject to the Standards of Membership as set forth in Section 3 or of this Article.

Section 2: Membership Designations

The membership shall be divided into the following classes:

a. Charter: any member, who signed the original Charter; deemed an active and voting member,

b. Probationary: any member who has been accepted by the Board of Directors for a probationary period or an active member returned to the probationary status; deemed non-voting.

c. Active: a member who has completed the probationary period and accepted by a vote of the membership; voting member.

d. Lifetime: a member who through years of service and/or special acclamation, has been named by the membership to permanent status;

must maintain Active member standards to be considered voting; exempt from dues.

e. Junior: any individual with an interest in search and rescue, who is between 15 and 18 years of age and has written consent of his/her parents or guardians to participate; no search function responsibilities. Nonvoting membership.

f. Honorary: a non-member who, through special contribution to the organization, has been named by the membership to such status; non-voting.

Section 3: Standards for Membership

a. Membership shall be open to all persons over the age of eighteen (18), except as noted for junior membership.

b. All prospective members shall complete a BSAR application and forward it to the Board. The Board will review the application and interview the applicant. Upon a two-thirds vote of the Board, the applicant will be placed on a Probationary status.

c. Probationary members shall adhere to the Standards for Probationary Members and meet all qualifications prior to promotion to Active member status. When all qualifications are complete, the Board may make a recommendation to the membership for approval or disapproval. New active members may be admitted to the membership by a two-thirds vote of the active members in attendance at any regularly scheduled meeting with a quorum of the members present.

A probationary member may also be a former Active member who has been placed on probation by the Board for a specific reason and for a specific period of time-non-voting. The Board may return the member to an active status at the end of the time period may return the member to an active status at an earlier time or may extend the period of probation.

d. An **Active-Voting member** shall have one vote on the election of Directors, in the admission of new active members and other BSAR business requiring a vote. Active status is contingent upon meeting all requirements for active membership. All incorporating members of the corporation shall be deemed as Active members unless removed from active status by the board.

e. An **Active - voting member** shall be required to attend a minimum of fifty (50) percent of the corporation's activities, and scheduled meetings, and, search missions they are requested to work during each quarter of the year. This may be waived, on a case-by-case basis, by a two-thirds

vote of the Board of Directors, with a written of said absenteeism. Documentation of each member's participation shall begin with January of each calendar year and shall be reviewed by the Board quarterly.

f. Active members shall, in addition, meet the requirements as set forth in the Operational Procedures.

Article IV Board of Directors

Section 1: Composition of the Board

The Board of Directors shall consist of no less than five (5) members and no more than nine (9) members. The Board of Directors shall initially consist of seven members, consisting of a President, Vice-President, Secretary, Treasurer, and three Directors at Large.

Section 2: Expansion/Reduction of the Board

The Board of Directors may, by two-thirds vote of the membership, expand or reduce the number of Board members as deemed necessary and appropriate.

Section 3: Terms of Office

The Directors shall serve staggered terms; with the initial Board of Directors terms expiring as listed below or until a successor is appointed and qualified.

President: Two years, with the initial Presidents term expiring in December 2001.

Vice-president: two years, with the initial vice-presidents' term expiring in December 2002.

Secretary: two years, with the initial secretary's term expiring in December 2002.

Treasurer: two years, with the initial treasurer's term expiring in December 2001.

Director at Large: two years, with the initial term expiring in December 2002.

Director at Large: two years, with the initial term expiring in December 2001.

Director at Large: two years, with the initial term expiring in December 2002.

All newly elected or re-elected directors (after the initial incorporators) shall serve terms ending in December two years after their election. Initial Directors at large with a three year term shall be Jennifer Judah and Wayne Vansel.

Section 4: Election Procedure

The Directors of the Corporation shall be elected by a majority vote of the Active membership at the Annual Meeting. Nominations shall be solicited from the floor for the offices, beginning with President. Any nominee who is not present shall indicate their acceptance of nomination in writing, or via telephone, to a member of the Board prior to election.

Section 5: Membership Requirements

Nominees for President and Vice President and other board positions shall be a member in good standing and have voting status for at least one (1) year immediately preceding the election.

Section 6: Vacancies

A vacancy in any office for any reason shall be filled at the next regular meeting of the Board of Directors by a two-thirds majority vote of the Board. The member chosen to fill the vacancy shall serve the remainder of the vacant term.

Section 7: Removal

Any officer or agent elected by the Active membership or appointed by the Board of Directors may be removed by a two-thirds vote of the Directors whenever, in their best judgment, the interests of BSAR would be best served.

Section 8: Working Committees

The President shall have the authority to appoint working committees as necessary.

Section 9: Compensation

The Board of Directors shall receive no compensation for their services to the Board.

Section 10: Meetings of the Board

The membership shall be informed of all meetings of the Board of Directors. Minutes of the Board meetings shall be available to be read at the next meeting of the General Membership.

Section 11: Powers and Duties of the Board of Directors and Officers

a. Board of Directors: The Board of Directors shall have the authority to enforce the By-Laws and to carry out the daily business of BSAR in accordance with the Articles of Incorporation, Standards, and Operational Policies.

b. The President shall be the Executive Officer of the Corporation, shall preside at all meetings of the Corporation, and shall perform all other duties commonly incident to the office.

c. Vice-President: The Vice-President, in the absence of the President, shall exercise all powers and perform all duties of the President.

d. Secretary: The Secretary shall record all minutes of the meetings of the Corporation and keep records thereof, read the minutes of the previous meeting to the membership, keep records of attendance, send all notices of meetings as required, carry on general correspondence and keep records thereof, and submit the annual corporate report to the State of North Carolina as required.

e. Treasurer: The Treasurer shall be the custodian of all funds received by the Corporation and shall dispense these funds as directed by voting and policy, shall maintain complete records of all financial transactions and shall provide a copy of the Treasurer's report to the Membership and Board at all regular meetings. The Treasurer will also maintain an inventory of all equipment donated to or purchased by BSAR. The Treasurer shall prepare financial records and reports as may be requested by the IRS, the state of North Carolina or the Board of Directors.

Article V: Meetings of the Corporation

Section 1: Annual Meeting

The date of the annual meeting shall be the first Friday in December of each year, beginning in the year 1999.

Section 2: Special Meetings

The President, unless otherwise prescribed by statute, may call special meetings of the Board of Directors, for any purpose, at any time upon three (3) days' notice to all Directors.

Section 3: Quorum

a. A majority of the incumbent Directors entitled to vote, represented in person or by proxy, shall constitute a quorum of a meeting of the Board of Directors. If less than a majority of the Directors are represented at the meeting, the majority of the Directors so represented may adjourn the meeting without further notice.

b. For items of business within the meeting of the General membership, a quorum shall be defined as one-half of the active members plus one.

Article VI: Dues

Section 1: The Board of Directors will establish the dues for the membership.

Section 2: Payment

Dues will be paid by all members who qualify and shall be payable semiannually or annually in advance. Payment shall be made when it is billed, no later than the fifteenth of the first month in each billing period. Any member more than sixty days in arrears will be no longer considered in good standing and will lose all privileges of membership until same debt is cleared.

Article VII: Fiscal Year

The fiscal year of BSAR shall be from January 1 to December 31 and shall be the "yearly" basis for all references to a year in the By-Laws.

Article VIII: Finances

Section 1: Funds

a. As a non-profit corporation, BSAR is authorized to raise operating funds by:

1. obtaining grants from foundations, private organizations, individuals or governmental agencies,
2. conducting meetings, conferences and symposia,
3. conducting educational courses,
4. the sale of promotional items,
5. the sale of permission to use the logo of BSAR on approved items,
6. the sale of SAR equipment, programs, plans, educational materials, etc.,

7. the sale of books, manuals, technical publications, etc. and other fundraising efforts.

b. Grants

1. Any member may obtain approval from the Board to make application on behalf of BSAR to philanthropic organizations, corporations, agencies and groups of persons for grants or contributions of funds or property for carrying out our general or specific purposes of BSAR.

2. Any member who receives a grant or contribution for BSAR shall immediately notify the President. No grant or contribution that has contractual conditions shall be finally accepted by BSAR except upon approval of the Board. The terms of any such grant contribution shall be set forth in writing and signed on behalf of the donor and BSAR.

3. Any grant or contribution to BSAR shall be credited to the general fund unless, under the terms thereof, a special fund is prescribed. The budgeting, receipt, custody and disbursement of any such grant or contribution shall follow the procedure defined for general funds of BSAR unless provided otherwise in the terms of the grant or contribution and agreed to by the Board

c. Reimbursements

Any voting member may request money for the purchase of equipment and service for BSAR by submitting a purchase request to the Board. The purchase request shall contain an estimate of the total amount needed as well as the reason for the purchase. Also included with the request should be prices from at least three vendors, if possible, and an evaluation of these vendors. The Board shall approve the purchases upon Board discretion when funds are available.

Article IX: Publications

All publications attributed to BSAR shall be approved by the Board prior to publication and distribution.

Article X: Amendments to the By-Laws

Section 1: The By-Laws may, upon recommendation of the Board of Directors, be amended by a two-thirds vote of the membership at any regularly scheduled meeting.

Section 2: Written recommendation of change shall be submitted to the Board of Directors for consideration no sooner than thirty days prior to the meeting at which the change may be ratified.

Section 3: Should the recommended change not be approved by the Board of Directors for a vote by the membership, the President shall present the recommendation and explanation of the Boards denial at that meeting.

BRUNSWICK SEARCH AND RESCUE TEAM

Standard Operating POLICIES AND PROCEDURES

1.0 ADMINISTRATIVE POLICIES

1.1 Meeting Time and Place

Shall be established by the Board of Directors.(Currently is established as the 4th Sunday of each month at 4 pm at Brunswick Electric Meeting room, April 2015.)

1.2 Community Presentations

A. Any member contacted for a presentation should contact the President for approval and will be assigned at least one other member to assist, with preferably no more than four attending.

B. Presentations should be done in complete uniform, including shined shoes. Canines should be clean and neat and stay on lead. Dogs may be off lead when performing demonstrations.

C. The members doing the presentation should report back at the next meeting about the event including the number of attendees. Complete a written report to include what organization was involved, roster of BSAR members attending and brief description of topics covered.

1.3 Brochures, handouts, signs, etc.

All signs, brochures, handouts, must be approved by the Board of Directors prior to distribution. All utilization of the name or emblem of BSAR must be approved prior to use, including the display of any sign or insignia on personal vehicles.

1.4 Member Discounts

Members are prohibited from seeking individual discounts based upon their membership in BSAR. However, group or individual purchases made through pre-established agreements with the Board are permitted.

1.5 Donations of Products, Services, or Funds

All requests to businesses for donations to BSAR must be pre-approved by the Board. A written letter from the President or his/her designee on agency letterhead shall acknowledge all donations.

1.6 Reimbursement of Expenses

BSAR personnel will be reimbursed for expenses, with prior approval by the Board of Directors, which occur during the normal function of an office. Expenses such as long distance phone calls, mailing, and postage, complete or partial mileage to searches, special meetings or training outside of Brunswick County, etc. may be eligible for reimbursement. All requests for reimbursement must be accompanied by a receipt.

1.7 Policing Meeting Areas

All members shall clean up after all meetings, trainings, etc. and leave the area in no worse condition than it was found.

1.8 Treasury Guidelines

- A. Treasury reports are to be given at each monthly meeting and at any other time within forty-eight hours if requested by the President and/or Board member.
- B. Any active voting member, Brunswick County Administrator or other association member who has a demonstrated need, may see treasurer reports, balances, receipts, bank statements, etc. These requests will be made available in five days or less after the request.
- C. The checkbook shall be maintained by the treasurer if residing within 35 miles of Brunswick County. Some checks shall be kept available within Brunswick County by the President or his/her designee.
- D. Requested checks shall be provided in a timely manner, but no later than within five days of request.
- E. Quarterly reports shall be prepared in a timely manner and be presented to the team with an extra copy to the President one week prior to the due date. This allows BSAR to examine the report first and vote to accept it as presented or corrected. Within three to five days after the general quarterly meeting, the completed report is to be sent to the EMS Director. Quarterly reports are due in March, June, September and December of each year.

F. All financial questions or concerns by persons outside of BSAR shall be directed to the President, Treasurer and/or Board of Directors.

G. An annual audit of books will be done on July 1 or each year.

H. Reimbursements:

1) If a member is obligated to attend a SAR related meeting/seminar/event as requested by the board, 100% of their mileage at either \$.35 per mile or the actual rate (see clarification below) will be reimbursed upon submission of a receipt.

2) Members attending an optional SAR activity may be reimbursed up to 50% of their mileage at \$.35 per mile or actual rate with prior board approval. Additional reimbursements must have prior board approval. (see clarification on rate applicable below).

3) Only active, voting members may request reimbursement of training seminars, conferences, etc., to include registration, mileage, lodging and meals. All requests must be prior approved and receipts must be submitted prior to reimbursement. All requests for reimbursement must be done within 60 (sixty) days of the event/activity.

4) Whenever possible, members shall carpool and share lodging accommodations.

5) Upon board approval, registration/conference fees, etc. may be paid in advance to the sponsoring organization on behalf of the active/voting member.

6) Mileage rates: If mileage reimbursements are requests, trips within Brunswick County shall be reimbursed at a rate of \$.35 per mile. Out of county travel shall be reimbursed at an actual cost with gas receipts submitted.

7) Only regular unleaded gas is approved for reimbursement.

1.9 Collection of Money and Funds

A. Collection of team funds shall involve at least two individuals documenting the name, date, amount and reason for collection. The treasurer than shall receive the funds, recording purpose and source, and deposit them into the BSAR bank account within three working days.

B. Money collected in fund raisers shall be counted by two people independently. If there is not agreement on the total, the money shall be recounted by both individuals. When there is agreement, the funds shall be given to the treasurer who shall count it a third time and deposit into the BSAR bank account within three working days.

1.10 Treasury Guidelines – Operational, Reporting and Planning Procedures

Proposed in February of 2015 and approved March 2015:

- A. Monthly reports shall be completed and submitted at all regular monthly scheduled meetings providing copies for all members.
- B. Monthly reports shall include an itemized category listing of all expenditures and income.
- C. Monthly reports shall also include a copy of the bank statement and credit card invoices.
- D. Quarterly reports shall include a quarterly itemized category listing of all expenditures and income.
- E. Quarterly reports shall be submitted in the county approved format including year to date (by fiscal year) expenditures in all categories.
- F. A yearly operational budget shall be created each January and include those categories which are listed on the county approved quarterly report. If additional categories are added, they shall also be added to the county quarterly report form.

1.11 Workshop/Seminar Financial Reimbursements

- A. Members may request that seminars and workshops be reimbursed by training funds, but under no circumstance shall training funds be exceeded in the budgetary allotments unless approved by the Board of Directors.
- B. K9s which are not certified will not be sponsored or have registration expenses paid for by BSAR training funds. Until K9s are certified through team certification processes, K9s are discouraged from attending outside seminars and workshops. It is highly suggested that K9 handlers learn the basics before exposing their K9s to other trainers and environments.
- B. Only those pre-approved expenses for seminars and workshops shall be reimbursed to members providing receipts and documentation of attendance at the seminar.

1.12 Expenditures

- A. The President is authorized to approve the expenditure of up to \$100 per month for expenses deemed ordinary and within the operational budget without the prior approval of the board of directors but should advise the board and treasurer within 48 hours if at all possible of that expenditure. No other member of the board of team has this authority.

- B. The treasurer will provide a minimum of five signed checks to the President for use in the above mentioned items.
- C. The treasurer and president will each maintain a debit card which can be used upon approval of the board of directors for approved items ordered online or purchased in person.
- D. It should be a rare occurrence when an individual is reimbursed for any expenditure. However, in those circumstances, the individual must submit a receipt prior to reimbursement. In most circumstances, the president or treasurer will purchase the item or provide a check or debit card to be used to purchase the item.
- E. Upon a change in the President or Treasurer position the bank signature card will be changed/updated within 10 days to reflect the correct authority in all financial concerns. The bank usually requires a copy of the minutes showing the election or change in individuals prior to updating the signature card.

1.13 Search Expenses

- A. Upon submission of a search report to the president and treasurer, the member may be entitled to receive a \$25 gas reimbursement for searches not to exceed budget allotments. These reimbursements shall be made within 30 days of receiving the search report. Normally, in county searches are not reimbursable. Only active members who have been called out by our team to respond to the search are eligible to receive this compensation.
- B. During a search, it sometimes becomes necessary to purchase items which will make the members more comfortable or provide necessary and immediate care. At these times, the president or his designee may make on search/site decisions to use the team debit card or check to provide these necessities. In addition, after an extended day or more of searching, the president or his designee (search commander) may opt to provide the members with a meal during the debriefing session. This is a good practice which also allows the team leaders to determine the state of each searcher both health wise, exhaustion/tiredness, and ability to return home safely. It also provides an opportunity to summarize actions and provides all searchers with the information needed to complete an accurate search report upon arrival home.

2.0 Personnel Policies and Procedures

2.1 Team Identification

Any magnetic vehicle signs with the BSAR logo on it should only be displayed while on official BSAR business such as search, training, or demonstrations, etc.

2.2 Identification Cards

Members will be issued identification cards upon obtaining membership with BSAR. These cards will remain the property of BSAR and are revocable by the Board of Directors at any time and should be returned if so requested by the Board.

2.3 Uniforms

The official uniform of BSAR shall be:

A. The ***official field uniform*** shall consist of subdued urban or black BDU's, purple BSAR t-shirt, boots, and black BSAR ball cap.

Dress/Presentation uniform shall be the purple BSAR t-shirt or BSAR golf shirt.

Additional BSAR sponsored clothing items include the black BSAR jacket and gold BSAR rain jacket.

B. Members may wear additional jackets, coats, sweatshirts, etc. as the weather mandates.

2.4 Display of Emblems and Patches

A. Only voting members in good standing may display the BSAR patch.

B. Guidelines for displaying emblems and patches on a shirt or field jacket:

BSAR Patch – ½ inch below shoulder seam on left shoulder

Name Strip – centered above the right pocket

American Flag – ½ inch below shoulder seam on right shoulder

NASAR Certification Patch – ½ inch below the Flag Patch on the right shoulder

2.5 Standards of Conduct

Each member is responsible for maintaining a positive team image, team integrity, and working in a mutually supportive and respectful manner with all team members.

The Disciplinary Procedure for addressing standards of conduct are included in Policy 10.0.

Prohibited behavior, which may subject the member to disciplinary action, may include:

1. Disruptive or abusive behavior.
2. Unstable behavior, including the display of verbal or physical aggression, offensive or immoral behavior, and the use of racial or sexual slurs.
3. Drinking alcoholic beverages in public while in uniform or displaying the patch or other identifier.
4. Undue criticism of BSAR or its programs, policies, actions, or members except through official channels to the Board of Directors or President.
5. Harsh or undue criticism of self or others.
6. Use of BSAR membership as an excuse for any misconduct or disregard of the law.
7. Being under the influence of drugs (legal or illegal) or alcohol at any official BSAR function or activity or having consumed such eight hours prior to the activity.
8. Careless and/or inappropriate use of private BSAR property.
9. Disobedience of any reasonable order issued by the Search Commander or team leaders while in the field.
10. Solicitation or acceptance of gifts, gratuities, loans, presents, or fees for personal gain through association with BSAR.
11. Failure to obey approved policies, by-laws, standards, and evaluation procedures.
12. Blatant disregard of BSAR policies, by-laws, and standards.
13. Misrepresentation of your level of certification.
14. Social Networking Policies

The Brunswick Search and Rescue Team understands the popularity and usefulness of social networking sites and supports their use by members provided:

No offensive or inappropriate pictures are posted;

No offensive or inappropriate comments are posted;

Any information placed on the website(s) does not violate Brunswick Search and Rescue policies and procedures as listed in the bylaws and standard operating procedures, such as protecting the confidentiality of information regarding searches, etc.;

Photos and/or comments posted on these sites do not depict team-related activities inappropriately (including wearing/ using team uniforms or gear inappropriately).

Members must remember that they are representatives of Brunswick Search and Rescue Team. Please keep the following in mind as you participate on social networking websites:

Before participating in any online community, understand that anything posted online is available to ***anyone in the world. Any text or photo placed online becomes the property of the site(s) and is*** completely out of your control the moment it is placed online - **even if you limit access to your site.**

You should not post any information, photos or other items online that could embarrass you, your family, or your team. **This includes information that may be posted by others on your page.**

Never post your home address, local address phone number(s), birth date or other personal information. You could be a target of predators.

The Chief and/or the Board of Directors may monitor these web sites.

Members could face discipline and even dismissal for violations of team policies.

No negative information regarding BSAR, its members, activities, training, searches, or other information involving BSAR shall be posted on any web site, blog, or other location on the internet.

Remember to support your team in all efforts and activities.

2.6 Firearms

~~Only certified NC Law Enforcement Officers may carry firearms on BSAR missions. (current policy deleted on 3/01/2017.)~~

- A. Any BSAR member who is certified as a NC or SC Law Enforcement officer may carry a firearm visible to the public.
- B. BSAR members may carry a concealed handgun under the following conditions:

(1) Member must be a voting and operational member. This means that he/she has completed all of the requirements listed in the Standard Operating Procedures to participate in searches. This includes FUNSAR or the equivalent, required ICS Courses 100, 200 and 700, and Basic First Aid; and, has been approved by the Board of Directors to become operational and/or voting.

(2) New members who do not have the above operational status are not permitted to carry a handgun at any BSAR activity, training or search.

(3) Member must have successfully completed a current concealed carry course and have applied for and received a concealed carry permit issued by the Sheriff Office of the county of residence.

(4) Member must provide the Chief and Asst. Chief a copy of the current concealed carry permit. Expired Concealed Carry permits are not sufficient. Permit must be current.

(5) Member has informed the Chief and Asst. Chief or other ranking officer/board member that they are in fact carrying a concealed weapon at the beginning of the training, travel or search.

C. Location of Weapon on Person

If the member meets all of the criteria in section B, he/she may also carry a handgun in a holster which is not readily visible to the general public or totally concealed as in a pants pocket, waist band, pack or other concealed location. One example of this may include a boot holster or a side holster which is covered by a long shirt or jacket.

D. Confidence & Safe Operations

Members, with a concealed carry permit to carry a handgun, must feel confident and be aware of safety at all times. They should feel comfortable carrying the weapon and operating it.

E. General Safety Practices

At any time that any board member feels the member is not abiding by general safety practices or feels that any individual or others may be in danger due to the way the handgun is handled or carried, the board member may request the individual to surrender his handgun for the duration of that activity, training or search (or ask the individual to lock the handgun up in his vehicle for the duration of the activity.)

At the end of the activity the handgun will be returned to the member owning it. This is not up for discussion by the member at that time. If the member feels it is an unjust request, he must abide by it at the time and may file a complaint with the board for interpretation.

F. Local, State and Federal Laws

Members must abide by all local, state and federal laws regarding the carry, storage, and use of a handgun. This also includes being aware of where a handgun is allowed or not allowed according to law and BSAR operating procedures including vehicle storage.

3.0 Canines

The SAR dog should have the primary characteristics of the working, herding, sporting, or hound breeds and be of sound physical structure and temperament, and of adequate size and strength to negotiate the terrain encountered in wilderness areas.

It is also required that the dog be non-aggressive towards people and other dogs. A dog and handler team can lose its certification if on any practice or mission the dog demonstrates unstable and or undesirable behavior in the opinion of any BSAR member. The Board of Directors who will make a final determination of unsuitability will review this type of action.

Potential K9 handlers are required to attend a minimum of six complete K9 training sessions prior to bringing their own canine to a training session. In addition (as adopted Nov. 1, 2007):

1. All canine teams (defined as one handler and one canine), SHALL attend a minimum of one training per quarter in order to maintain mission ready certification status. This means that a “certified” canine must attend a minimum of one training in Brunswick County per quarter (or documented BSAR training held outside of the county as deemed a BSAR approved training session), in order to remain qualified to respond to search missions as a certified BSAR dog/handler team.
2. Any certified canine team who does not meet the minimum training requirements listed in item #1, must re-certify in order to continue as operational/mission ready status. Under special circumstances the canine handler may request exemption from this requirement by presenting the extenuating circumstances to the Lead Canine Trainer. The Lead Canine Trainer will determine if the extenuating circumstances should be considered for exemption. If the Lead Canine trainer determines it may be a reasonable request, the request is granted for one additional quarter of qualification. Under no circumstances shall the extension be longer than two consecutive quarters.
3. ALL canine teams listed as “in training” with the Brunswick Search and Rescue Team Shall attend a minimum of one training per quarter in order to maintain a status as a BSAR canine in training. Any dog which does not maintain that level of participation shall be removed from the “in training” status lists and web site, and will need to re-apply to the Lead Canine trainer as a canine team in training.
4. No uncertified canine team shall be allowed to respond to search missions under any circumstances. In order to avoid misunderstandings and confusion,

uncertified dogs shall not be brought to the search location.

5. All canine handlers will maintain training logs. These shall be presented to the Lead Canine Trainer once per quarter for review. Reviews will be held the first week of each calendar quarter, i.e. January, April, July, and October. Canine teams not presenting their logs shall be temporarily placed on suspension until such logs are updated and presented.
6. ALL canine teams are expected to “train” a minimum of three times per month. This should be documented in individual logs and/or training records. Each individual handler shall select a method of recordkeeping that meets his/her needs and training expectations. Training is essential to maintaining a well conditioned and mission ready canine team.
7. Canine teams NOT attending the regularly scheduled TEAM announced training dates are required to submit to the lead canine trainer their training logs documenting three trainings per month. These are due to be received by the lead canine trainer the last day of each month. They can be emailed to the lead canine trainer on any type of form that is acceptable to the lead canine trainer and should include a minimum of date, time, basic weather conditions, type of training, description of the “problems or scenarios”, and other relevant information which documents that appropriate training is occurring regularly. This is in addition to the quarterly documentation required of all handlers.
8. The lead Canine Trainer shall maintain a register of canine trainings, documenting each canine team’s participation, log inspection, and training documentations submitted.
9. It is the responsibility of the canine handler to submit required documentation. It is not the responsibility of the Lead Canine Trainer to request documentation. However, the Lead Canine Trainer will be responsible for documenting the logs and records which have been submitted and report to the Board of Directors the change of status of any canine team which may occur as a result of the handler not submitting appropriate documentation and paperwork.

3.1 Canine Safety and Liability

- A. The ultimate responsibility for the care, behavior, and safety of BSAR Canines is that of the handler. All members should be watchful for possible injury to canines or damage caused by the dogs.
- B. BSAR will maintain a file on each dog to include:
 - Shot records
 - Certification records

- C. Females dogs in heat will not be allowed to participate in search functions.
- D. All dogs should be controllable with people and other dogs.
- E. All dogs must be transported humanely. No dog shall be transported in an open vehicle unless contained in a crate. No dog will be chained to a vehicle. No dog will be left in a vehicle without proper heating and cooling ability.
- F. All handlers are responsible for providing water on all missions.
- G. A six-foot lead and a properly fitting collar are necessary.
- H. All handlers are responsible for maintaining participation in the training program.
- I. There will be no prong or shock collars used in any public area or on missions without the prior approval of the lead K9 trainer.
- J. No dogs will be handled by the scruff or tail roughly.
- LK No K9 abuse of any kind is permitted-objects or hands.

3.2 Training Sessions

- A. After a brief socialization session, all dogs will be leashed, crated, or returned to their vehicle or holding pen.
- B. All leash rules will be obeyed at all times unless the dog is participating in his/her training session.
- C. Fighting among dogs will not be tolerated. It is essential that fighting be controlled through training or the handler may be asked not to return with that dog.
- D. All handlers shall clean up after their dogs at all times.
- E. All handlers must observe and aid in the training of other dogs.

3.3 Responding to a Search

- A. When responding to a search, the dog shall remain the vehicle until the handler has logged in at the staging or command post and received his/her assignment.
- B. While at the command post, dogs shall remain on leash, be returned to vehicles or crated, at all times.

C. No dogs will be allowed at a briefing or debriefing. They should be returned to their holding areas.

D. Leashes will be used on all dogs while being transported into the field on a search.

E. A leash shall be carried with you into the field and dogs shall be leashed and under control at all times when not working.

F. If there is any concern about a dog biting when crowded into a vehicle or aircraft, a muzzle must be carried and used to prevent any accidents.

3.4 Handler/Canine Relationships

The relationship between a dog and a handler in a working team goes beyond mutual cooperation. It is a relationship based on mutual trust and love. With this in mind, the following team characteristics will be evaluated at all times:

A. The handler and the dog should show mutual liking and respect for each other and enjoy playing together as well as working.

B. The handler shall give appropriate encouragement and praise to the dog.

3.5 Immunizations/Health

A. All handlers must submit current documentation of a rabies immunization.

B. Additional recommended immunizations include:

-Bordatella (kennel cough)

-Parvovirus, adenovirus, distemper

X. If, in the opinion of two or more other dog handlers, and the concurrence of the Board of Directors, a dog appears to have a health problem, the handler/owner will be requested, at his/her own expense, to have the dog examined by a veterinarian and submit a written health statement from the vet stating the condition of the dog. If it appears the handler is not responding to the concern, the board of directors will instruct the handler to have the dog examined and provide a written health statement from the veterinarian before the dog will be allowed to participate in any future training sessions or missions.

3.6 Canine/Handler Standards

A. A member will request the Board of Directors to schedule his/her dog and him/her to be tested for operational status. Dog/Handler teams can be required to be re-certified at the request of the Board of Directors.

B. The handler must be able to recognize when the dog is alerting to human scent, and the dog should be giving a recognizable strong alert.

B. The handler must demonstrate the ability to work and control the dog effectively in a variety of areas and conditions according to terrain and weather including: having the ability to plan searches of areas for the best use of the wind and efficient coverage for that terrain, have the ability to recognize when either member of the team is working inefficiently and take action to compensate or remedy the situation.

D. The dog shall be willing to find and approach strangers.

E. The dog should be eager to work in a variety of terrain, always being under control.

F. The dog should show eagerness to work and please in a range of stress situations.

G. The dog must not miss an obvious scent even when tired.

H. The dog should be able to find a subject in a contaminated area.

I. The dog must be able to find a subject and work effectively with one or more additional persons (may be strangers to the dog) accompanying the team.

J. The handler shall have adequate training in Canine First Aid.

K. Required Equipment:

1. Dog food and water for a minimum of 24 hours
2. Dish for food and water
3. Collar and leash
4. Harness for working (optional)
5. Long leash 16 – 25 feet (optional)
6. Necessary medications
7. Canine First Aid Kit

Suggested items include:

2 four inch kling wrap, 2 two inch kling wrap, 4" X 5" telfa pads, small bottle of betadine ointment, saline solution or liquid tears, splint, thermometer, large syringe (for flushing), antibiotic spray ointment

L. The dog should hold BSAR certification in one or more of the specialty disciplines. The dog must be at least 12 months of age. Exceptions to age may be made on a case-by-case basis.

M. In addition, the canine must demonstrate the ability to:

Stay close to, or responsive to, the handler when off lead and with other people and dogs as distractions.

Recall from a group of dogs or other distractions.

Allow other handlers to transport and exercise the dog.

Be able to be loaded with other dog teams.

Be able to jump into the back of a truck.

Demonstrate the ability to cross a stream.

Demonstrate the ability to maneuver obstacles off lead including one jump and catwalk.

Be able to ride quietly in a motor vehicle, boat, canoe, or aircraft, and be able to enter and exit the vehicle.

Be able to locate a subject or subjects hidden under natural or man-made debris, and indicate the subject's location in an identifiable manner with an indication to the handler.

Be able to search a building and indicate persons present in the building in an identifiable manner with an indication.

3.7 Canine Evaluation Procedure

A. Certification tests shall be conducted by BSAR team canine handlers as approved by the board. It is recommended but not required that, in addition to BSAR evaluation, each canine/handler team also seek additional certifications from outside teams/organizations.

B. K-9 Obedience Standards - Wilderness/Area Missing

Person/Trailing/Water/Cadaver

Each K-9 shall demonstrate basic obedience to include:

1. Heel on lead
2. One minute sit-stay (may be done on-lead for trailing dogs)
3. Three minute down-stay, handler may stay in sight (may be done on-lead for trailing dogs)
4. Stand for examination
5. Come when handler calls from a distance of 20 feet (may be done on-lead for trailing dogs)
6. K-9 must not shown signs of aggression and be well socialized
7. Allow another handler to hold the lead of the dog while the handler walks out of sight

C. K9 Certification Testing

BSAR K9 and handler certifications are defined in the appendix of the operational procedures and policies. Current certifications include Wilderness, Advanced Wilderness, Tracking/Trailing, Advanced Trailing Urban, Advanced Trailing-

Wilderness, Human Remains Detection, Advanced Human Remains Detection, Water Recovery, and First Responder.

K9 certification tests will be provided upon the request of the K9 handler after an approval of the lead K9 trainer.

At least 60 days must elapse between re-tests in the same discipline.

Specific criteria for each specialty area is listed on the Evaluation Certification Forms found following.

All items listed on the Evaluation Forms need not be completed in the same evaluation session. However, the basic search skills must all be demonstrated during one evaluation session.

Obedience, agility, and other areas may be demonstrated in other sessions. The designation of any of the specialty areas does not become operational until all areas of the certification have been successfully demonstrated.

D. Canine Standards – General

1. An area of approximately 40 acres will be used for Wilderness certification, with light to moderate brush and trees will be used. The evaluators should be familiar with the area.
2. One victim will be placed in position not less than 30 minutes prior to the start. The victim should be well hidden and camouflaged so as to eliminate easy visual finds. The victim may praise the K-9, or ignore and play dead.
3. A refind is required for Wilderness Air Scent Certification.
4. The test should be completed in a reasonable amount of time depending on the terrain and conditions.
5. The handler will be evaluated on his/her ability to describe whether the dog is working/not working and be able to identify and describe the indication of the canine that the victim has been located prior to the refind (on the Wilderness Air Scent Test) The victim must be located.
6. The handler must be able to describe his/her search tactics/strategy and explain why/why not a particular strategy was selected.
7. In order to qualify as a Water Search K 9, the team must first be qualified as a land cadaver canine/handler team.

8. It is not necessary for a Human Remains Detection K9 to be pre-certified in another discipline prior to training or certifying as an HRD K9.

9. General:

If the handler/K-9 team receives a pass rating on all portions of the evaluations, they will be designated as Operational.

A K9 team should be certified every two years.

The Lead training officer and/or operational/certified K9 handlers should do certification tests and re-certifications.

Any K9 out of service for more than 30 days should be re-certified/evaluated for mission status.

Specific criteria for certification are found on the Evaluation Forms.

Brunswick Search and Rescue Team

Wilderness Air Scent Certification Evaluator Form

Name of Handler: _____

Date: _____ Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Witness Signature: _____

Comments on back of form.

Element	Required Skill	Completed	Did Not	Retake
		Complete		Date y/n
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum four foot lead and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle			
<u>Obedience</u>	Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	One minute sit			
	Three minute down-stay			
	Heel on lead, loosely			
	Stand for exam			

	Comes when handler calls, distance 20 feet			
	No apparent signs of aggression			
<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high X 6 ft			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	K9 able to locate a subject hidden under natural or man-made debris and indicate in an identifiable manner to the handler			
	Handler describes search strategy to evaluators based upon terrain & weather conditions			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the alerts/indications of the K9 so as to be easily recognizable to the evaluators			
	Be able to search a building and indicate persons present in the building in an identifiable manner			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds the subject			
	K9 returns to the handler after finding the subject			
	Upon returning to the handler, K9 alerts/indicates to handler that the subject has been found using a trained behavior			
	K9 does a re-find, returning to the victim after alerting on the handler			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find subject in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly			

	a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	<p>Handler posses the required equipment listed below:</p> <p>Dog food & water for 24 hours</p> <p>Collar & leash, at least four foot</p> <p>Harness for working if needed</p> <p>Necessary medications</p> <p>K9 First Aide K9 including minimum items of: kling wrap, telfa X 5" pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin, benedryl;</p> <p>A muzzle or material/supplies to construct a muzzle is recommended.</p>			
<u>Terrain</u>	Approximately 40 – 60 acres with light to moderate brush & trees			
<u>Victim Placement</u>	Victim placed in position no less than 30 minutes prior to the start of the exercise. Victim well – hidden so as to eliminate easy visual finds. Victim may praise K9 or ignore and play dead.			
	A scent article shall be available upon request of the handler.			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in three hours or less. Handler may request rest breaks, no more than 10 minutes per 30 minutes working time. Break time does not count toward total search time.			

Brunswick Search and Rescue Team

Human Remains Detection Certification Evaluator Form

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Witness Signature: _____

Comments on back of form.

Element	Required Skill	Completed		Date y/n
		Did Not Retake	Complete	
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum Four foot lead and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle, on or off lead			
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	*One minute sit			
	*Three minute down-stay			
	Heel on lead, loosely			
	*Stand for exam			

	*Comes when handler calls, distance 20 feet			
	No apparent signs of aggression			
	* May be done "on lead" for canines "worked" on-lead			
<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
<u>Alerts/Indications</u>	Handler demonstrates ability to work and control dog effectively in a variety of areas & conditions according to terrain & weather			
	K9 able to locate three out of four HRD samples hidden under natural or man-made debris, hanging 4 -5 ft above ground, buried at least 1-2 inches below ground level (with distracter disturbances in the general area), or covered lightly with leaf or brush			
	Handler describes search strategy to evaluators based upon terrain & weather conditions			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
	K9 alerts in a passive alert to location of HRD sample within five feet of sample. Handler can readily identify the alert/indication of the canine prior to the test beginning in order for the evaluator to easily recognize the canine alert.			

	No false alerts/indications as called by handler, ie. Handler denotes "wrong" location of sample			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds three of four samples hidden in search area of one acre			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find samples in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	Handler possesses the required equipment listed below: Dog food & water for 24 hours Collar & leash, at least four foot Harness for working if needed Necessary medications K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 " pads, small bottle of betadine			

	ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin,; Muzzle is recommended, or materials/supplies to construct a muzzle.			
<u>Terrain</u>	Combination of terrains to include light brush, trees, asphalt, dirt road, or field; approximately one acre in size			
<u>Scenario</u>	Four samples are placed. One sample should be bone, one shall be blood, and the remaining two choice of evaluator.			
	Recognizable parameters available to define search area.			
	Samples may be manufactured HRD if requested and supplied by candidate in original container, sealed.			
<u>Sample Placement</u>	Samples are placed in position no less than 30 minutes prior to the start of the exercise.			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less. Handler may request rest breaks, no more than 10 minutes per 20 minutes working time. Break time does not count toward total search time.			

**Brunswick Search and Rescue Team
HRD Water Recovery Certification Evaluator Form**

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form.

Witness Signature: _____

Element	Required Skill		Complete	Date y/n
	Completed	Did Not Retake		
			<u>YES</u>	<u>NO</u>
<u>Protocols</u>	Handler followed all team protocols			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum Four foot lead and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle, on or off lead			
	Previously certified in at least one prior discipline: W, HRD, H2O, Tr			
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	*One minute sit			
	*Three minute down-stay			
	Heel on lead, loosely			

	*Stand for exam			
	*Comes when handler calls, distance 20 feet			
	No apparent signs of aggression			
	* are optional for on-lead trailing canines, required for off lead trailers			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	*May be completed "on lead" for canines "working" on lead.			
<u>Alerts/Indications</u>	Handler demonstrates ability to work and control dog effectively in a variety of areas & conditions according to terrain & weather & size of boat or water vessel			
	K9 able to locate two out of three HRD totally or partially submerged in a water location such as stream, waterway, pond, stream, dock, etc. within an accuracy of 15 feet.			
	Handler describes search strategy to evaluators based upon waters, currents, prevailing winds, search scenario, known clues & weather conditions			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
	K9 alerts in a passive alert to location of HRD sample under water and can readily identify the alert/indication of the canine prior to the test beginning in order for the evaluator to easily recognize the canine alert while on the boat.			
	No false alerts/indications as called by handler. Ie. Handler calls wrong			

	location for sample submerged or not within range allowed.			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler while on the boat			
	K9 finds two of three samples hidden totally or partially submerged or in water area of at least one acre			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find samples in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aid training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	Handler possesses the required equipment listed below: Dog food & water for 24 hours Collar & leash, at least four foot Harness for working if needed Necessary medications			

	<p>K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 “ pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin;</p> <p>A muzzle is recommended or materials/supplies to construct a muzzle on hand.</p>			
<u>Terrain</u>	<p>Test sight may include a pond, waterway, stream, docks, shorelines, etc.</p>			
<u>Scenario</u>	<p>Three samples are placed. One sample should be bone, one shall be blood, and the remaining choice of evaluator. Scent machines may be used but if used shall be not visible (tubing) to searcher.</p>			
	<p>Recognizable parameters available to define search area.</p>			
	<p>Samples may be manufactured HRD if requested and supplied by candidate in original container, sealed.</p>			
<u>Sample Placement</u>	<p>Samples are placed in position no less than 30 minutes prior to the start of the exercise.</p>			
<u>Timing</u>	<p>Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less.</p>			

Comments

**Brunswick Search and Rescue Team
Trailing Certification Evaluator Form**

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form.

Witness Signature: _____

Element	Required Skill	Completed	Did Not	Retake
		Complete	Date y/n	
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum Four foot lead and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle, on or off lead			
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	*One minute sit			
	*Three minute down-stay			
	Heel on lead, loosely			
	*Stand for exam			
	*Comes when handler calls, distance 20 feet			

	No apparent signs of aggression			
	* On-lead canines may work these items "on lead"			
<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high X 6 in			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds the subject			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find subject in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
	K9/Handler Team allowed ONE restart to determine direction of travel			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	Handler possesses the required equipment listed			

	<p>below: Dog food & water for 24 hours Collar & leash, at least four foot Harness for working if needed Necessary medications</p> <p>K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 " pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin Muzzle is recommended or supples/materials to construct a muzzle.</p>			
<u>Terrain</u>	Combination of terrains to include light brush, trees, asphalt, dirt road, or field; minimum of three terrains			
<u>Scenario</u>	Single victim is placed in position.			
	At least two cross tracks are laid crossing victims trail			
	Clean scent article available to handler upon request			
	PLS provided to handler			
	Trail from ¼ to ½ mile in length			
	K9 team able to determine direction of travel from PLS			
	K9 team able to follow trail and "find" missing person/victim, using trailing methods and techniques, not a visual find			
	There shall be a minimum of four turns in the trail.			
<u>Victim Placement</u>	Victim placed in position no less than 30 minutes prior to the start of the exercise. Victim well – hidden so as to eliminate easy visual finds. Victim may praise K9 or ignore and play dead.			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less.			

Comments:

**Brunswick Search and Rescue Team
First Responder Canine Certification Evaluator Form**

Name of Handler: _____ Date: _____
 Location: _____

Name of K9: _____
 Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form.

Witness Signature: _____

Element	Required Skill	Completed		Did Not Retake
		Complete		Date y/n
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum Four foot lead and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle			
<u>Directionals:</u>	Ability to move to the “right” upon hand signals and/or verbal signals from the handler			
	Ability to move to the “left” upon hand or verbal signals from the handler			
	Ability to “wait” upon verbal or hand or verbal signals from handler while on a small rubble pile or debris			

	Ability to “go up” higher onto the debris or pile			
<u>Obedience</u>	Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	One minute sit			
	Three minute down-stay			
	Heel on lead, loosely			
	Stand for exam			
	Comes when handler calls, distance 20 feet			
	No apparent signs of aggression			
<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high X 6 inches: ie. Elevated plank			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	Ability to navigate a wobbly surface of at least ten feet long			
	Ability to enter and exit at the opposite end a tunnel of at least 20 feet long			
<u>Alerts/Indications</u>	Handler demonstrates ability to work and control dog effectively in a variety of areas & conditions according to terrain & weather			
	K9 able to locate a subject hidden under natural or man-made debris and indicate in an identifiable manner to the handler			
	Handler describes search strategy to evaluators based upon terrain & weather conditions			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			

	Handler describes the alerts/indications of the K9 so as to be easily recognizable to the evaluators			
	Be able to search a building and indicate persons present in the building in an identifiable manner			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds the subject			
	K9 alerts/indicates to handler that the subject has been found using a trained behavior			
	K9 may or may not do a re-find, returning to the victim after alerting on the handler Or another alert such as a bark alert and remain with the victim			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find subject in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
	K9 searches independently			
	K9 re-find is optional.			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate			

	technique			
<u>Equipment</u>	<p>Handler posses the required equipment listed below:</p> <p>Dog food & water for 24 hours</p> <p>Collar & leash, at least four foot</p> <p>Harness for working if needed</p> <p>Necessary medications</p> <p>K9 First Aide K9 including minimum items of: kling wrap, telfa \$ X 5” pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin, benedryl</p>			
<u>Terrain</u>	<p>Disaster type environment, small building at least 500 sq feet and appropriate disaster surroundings, debris, rubble pile, etc.</p>			
<u>Victim Placement</u>	<p>Victim placed in position no less than 30 minutes prior to the start of the exercise. Victim well – hidden so as to eliminate easy visual finds. Victim may praise K9 or ignore and play dead.</p>			
<u>Timing</u>	<p>Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in three hours or less.</p>			
<u>Scene Safety</u>	<p>Handler describes appropriate protocol for scene safety</p> <p>Completion of a Hazmat Awareness Course either on line or in class</p>			

Comments:

**Brunswick Search and Rescue Team
Advanced Human Remains Detection Certification Evaluator Form**

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form.

Witness Signature: _____

Element	Required Skill		Complete Date:		
	Completed	Did Not Retake	YES	NO	N/A
<u>Protocols</u>	Handler followed all team protocols: see attached listing				
	Rabies Vaccination up to date				
	Training Records – Logs inspected and up to date				
	Transported in crate in vehicle				
	Minimum Four foot lead and appropriate collar used and available				
	Appropriate water and food available				
	Plastic bags for clean up available				
	Apparent healthy canine				
	Ride quietly in motor vehicle				
	Ride quietly in boat				
	Load and unload easily, alone into a vehicle, on or off lead				
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away				
	Allows other handlers to transport & exercise the K9				
	*One minute sit				
	*Three minute down-stay				
	Heel on lead, loosely				
	*Stand for exam				
	*Comes when handler calls, distance 20 feet				
	No apparent signs of aggression				
	* May be done “on lead” for canines “worked” on-lead				

<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
<u>Alerts/Indications</u>	Handler demonstrates ability to work and control dog effectively in a variety of areas & conditions according to terrain & weather			
	K9 able to locate three out of four HRD samples hidden under natural or man-made debris, hanging 4 -5 ft above ground, buried at least 1-2 inches below ground level (with distractor disturbances in the general area), or covered lightly with leaf or brush			
	Handler describes search strategy to evaluators based upon terrain & weather conditions			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
	K9 alerts in a passive alert to location of HRD sample within five feet of sample. Handler can readily identify the alert/indication of the canine prior to the test beginning in order for the evaluator to easily recognize the canine alert.			
	No false alerts/indications as called by handler, i.e. Handler denotes "wrong" location of sample			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			

	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds three of four samples hidden in search area of two acres			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find samples in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	<p>Handler possesses the required equipment listed below: Dog food & water for 24 hours Collar & leash, at least four foot Harness for working if needed Necessary medications</p> <p>K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 “ pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin,; Muzzle is recommended, or materials/supplies to construct a muzzle.</p>			
<u>Terrain</u>	Combination of terrains to include light brush, trees, asphalt, dirt road,			

	or field; approximately two acres in size			
<u>Scenario</u>	Four samples are placed. One sample should be bone, one shall be blood, and the remaining two choice of evaluator.			
	Recognizable parameters available to define search area.			
	Samples may be manufactured HRD if requested and supplied by candidate in original container, sealed.			
	Distracter animal bones and / or carcasses will be placed within the search area. K9 shall not alert on distracter samples.			
<u>Sample Placement</u>	Samples are placed in position no less than one week prior to the start of the test.			
	One sample shall be buried at least two inches down.			
	One sample shall be hanging about four foot above the ground			
	One sample shall be placed inside a building no less than 500 Square feet with disaster/rubble type debris			
	One sample shall be placed in a disaster scenario outside of any structures in an adjacent yard or proximity of a building			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less. Handler may request rest breaks, no more than 10 minutes per 20 minutes working time. Break time does not count toward total search time.			

**Brunswick Search and Rescue Team
Advanced Wilderness Trailing Certification Evaluator Form**

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form.

Witness Signature: _____

Element	Required Skill	Completed	Did Not		Retake
			Complete	Date y/n	
			<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing				
	Rabies Vaccination up to date				
	Training Records – Logs inspected and up to date				
	Transported in crate in vehicle				
	Minimum Four foot lead and appropriate collar used and available				
	Appropriate water and food available				
	Plastic bags for clean up available				
	Apparent healthy canine				
	Ride quietly in motor vehicle				
	Ride quietly in boat				
	Load and unload easily, alone into a vehicle, on or off lead				
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away				
	Allows other handlers to transport & exercise the K9				
	*One minute sit				
	*Three minute down-stay				
	Heel on lead, loosely				
	*Stand for exam				
	*Comes when handler calls, distance 20 feet				
	No apparent signs of aggression				
	* On-lead canines may work these items “on lead”				

<u>Agility</u>	Ability to maneuver obstacle: off lead including at least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high X 6 in			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds the subject			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find subject in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
	K9/Handler Team allowed ONE restart to determine direction of travel			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	Handler possesses the required equipment listed below: Dog food & water for 24 hours Collar & leash, at least four foot			

	<p>Harness for working if needed Necessary medications</p> <p>K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 " pads, small bottle of betadine ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin Muzzle is recommended or supples/materials to construct a muzzle.</p>			
<u>Terrain</u>	Combination of terrains to include light brush, trees, asphalt, dirt road, or field; minimum of three terrains			
	Asphalt shall be a part of the terrain chosen.			
<u>Scenario</u>	Single victim is placed in position.			
	At least two cross tracks are laid crossing victims trail			
	Clean scent article available to handler upon request			
	PLS provided to handler			
	Trail from ¼ to ½ mile in length			
	K9 team able to determine direction of travel from PLS			
	K9 team able to follow trail and "find" missing person/victim, using trailing methods and techniques, not a visual find			
	There shall be a minimum of four turns in the trail.			
	Trail laid 10 to twelve hours prior to the beginning of the testing session			
	One person shall be placed along the trail, NOT the victim, or within 30 feet of the trail.			
<u>Victim Placement</u>	Victim placed in position no less than 30 minutes prior to the start of the exercise. Victim well – hidden so as to eliminate easy visual finds. Victim may praise K9 or ignore and play dead.			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less.			

Brunswick Search and Rescue Team
Advanced Urban Trailing Certification Evaluator Form

Name of Handler: _____ Date: _____

Location: _____

Name of K9: _____

Name of Evaluator: _____

Recommended for Certification (circle one): Yes No

Evaluator Signature: _____

Comments on back of form

Witness Signature: _____

Element	Required Skill	Completed		Did Not Retake Date y/n
		Complete	Complete	
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Handler followed all team protocols: see attached listing			
	Rabies Vaccination up to date			
	Training Records – Logs inspected and up to date			
	Transported in crate in vehicle			
	Minimum Four foot and appropriate collar used and available			
	Appropriate water and food available			
	Plastic bags for clean up available			
	Apparent healthy canine			
	Ride quietly in motor vehicle			
	Ride quietly in boat			
	Load and unload easily, alone into a vehicle, on or off lead			
<u>Obedience</u>	*Recall from a group of dogs or other distractions, at least 20 feet away			
	Allows other handlers to transport & exercise the K9			
	*One minute sit			
	*Three minute down-stay			
	Heel on lead, loosely			
	*Stand for exam			
	*Comes when handler calls, distance 20 feet			
	No apparent signs of aggression			
	* On-lead canines may work these items “on lead”			
<u>Agility</u>	Ability to maneuver obstacle: off lead including at			

	least one jump			
	Ability to maneuver obstacle: cat walk, at least five feet long X 4 ft. high X 6 in			
	Ability to cross a narrow stream			
	Able to be loaded on a truck bed with other K9 teams			
	Handler has ability recognize & describe when canine is not working effectively and compensate or remedy the situation			
	Handler describes the working posture of the K9 so as to be easily recognizable to the evaluators			
<u>Canine</u>	Canine at least 12 months of age: DOB:			
	Willing to find and approach strangers			
	Eager to work in a variety of terrains, always under control of the handler			
	K9 finds the subject			
	K9 does not miss an obvious scent, even when tired			
	K9 able to find subject in a contaminated area			
	K9 able to work effectively with one or more members of a crew, including possibly a previously unknown person			
	K9 responsive to handler when off lead, if working off lead			
	K9/Handler Team allowed ONE restart to determine direction of travel			
<u>Canine First Aid</u>	Handler shall have adequate basic canine first aide training			
	Handler describes how to take the temperature of the K9 & is aware of normal temperatures and critical temperatures			
	Handler describes how to set a broken bone on a canine and demonstrates an appropriate technique			
<u>Equipment</u>	<p>Handler possesses the required equipment listed below:</p> <ul style="list-style-type: none"> Dog food & water for 24 hours Collar & leash, at least four foot Harness for working if needed Necessary medications <p>K9 First Aide K9 including minimum items of: kling wrap, telfa 4 X 5 " pads, small bottle of betadine</p>			

	ointment, saline solution, splint, thermometer, large syringe for flushing, antibiotic spray or ointment, aspirin Muzzle is recommended or supplies/materials to construct a muzzle.			
<u>Terrain</u>	Combination of terrains to include light brush, trees, asphalt, dirt road, or field; minimum of three terrains			
	Asphalt shall be a part of the terrain chosen			
	Terrain shall be composed of an urban environment, such as a shopping mall, shopping center, or downtown area. Terrain shall NOT encompass a residential housing area.			
<u>Scenario</u>	Single victim is placed in position.			
	At least two cross tracks are laid crossing victims trail			
	Clean scent article available to handler upon request			
	PLS provided to handler			
	Trail from ¼ to ½ mile in length			
	K9 team able to determine direction of travel from PLS			
	K9 team able to follow trail and “find” missing person/victim, using trailing methods and techniques, not a visual find			
	There shall be a minimum of four turns in the trail.			
	Trail shall be at least two hours old.			
	Distractions shall be placed along the trail such as people, dogs, signs, lights, etc.			
<u>Victim Placement</u>	Victim placed in position no less than 30 minutes prior to the start of the exercise. Victim well – hidden so as to eliminate easy visual finds. Victim may praise K9 or ignore and play dead.			
<u>Timing</u>	Test should be completed in a reasonable amount of time as determined by the evaluators, the terrain, weather conditions. Normally, test should be completed in two hours or less.			

Comments:

Differences between HRD and Advanced and Trailing, Advanced Wilderness Trailing and Advanced Urban Trailing Certifications:

**Brunswick Search and Rescue Team
ADVANCED Certifications**

ADVANCED HUMAN REMAINS DETECTION: tests shall involve the same criteria as the HRD test with the following exceptions/additions:

HRD samples shall be:

- a. At least One blood/tissue sample
- b. At least One dry bone sample
- c. One buried at least two inches down, one sample hanging about four foot from the ground.
- d. Four samples placed a minimum of one week prior to the test
- e. Area size : TWO acres
- f. Area description: one sample inside of a building, no less than 500 sq feet total, with disaster/rubble type debris, one sample under rubble but outside of a building, one sample in an adjacent yard or proximity of a building
- g. Locate and indicate hrd samples, three out of four within a reasonable time period dependent upon the terrain, environmental conditions and scenario

ADVANCED TRAILING: Same scenario as regular Trailing Certification with the following exceptions:

Advanced Wilderness Trail:

- a. Trail to be from ½ to one mile in length
- b. Minimum of four turns on the trail.
- c. Trail laid from six to twelve hours prior to the beginning of the test session.
- d. One person present along the trail, or within 30 feet of the trail who is NOT the victim.
- e. Scent Article available upon request.

ADVANCED URBAN TRAILING:

- a. Trail from ¼ to ½ mile in length
- b. Minimum of four turns on the trail
- c. Must contain asphalt, as part of multiple terrain features
- d. Urban setting such as a shopping mall, downtown, etc. This setting does not encompass a residential housing area

- e. Distractions present such as people, dogs, noises, lights, etc.
- f. Maximum time allotted: two hours
- g. Scent article available upon request.

4.0 Medical Policies and Procedures

4.1 Medical Responsibilities

A. Each member is expected to decline a call out if his or her physical or emotional health will impair the member's ability to perform. This includes taking any medications.

B. Each member is expected, while on a search, to report any suspected illness or injury of themselves or others to the Incident Commander immediately.

C. Each member is expected to treat themselves for minor medical conditions while on a search.

D. Members are not to exceed their level of training when rendering aid.

4.2 Qualifications

A. All operational members shall successfully complete a Basic First Aid or higher level course and maintain a CPR certification card.

5.0 Equipment Policies and Procedures

5.1 Use of Private Vehicles

- A. Members will use their private vehicles or make their own transportation arrangements for all activities.
- B. Vehicle damage, personal or passenger injury, and traffic violations are the responsibility of the driver/owner.
- C. Seat belts will be worn at all times by all members whenever possible.
- D. No vehicle is authorized to violate traffic laws.
- E. The cost of fuel may be shared with passengers, but without profit.
- F. No member is authorized to use lights or sirens while on search activities unless authorized by the BSAR Search Commander and in accordance with state laws.

5.2 Personal Equipment

- A. All members are expected to purchase and maintain required equipment for certification level.
- B. BSAR is not responsible for replacing any damaged or lost equipment regardless of the place of loss or damage.
- C. Full & Day Pack lists are located in this appendix.
- D. Members are required to carry a minimum of the required Day Pack on all search missions.

5.3 Team Owned Equipment and Vehicles

A. Vehicle Operations

All vehicles owned by BSAR will be operated by BSAR members only that have been approved to operate that vehicle or piece of equipment.

Submission of a valid NC Drivers License and a NC Driving Record are required for the operation of vehicles, four wheelers or other driving equipment.

Under special circumstances, members of the Brunswick County Sheriff's Department (or approved personnel) may be authorized to operate BSAR vehicles or four wheelers at searches or official functions. Vehicle keys

will be issued using a developed procedure to ensure that the vehicle is operated only by those persons who are so authorized.

ATV Operator

All of the following must be either demonstrated or simulated:

Complete visual inspection of ATV prior to use. This includes checking for any obvious damage that may impede safe operations and condition of tires.

Demonstrate proper start-up and shut down procedures.

Identify main ignition.

Turn main fuel on/off, also reserve fuel tank.

Use of electric start and identify alternate means of starting.

Proper shifting of transmission.

How to engage and disengage 4 wd mode.

Verbalize appropriate conditions and speed for use of 4 wd.

Demonstrate ability to safely ascend and descend an embankment.

Successfully navigate serpentine course (both forward and reverse). Course will consist of five cones with the distance between each being twice the length of the ATV.

Demonstrate safe acceleration/deceleration of ATV while riding solo and with a passenger.

Proficiency in forward and reverse trailer navigation prior to being able to transport a trailer and/or ATV.

If available, helmets shall be worn at all times by any persons either operating or riding on BSAR ATV's during a sanctioned search or training evolution.

ATV operators are responsible for the safe operation of the vehicle. Operators should observe and obey all traffic laws as set by the State of North Carolina and any local municipalities. No person shall operate or ride a BSAR ATV while chemically impaired in any manner. Doing such may be grounds for dismissal.

Following the use of an ATV, they should be returned to ready status as soon as possible...ie. cleaned, covered and full of fuel. Any malfunction or mechanical problems should be reported immediately so that actions may be taken to correct the problem.

Boat Operations:

General Information

1. Safety First. Follow your Boat Captain's instructions on loading, unloading, standing, sitting, and safety. Lightning....no boat work....no water work.

2. All participants on the boat MUST wear a PFD.
3. Personal Preparation: Be sure to use sunscreen and appropriate dress for water activities. Remember hats tend to blow off in the boat.
4. Water, water, water...for you and your K9. Bring your own.
5. Changing participants: those at the landing are expected to assist in docking the boat, holding the ropes and helping to launch the boat.
6. Anticipate your turn...be ready with your PFD and equipment.
7. K9's on the boat should be adequately secure when the boat is traveling to the search location. No free dogs while traveling.
8. Crew on the boat should remain seated at all times unless working the dog.
9. All crewmembers should be constantly scanning the water for hazards and clues. Be SURE to let your Captain know if hazards are noted in the path of the boat. Arm signals help to convey the message. Watch for sand bars and debris in the water. Be aware of buzzards or trash accumulations in certain areas. Be aware of the direction of flow of the water.
10. Crew members should feel free to voice observations of the search area and help the Captain stay abreast of search patterns to complete. Remember what has been covered and from what direction. Search areas should be covered from different directions before entering the next search area.
11. Crew members should be aware of boat safety at all times...pass on the right.
12. Set up and take down: All members are requested to assist with launching the boat and taking the boat out of the water.
 - all items in the boat must be secured.
 - all personal items must be taken out of the boat.
 - clean up is a team effort.

Boat Captain

All of the following must be either demonstrated or simulated:

Complete a visual inspection of the boat/motor prior to use to include checking fuel levels, obvious damage or other factor that could impede safe operation.

Check trailer and trailer tire condition.

Load and Un-load the boat into the water.

Identify main ignition, turn on/off fuel.
Demonstrate proper shifting of transmission.

Demonstrate how to engage forward and reverse.

Verbalize AND demonstrate proper speed for use.

Demonstrate boat safety, passing other boats and swimmers.

Be aware of and demonstrate appropriate search patterns using boats in various types of waters.

Understand and verbalize scent patterns on water.

Understand the buoy system in coastal waters.

Demonstrate proficiency in forward and reverse trailer navigation prior to being able to transport boat/trailer.

Scan passengers for safety precautions at all times.

5.4 Team Equipment

1. Certain Team equipment can be issued to active / voting members upon approval of the Board of Directors and/or Logistics Officer. All equipment remains the property of BSAR and must be returned upon request by the Board of Directors or Logistics Officer for accounting purposes, upon change of operational status etc.
2. Some equipment, etc. will be maintained by BSAR and issued on site during training or searches as needed by those participating and should be returned to the Logistics officer prior to leaving the site. Members are expected to return the equipment in a clean, operational status after use.

Individuals are liable for replacement costs of any equipment not returned within 30 days of a board and/or logistics officer request. Individuals will pay the cost to replace the equipment plus any legal costs incurred to recover the equipment.

5.5 Equipment Usage belonging to BSAR

All equipment maintained or issued to members by BSAR must be adequately marked to ensure an accurate inventory is maintained and accounted for. For instance, radios will be issued based upon serial number, rain coats issued as per coat number (easily read and marked inside the jacket), etc. The inventory shall be maintained on a spreadsheet and kept up to date monthly.

Any equipment or supplies, including uniforms, which are issued to members of BSAR must be returned to the team upon leaving the team for any reason or upon the request of the board of directors or Chief within 10 days.

New members who have been approved as probationary members (after having filed an application, drivers record and FBI criminal records check) shall be issued BDU, t-shirt and a team hat.

New members that have completed their SAR Tech III certifications, CPR and First Aid certification, ICS 100, 200 and 700, shall be considered for a move from probationary to active voting status and may be issued a black BSAR jacket; however this jacket must be returned if the member leaves the team for any reason or becomes inactive. In addition, they may be issued other operational equipment such as a GPS, radio, etc. as equipment is available.

5.6 K9 Supplies and Equipment

Recognizing that many folks become enamored in the pursuit to work a SAR dog, and recognizing that few accomplish that goal with the dedication and zeal that the work requires, BSAR has set forth the following guidelines to address K9 related equipment or supplies:

Only certified K9s shall receive K9 related equipment, leads, crates, etc. At any time that the K9 team fails to meet certification requirements, the handler shall return all issued supplies unless given a quarter extension to meet those certification requirements by the lead trainer. In cases where the lapse is due to extenuating circumstances, that extension shall be granted by the lead trainer when in his/her judgment the dog is expected to meet those requirements during the next quarter.

K9 supplies and equipment shall include leads, collars, crates, vests, pfd's, or any other non perishable items issued to the handler.

Awards, certificates, and K9 Pins earned by the handler are not required to be returned and are the property of the handler. However, at no time shall the member who is not active and current with BSAR use those items to represent

anything more than an award and recognition that the K9 handler has achieved a level of certification or service. These are normally issued to the handler for service rendered at the annual meeting/social in December and are meant to recognize achievements or certifications earned during the previous year.

6.0 Mission Response Policies and Procedures

6.1 Reporting to Missions

- A. No member is required to participate in any given mission.
- B. Members reporting for a mission must log in with the command post so their presence is known and so they can receive an assignment. Members departing must log out with command post. If the designated Team leader leaves, leadership will be delegated to another qualified member. In responses, one individual will represent the responding team members to the coordinating agencies. This will usually be the Incident Commander.
- C. If a member must leave a mission early, for any reason, it is the responsibility of the member to notify the team leader in advance that he/she must be back by a certain time. Transportation is the responsibility of the member leaving.

6.2 Mission Debriefing

- A. A debriefing shall be held after each mission for the purpose of allowing all participating members have input into the analysis of the mission. The debriefing will usually be held immediately following the mission (on the scene) if possible, but no later than the next monthly meeting. The Search Commander and Team Leaders hold the responsibility for coordinating the debriefing.
- B. A special debriefing session following a disturbing mission (such as one involving death or serious injury) will be held for ALL members participating in the mission and is required. This session will be lead by a qualified Crisis Counselor to assist members with their emotions about the mission.
- C. Debriefings shall not be held in the public areas because mission details may be of a delicate nature and comments may be misunderstood by the public.

7.0 Relationship to Other State and Volunteer Organizations

7.1 State

BSAR operates under the policies of the requesting agency and under policy guidelines established by the Brunswick Search and Rescue Team unless explicitly directed otherwise.

7.2 National

Outside of the state of North Carolina, BSAR operates under the policies of the requesting agency and under the policies and guidelines established by BSAR. BSAR standards of conduct and responsibility will be maintained in all out of state missions or training exercises.

BSAR equipment is available for out of state missions but not out of state training sessions unless prior board approval is granted. A sufficient amount of equipment must remain within the state to fulfill the requirements of a mission if needed.

7.3 Local

A. BSAR members who are members of other volunteer fire/rescue organizations shall respond to call outs in the order they are requested. In the event the second organization calls them out, he/she must be released from the initial callout by the officer in charge before responding with the second called out unit.

B. Members are urged to belong to other regional, state and national organizations involved in the promotion of SAR, the presentation of training seminars, publications, expositions and research that may lead to new and innovative advances in SAR skills and capabilities.

C. Members or K9's, certified, active or probationary, are prohibited from membership or activity in any organization whose mission includes search activities without the written permission of the Board.

D. No member may show up at a search and request to participate as a trained searcher or offer a certified or uncertified canine for use in the mission without the permission of the President or Vice President.

8.0 Communications

8.1 Radios

- A. Frequencies assigned by the Communications Officer will be used on searches.
- B. When in-route to a call, the default contact frequency is Family Channel 8, a.k.a. 467.5625 MHz. No Privacy Code or PL tone is used.
- C. Radios may be assigned to crew leaders who do not have team issued radios, as available at the scene of the search.

Borrowed radios shall be returned prior to leaving the scene of the search.

- D. Field/Family Channel radios will be used as available at training sessions.

8.2 Communication Codes

- A. As assigned by the county 911/EMD, BSAR shall use the following call numbers:

- 4900 - President/Chief
- 4901 - Vice President/Assistant Chief
- 4902 - 4909 Board Members
- 4910 - 4960 Members
- 4970 - Command Trailer
- 4971 - BSAR vehicles – four wheeler #1
- 4972 - BSAR vehicle – four wheeler #2
- 4975 - BSAR Logistics trailer
- 4990 - BSAR Boat
- 4991 - BSAR Boat, Triumph

B. Communication Codes for Field Operations:

- A 100 - victim located, able to walk out
- A 200 - victim located, need medical assistance
- A 300 - victim located, deceased

8.3 Call out Procedures (To be reviewed and revised in 2015)

- A. Page out the team at 910-754-0898 (BSAR pager held by the President) (Paging system discontinued with the use of cell phones and texting 2013.)
- B. Team notification via: (in order of use)
 - a. alphanumeric pager (discontinued in 2013)
 - b. telephone tree

c. email

c. Upon notification, team member should indicate ETA to scene or unavailability as soon as possible to:

1. President, Vice President, or other designated member

d. Upon arrival to scene:

Members shall log in immediately at the Base of Operations/Staging Area and shall log out prior to leaving the scene.

9.0 Standards

9.1 General

A. These standards are designed to ensure that Brunswick Search and Rescue Operational Teams will be professional and competent in their work. Agencies requesting assistance rely on those teams to do their job correctly. The failure of a team, due to inadequate training, could result in the death or injury of a subject who is lost or a fellow team member. It is up to the individual team member to ensure that they are properly prepared and trained.

B. The purpose of the Standards is to provide a structure for the deployment of team members. Standards provide a system, to encourage members to achieve additional skill levels for themselves, their canines and positions of leadership. The skills required for a specific specialty must be demonstrated through certification testing. The specific skills and equipment for all specialty standards are determined by the Board.

C. Personnel wishing to become operational must be a member of the BSAR team and will be evaluated through a series of tests conducted by a designated evaluation team or otherwise meet operational status as outlined in the policies. Operational personnel must be willing to spend considerable time and money on training and equipment. He/she must also be reasonably available to respond to search calls.

D. BSAR will hold formal training. Each member must attend at least 50% of the training sessions. If you attend an actual search and participate, it will satisfy your formal training requirements for that week. Members are encouraged to work regularly on their own on all phases of training. Training two or three times per week is recommended with canines. All members must maintain a log of their training.

If a member resides 75 or more miles from Brunswick County, BSAR recognizes the difficulties in maintaining 75% or 50% participation rates for training held within Brunswick County. Therefore, special considerations may be adopted or approved by the board on an individual basis, upon request of the member. Special considerations may be made for six months at a time, renewable each six months with the approval of the board.

E. Each member will be required to attend at least 50% of the business meetings. If more than 50% of the meetings are missed, a reasonable explanation must be submitted.

F. Operational personnel who do not meet the minimum standards will be subject to a review of their operational status by the Board.

G. The Board may waive the BSAR standards for training or mission requirements based upon training and experience.

H. Members may request prior approval from the Board of Directors to substitute SAR related workshops, conferences, seminars for regularly scheduled training.

9.2 Membership Status

A. Probationary Member

A probationary member is an individual who desires to become an active voting member of BSAR(such as a new applicant).

A probationary member may also be an active member who may have been placed on probationary status due to failure to meet the requirements of active membership.

B. Active/Voting Member

An active member is a member who has completed the probationary period and has been accepted by a vote of the membership to this status. To maintain active/voting status, members must maintain participation rates as defined in 9.1 (D-E)

C. Inactive Member

An inactive member is one who has requested in writing to become inactive due to extenuating circumstances, disability, or personal reasons and has been deemed inactive by the Board. Inactive status may result from a disciplinary action by the Board, nonpayment of dues, not meeting participation requirements or other reasons as designated by the Board.

Inactive members are those who are unavailable for missions or training sessions, not to exceed a six month period. An extension of the six-month period may be granted by the Board upon written request. Inactive members will not be required to go through the probationary period upon returning to full status if the inactivity has been one year or less unless they were in the process and would have been placed on probation prior to be placed in inactive status.

9.3 Operational Standards

A. Operational members are trained in all areas of operational readiness and available to respond to search. The member must be an active, voting member. He/she may be assigned to any search position for which he/she is qualified.

B. Minimum Standards to become operational include:

Know the purpose and objectives of BSAR and be familiar with the bylaws, policies, standards, and organization.

Be in and maintain appropriate physical condition for SAR operations.

Attend at least 50% of the training sessions

Have Basic First Aid or higher medical training.

Have a current CPR Card

Possess the equipment required for certification and satisfactorily complete the training required of operational personnel. All equipment must be kept in good condition and in a constant state of readiness.

Be responsible for own safety first, then team member safety, and lastly, the subject's safety.

Be expected to follow all reasonable orders given by leaders. Only those orders that conflict with safety may be refused without concern for disciplinary action.

Be able to navigate, day or night, in an unfamiliar wilderness area using a map and compass.

Be familiar with SAR Dog search operations as they relate to mantracking, grid, and area searching.

Be familiar with radio communication procedures.

Be able to work in an unfamiliar terrain for 8 to 12 hours for three consecutive days.

Be able to translate field activity onto a base map, including route taken, areas left uncovered, alerts, wind direction, and probability of detection.

Be able to respond to a reasonable number of call-outs.

Be willing to participate in non-mission BSAR activities such as equipment maintenance, fund raising and supported community activities.

Members must obtain a SAR Tech III certification or equivalent in order to become operational.

Operational personnel must complete whatever training necessary to meet the qualifying standards. In addition, the following training is recommended:

Fundamentals of Search and Rescue
Wilderness Survival
Helicopter Orientation
Man-Tracking
Clue Awareness
Leadership Skills
Advanced Navigation
Managing Lost Person Incident

9.4 Leadership Positions

A. Search Commander

A SAR Search Commander is an operational designated by the BSAR Board and capable of planning, organizing, coordinating, and supervising all aspects of the use of teams on a search, either individually or with other teams and agencies.

1. The duties of the SAR Search Commander include but are not limited to:

- a. Participating in and providing the leadership for all phases of SAR in which BSAR is involved.
- b. Participating in the planning and organization of BSAR training programs.
- c. Demonstrate superior degree of knowledge and proficiency in search procedures and techniques.
- d. Be capable of assuming the duties and responsibilities of leading search and rescue teams in the field during a search.

2. Training Requirements

- a. The search commander shall have completed all qualifications required of an Operational member.
- b. The search commander shall have completed a minimum of one year as an operational member, unless this is waived by the Board.
- c. The search commander shall have completed all qualifications for whatever discipline/specialty they will be leading.
- d. The search commander shall have participated in a minimum of five search missions as an operational member.

e. The search commander shall have or be working toward completing leadership and incident command courses.

B. Crew Leader

1. An operational crew leader is an active, operational member designated by the board and capable of leading a search crew into the field.
2. The crew leader is knowledgeable about all aspects of searching and has demonstrated through leadership ability and training participation that he/she has the ability to plan and teach search skills during training sessions.

C. BSAR supports the current operational guidelines and standards as set forth by the North Carolina Advisory Council. They are:

SAR Operations III: Basic

Must complete the following level of testing and training:

- a. Introduction to Search and Rescue (ISAR, FUNSAR, SARFUN or its equivalent).
- b. NASAR SAR Tech III or higher (or equivalent)
- c. Basic First Aid Training and CPR Certification or higher

SAR Operations II: Intermediate

Must complete the following level of testing and training:

- a. FUNSAR or SARFUN
- b. Step by Step Mantracking or approved equivalent
- c. NASAR SAR Tech II or higher (equivalent)
- d. Advanced First Aid, DOT First Responder or higher

SAR Operations I: Advanced

Must complete the following level of testing and training:

- a. Advanced Search and Rescue Skills Course
- b. NASAR SAR Tech I
- c. Incident Command System I-300 or equivalent

10.0 Disciplinary Procedures

10.1 Submitting a Complaint

A. If a member has a complaint against another member, the complaining party must submit a petition of complaint in writing to the Board. The Board shall review the petition of complaint within thirty (30) days. If the Board decides that the complaint may have merit the Board, or a subcommittee of the Board, shall look into the matter. They shall have the Secretary notify the defending party by certified mail that the complaint has been filed, attach a copy of the written complaint, and advise the party that he/she must submit a written response to the board within 30 days.

10.2 Hearing

A. A hearing by a quorum of the Board must be held within fourteen (14) days of the receipt of the response. The complaining and defending parties must be present to participate in the hearing.

B. The President or an appointed Board member shall preside over the hearing as a mediator.

C. If the defending party fails to submit a response within the thirty (30) day period, or fails to appear before the hearing, the defending party will be placed on probation until the matter can be resolved.

D. If the complaining party fails to appear at the hearing, the matter will be dropped.

E. The proceedings will be recorded by BSAR. A copy of the tapes will be given to the defending party, if requested. The Secretary will maintain the tapes for not less than three years.

F. Disciplinary hearings will be closed to the general membership.

G. The Board, acting, as a disciplinary committee will have seven (7) days from the date of the hearing to publish a decision. The decision will be sent to the defending party by certified mail and postmarked within the seven-day period.

10.3 Board Actions

A. The complaint will be dismissed.

B. No Action or recourse.

C. Reprimand: A report of the incident and a written reprimand will be sent to the member. A copy will be placed in the member's personnel file. No other action will be taken.

D. Probation: The member will be under close observation during whatever probationary period is set forth, not to exceed six (6) months.

D. Suspension: The member and his/her membership privileges will be suspended for a period to be determined by the Board, not to exceed one year.

F. Expulsion: The member and all related membership privileges will be permanently revoked.

10.4 Immediate Suspension

In the case that the President (in any situation) or the incident commander/search commander on the scene of a search (if not the President/Chief) are confronted with an immediate situation that they feel must be handled immediately, they have the authority to immediately suspend a member from any and all BSAR activities, events, searches, training, etc. for a period of ten days. An immediate board meeting will be called if the President/Chief or acting search commander chooses to refer the situation to a disciplinary board hearing. At that time, the board shall determine appropriate disciplinary action. (Adopted March 2009.)

11.0 Mounted Unit

The Mounted Unit is designed to support and supplement search resources to the ground pounder and K9 Units of BSAR. This Unit is a component of the BSAR membership and the riders are respected in the same fashion as the K9 handlers in that they are “searchers first” and riders second.

Horses selected for the BSAR mounted unit shall pass a Mounted SAR Horse Certification Test prior to being used or deployed as a search and rider unit. All riders shall have completed their Search and Rescue Technician III Certification prior to requesting testing/evaluation.

11.1 Equine Safety and Liability

The ultimate responsibility for the care, behavior, and safety of the BSAR equine is that of the rider. All members should be watchful for possible injury to equines or damage caused by the horse. BSAR Mounted Unit director will maintain a file on each horse to include:

- Copy of current Coggins test
- Documentation of birth date, rider’s name, owner’s name and horse’s name
- Certification Records

All horses should be compatible with people, dogs, and other horses.
All horses must be transported humanely.

11.2 Training Sessions

All riders are responsible for participating in training sessions on a regular basis and maintaining logs of training, missions and certification.

It is recognized and accepted that a rider/mounted unit is a very specialized search function and requires specialized training and practice to maintain certification status and readiness level. Therefore, riders are required to participate in a minimum of two Mounted/team training sessions per quarter.

Failure to participate in the minimum number of trainings will disqualify the MSAR unit from response availability until such time as the participation rate is resolved.

Riders are expected to set timely and reasonable goals for themselves and their horses to maintain a level of growth throughout training.

Responding to a Search

When responding to a search, the horse shall remain in the horse trailer until such time as the rider has logged into the staging/command post area and determined whether the mounted unit is needed in this location or would best serve a search function to be transported to another nearby area.

Horses shall remain under the control of the rider at all times.

11.3 Rider/Horse Relationships

The relationship between the horse and the rider goes beyond mutual cooperation. It is a relationship based upon trust and love. With this in mind, the following team characteristics will be evaluated at all times:

- Horse and rider show a mutual liking and respect for each other.
- Horse and rider are able to perform their duties in a calm and competent manner.

Health

Documentation of a current negative Coggins test shall be on file with the Mounted Unit Leader.

It is recommended that the horse be vaccinated for rabies in addition to regular immunizations.

The horse shall be maintained in apparent good health.

Required Equipment

Horse feed and water for a minimum of 24 hours.

Necessary medications.

Equine first aid kit.

Appropriate Tack

Extra halter and lead rope

SAR Gear: day pack and 24 hours pack as required by the Search Commander

11.4 Mounted Certification Standards

A rider shall request a certification test when ready to test for operational status. The Mounted Unit Leader must concur that the horse/rider team is ready to be tested and has demonstrated in previous trainings that there is a good probability that the team will certify.

**Brunswick Search and Rescue Team
Mounted SAR Horse Certification Evaluator Form**

Name of Rider: _____ Date: _____

Location: _____

Name of Horse: _____

Name of Evaluator: _____

Age of Horse _____ Color/Breed _____

Evaluator Signature: _____

Recommended for Certification (circle one): Yes No

Comments on back of form.

Witness Signature: _____

Element	Required Skill	Completed	Did Not	Retake
		Complete	Date y/n	
		<u>YES</u>	<u>NO</u>	
<u>Protocols</u>	Rider followed all team protocols:			
	Negative Coggins Test			
	Training Records – Logs inspected and up to date			
	Transported in horse trailer			
	Appropriate equipment used and available including saddle bags with recommended equipment and BSAR day pack.			
	Appropriate water and food available			
	Rider must have a minimum of a SAR Tech III credentials			
	Rider must exhibit proficient horsemanship and trail manners.			
	Rider must be able to tack up a horse properly in a timely manner.			
	Rider able to load horse into and out of a trailer.			
<u>Arena</u>	Walk both directions			
	Trot both directions			
	Canter both directions			
	Stop easily			
	Stand quietly			
	Allow rider to mount and dismount from either side			
	Stands quietly while mounted rider holds			

	another horse			
	Stand quietly while tied or held			
	Side-pass in both directions			
	Back readily			
	Allow rider to put on a slicker or raincoat			
	Drag an object using a rope			
	Allow rider to open up a paper map			
	Pony another horse			
	Be ponied by another horse			
	Allows rider to open and close a common farm gate			
	Load and unload easily into and out of a horse trailer in less than five minutes			
<u>Field</u>	Be controllable and not bolt when exposed to motorbikes, four wheelers, traffic, tents, gunfire and sirens.			
	Horse readily accepts dogs.			
	Leave a group of horses at a given gait and return at a walk			
	Lead well in difficult terrain and over obstacles			
	Calmly move thru thick brush			
	Calmly ride with a group of horses at all gaits			
	Negotiate a one foot jump			
	Cross a bridge			
	Cross water readily			
	Cross a two foot ditch			
<u>Horse</u>	Horse must be an actual four year old or older			
	Apparent healthy horse in sound physical condition			
	Be a mare or gelding – NO stallions			
<u>Equine First Aid</u>	Rider shall have adequate basic equine first aid training			
	Rider demonstrates how to take the pulse and respiration rates of his/her horse and is aware of normal and critical rates			
<u>Equipment</u>	Rider possesses the required equipment listed below: Feed & water for 24 hours in horse trailer			

	<p>Riding tack, extra halter, lead rope, saddle bags, orange safety vest, helmet, fly spray, BSAR day pack and extra water.</p> <p>Necessary medications</p> <p>Equine First Aide: including minimum items of: vet wrap, betadine solution, saline solution, wound ointment, leg bandages/wraps, electrolyte paste</p>			
<u>Terrain</u>	Combination of terrains to include brush, woods, asphalt, dirt road, or field; minimum of three terrains			
<u>Scenario</u>	According to the criteria tested and listed above (ring, woods, base camp, etc.)			
<u>Automatic Disqualifications</u>	<p>If horse does not tie</p> <p>Runs Away</p> <p>Bucks</p> <p>Rears</p> <p>Kicks</p> <p>Bites</p> <p>Shows any sign of unsoundness in the opinion of at least one evaluator</p>			

Comments:

Evaluator Signature: _____

Sweep spacing _____

(Map on Reverse Side)

Estimated POD _____

Obstacles Encountered:

Describe your Trail:

(Map on Reverse Side)

Was a direction of travel or any clues located during the trail?

- Yes
- No

(Map on Reverse Side)

**Brunswick Search and Rescue Team
Mounted Training Goals/Objectives**

Goal: _____

Date Set: _____ Target Date: _____ Target Date: _____ Achieved: _____

Goal: _____

Goal: _____

Date Set: _____ Target Date: _____ Target Date: _____ Achieved: _____

Goal: _____

Goal: _____

Date Set: _____ Target Date: _____ Target Date: _____ Achieved: _____

Goal: _____

APPENDIX

PACK LISTS:

Required Equipment for Operational Search Status: Day Pack and Full Pack.

- 1. Full Pack:** Minimum equipment required includes (and is also required for a SAR Tech II Exam:

Personal First Aid and Survival

4 acetaminophen or aspirin tablets	1 plastic bag, zip lock, quart size for kit
4 antacid tablets	2 quarters for a phone call
2 antiseptic cleansing pads	1 razor blade, single edge, safety type
1 antiseptic ointment	1 roller gauze bandage
6 bandaids, various sizes	2 safety pins, large
1 candle, long burning	1 splinter forceps, tweezers
2 cotton swabs, non sterile	1 space type blanket or space type sleeping bag
1 duct tape (5-10 feet)	
1 large leaf bag	1 towelette, clean
8 matches in a waterproof container	1 whistle
1 moleskin	

Personal SAR Equipment

4 bags, various sizes, zip lock type	1 pack, 1800 cubic inch minimum
1 bandanna, handkerchief	1 pad and pencil
1 cap or other headgear	2 prussik slings (suitable for 9mm to 11 mm rope)
2 carabiners (locking)	1 rainwear, durable
1 clothes bag, waterproof	1 SAR personal identification
1 clothing, adequate for climate	1 shelter material, 8 X 10 plastic or coated nylon
1 clothing extra set, suitable for climate	1 scissors, multi-purpose
1 compass, orienteering	1 socks, extra pair
1 flagging tape, roll	1 sunscreen lotion
1 flashlight or lantern	1 tissue papers or baby wipes
1 flashlight extra, extra batteries and bulb	1 tracking stick minimum of 42 "
1 footwear, sturdy, adequate for climate	1 watch
1 gloves, durable, even in summer	2 water containers, at least liter size
1 goggles, or eye protection, clear	1 webbing, 1" tubular-length suitable for harness
1 insect repellent	1 wire, 5-10 feet, woven steel
1 knife, multi-purpose	8 wire ties, plastic, self locking

1 lip balm, with sunscreen
1 measuring device, 18 inch minimum
1 nylon twine, or small rope, 50 feet

1 mirror, small
1 metal cup or pot

Optional Equipment

2 antihistamine, 25 mg benedryl
2 extra leaf bags
1 extra water container
1 foam pad
2 food, nonperishable
1 gaiters

1 rain cover, pack
1 sterno or stove
1 sun glasses, 97% UV protection
1 trail snacks
1 water purification tabs

B. Day Pack - minimum for all search missions to deploy

First Aid and Survival:

4 acetaminophen or aspirin tablets
2 antiseptic cleansing pads
6 bandaid, various sizes
1 duct tape (5-10 ft long)
8 matches in waterproof container
1 plastic bag, zip lock, qt size for kit
1 roller gauze bandage
1 towelette
1 whistle

4 antacid tablets
1 antiseptic ointment
2 cotton swabs, non-sterile
1 large leaf bag
1 moleskin
2 quarters for phone call
1 large safety pins
1 splinter forceps/tweezer
2 antihistamine, 25 mg benedryl

Personal SAR Equipment:

1 bandana, handkerchief
1 compass, orienteering type
1 flashlight or lantern
Extra batteries & bulb for flashlight
1 knife, multipurpose
1 measuring device, 18 in minimum
1 mirror, small

1 cap or other headgear
1 roll of flagging tape
1 sturdy footwear for climate
1 insect repellent
1 lip balm, with sunscreen
Water containers, minimum 1 quart

BRUNSWICK SEARCH AND RESCUE DAY PACK

Each Searcher:

WATER!!!

Flagging Tape

Bug Spray/Cream

Sunscreen

Lip Balm

Duct Tape

Flashlight/headlamp

Batteries

Navigation

Compass

Tape measure

Grid Reader

Pad and Pencils

Carabiner(s) – Locking

Knife-multipurpose and sharp

Large Leaf Bags (2)

First Aide:

Band-aids, 6 – 1 inch

Bandaid: large, knee, 4 inch

Aspirin, Chewable, 10

Ibuprofen, 10

Rubber Bands for Tracking Stick

Emergency Blanket

Applicant Name _____ **Page Two**

Height: _____ Sex: _____ Weight: _____ Hair: _____
Eyes: _____

Medical Alert Information:

Why do you want to join the Brunswick Search and Rescue Team?

References (Name and phone number):

1. _____
2. _____
3. _____

Questions:

Have you read a copy of the Constitution and By-Laws of our team? _____

Do you agree to abide by the requirements set forth by the Constitution, By-Laws, and operating policies/standards of BSAR? _____

Are you willing to participate in search and rescue missions realizing that there are certain physical risks involved while in the field? _____

Are you willing to spend time, day or night, under various environmental conditions, away from family and friends, not only for search missions but also for unit functions and training? _____

Are you satisfied that your health will allow you to participate in some function of an actual search mission and training activities? _____

Will you promote the ideal of the search and rescue dog as a valuable resource in a search mission? _____

Will you strive to become better educated in the search functions, both by way of unit training and other recognized sources? _____

Can you leave work for a search? _____

If applying as a dog handler, do you have canine training experience? _____

Have you ever participated in any organization which has search and rescue as part of its' objectives? _____

If so, what organization? _____

Contact name of chief officer and phone number: _____

Address of Organization: _____

In what capacity did you serve in that organization? _____

Have you or are you presently a member of another volunteer EMS/Rescue/Fire Department? _____ If so, what organization? _____

Contact name of chief officer and phone number: _____

Address of Organization: _____

In what capacity did you serve in that organization? _____

What certifications do you presently hold?

- | | | |
|---|--|---|
| <input type="checkbox"/> CPR | <input type="checkbox"/> SAR Tech (level I, II, III) | <input type="checkbox"/> Medical Responder |
| <input type="checkbox"/> Fire Fighter | <input type="checkbox"/> Nurse (level _____) | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> High School Dip. | <input type="checkbox"/> GED | <input type="checkbox"/> Dog Handler |
| <input type="checkbox"/> Graduate Degree | <input type="checkbox"/> Comm. College | <input type="checkbox"/> EMT (level: _____) |
| <input type="checkbox"/> Other: _____ | | |
-

Waiver:

I hereby apply for membership in BSAR. I have not been convicted or charged of any crime other than traffic infractions by the state of North Carolina, any other state, city, or the United States.

If accepted into BSAR, I agree to abide by all rules, regulations, and by-laws governing Brunswick Search and Rescue. I understand that any equipment or property of BSAR

issued to me belongs to BSAR and is to be returned immediately upon either my leaving the organization or simply upon request of the Board of Directors. I understand that I have provided all information in this application truthfully and that any misstatement, misrepresentation, or omission of any material fact constitutes cause for non-acceptance by or immediate dismissal from Brunswick Search and Rescue. I further understand that completion of this application does not in itself guarantee my membership approval in Brunswick Search and Rescue.

Having applied for membership to BSAR, I recognize that there are certain dangers inherent in any search and rescue mission. I will not hold the Brunswick Search and Rescue responsible for injury or illness to my dog or myself as a result of my membership in the Unit, my participation in search missions or training exercises. I am of legal age and sound mind.

I further stipulate that, upon acceptance for membership into BSAR, I will not participate on an individual basis in organized search missions. If a situation arises during which I cannot contact the Unit immediately, I agree to notify the Unit as soon as practicable. This includes participating in any search mission not under the supervision of the Brunswick Search and Rescue Team. I further stipulate that I will not participate in any other organization that includes search and rescue as part of its objectives or duties without the complete knowledge and approval of the Board of Directors of BSAR. I agree that, under no circumstances, will I accept compensation for my services and will always subscribe to and further the philosophy of the Search and Rescue ideals and principals as outlined by the BSAR Organization. Violations of this stipulation will result in disciplinary action by the Board of Directors.

Signature: _____ Date: _____

Witness: _____ Date: _____

Please attach copies of all certifications, CPR card, drivers' license, photo and a copy of a Criminal Records Check for all states/counties for the past seven years where you have resided. The CRC must be nationwide, and can be obtained by visiting the Sheriff Department and requesting a finger print card be completed. Send fingerprint card to the FBI offices for documentation.

Applicants should attach any copies of relevant certifications to the application. (Examples: CPR, Medical Certifications, SAR Certificates, Seminars, etc.)

Also attach:

1. Certified copy of a current criminal record for any state/nationwide.
See attachment for sources.
2. Copy of Current, valid driver's license

Process:

A. Submit completed application with all attachments to any member or mail directly to:

Christy Judah – 1093 Stanbury Road, SW, Supply, NC 28462

B. A Board of Directors Interview will be scheduled at the next regularly scheduled BSAR Meeting. Interviews are usually held at just prior to the regular meeting that begins at 7:00 pm. Meetings are held on first Thursday of the month, usually every other month. The location is the meeting room at Brunswick Electric. Call to confirm location and date of meeting: Christy Judah, 842-4843.

C. Upon acceptance, all members will begin as probationary members for an unspecified period of time. Probationary members may participate in all BSAR activities but may not vote on any issues requiring a team vote. Probationary members must pay membership dues. Dues are \$50 per year with half payable upon acceptance as a probationary member and the remainder at regularly scheduled payment dates of Jan 1st and July 1st each year. Probationary members are expected to participate in a minimum of 75% of the scheduled activities, searches and meetings. Probationary status will usually be reviewed each quarter. Probationary members should make plans to attend the Fundamentals of Search and Rescue Class (held throughout the state) as soon as possible. Upon completion of the SAR Tech III level, and achievement of a current CPR card, the member will be considered for active search status. Nonactive search status members are allowed to participate in assigned activities at search sites but will not be assigned to a crew entering the woods.

Thank you for considering application to BSAR. We appreciate your interest and desire to help others. We serve so that others may live.

Violent Sexual Offender and Predator Registry Search

A NC Sexual Offender Registry search will be conducted to affirm that you do not appear on an updated list of the sexual offenders/predators list in your state. NC's Sexual Offender Registry website is:

<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>

If you resided in another state within the last seven years, you are required to provide an official copy of that state's sexual offender/predator registry (there may be fees for other states if applicable.)

Department of Motor Vehicle Driving History

\$5.00 fee for these records payable to NC DMV: other states may have other fees applicable. Below are the contacts for the NC Department of Motor Vehicles Office and website:

http://www.ncdot.org/DMV/other_services/recordsstatistics/copyDrivingRec.html

Motor Vehicle Records Center: 3113 Mail Service Center, Raleigh, NC 27699-3113

NCDMV Headquarters Building: 1100 New Bern Avenue, Raleigh, NC 27697-0001

FBI Criminal Records Check: www.fbi.gov Get fingerprint cards made at the local Sheriff Dept. Ask for an FBI Fingerprint card. Mail the card and the required

FBI fee directly to the FBI. When you receive your response, attach to your application.

Brunswick Search and Rescue Verification of Residency

(Provide residency for the past seven years or the last five states you have resided)

Dates of Residency (month/year)

Address _____

Example:

From 8/89 to 10/99 12 Ocean Drive, Supply, NC 28462

From: To: Address: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I hereby certify that all statements on the address verification form are true and accurate to the best of my knowledge and belief. I understand that falsifying this record may be considered cause for membership termination.

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

Brunswick Search and Rescue
Treasury Mileage Reimbursement Policy

If a member is obligated/asked to attend a SAR meeting/seminar, BSAR will reimburse the member 100% of their mileage at 35 cent a mile.

If a member chooses to attend an optional SAR event, BSAR will reimburse the member 50% of their mileage at 35 cent a mile unless approved by the Board of Directors to pay 100% of their mileage prior to the event.

Event Title _____
Date/Location _____
Obligated/asked to attend (circle appropriate) YES NO
Optional attendance (circle appropriate) YES NO
Odometer Starting Reading _____
Odometer Ending Reading _____
Total amount of miles _____ X .35 = _____

Description of event participated in _____

I hereby certify that all information on the treasury mileage reimbursement policy form is true and accurate to the best of my knowledge and belief. I understand that falsifying this record may be considered cause for membership termination.

Print Member's Name _____

Signature _____ Date _____

Date Leaving: _____ Leaving from: _____

Date Returning: _____

Destination: _____

Event Name: _____

___ Obligated to Attend by Board ___ Optional Attendance/Approved by Board

Odometer Start Reading: _____

Odometer Stop Reading: _____

Total number of miles: _____ X \$.35 per mile = \$ _____

OR: Receipts submitted:

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

Total Reimbursement: \$ _____

I hereby certify that all information on the mileage reimbursement form is true and accurate to the best of my knowledge and belief. I understand that falsifying this record may be considered cause for membership termination.

Print Member Name _____

Member signature: _____ Date: _____

Board member approval signature: _____ Date: _____

Treasurer Approval/Signature: _____ Date: _____

Reimbursement Check Issued: Check Number: _____ Date: _____

BSAR Helicopter Operations

This information is taken from the 1st Special Response Group Search Team – David Kovar , instructor in aircraft ops; and from K-9 Helitac Helicopter Safety for You and Your Dog by Nicholas J. Razum, Los Angeles County Sheriff’s Department.

Additional resources: <http://www.mra.org/HeliInt/HeliInt.html>

Required Equipment:

Long sleeve shirt

Long Pants

Boots – leather

Ear Plugs

Safety goggles/secured glasses

Helmets with chin strap

No hats (stuff in pack)

Canines:

flat collar

Harness

Lead: Less than 6 ‘

Some require muzzles

Recommended Equipment:

Nomex clothing

Nomex or leather gloves

Ear plugs

No synthetics

Leather boots

Flight helmet

safety goggles

Approaching – “DO NOTs”

Never approach without permission.

Do not approach while rotors are slowing to a stop.

Never approach helicopter from the rear.

Do not approach while carrying any long items such

As skis, antennas, probe poles, etc.

Never approach while carrying burning items.

Never approach from uphill.

Approaching – “DOs”

Wait for signal from pilot or crew chief.

Secure all loose items.

Approach within 45 degrees of the nose.

(blackhawks are the exception)

Ensure that dog is completely under control.

Wear all appropriate safety items.

Know your true weight of each item – self, canine, and pack.

“Break” your canine prior to approaching.

Helicopter Safety Zone

Approach and exit only from front or side as directed.

Do not approach from rear of helicopter.
Use care when approaching from sides.
If possible, approach within 45 degrees of nose
Approach with Low profile
Approach and exit with head and equipment low
On side hills, approach from downhill.

Entering Helicopter

Load your dog first. Be prepared to lift.
Enter the aircraft and secure yourself.
Secure your canine.
Don helmet or headset.
Familiarize yourself with operation of doors, intercom, etc.

Exiting Helicopter

Stay secured until instructed to disembark.
Remove helmet/headset and secure.
Unstrap yourself and disembark.
Rebuckle safety belts.
Unstrap canine and maintain control.
Depart in direction indicated by crew chief or towards front of helicopter.

Control of Canines

Canines must be calm and completely under control while
Approaching or in the helicopter.
Handlers may not drag, carry, or force an uncooperative canine
Towards the helicopter.
Handlers may carry a calm canines.
The safety officer and crew chief may require the team to depart
The operational area if they judge the canine to be out
Of control.

Positive Obedience:

Focus the canine's attention on the handler and keep it there.
Practice heeling in the parking lot with rewards.
Approach the flight line with canine still at a heel.

Rotor Wash

Most canines balk at the rotor wash more than anything else.
Most intense just outside of the rotor tip path.
Canine may relax once they push through the wall of air.

Securing the Canine

Possible ways to secure canine in helicopter:

sitting sideways, utilize normal seatbelts.
Secured to a hard point on floor or wall.
Not secured at all, even with doors off.
(Hang on tight)

Canine Considerations:

“Break” your canine (and self) prior to flight.
Maintain positive control.
Put canine in escape-proof harness/collar.
Maintain GOOD grip on leash.
If canine is not under control, do not force.
Reassure canine by talking softly in ear.
Be prepared to carry canine to helicopter.
Low frequency vibrations disturb canines.

Types of Helicopters

Light: 1 – 7 places. B206B, MD500, Lama
Lighter vibration, moderate wash.

Medium: 8-16 places. Huey, Blackhawk
Low vibration, major wash

Heavy: Chinook
Very low vibrations, very powerful wash

Seating and Configuration

Normal seats, two point lap belts
Copilot seat, three point harness, controls installed.
Military sling seats.
No seats, strapped to floor.
Doors on or off.

Brief LZ notes. . .

Should be aligned with prevailing wind.
Minimum of 60 feet on a side, clear, level and solid surface.
No power lines or obstacles on approach or departure path.
No loose items on ground.
Tell inbound pilot:
Location
Elevation
Wind Direction and speed
Air temperature

How many to go
Total Weight
Type of obstacles and weight.
What frequency you're using.
Indicate wind speed with smoke canister
 Tell pilot you have it and wait for instructions.
Improvise windsock
 Firmly attach it.
Put your back to the wind, arms outstretched.

Safety Notes. . .

DO NOT TOUCH ANYTHING. Do not allow canine tail to flip switches.
Advise pilot/CC of any explosives or flammable objects,
 Including flares.
Always get permission before approaching.
No loose objects or raised objects.

What if's. . . .

Equipment flies loose?
 Let it go. Do not chase it. Inform crew.
Canine balks?
 Stop, return to comfortable spot, try again.
Canine balks again?
 Exit area via path you entered on.
Canine breaks loose?
 Do not chase it. Notify tower via safety officer.

Dog Team Field Training Log		Trainer or Helper's Initials _____
Dog's Name	Handler	Date/Time Deployed: Date/Time Return:
Location of the Search Area: <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
Weather Conditions <input type="checkbox"/> Clear <input type="checkbox"/> Daylight(time) Temperature _____ <input type="checkbox"/> Cloudy _____ Humidity _____ <input type="checkbox"/> Overcast <input type="checkbox"/> Dark (time) Wind Direction _____ <input type="checkbox"/> Rain _____ Wind Speed _____ <input type="checkbox"/> Snow		
Terrain Conditions <input type="checkbox"/> Residential <input type="checkbox"/> Business Field <input type="checkbox"/> Flat <input type="checkbox"/> Short-med grass <input type="checkbox"/> Hilly <input type="checkbox"/> Street/Highway <input type="checkbox"/> Medium-tall grass <input type="checkbox"/> Mountain <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> Rocky <input type="checkbox"/> Asphalt <input type="checkbox"/> Alleyways Woods or Brush <input type="checkbox"/> Creek <input type="checkbox"/> Gravel <input type="checkbox"/> Thick or Heavy <input type="checkbox"/> River <input type="checkbox"/> Thin or Light <input type="checkbox"/> Marsh		
Air Scenting Canines		
Search Technique: <input type="checkbox"/> Perimeter <input type="checkbox"/> Ridges/Drainages <input type="checkbox"/> Contouring <input type="checkbox"/> Routes of Travel <input type="checkbox"/> Grid Pattern Sweep spacing _____		
Were areas of interest, alerts or clues located during the operation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is your Canine Scent Specific and if so, what was your scent article? <input type="checkbox"/> Yes <input type="checkbox"/> No Article: _____ Date/Time: _____ By Whom: _____
Estimated POD _____	(Map on Reverse Side)	
Trailing Canines		

What was your scent
article? _____

Date and Time Collected: _____

By Whom: _____

Describe your Scent Trail:

(Map on Reverse Side)

Was a direction of travel or any clues located during the trail?

- Yes
- No

(Map on Reverse Side)

GM=General Monthly Meeting Conf=Conference MED=Medical Training
BSAR On Scene Protocols

1. Upon arriving on scene, sign in with the BSAR sign in log AND the incident sign in log sheet.
2. After sign in, immediately report to the BSAR staging area. Contact a BSAR member to determine location if not readily observable.
3. Upon arrival and after sign-in at the BSAR staging area, report to the Chief for an assignment or instructions. In the absence of the Chief, report to the Asst Chief.
4. After touching base with the BSAR Chief, tend to your immediate needs such as breaking your dog, launching the boat, four wheelers, etc. You should be ready to commence an assignment within 15 minutes of arrival on scene. Do not wait for an assignment to “get ready” to search. BE ready.
5. AFTER completion of your assignment, report back to BSAR personnel to complete a debriefing form for BSAR. This may be done on a 214 or plain sheet. Turn in to the Chief or place inside the Chief’s vehicle if the Chief is not available. Debriefings must be done after EACH assignment, in writing.
6. Under no conditions, except the approval of the Chief, shall a BSAR member brief others of his/her mission or share search details with non-BSAR personnel or appropriate command staff unless instructed to do so. This means that confidentiality is maintained under all conditions. In other words, mission status, mission briefing, summary of assignments, etc. are provided to BSAR command staff AND ICS command staff only. It is not appropriate for BSAR members to discuss the search with bystanders, other teams, or civilian personnel. It is also not appropriate for BSAR personnel to approach IC command staff, solicit information, advise personnel or otherwise act in a manner not so assigned.
7. If a BSAR member is not comfortable in a particular situation, it is wise and prudent for him/her to request of the chief a “break” from the situation or mission. It is not appropriate for the member to announce to the group that the situation needs to be handled in a different manner, or tailored to the needs of the individual member.
8. Canine handlers are expected to have their dogs under control at all times. During those times a canine needs a break or change of venue, quietly advise another handler and do so. Break dogs as appropriate and clean up afterwards every time.
9. Search is known to hurry up and wait. Monitor your own frustration and anxiety and await your instructions and assignments with a positive attitude. Remember, we are in service to LEO....they are not in service to us.
10. If you have a suggestion, comment or critique, it should be done privately and quietly directly to the chief, out of earshot of others. Otherwise, all direction comes from the chief. This is not to be done on the radio unless you are on a one-time secure channel.

11. BSAR members should not be engaged in lengthy conversation with the command staff of the search, Sheriff, Emergency Manager, etc. They do not have time to brief each person individually. All communications will occur between the Chief and command unless you are getting a direct assignment from command staff.
12. Do not critique or correct other team members unless it is an appropriate time when critiques and suggestions are solicited. We do not critique each other at searches. We do not correct each other in front of other members or the public. We do not suggest alternate methods to accomplish a task or direct another member to behave or act in any specific manner in front of non-BSAR members or the community. While you are on a search, whether in camp or in the field contact your crew leader or the Chief if you have a notation or suggestion that cannot be addressed at a later time.
13. During searches, sometimes confusion is evident. When we are not in our own county, we are guests on site. Therefore, we are NOT in charge of the search, nor will we be directing those who are in charge. We are there to provide whatever services are requested....nothing less, nothing more.
14. We function unselfishly as a team. This means promoting each other at all times.
15. If others approach you and they are requesting search information, be most vigilant to refer the request to the Chief or to the Incident Commander. Regardless of the source, you are to only provide name, team name, dog name, and breed. Under no circumstances shall other search related information be provided to any requestor unless they are acting in the capacity of command staff.
16. There will be NO one of our BSAR members on a boat of any kind without all individuals on the boat wearing a PFD unless the chief determines, once on site that the situation, waters, environment, etc. is safe for others NOT to wear a PFD. BSAR members are required to wear a PFD at all times on the water. In all situations. Safety is paramount regardless of agency or civilian. Everyone we go out on a boat with is coming back with us. All personnel on a boat with BSAR staff MUST wear a PFD.
17. No BSAR member other than the Chief or his/her designee will release ANY information regarding a search or training or other BSAR activity to the media or any other person without the express written permission of the Chief.

Vehicle/Rider/Driver Release Form

Vehicle: ___ Logistics Trailer ___ Support Unit Truck ___ Four Wheeler/Trailer
___ Other: _____

Name: _____ Date: _____ DOB: _____

The above person, for themselves, their successors in interest or heirs, personal representatives and/or assigned agree:

that the undersigned driver or rider is desirous of taking the machine identified above. He/she is voluntarily asking permission to drive or ride in/on the machine listed. He/she is represented as being of legal and lawful age, has a valid operator's license and sufficient experience and training to properly operate the vehicle. The parties agree that the vehicle is in good condition and is to be returned in identical condition upon completion of the usage. The person understands that he/she is completely responsible for the above items and agrees to reimburse BSAR for any and all damages or injuries caused by or to the vehicle while the vehicle is in use. In consideration of being allowed to take said machine for a ride or use, the rider/driver agrees to operate it in a careful and prudent manner and abide by all driving laws, and to promptly return said machine in good condition; and further, the rider/driver does hereby waive and release any claim arising in any way out of taking the said vehicle/machine and saves harmless any person or persons of BSAR as to any claim arising from or in any way connected with taking of said machine.

In addition, the driver/rider agrees not to allow any other persons to drive/operate the machine/vehicle whether in his/her presence or not. The driver/rider agrees to take appropriate security measures to protect the vehicle/machine by locking down the trailer, securing the four-wheeler in a secured location, etc. when not in use.

In addition, the driver/rider must submit a copy of his/her current, valid drivers license and driving record and receive the driver/rider training instruction offered by BSAR prior to driving/riding on/in said vehicle(s).

This agreement shall be valid for one year from the date signed.

This agreement valid from _____ to _____.

Signature of Driver/Rider

Witness Signature/Board Member

Date

Debriefing Form

Name: _____ Date: _____

Location: _____ Dog: _____

Time: From _____ to _____ Missing Person: _____

Wind Direction and Velocity: _____ Weather: _____

Estimated Coverage: (POD) _____

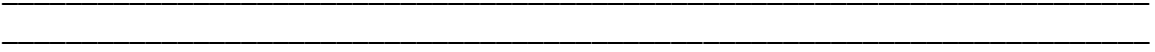
Areas in your sector not covered adequately? Explain: _____

Areas which need to be re-covered? Describe: _____

Problems or hazards you encountered in your assignment: _____

Recommendations to BSAR Search Manager: _____

On the back of this sheet draw a simple Map of your sector including boundaries, path taken, alerts, finds, etc. (MA=major alert, ma=minor alert, F=find/person, f=found clue)
Comments: _____



(Map trail, clues, interest alerts, search area)

Clue/Alert	Location	Time
Wind Direction		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Handler's Signature _____

Debriefers' Signature _____

ICS Forms

Brunswick Search and Rescue Team

ICS Forms

201: Incident Briefing
202: Incident Objectives
203: Organizational Assignment List
204: Division Assignment List
205: Radio Communication Plan
206: Medical Plan
207: Organizational Chart
209: Incident Status Summary
211: Check In
213: General Message
214: Unit Log
215: Operations Planning Sheet
216: Radio Requirements Worksheet
218: Support Vehicle Inventory
220: Air Operations Summary
221: Demobilization Checkout
224: Crew Performance Rating Sheet
225: Incident Personnel Performance Rating Sheet
Osha Abatement Plan: Incident Management Checklist
IRSS Check in Form

LOST Person Questionnaire

Order:

211: Check In
201: Incident Briefing
Lost Person Questionnaire
205: Radio Plan
204: Assignments sheet

ETC.

Internet Locations:

ICS Forms: http://www.fs.fed.us/fire/planning/nist/ics_forms.htm

Lost Person Questionnaire:

http://www.1srg.org/Request/LPQ_full.pdf#search='lost%20person%20questionnaire'

Resources: NC Search and Rescue Advisory Council: <http://www.ncsar.com>

Brunswick Search and Rescue Team
Command Staff Training

1. Materials to bring to class:
 - a. –three ring notebook
 - b. –paper and pencil/pen
 - c. laptop computer if available
 - d. ICS blank forms
 - e. –light colored markers for map work
 - f. –ruler
 - g. –compass
 - h. –grid reader
 - i. –team rosters
2. Overview of activity
3. You have received a pageout from the 911 center requesting assistance from BSAR to search for a missing two year old little boy, presumed in the woods with nothing on but a diaper. He has blond hair in a buzzcut and blue eyes. You are at home watching TV. The address you have is:
 - a. 2690 Ocean Station SW, Supply, NC; behind Sea Trace
 - b. the corner of Mt. Pisgah and Oxpen Road, Supply, NC
 - c. Ocean Trail Convalescent Home in Southport
 - d. West Brunswick High School, Shallotte
 - e. South Brunswick High School, Boiling Springs
 - f. Bolivia Elementary School
 - g. Leland Middle School
 - h. Union Elementary School
 - i. Holden Beach Fishing Pier
 - j. Shallotte Bowling Alley
 - k. Southport Movie Theater
 - l. Leland Pizza Hut
4. Determine Directions to the Search Site.
5. Determine your method of pageout for the remaining team members without Cap Codes; Determine your resources enroute
 - a. Assume that you will have the following resources:
 - Two certified dogs and handlers
 - One certified dog and handler to arrive in two hours
 - Four SAR Tech II's
 - Three SAR Tech III's
 - Two NON SAR Tech individuals
 - Four firemen
 - two Law enforcement road deputies
6. Arrive on scene. . .assemble your materials for ICS. . .YOU ARE IT.

7. Assign primary roles as needed immediately:
 - a. IC
 - b. Safety Officer
 - c. Medical Officer
 - d. PIO
 - e. Planning Officer
 - f. Medical Officer
 - g. Logistics Officer
 - h. Food
 - i. Operations Officer
 - j. Liaison
 - k. Resource Sign In Officer

8. Do or assign persons to begin:

Confinement Needed

Get the Lost Person Questionnaire filled out

Pull up the Map of the area from computer on either:

Map Tech (software in trailer) OR <http://www.topozone.com>

Begin Sign In sheets

Determine radio frequencies

Assign Hasty Teams and Begin ICS Paperwork

201 Map Sketch of Search area, Resource summary, Current Actions, etc.

202 Incident Objectives

203 Organization Assignment List

204 Assignment Forms for Hasty Teams

205 Communication Plan

206 Medical Plan

207 Incident Organization Chart

211 Check In List

214 Debriefing Form for Crews – POD Estimations

-Determine Confinement Areas

-Begin Completing Assignment Forms-Determine Hasty Search Crew Assignments

-Determine Search Segments

-Assign Hasty and Efficient Search Assignments – Complete four Assignment Forms for 4 different Crews

-Order Needed Resources within and outside of Brunswick County

-Monitor Clues

-Determine Weather Conditions

-Plan for this Operational Period and the Next Operational Period

Brunswick Search and Rescue Team
Safe Boating Tips

Safe Boating

1. Be WEATHER WISE.

Sudden wind shifts, lightning flashes and choppy water can mean a storm brewing. Bring a portable radio to check weather reports.

2. Bring Extra Gear you may need.

Flashlight, extra batteries, matches, map, flares, sun tan lotion, first aid kit, water, watertight pouch

3. Tell someone you are going, who is with you and how long you will be gone.

4. Check your boat, equipment, boat balance, engine and fuel supply before leaving.

5. Stay dry and warm. Wear several layers of light clothing. Have raingear available. Never wear hip waders in a small boat.

6. Keep gear clean and well packed.

Bring an extra length of line to secure boat or equipment.

Water rope.

7. When changing seats, stay low and near the center line of the boat.

8. Be ready for trouble when a powerboat passes you in a narrow channel. AS the lead boat which always had the right of way, stay on your side of the channel and maintain a steady speed so that the overtaking vessel can pass you safely.

9. Anchor from bow, not stern. Anchor line length should be five times longer than the water depth.

10. Take a safe boating course.

11.

Brunswick Search and Rescue Team
Required Disaster Response Equipment

September 2005

1. Radio and extra batteries
2. Glasses if worn, with extra pair and repair kit
3. Sleeping bag, blanket or tarp
4. SAR Tech II Pack
5. Coins: dimes, quarters and small bills
6. Personal Medical Supplies, prescriptions, etc.
7. Food for 72 hours minimum; nonperishable; beef jerky, sugar tabs, salt tabs
8. Bathing supplies: soap, towels, wash cloth, shampoo, DAWN dish detergent for K9's decon
9. Goggles, knee pads
10. Rain gear
11. Extra water X 1 week (one gallon per day minimum)
12. Surgical gloves
13. Water purification tabs
14. Emergency blankets (space blanket , etc.)
15. Multiple changes of clothes: socks, underclothes, BDU, shirts, uniforms, etc.
16. Charging device for radios and cell phones
17. Extra pair of boots
18. Pair of walking shoes such as tennis shoes, etc.
19. Leather gloves
20. Headwear: soft, dew rag, hats
21. Helmet
22. Warm or cold weather gear as weather dictates (cool ties, sweat shirts, thermals)
23. List of contact phone numbers
24. Doctors contact number
25. Vet Contact number
26. Dental care: tooth brush, toothpaste, mouthwash
27. Timing device: clock, watch
28. ICS To GO box with pertinent ICS forms
29. TOPO maps of the area if possibly known ahead of time
30. Headlamp with additional bulbs and batteries
31. Reading lights with extra batteries
32. GPS
33. Credit Cards if available
34. Drivers license with photo id
35. SAR ID
36. Passport if needed
37. Sewing Kit

38. Extra safety pins
39. Toilet Paper
40. Mentholatum (Vicks vapo rub)
41. Additional notebooks, pens, paper, pencils
42. Extra zip lock bags and garbage bags
43. Vaccination cards for YOU and K9
44. Emergency tent/pop-up
45. Reflective orange vest
46. Spray paint in orange and green...highway type
47. Magic markers, permanent
48. Civilian clothes
49. K9 food and supplies, extra leads, extra collars, SAR vests, treats
50. K9 first aide kit with meds

Optional Equipment:

1. Cell phone with charged batteries
2. Gold Bond powder for feet and body
3. Additional canteens or hydrating pack
4. Surgical Masks
5. PH paper or strips
6. Deck of cards
7. Extra shoe laces
8. Comfort Items
9. Reading Materials
10. Music with ear piece
11. Strobe Lights
12. Ear protection

