

## SEARCH INITIATION

### Purpose and Scope:

This guideline provides clear guidelines for operations managed by Latah County SAR by identifying the procedures and processes for initiating a search.

This guideline is for the direction of search management personnel in activating the team.

### Policy:

Responding to requests for assistance from the Latah County Sheriff's Office (SO), and activating the team is a process governed by these guidelines which are set out to ensure a quick response with the information necessary to begin operations.

## A. Initial Contact

**Only deal with Dispatch, the Duty Officer or superior. Refer other callers to SO Dispatch.**

When the call is received:

1. Note the time and date of call
2. Note the contact person's name, phone number(s), radio call sign.
3. Tell the caller you'll need to stay in contact with him/her until all information is gathered.
4. Record who is lost, circumstances of becoming lost, and has it happened before.
5. Record personal information, his/her mental and physical state (i.e. Alzheimer, suicide, runaway, heart condition).
6. Record location of search, location of where contact person or proper authority will be, and LKP (Last Known Point).

### STOP

**If there is no LKP, inform the contact person that the team cannot be activated until this is determined. Inform the contact that the team may be put on standby until this is determined. If LKP is known, continue down list.**

7. Obtain authorization from the Duty Officer or superior to proceed.
8. Obtain the name and radio call of the Law Enforcement officer to whom the team will report at the rendezvous site. If the officer is not at the rendezvous site, obtain an ETA.
9. Does contact person want team on "standby" or should the group be "activated".
10. Contact information for Reporting Party (RP).
11. Contact information of next of kin.
12. Ask contact if there is anything else that you should know.

### STOP

**You now have all the information you need to activate the team. Now instruct the contact on what services you will need when you arrive on site. Ask for following:**

1. Secure the area, stop pollution of the area until dog teams get there (i.e. friends and family looking for him).
2. Start confinement of area (this would be a good job for family members).
3. Prepare a Missing Person Questionnaire.
4. Determine what other search activities have taken place in the area.
5. Determine what and when other Law Enforcement resources can be applied.

### STOP

**You have now received and delivered all the information for the contact. Now go through every step again with him to make sure that everything has been covered.**

## B. Activation of the team:

1. Read over all the information you have before you call anyone, so it is clear to you and makes sense. When it is clear to you start the activation of the team. All of the information collected should be summarized on the Group Activation Request Form.
2. Call another Search Coordinator to plan and to help with call out.
3. Determine urgency and initial resources to dispatch.
4. Establish SAR rendezvous point. (It may be different from the LKP or initial Law Enforcement rendezvous point.)
5. Place a message on the answering service (336-4990). Include this information:
  - a. Type of search (missing hunter, walkaway, evidence...)
  - b. Rendezvous location.
  - c. Expected arrival time.
  - d. Expected terrain.
  - e. Expected weather.

- f. Special information.
6. Contact Dispatch and request a SAR page. Include the need to call the answering service.
7. Complete the information required for the Search Call Out Request (see Appendix 2) and establish general and secondary rendezvous locations. Every effort should be made to allow at least 30 minutes for callout and 60 minutes for team members to reach the primary rendezvous.

## **C. Placing the Team on Stand-by**

If the requesting SO contact requests that the team be placed on stand-by only, use the following procedures.

1. Determine the time by which the SO will know to go or stand down.
2. Call another Search Coordinator to plan and help with call out;
3. Determine urgency and resources to dispatch when Law Enforcement requests callout.
4. Establish SAR rendezvous point. (It may be different from the LKP or initial Law Enforcement rendezvous point.)
5. Place a message on the answering service (336-4990). Include this information:
  - a. Type of search (missing hunter, walkaway, evidence...)
  - b. Time by which the callout will be continued or terminated.
  - c. SAR person to call to report availability.
  - d. Rendezvous location.
  - e. Expected arrival time.
  - f. Expected terrain.
  - g. Expected weather.
  - h. Special information.
6. Contact Dispatch and request a SAR page. Include the need to call the answering service.
7. Complete the information required for the Search Call Out Request (see Appendix 2) and establish general and secondary rendezvous locations.

## **D. Standing Down and In Transit Communication**

1. Accept the stand-down request from the SO Duty Officer or superior.
2. Update the answering service message to reflect the search termination.
3. Contact Dispatch and request a SAR page with the message that the search is cancelled and that recipients should contact the answering service.
4. Contact any units known to be in transit with radio communication and confirm that they have received the message.

<b>LCSARC Activation Form</b>		Initial call received: _____	<input type="checkbox"/> Immediate response
I.C. name		Date: _____	Time: _____
S.O. Contact Name (last/first):		Contact Number(s)/radio call:	
R.P. Name, Phone, How was S.O. contacted?			
Subject Information: name (last/first/middle):		Age:	Sex:
Circumstances of loss:			Happened before?
Brief personal info (e.g. Alzheimer/hunter/runaway/suicide/known medical condition...)			
Health (phys./mental):		Other pertinent info:	
Terrain, weather, Known hazards/conditions:			
Last Known Position (PLS/IPP):			
By whom?:			
What does R.P. think happened?			
What does R.P. want done?			
SO Authorization from:			Time:
Law Enforcement contact:	Name:	Radio call:	
Phone No.	Location:		
Reporting party name/location/phone:			
Requested: <input type="checkbox"/> Secure the Area <input type="checkbox"/> Start Confinement <input type="checkbox"/> Prepare Missing Person Questionnaire			
<input type="checkbox"/> Determine other SAR activities already done <input type="checkbox"/> What other Law Enforcement Resources Available			
Assistant IC name:			Phone:
<input type="checkbox"/> Complete Search Urgency Analysis <input type="checkbox"/> Establish SAR rendezvous point: <input type="checkbox"/> Post message at 336-4990 (Search type, SAR rendezvous point, arrival time, terrain, weather, other info)			