



Saskatchewan Multi-Jurisdictional Search and Rescue (SAR) Exercise 2008

Participant Information Guide



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SARSAV 2008 MULTI-JURISDICTIONAL SAR EXERCISE
PARTICIPANT INFORMATION GUIDE



A JOINT SEARCH AND RESCUE EXERCISE WITH THE PARTICIPATION AND COOPERATION OF THE FOLLOWING PARTNER ORGANIZATIONS AND AGENCIES



SARSAV



Saskatchewan
Ministry of
Corrections, Public
Safety and Policing

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ICS Forms Package Attached to this Document (to be used during exercise)

Form #201 – Incident Briefing
 Form #202 – Incident Objectives
 Form #203 – Organization Assignment List
 Form #204 – Division Assignment List
 Form #205 – Radio Plan
 Form #206 – Medical Plan
 Form #207 – Org Chart
 Form #211 – Sign-in Sheet
 Form #214 – Unit Log
 Form #215 – Organizational Planning Worksheet

I. Background

SARSAV (Search and Rescue Saskatchewan Association of Volunteers) is the Saskatchewan organization formed as an umbrella group for all civilian ground search and rescue teams in the province. SARSAV works in close cooperation with police and public safety agencies in providing SAR and other emergency services to the people of Saskatchewan.

SARSAV is the recipient of a federal NIF (New Initiatives Fund) grant from the National Search and Rescue Secretariat (NSS), which is an independent federal government agency reporting to the Minister of National Defense. This funding is being administered on SARSAV's behalf by the Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP), specifically Public Safety and Sask911.

One of the conditions upon the disbursement of the grant was that SARSAV is to use a portion of the total monies for training of SAR volunteers in a multi-jurisdictional exercise. The multi-jurisdictional exercise's focal point will be a simulated search and rescue deployment within Saskatchewan, with SARSAV volunteers taking a lead role in the execution of the scenario.

The scenario development, location and date selection, and partner agency involvement are all being developed with a focus on exercising a large variety of resources in a realistic ground search and rescue situation. It is in the spirit of the NIF grant that SARSAV volunteers will be partnered with a multitude of responding agencies and groups.

Specific goals and objectives have been developed by the Steering Committee for each of the major groups participating in the exercise. This should assist with keeping all participants gainfully occupied during the exercise, and leave them with a rewarding and worthwhile training experience.

Each agency or group will be responsible for evaluating their performance both during the exercise and at a post-exercise wrap up. These evaluations will be used to identify lessons-learned and assist to remedy any operational deficiencies that arise.

A final report on the multi-jurisdictional exercise will be jointly prepared by SARSAV and Public Safety, and made available to all participants.

II. Participants

A number of agencies and organizations will be invited to participate in the multi-jurisdictional exercise. They include:

- ***SARSAV***
SARSAV is the recipient of a federal NIF grant (New Initiatives Fund) from the National Search and Rescue Secretariat (NSS) and is a primary stakeholder in holding this multi-jurisdictional search and rescue exercise.
- ***Public Safety and Sask911***
Public Safety and Sask911 is a division of the Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP). CPSP is the primary government liaison for search and rescue in Saskatchewan. CPSP also has disbursement control over the federal NIF grant for SARSAV.
- ***CASARA***
CASARA (Civil Air Search and Rescue Association) is a Canada-wide volunteer aviation organization dedicated to the promotion of aviation safety, and to the provision of air search support services to the National Search and Rescue Program. CASARA volunteers pilot their own aircraft and provide aerial support to ground based search and rescue missions. CASARA aircraft may benefit from FLIR (forward-looking infrared) video camera systems if these can be made available from SERM.
- ***RCMP***
In Canada, outside of federally owned National Parks, the RCMP is the default police force of jurisdiction and has primary responsibility for land and inland-water search and rescue. In SAR deployments, an RCMP trained incident commander (also called a Search Commander) is appointed. The RCMP will also supply Search Managers, in concert with civilian Search Managers from groups such as SARSAV.
- ***SERM / Local Park Management***
Saskatchewan Environment and Resource Management is the primary stakeholder in maintaining the operations of Saskatchewan's Provincial Parks. SERM personnel will typically have advanced knowledge of local features and topography and would be of great assistance in local logistical support within a Provincial Park.

- **Local EMO / RM Council**

Local representatives from the Rural Municipality of Wawken (#93) will have primary jurisdiction over local logistical and support issues. The multi-jurisdictional exercise will present the Local EMO coordinator with a unique opportunity to test operational readiness in the event of a large scale emergency deployment.

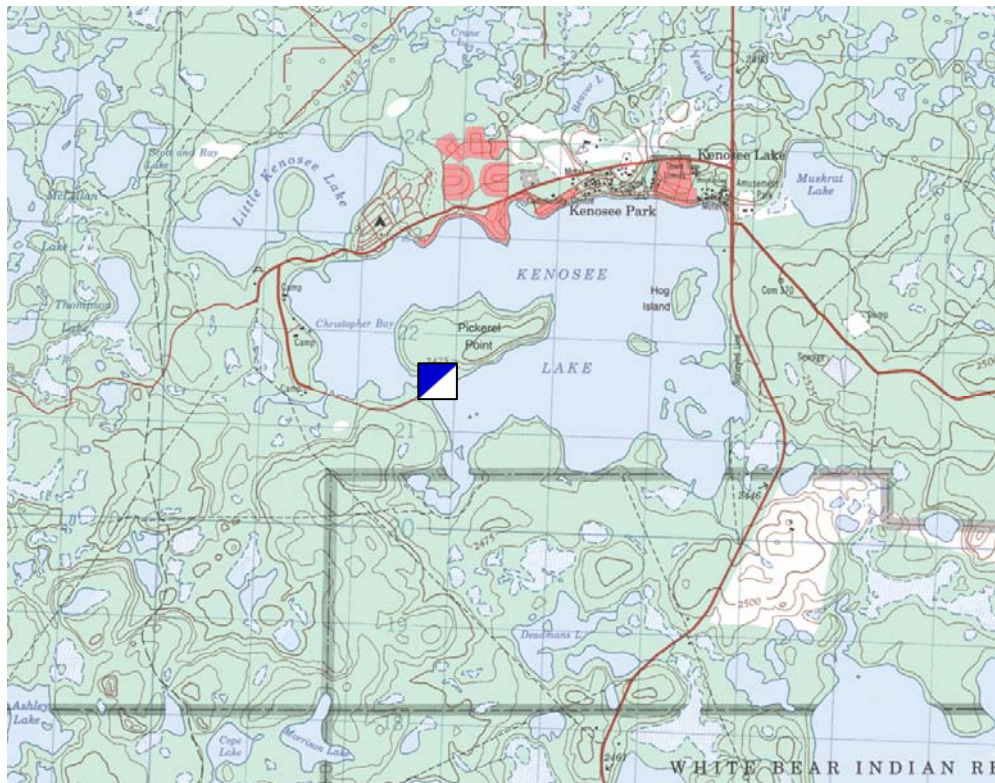
- **Wawken EMS**

Local EMS from Wawken will provide medical support for the exercise, both for the participants, as well as an active role in the simulation.

- **ARES – Amateur Radio Emergency Service**

The ARES is composed of licensed radio amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service. Regina ARES is a core and founding component of SAR Regina, and assists with the provision of radio communications at a large number of SAR related events. The Regina ARES group has access to a mobile communications relay truck, which is frequently deployed to emergency scenes.

Command Post Location (MGRS 13U FR 92942 21524)



III. Funding / Expenses

Food and mileage expenses for volunteers attending the multi-jurisdictional exercise will be covered by the NIF grant. Mileage expenses must be kept reasonable by the judicious use of carpooling. Mileage will be paid on a per/km-travelled basis. The current SARSAV reimbursement rate is \$0.3906/km.

For SARSAV and ARES personnel, SARSAV (Scott Wright – see the SARSAV Expense form on next page – also available electronically as a Microsoft Excel™ spreadsheet) will serve as the collection point for expenses and for reimbursement.

Expenses must be submitted to SARSAV by September 30th to be eligible for reimbursement.

For other personnel, Public Safety and Sask911 will assume responsibility for expense collection and reimbursement.

Subject to Public Safety and Sask911 approval, other expenses related to the multi-jurisdictional exercise may be reimbursable. Participants and stakeholders are encouraged to get clarification from CPSP (Corrections, Public Safety and Policing) on the particulars of expense reimbursement prior to any expenditure being made.

Participating groups and agencies are encouraged to utilize their own training budgets wherever possible to minimize the burden on the SARSAV NIF grant. In-kind contributions should be recorded and sent to the Public Safety designated financial contact person.

Worker's Compensation Board Coverage

Discussions are ongoing with WCB to provide coverage for volunteers. However, during this exercise, such coverage is not in place.

SARS/AV TRAVEL EXPENSE STATEMENT

[illegible]

IV. Communications Plan

The goal of the steering committee in developing a communications plan is to ensure that certain basic communications are in place ahead of the exercise to allow the exercise to proceed. This is especially true with the presence of CASARA aircraft and their unique requirements.

The majority of ground communications decisions will be left up to the Incident Commander – including whether or not to use EMO radios, GMRS, etc. The steering committee will ensure that the Incident Commander is made aware of the options available. This will be done even though it is acknowledged that pre-planning has occurred, which would not normally have been done in an emergent scenario.

With this in mind, the steering committee has directed that the following radio communications frequencies and allocations will be allowable during the exercise:

- Air-to-Ground: 123.30MHz AM (CASARA)
- Ground-to-Ground:
 - 144.390MHz FM (amateur radio APRS Frequency)
 - 149.080MHz FM (National SAR Frequency)
 - 156.915MHz FM (Saskatchewan EMO Frequency)
 - 158.760MHz FM (Saskatchewan EMS Frequency)
- Field teams will communicate via VHF frequencies listed above, or on GMRS (UHF) frequencies, as determined by the Incident Commander based on available VHF radio resources for the field teams.
- Cellular phones will be used as backup for all teams, air and ground.
- Pre-designated call-signs:
 - CASARA Aircraft Base at Carlyle Flying Club Shack: “Carlyle Unicom 122.8MHz”
 - ARES Mobile Truck: “Command”, “CASARA Base 123.3MHz”
 - In the event of a JRCC (Joint Rescue Command Center) retasking for CASARA on a real-life SAR mission:
 - Aircraft call-sign “CASARA C-GONE” changes to “Rescue C-GONE”
 - Call-sign “CASARA Base” duties will transfer from the ARES truck to the Carlyle Flying Club Shack.

V. Participant Safety Briefing Sheet

This information sheet is being provided to all participants in the exercise to help improve the level of safety. Be sure you are clear on the procedures below, and ask your team leader, search manager, or Incident Commander for any clarifications you require prior to leaving the command post.

Handling of Emergencies

- Any real-world medical emergency, injury, or other emergency must be relayed to the Incident Commander (available via your communications procedures as established before you went into the field). The Incident Commander will confer with the steering committee which will decide upon an appropriate response to the emergency and also decide if the event is serious enough to call a halt to the exercise.
- When communicating a real-world emergency, injury, etc., to the Incident Commander, **be sure to use the words “real-world”**. The scenario has the possibility of participants being requested to participate in “simulated” emergencies as part of the scenario, and it is very important to differentiate these planned scenario activities from any unintended emergencies that may occur during the exercise.
- If the steering committee should call an end to the exercise, they will advise the Incident Command to place a call to all teams, with the code phrase “**All stations – all stations – zulu – zulu - zulu – The exercise has now been terminated.**” Following that call, any special instructions will be disseminated regarding emergency response or demobilization. All participants (especially team leaders) will be briefed on this code phrase prior to deployment to the field.
- If regular radio communications fail, the following cellular telephone numbers may be used for emergency contact to the steering committee:

<i>Org.</i>	<i>Name</i>	<i>Cell #</i>
CPSP	Yvette Wright	1-306-527-0434
SARSAV	Jody Herperger	1-306-533-3415
	Scott Wright	1-306-230-7102

VI. Objectives

Objectives will be developed for each stakeholder group participating in the multi-jurisdictional exercise. Each participant group will designate one or more individuals who are responsible for scoring their group's achievements throughout the exercise.

These same individuals will then be responsible for presenting their observations at the wrap-up/debriefing meeting to be held following the exercise. Further to that, these individuals shall forward their observations to SARSAV and Public Safety for inclusion in the final report.

These objectives are not to be veiled in secrecy. It is very much encouraged that all participant groups be fully aware of the expectations being made of them.

Objectives may be made up of either go/no-go type objectives, or may consist of scalable-type objectives (rated on a scale of 1 to 10, for example).

Identified exercise objectives of the various groups are listed on the following pages by incident evolution phase (Callout, Orientation/Briefing, Deployment/Operations, and Wrap Up).

SARSAV

- Callout
 - Attendance of at least 20 trained SARSAV resources to respond.
 - Response of SARSAV resources in a field-deployment-ready state.
- Orientation / Briefing
 - Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
 - Work with the Search Manager to organize into team-sized units of no more than 8 individuals per team.
 - Team leaders will be evaluated on their team management skills, including proper rest and rehydration monitoring of their reports.
- Deployment / Operations
 - SARSAV's main objective is to find the missing subject.
 - To implement field search tactics as requested by the search manager, including hasty search, grid search, and sign cutting techniques as required.
 - To verify that each team member can operate autonomously in the field with minimal logistical support from the command post (SAR volunteers are expected to be self-sufficient for the initial 24 hours of deployment).
 - To practice effective and efficient radio communications, both intra- and inter-team, as well as from team to base.
 - To give accurate and timely position and information reports to the command post upon request or upon agreed upon schedules.
 - Teams whose tasking carries them in the vicinity of either the missing subject or of clues left behind in the area will be evaluated on their ability to find, detect, and report these clues.
- Wrap Up
 - Every SARSAV team will present final (written) briefing reports to the Incident Commander upon their field mission's conclusion.
 - GPS tracks from ground teams to be collected by either the Incident Commander or, failing that, a Steering Committee member, for use in post-exercise analysis.
 - SARSAV personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

Public Safety and Sask911

○ Callout

- The scenario does not call for the callout of Public Safety personnel. However, as members of the steering committee, the attendance of Public Safety personnel is considered essential to the exercise.
- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
- Public Safety personnel will have the responsibility of documentation of the exercise, including maintaining the required data to both evaluate the objectives of each participant group (the objectives being described in this section of the planning document), but also to keep this data as a resource for the post-exercise report.

○ Orientation / Briefing

- Has primary goal of ensuring the multi-jurisdictional exercise operates smoothly, and that all participants receive adequate information in a timely manner to ensure a worthwhile exercise.
- Have primary liaison duties with local EMO resources, acting on behalf of the Incident Commander.

○ Deployment / Operations

- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
- Along with other members of the steering committee, has the task of making observations, notes, and recordings of the exercise from invocation to conclusion.

○ Wrap Up

- Responsible for all financial tracking mechanisms regarding exercise expenditures and reimbursement.
- Responsible for preparation of the final exercise report.
- Public Safety personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

CASARA

○ Callout

- Two CASARA aircraft and crews will be available for the exercise.
- The aircraft will be available starting at 10:00hrs to the Incident Commander.
- Aircraft will be dispatched via internal CASARA procedures.
- Initial communications contact will be arranged with ARES prior to dispatch, and include both VHF (AM) communication and cellular telephone backup procedures.

○ Orientation / Briefing

- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public.
- This is a unique opportunity for CASARA pilots to test logistical readiness for operating out of south-east Saskatchewan, using municipal airports. CASARA's pre-mission planning indicates operating out of either Carlyle or possibly Estevan.
- Identifying any logistical support issues and rectifying them in cooperation with the local EMO resources.

○ Deployment / Operations

- To have effective communications with the Incident Command post.
- Upon direction of the Search Manager, fly standard CASARA search patterns in support of mission objectives (finding subject or clues, in addition to supporting communications with ground search personnel).

○ Wrap Up

- CASARA teams will present final briefing reports to the Incident Commander upon their mission's conclusion.
- GPS tracks from the CASARA aircraft to be collected by either the Incident Commander or, failing that, a Steering Committee member, for use in post-exercise analysis.
- CASARA will be responsible for making a short presentation at the debriefing on their operations planning and any logistical challenges they encounter during the exercise.
- CASARA personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

RCMP○ Callout

- The RCMP callout will begin at 06:00hrs the day of the exercise, and be evaluated by the availability of SAR team members to be prepared to search on site at 09:00hrs.
- The RCMP will have the task of implementing a command post with an RCMP Incident Commander. This objective will be scored on the ability to have the command post operational and ready to deploy initial teams to the field by 10:00hrs.

○ Orientation / Briefing

- The RCMP's main objective is to find the missing subject.
- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
- The RCMP Incident Commander will direct the SARSAV, CASARA, RCMP, and other resources in an effectual effort to find the subject(s).
- The RCMP Incident Commander shall assess RCMP and civilian "search manager" skills and capabilities, and utilize personnel effectively.

○ Deployment / Operations

- The RCMP Incident Commander will be responsible for delegating duties in an ICS command structure, including logistical support.
- The Incident Commander must, at a minimum, ensure there are written contingency plans in place for:
 - Medical emergency amongst the responding personnel
 - Missing subject extrication/evacuation

○ Wrap Up

- All written contingency plans should be ready for presentation at the debriefing meeting. These will also be collected by a representative from Public Safety for inclusion in the final report.
- RCMP ground / dog teams will present final briefing reports to the Incident Commander upon their mission's conclusion.
- GPS tracks from the RCMP members to be collected by either the Incident Commander or, failing that, a Steering Committee member, for use in post-exercise analysis.
- RCMP personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

SERM / Local RCMP Detachment / Local Park Management

- Callout
 - Both SERM and Local RCMP will be utilized in an as-available capacity. Both will have similar task assignments, increasing in scope dependent upon their availability.
- Orientation / Briefing
 - Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
 - SERM/Local RCMP will have primary responsibility of providing security and access control to the Provincial Park, including the command post area and search areas.
 - SERM will be called upon to provide accurate and adequate supplies of maps for the search area.
 - The RCMP local detachment Commander will be tasked with an orderly transfer of Incident Command duties to the Hasty Team Incident Commander upon his/her arrival.
- Deployment / Operations
 - SERM/Local RCMP will be tasked with questioning park patrons at the entrance/exit to the park, and generating public awareness of the search mission/missing subject.
 - SERM and Local RCMP personnel will be called upon to participate in the search, especially where specialized local knowledge will be beneficial.
 - SERM material resources, such as water craft, may be called into service to provide transportation to other search personnel.
- Wrap Up
 - SERM and Local RCMP personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

Local EMO / RM Council

- Callout
 - Local EMO personnel will not be participating in a call-out scenario. After discussions with local EMO, they have decided to participate in all pre-planning activities. Local EMO may have representatives in attendance during the day of the exercise for observation purposes.
- Orientation / Briefing
 - Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
 - Local EMO will be primary contact for the Incident Commander in garnering local “experts” who may be able to provide advanced topographical knowledge of the search area.
 - Local EMO will be primary contact for arranging EMS support, including both “real-world” support for the exercise as well as “simulation” support for the exercise.
- Deployment / Operations
 - Local EMO resources will be called upon to coordinate transportation requirements for volunteer civilian resources to their field deployment positions. This may include both land and water craft.
 - Local EMO will be responsible for logistical support including:
 - Food and water
 - Waste disposal (latrines and garbage)
 - Fuel (for aircraft, requirements are 100 octane low lead – 100LL)
 - Accommodations (although most accommodation requirements will be made prior to the exercise).
- Wrap Up
 - Submit their documentation to the Public Safety representative for inclusion in the final report.
 - Local EMO personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

Local EMS – Emergency Medical Services (Wawken Ambulance Service)○ Callout

- Wawken EMS will respond with one ambulance unit, and at least two staff (one EMT or higher, one first responder or higher)
- Wawken EMS is attending the exercise on the understanding that should a real-world emergency call come in, they will be leaving the exercise to attend the call.

○ Orientation / Briefing

- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.
- Develop and document their contingency plans for treatment of the “victim” within the scenario.

○ Deployment / Operations

- Provide in-situ medical support for missing subject, if required.
- Provide in-situ medical support for searchers/incident staff, if required.
- Assist with extrication of missing subject to a road-accessible location.
- Extrication of missing subject to nearest medical treatment facility.
- Provide stand-by EMS support for the exercise, as pre-arranged with EMO/MJE Steering Committee.

○ Wrap Up

- Submit their documentation to the Public Safety representative for inclusion in the final report.
- Local EMS personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

ARES – Amateur Radio Emergency Services

○ Callout

- ARES will initiate its callout via a general email, radio call on local and nearby repeaters or telephone (cellular) call to the general membership. Depending on how urgent the situation, will determine the method of notification.
- The number of ARES members called, to respond, will be of a larger number than initially determined to be required, as it is easier to downsize in an expedited manner than increase if required.
- ARES resources for the exercise will be the ARES mobile communications vehicle (MCV), which can serve as a command post. As well, three to four ARES members for radio communications within the command post and/or deployed with ground teams. The MCV contains radio equipment capable of communications on amateur radio frequencies in the HF, VHF & UHF bands. Air/ground, FRS, GMRS and other VHF & UHF, such as SERM, RCMP. Ambulance (VHF) is also available.

○ Orientation / Briefing

- Will perform its tasks in a safe manner to promote a successful conclusion to the exercise without any injuries to the participants or public, or environment.

○ Deployment / Operations

- ARES communication truck will be used to assist the Incident Commander in maintaining radio communications with field resources, including volunteer ground teams, RCMP ground teams, and CASARA air resources.
- Beyond providing radio connectivity services, will also serve as required in message transport and central dispatch duties.

○ Wrap Up

- Submit their documentation to the Public Safety representative for inclusion in the final report.
- ARES personnel will attend the incident debriefing session and present any comments or observations in a positive and constructive manner.

VII. Debriefing

At the debriefing session held after the supper meal following the exercise, the Steering Committee will organize the following:

- Initial overview and goals of this process
- Review of the need to provide a written record of the training event, including lessons learned and techniques proven
- Each participant group (RCMP, SARSAV, CASARA, SERM, EMS, ARES, EMO, etc) will break into its own area for 20 minutes to meet and discuss internally. A written record of this internal discussion will be submitted by EACH GROUP to the Public Safety member in charge of document collection.
- Following the 20 minute meeting, all the groups will get together and a representative from each participant group will make their presentation to the entire group. Public Safety will be in charge of documenting this meeting. Each group would be expected to take 5-10 minutes, depending on the depth of their involvement in the exercise.

All GPS tracks that have not yet been collected will be given to the Public Safety member in charge of document collection at this time, or arrangements made to email them as soon as possible. **Be sure to bring your GPS interface cables to the exercise so that the mapping specialist can download your track files.**

Following the exercise, Public Safety will be tasked with preparation of a final written report documenting the exercise. This report will be available for all participating organizations in the exercise within 60 days of the exercise.

The location of the debriefing will be the same as for the supper meal – the Kenosee Hotel Convention Centre.