

OKANOGAN COUNTY

Comprehensive Emergency Management Plan

EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

RESPONSIBILITY SUMMARY:

Primary Response

Okanogan County Sheriff's Office Search and Rescue Coordinator
 Law Enforcement Agencies
 Okanogan County Department of Emergency Management

Supporting

Okanogan County Communications Center
 Amateur Radio Emergency Service/Radio Amateur Civil Emergency Services
 North Cascades Chapter of the American Red Cross
 Emergency Medical Services
 Okanogan County Public Information Officer
 Fire Services
 Public Works Departments
 Civil Air Patrol
 Washington State Emergency Management Division

Plan Preparation & Maintenance

Lead – Okanogan County Sheriff's Office Search and Rescue Coordinator
 Okanogan County Sheriff's Office

I. INTRODUCTION

A. Purpose

To provide guidelines for the effective utilization of search and rescue resources and for the coordination of search and rescue efforts within Okanogan County. According to the Revised Code of Washington: *"Search and rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used...."*. (RCW 38.52.010(7))

B. Scope

1. Search and rescue (SAR) operations are classified as land SAR. State law encompasses both wildland and disaster SAR within the definition of land SAR (Section 38.52.010 (7) RCW).
2. SAR can also be used at the discretion of the Okanogan County Sheriff Office (OCSO) for various incidents or occurrences as deemed appropriate by the sheriff.

II. POLICIES

- A. SAR operations are initiated, coordinated, and directed by the Okanogan County Sheriff in accordance with state and local jurisdiction plans. Requests for additional resources including special skills, expertise, or equipment are sent to Washington State Emergency Management Division (WAEMD) by DEM.
- B. The Incident Command System (ICS) is the method of on-scene incident management for SAR operations within the state. In accordance with RCW 38.52.400(1), ICS shall be used for multi-agency/multi-jurisdiction SAR operations.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards
 - 1. The wide range of and easy access to outdoor recreational activities in the county` and the large number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year.
 - 2. The Okanogan County Sheriff is responsible for all Search and Rescue efforts within Okanogan County.
 - 3. The SAR Coordinator will work with all law enforcement agencies within the county, but primarily with the OCSO personnel since their jurisdiction is where most SAR operations will take place. These efforts will include the coordination and the planning for training of personnel qualified to participate in SAR operations.
 - 4. Maps to be used during SAR exercises and real events should have the Universal Transverse Mercator (UTM) grid overlaid on them. This will allow for uniform reporting between state agencies and local SAR agencies.
- B. Planning Assumptions
 - 1. SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continue to grow.
 - 2. The widely differing terrain and climatic conditions in the county mandate a locally based SAR first response system.
 - 3. Natural and technological disasters will greatly increase the scope of SAR operations.

IV. CONCEPT OF OPERATION

- A. General
 - 1. In Okanogan County, SAR operations are initiated, coordinated, and directed by the OCSO in accordance with state and local jurisdiction plans using local resources registered pursuant to Chapter 118-04 WAC.
 - 2. Requests for additional resources including special skills, expertise, or equipment are coordinated by the WAEMD.
 - 3. Air SAR for missing or downed civil aircraft is the responsibility of WSDOT.

4. OCSO will request a mission number from the WAEMD Duty Officer either directly or via County DEM.
- B. Organization
- The OCSO or SAR Coordinator are responsible for SAR operations and will provide training and education, as well as, for the organization and deployment of SAR resources. DEM will coordinate direct support to SAR operations and assist with registering and providing identification badges for volunteers.
- C. Procedures
1. Land SAR
 - a. Law Enforcement response will be in accordance with their SOPs and the Okanogan County Comprehensive Emergency Management Plan (CEMP).
 - b. WAEMD, when notified of a SAR mission by the OCSO or designee, will issue a state mission number. The issuance of this mission number authorizes the employment of volunteers under the provisions and protection of Chapter 38.52 RCW.
 - c. WAEMD, upon receiving a request for assistance from an authorized official, will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The state SAR Coordinator may be deployed to the scene to provide this coordination.
 - d. Multi-jurisdictional SAR operations may be coordinated by the WAEMD, when requested.
 2. Air SAR

Air SAR for missing or downed civil aviation aircraft is the responsibility of WSDOT Aviation Division (Chapter 47.68 RCW).
- D. Mitigation Activities
- Each law enforcement agency should identify hazards and risks in their jurisdiction and implement actions to reduce the likelihood of these events occurring, and/or reducing the impact if they were to occur.
- E. Preparedness Activities
1. Each law enforcement agency can help prepare for SAR situations by keeping their policies and procedures current and associated with identified potential hazards and risk analysis. Also, each agency needs to be involved with the development and maintenance of this emergency plan.
 2. SAR Coordinator will train personnel, try out and test equipment and communications, and evaluate this emergency plan by actively participating in emergency exercises and drills.
 3. DEM will develop and maintain lists of resources of other agencies such as Civil Air Patrol, off-road vehicle associations, American Red Cross, Amateur Radio or other local agencies that could assist law enforcement

during SAR incidents. DEM/SAR Coordinator will establish and maintain liaison with these agencies for the use of their personnel and equipment for special emergency assignments.

4. Response Activities

Based on the type and size of incident, a variety of outside resources may be needed. It is critical for law enforcement or any other emergency services provider first on the scene to provide an accurate and timely size up. An IC (or Liaison with other agencies IC) must be identified. The Incident IC needs to promptly identify a staging area, and assign someone as the staging officer. The IC will assign personnel to specific areas or tasks, and coordinate and assign resources. Law enforcement may need to coordinate their command with fire service or emergency medical service command, and special groups such as the Federal Bureau of Investigation (FBI), The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), or other government agencies may also be involved.

F. Recovery Activities

1. The SAR Coordinator shall maintain accurate records of the incident. He/she will be responsible for maintaining SAR and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed. During the recovery phase, it is imperative to maintain communication and coordination with the EOC. Law enforcement departments or the county Public Information Officer (PIO) may provide public information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.
2. Law enforcement will assist the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions with available resources, when requested.
3. Support for law enforcement and SAR personnel is also part of recovery and returning to normal operations. This support may include counseling, or Critical Incident Stress Management (CISM). CISM is available, at no charge, through the Okanogan County Behavioral Health.
4. During the Recovery phase, it is imperative that the IC maintains communication and coordination with the EOC/DEM.

V. RESPONSIBILITIES**A. Sheriff's Office**

1. Responsible for local search and rescue activities.
2. The Sheriff will designate a deputy as SAR Coordinator and provide SAR training for that individual.

B. SAR Coordinator

1. Responsible for local search and rescue activities.
2. Initiate SAR operations.
3. Maintain Standard Operating Procedures (SOP) for conducting searches. Review at least annually for possible revisions. Plans must specify the use of ICS for multi-agency/multi-jurisdiction search and rescue operations.
4. Operate Search and Rescue activities in accordance with state and local operations plans.
5. Call out volunteers, as needed.
6. Notify WAEMD and obtain a mission number.
7. After an operation is completed, verify the personnel and resources that were utilized during the operation and fill out necessary forms and make final reports to WAEMD to closeout missions.
8. Recruit, register, and training of volunteers. (Appendix A & B)
9. May restrict access to a specific search and rescue area to personnel authorized by the OCSO. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission.
10. Review and revise this ESF, if needed, after any major SAR operation or at least every four years.
11. Assist emergency workers with submission of any claims that might be appropriate.
12. Maintain a current inventory of SAR resources.

C. DEM

1. The county DEM shall work in a coordinating capacity directly supporting all search and rescue activities
2. When requested, notify WAEMD and obtain a state mission number for the OCSO.

NOTE: This mission number is necessary for liability coverage and possible compensation but must be obtained before volunteers are utilized in an SAR operation.

3. Register volunteers and emergency workers. (Appendix A & B)
4. Coordinate any requests for state, federal or out of county SAR resources that are needed or are being used.
5. Assist the OCSO in recruiting and training of volunteers.

- D. Volunteer Organizations
 - 1. Provide personnel and equipment, as requested by the OCSO.
 - 2. Ensure that their personnel being utilized have the proper SAR identification, training and/or experience and are registered with DEM.
 - 3. Perform tasks as assigned by the Sheriff or SAR Coordinator.
 - 4. Account for and maintain equipment used in the operation.
 - 5. Participate in the mission critique.
 - 6. Ensure that claims for any compensation are submitted to the SAR Coordinator within two (2) weeks after the mission has been terminated.
 - 7. Provide SAR Coordinator with information so that SAR resource records may be maintained in a current status.
 - 8. Provide SAR Coordinator with list of names and phone numbers of persons authorized to commit their organization's resources.
- E. SAR Council
 - 1. Organize SAR exercises and training for volunteer SAR organizations.
 - 2. Provide a forum for volunteer organizations to meet and exchange information about SAR activities.
- F. WAEMD
 - 1. Issue mission numbers for training exercises and actual events.
 - 2. Provide the coordination with other state agencies and with FEMA for any state and federal resources that may be requested.
 - 3. Assist local jurisdiction with the processing of any claims that may result from a county exercise or mission.
 - 4. Participate, if requested, in the mission critique if state or federal resources were utilized.
 - 5. Assist local jurisdictions in the organization and training for SAR personnel.

VI. REFERENCES

- A. Revised Code of Washington (RCW) 38.52
- B. RCW 47.68
- C. RCW 78.12
- D. Washington Administration Code (WAC) 118.04
- E. WAC 468.200
- F. National Response Framework, May 2007
- G. National Search and Rescue Plan, 2007
<http://www.uscg.mil/hq/g-o/g-opr/nsarc/nsarc.htm>

Appendix A - Emergency Worker Registration

APPENDIX A - Emergency Worker Registration

Individuals who want to make themselves available to participate in SAR missions need to register with DEM. The reason is to insure liability coverage and eligibility to make claims for expenses that might be covered. This includes exercises as well as actual missions. Registration forms required by OCDEM are as indicated below. An identification card will be issued by DEM as proof of an individual's registration.

OKANOGAN COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT EMERGENCY WORKER REGISTRATION PROCEDURES

1. AUTHORITY:

“Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities by assignment and personnel class.” (WAC 118-04-130)

2. PROCEDURES

- a. Complete the Emergency Worker Registration packet:
 - (1) Review and sign this sheet
 - (2) Review and sign the Personal Responsibility of Emergency Workers form
 - (3) Complete the Emergency Worker Registration Card (EWRC), EMD-024

The information provided on the EWRC will be used by the Okanogan County Sheriff's Office to conduct a Criminal History and Driving Record background check. Results from the background investigation will be used to determine the suitability for issue of a Washington State Emergency Worker Registration Card. (WAC 118-04-180)

Upon satisfactory results of the background check, the issued card will be valid for 3 years. At the end of 3 years, a new application must be made in order to receive an up-dated card.

- b. Failure to truthfully respond to the statements set forth in the certificate in paragraph 3 below may result in denial of a Washington State Emergency Worker Identification card. (WAC 118-04-080)
- c. If a volunteer card expires and is not renewed within ninety days, the volunteer may be dropped from the rolls. Volunteers with an expired card will not be afforded protection and reimbursement as described under RCW 38.52 and WAC 118-040-080.
- d. Temporary registration of volunteers may be accomplished for short durations if they have filled out a temporary registration card which includes name, date of birth and address. (WAC 118-04-080) Registrants will not be issued an identification card, but will be afforded the same protection under RCW 38.52 and WAC 118-04 as a fully registered volunteer.

3. CERTIFICATE

I (please print your name) _____ certify that:

- I am in adequate physical condition to carry out the emergency worker assignment given to me and that I am not subject to any medical problems or other infirmity of body or mind, except as noted on the Emergency Worker Registration Card (EMD-024), which might render me unfit to carry out my emergency assignment. (WAC 118-04-120).
- I am not addicted to the use of intoxicating liquors, narcotics, or use of any controlled substances. I will not use any liquors, narcotics or controlled substance nor will I have in my possession any concealed weapon while engaged in emergency worker activities unless authorized by Law Enforcement SAR Incident Commander.
- I have not been convicted of a felony.
- I have not been convicted of a misdemeanor involving moral turpitude.
- I understand that the final determination for issuance of Washington State Emergency Worker Identification card will be at the discretion of the Director of Emergency Management or designee and/or the Okanogan County Sheriff’s Office or designee. I also understand that the Director of Emergency Management or designee or the Sheriff’s Department or designee may withdraw or suspend my Emergency Worker Identification Card. (WAC 118-04-080)
- I understand that I will have to successfully complete the IS-100 and IS-700 NIMS courses. I will also provide a copy of my FEMA IS-100 and IS-700 NIMS certificates (or FEMA Student Transcript) to Okanogan County Department of Emergency Management. No Washington State Emergency Worker Identification Card will be issued until I complete this process.
- Specify the group you are affiliated with (circle organization(s) you are affiliated with). (To be an Emergency Worker, you need to have a group affiliation – SAR, CERT, ARES/RACES (HAMS), and other _____).
- I will provide EM with a copy of my First Aid Card.
- OR-
- I have not completed First Aid training; please advise me when the class is being offered locally.
- I hereby give permission for the Okanogan County Sheriff’s Office to conduct a criminal history background check and also obtain an abstract of my driving record.

Signed: _____ Date: _____
(Applicant)

Signed: _____ Date: _____
(Parent or guardian of applicant if under 18 years old.

WAC 118-04-200

Personal Responsibilities of Emergency Workers

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

- (a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.
- (b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.
- (c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.
- (d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#). All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.
- (e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter [46.29](#) RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#).
- (f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

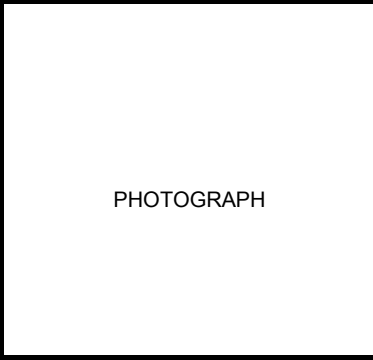
Statutory Authority: Chapter [38.52](#) RCW. 01-02-053, § 118-04-200, filed 12/28/00, effective 1/28/01; 93-23-005 (Order 93-08), § 118-04-200, filed 11/4/93, effective 12/5/93.]

I have read the above WAC 118-04-200 – Personal Responsibilities of Emergency Worker

(Signature)

Email Address:

EMERGENCY WORKER REGISTRATION CARD					
Jurisdiction: Okanogan County				Issue Date:	Registration Number:
Name (Last):		(First):	(Middle):		Social Security Number: NOT REQUIRED
Address 1:					
Address 2:					
City:		State:	Zip Code:		
Driver's License No.:	Date of Birth:	Blood Type: (not required)	Sex (M-F):		
Height:	Weight:	Color Eyes:	Color Hair:		
Physical Disabilities (If any):					
Home Telephone:			Work Telephone:		
I certify that the information on this card is true and correct to my best knowledge and belief.					
Emergency Worker Signature:				Date of Signature:	Name:
Emergency Worker Assignment (WAC-118-04-110):					Telephone Number with Area Code:
Authorizing Signature:	Local Jurisdiction:		Date of Signature:		Relation to Emergency Worker:



**- In Case of
Emergency -
Please Notify:**

Emd-024 (7/00) (FRONT)

The applicant is informed that the above information may be used to conduct a background criminal investigation. I certify by my signature above that I have been informed that a background check may be performed.

EMERGENCY WORKER TRAINING RECORD		
COURSE	HOURS	DATE COMPLETED
ADDITIONAL INFORMATION - REMARKS:		

Emd-024 (7/00) (BACK)