



Jefferson County - City of Port Townsend
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Part 3: Emergency Operations Guide

EOG 3.2.12

EOC SUPPORT TO SEARCH AND RESCUE OPERATIONS

July 30, 2008

HOW WE WILL SUPPORT SAR - This guide establishes basic protocols for local Department of Emergency Management (DEM) assistance to Search and Rescue operations being conducted by the Sheriff's Office. The objective is to assist Sheriff's Office search and rescue operations with logistics support, make effective use of EOC facilities and services, and involve elements of the ARES/RACES organization to assist with special communications.

SEARCH AND RESCUE COORDINATION AND SUPPORT - Washington State Law assigns the responsibility for search and rescue (SAR) activities in the county to the Sheriff (or the Chief of Police for an in-city incident). It also directs the local emergency management department to directly support all SAR activities in the jurisdiction (reference RCW 38.52.400).

RESPONSIBILITIES OF THE SHERIFF'S OFFICE - To carry out the statutory responsibility for search and rescue, the Sheriff's Office will:

- Designate and identify a Search and Rescue Coordinator (and suitable alternates) to act as SAR Incident Commander (SAR IC) in accordance with JCSO internal procedures.
- Establish a minimum search and rescue capability by training, equipping and utilizing Sheriff's Office personnel and volunteers.
- Authorize the designated SAR IC to order mobilization of response, activate mission support, request additional resources, and carry out operational coordination.

RESPONSIBILITIES OF THE DEPARTMENT OF EMERGENCY MANAGEMENT - DEM support to search and rescue shall consist of:

- Pre-registration of SAR volunteers as Emergency Workers according to WAC 118-04.
- Maintenance of a 24/7 Duty Officer (watch-stander) program to assure availability of EOC support when it is requested.
- Activation of the Emergency Operations Center and staff (EOC SAR Support) as needed to assist a search and rescue operation.
- Coordination of special communications between the Emergency Operations Center and the designated SAR operations base.
- Coordination of the acquisition of additional resources requested by the SAR Incident Commander.
- Activate other components of the EOC Incident Management Team based on the nature and scope of the incident.

RESPONSIBILITIES OF JEFFERSON COUNTY ARES/RACES - Jefferson County ARES/RACES will (based on availability of volunteer resources):

- Maintain a roster of personnel capable of either EOC Ham station activation or deployment to the scene or a search and rescue incident.
- Activate the Support Communications plan, mobilize and dispatch licensed Amateur Radio operators at the request of the Department of Emergency Management.
- Coordinate frequency use to make maximum use of Amateur Radio resources.

- Provide point to point communications services according to the plan in support of search and rescue activities.

Conditions, such as a shortage of personnel or equipment limitations, may prevent full implementation of all these responsibilities in every case.

REGISTRATION OF SEARCH AND RESCUE VOLUNTEERS AS EMERGENCY WORKERS -

Washington Administrative Code Title 118-04 specifies registration of search and rescue volunteers as Emergency Workers. The DEM will coordinate this activity according to the rules.

COSTS INCURRED - Extraordinary costs incurred by the Sheriff's Office as the result of a search and rescue operation will be borne by the requesting agency. This includes fuel, travel expenses, feeding, consumable supplies, aircraft hours or associated costs, etc.

The DEM will assist in processing requests for reimbursement through the State of Washington Search and Rescue Coordinator for extraordinary expenses incurred in local SAR mission that last more than twenty-four hours.

There will be no cost for EOC SAR support, except for extraordinary costs that may be incurred by ARES/RACES as volunteer Emergency Workers for a mission over twenty-four hours.

REQUEST FOR RESOURCES - External resources will be obtained by the EOC SAR Support system upon receipt of an official request for resources. All resources will be considered a "delivered asset" with regard to assignment, coordination, demobilization and release.

EOC Form 120 (Resource Order) and EOC Form 130 (Aviation Resource Order) should be used to the extent possible.

CONCEPT OF OPERATION - The Sheriff's Office will provide guidance to Jeffcom to define when a possible SAR response is needed and the SAR coordinator will be contacted. The SAR coordinator may request activation of initial resources, depending on circumstances of the incident.

The EOC Duty Officer will be advised by Jeffcom to initiate the SAR support network (as determined by the SAR coordinator based on the needs of the mission).

Upon receipt of a request to support SAR through channels, activate the EOC-SAR Support Checklist (Emergency Action Checklist 3.3.23), make the secondary notifications indicated, and activate the support desk at the Emergency Operations Center as expeditiously as possible. Advise the SAR coordinator when the desk is activated, and pass instructions regarding communications and logistics details in progress.

The RACES Officer will be notified and will arrange for deployment of a primary RACES operator to the EOC and a communications support

Additional logistics support arrangements will be made at the request of the SAR Incident Commander (i.e., emergency worker feeding, map production, etc.).

CLARIFICATION OF SOME OF THE TERMS USED HERE

- *Activation* – initiation of these Search and Rescue Support procedures by the EOC Duty Officer.
- *Assigned resource* – places *operational control* of any requested resource with the requesting agency when delivered/confirmed received.
- *Operational control* – incident-related assignment, deployment, on-scene coordination, and demobilization of a requested resource.

- *Resources* – the personnel, equipment, supplies, and services necessary for carrying out a search and rescue operation as ordered by the SAR Incident Commander.
- *Search and Rescue Incident Commander (SAR IC)* – the designated person in charge of the SAR operation on behalf of the Sheriff's Office; authorized to order, assign, deploy, coordinate, and manage resources at the scene.
- *Stand-by* – initial notification of certain resources by the EOC Duty Officer to allow time for preparation prior to request for activation. Stand-by notifications are shown in the SAR Support Checklist attached.
- *Support* - provide administrative services, communications coordination, additional resource acquisition, and otherwise as needed in a secondary role.