

**Morgan County Emergency
And
Rescue Squad, Inc.**

Standard Operating Guidelines



Adopted 6/18/2009

Morgan County Emergency Rescue Squad Standard Operating Guidelines

Section 1 – General Guidelines

1 Mission Statement

For which this corporation is organized include, but are not limited to the establishment of an organization of members equipped to render fast and effective rescue aid in any and all types of emergency situations including natural and man-made disasters in which it is called on, or is reported to, or which it discovers itself through the diligence of its members. Such situations include, but are not limited to floods, tornados, earthquakes, cave-ins, automobile accidents, airplane crashes, lost or trapped individuals, drownings, and any other natural or man-made disasters. The further purposes are training and emergency operations and first aid.

1.1 Purpose

1.1.1 The Morgan Co Emergency Rescue Squad (MCERS)

Department Guidelines: The purpose of these guidelines is to ensure that all operations under the auspices of the MCERS are conducted in a manner that maximizes protection of department members from accidental injury and/or illness. The purpose of this document is to set forth minimal guidelines for the MCERS and to establish the basic regulations and procedures for safety within the MCERS.

1.1.2 These MCERS guidelines and procedures have been developed and are to be implemented to enable the department to meet the requirements of local, state, and federal laws. The MCERS guidelines shall include but not be limited to each mode of operation in which the department is engaged. The guidelines will provide for safety procedures and the responsibilities of the department members for the operation.

1.2 Roles of the Department

1.2.1 General Policy: The Morgan County Emergency Rescue Squad is trained and can respond to the following types of missions:

1.2.2 Department Missions: (The following, but not limited to, are types of missions that the MCERS are organized and trained to respond.

- ◆ Lost Person Search, Rescue, and Recovery
- ◆ Search, Rescue and Recovery of Drowning Victims
- ◆ Swift Water Rescue and Recovery
- ◆ Water Search, Rescue and Recovery utilizing divers
- ◆ High / Low Angle Rescue and Recovery
- ◆ Automobile Accidents and Patient Extrication
- ◆ Airplane Accidents and Patient Extrication
- ◆ Weather Spotting
- ◆ Rescue and/or Recovery and extraction of victims from off road areas (bluffs, river, woods, etc.) to an area that an ambulance or appropriate vehicle can travel.
- ◆ Assist in all types of emergency situations including natural and man-made disasters.

1.3 Control

The Morgan County Emergency Rescue Squad requires that no person should engage in any operation unless that person has had a level of training that enables such person to perform proficiently as evaluated by the Chief and/or a department officer of the MCERS.

1.4 Equipment

All equipment used by rescue department member(s) shall conform to the standards set forth in this document.

1.5 Sites

The regulations herein should be observed at all locations where any department operation(s) is conducted; however, certain circumstances may arise that, at the discretion of the department chief or his/her designee may allow guidelines to be altered.

Section II – Ground Search and Rescue

I. SITUATION AND ASSUMPTIONS

- A. Search and Rescue (SAR) is the employment of resources (private, municipal, corporate, county, state and Federal) to locate and bring to safety persons lost, stranded, trapped or killed. Search, rescue and recovery operations have to be carried out in every part of the Commonwealth, on or under the ground, on or under water, and in man-made structures.
- B. Search and rescue emergencies may reach such magnitude as to require resources from adjacent jurisdictions, states, private organizations or the Federal government. Catastrophic disaster or emergency within the Commonwealth, or adjacent states, could result in rescue problems of such an extent as to require utilization of all rescue resources within the state and the exchange of resources between states.
- C. The potential for a man-made, technological, natural, war incident can result in the same level of mobilization as an actual rescue operation or search mission.
- D. Terrorist/WMD and violent activity may result in search and rescue emergencies.
- E. Civil disturbances frequently result in injuries to persons and property damage, with rescue resources likely to be mobilized.
- F. Search and rescue operations frequently occur in Morgan County as a result of accidents that occur during recreational activities, i.e., boating, hiking, and hunting, etc.
- G. Search and rescue operations may be required as a result of an accidental chemical release from the Bluegrass Army Depot.
- H. Should international tension escalate to the point where an enemy attack appears inevitable, the relocation of the population from target areas may be undertaken. Mobilization of rescue resources will be necessary to maintain rescue capability consistent with population density in host areas.
- I. All search and rescue operations will use the National Incident Management System (NIMS).
- J. All local search, rescue and recovery operations will be in conformity with the local search and rescue plan.

II. MISSION

The purpose of this plan is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in Morgan County. This plan is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

III. DIRECTION AND CONTROL

- A. The Morgan County Emergency Rescue Squad (MCERS) is responsible for the coordination of search and rescue resources and operations in Morgan County.
- B. The local search and rescue coordinator is responsible for coordinating search and rescue resources and operations within the local jurisdiction unless otherwise directed by the KyEM.
- C. Other search and rescue missions, such as downed military and commercial aircraft and ELT searches, will be under the operational control of the Air Force Rescue Coordination Center (AFRCC).
- D. Search and rescue operations in and around the Bluegrass Army Depot resulting from an accidental chemical release or other incident will be under the direction and control of the U.S. Army.
- E. Search and rescue operations involving mine rescue missions will be under the jurisdiction of the Department of Mines and Minerals.
- F. The National Park Service has the authority and responsibility for SAR operations within the boundaries of national parks located in Kentucky.
- G. The Kentucky Department of Parks, Ranger, has the authority and responsibility for SAR operations within the boundaries of Kentucky state parks.
- H. The U.S. Forest Service has the authority and responsibility for SAR operations within the boundaries of national forest areas in Kentucky.
- I. The appropriate military service has the authority and responsibility for SAR operations within the boundaries of military installations located in Kentucky.
- J. The U.S. Coast Guard may exercise jurisdiction over search and rescue operations on navigable waterways in Kentucky.
- K. Kentucky has concurrent jurisdiction with bordering states for incidents (including SAR) on waterways located along state boundaries.

IV. CONCEPT OF OPERATIONS

A. Locally managed SAR incidents.

1. Dispatch

- a. Dispatch will call Deputy EMA Director, SAR Coordinator, or Rescue Chief and give all pertinent information.
- b. Dispatch will tone Rescue, Fire, and all Morgan County Search Volunteers.
 - i. **Response is Emergency, but don't respond Signal 9**
- c. Rescue to report to Squad building for briefing and equipment

2. Responding to Scene

- a. Normally, Unit 402 to tow Kubota and Unit 403 to tow Mobile Command
 - i. (POV may pull Mobile Command if have brake box and 7 pin receptacle)
- b. **DO NOT PULL TRAILERS SIGNAL 9**
- c. Advance Unit to proceed as soon as possible for Questionnaire

3. Arrival at Scene

- a. Advance Unit
 - i. Try to get everyone out of search area, explaining that possible sign in the area will be contaminated
 - ii. Interview family members for Lost Subject Questionnaire. Ask for recent photo of Lost Subject
 - iii. Find the best area for Command Trailer and Staging Area
 1. **Not at subjects home, if possible**
 - iv. Prepare Mobile Command Unit
- b. The first responder on the scene of an emergency situation will initiate the local ICS/IMS. As other responders arrive, the individual most qualified to deal with the specific situation present shall serve as IC. The IC will direct and control responding resources and designate emergency operating areas.

4. If local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by the Statewide Mutual Aid Agreement may be requested through the local emergency management director.

5. If incident appears that it will be an extended one, additional resources may be called such as the Morgan County Red Cross. Also, porta potties may be ordered.

6. Notifications

- a. If a search has lasted for more than two (2) hours the IC shall notify:

- 1) The local emergency management director; and
 - 2) The local search and rescue coordinator.
- b. Any search and rescue mission that has lasted four (4) hours without the subject being located shall be immediately reported to the KyEM duty officer at 1-800-255-2587. It is not required that you wait four hours (4) hours to call and may be done immediately in order to facilitate a timely response. The KyEM duty officer shall notify:
- 1) The KyEM On Call Supervisor; and
 - 2) State SAR Coordinator.
7. KyEM will assist the local emergency management director, local search and rescue coordinator and IC with the following actions:
- a. Obtain detail from the senior rescue officer at the scene of operations as to what general strategy and tactics are being used and whether there is need for more aid and what kind is needed.
 - b. Assess the requirements for search; determine where search efforts should be directed; determine what land, water, and air manpower, equipment, and supplies are needed; decide how the search can best be handled and by whom. Insure arrangements needed for support of search units or personnel are made (e.g. feeding arrangement with Red Cross, church groups, or other volunteer organizations, etc.; lodging arrangements if required, etc.).
 - c. If the situation warrants, partially or fully activate the State Emergency Operations Center, or an Area EOC and/or mobile command post.
 - d. While the search is underway, rescue plans will be reviewed and preparedness actions for rescue operations will be initiated, based upon whether access to the victim(s) will require air, water, or land rescue forces, or a combination. Any special type of training, equipment, and supplies required (e.g., water rescue operations are considerably different from those required in mountainous areas or in building collapses) will be determined.
 - e. Be prepared to provide specific information for broadcasts by radio and television.

- f. If the rescue problem calls for special skills and equipment, such as cave, mine, or underwater rescue, specialists will be called to augment the rescue unit at the scene.
- g. Urban Search and Rescue generally calls for:
 - 1) Gaining access to the victim(s); this is usually hazardous and time consuming;
 - 2) Giving emergency first aid to the victim(s);
 - 3) Extricating the victim(s) who may be injured. This may call for considerable communications among several branches of Emergency Services, e.g.; cordoning the area, providing medical assistance and feeding, and relieving members of the rescue crew. The local EOC, base camp or mobile command post are the central points for coordinating these actions.

B. State managed SAR Incidents

- 1. KyEM may assume overall coordination of a local SAR incident at the request of local officials.
- 2. KyEM will provide administrative support to the Department of Mines and Minerals during mine rescue operations.

C. General search responders responsibilities

- 1) Any responder shall be in good standing based on his/her current member status.
- 2) Any responder shall respond only on dispatch from a ranking officer of BSAR.
- 3) Responders are responsible for obtaining directions from dispatch to the incident along with collecting any pertinent information about IC location, subject, weather or any conditions the responder should be aware of.
- 4) Responders should be capable of giving dispatch an estimated time of arrival if possible.
- 5) Responders should report directly to incident command and sign in with the designated coordinator, then find the BSAR SR. ranking officer on scene to report arrival.
- 6) All responders should have with them all gear necessary to complete tasks safely and effectively including, but not limited to, 24 hour pack as defined by NASAR standards, appropriate uniform attire for weather, appropriate footwear, appropriate outerwear, helmet, compass, writing

materials, food, water etc necessary to be self-sustaining for 72 hours at incident.

- 7) Responders should acquire from briefing adequate information about the subject to help determine search tactics and techniques as well as valid clue awareness.
- 8) Responders should know and understand their task assignments; and task location and boundaries before going into the field.
- 9) All responders are expected to work comprehensively, safely and courteously within their task group to achieve task objectives.
- 10) All responders will use clear plan language when making radio communications.
- 11) Responders should consult IC for the proper protocol for marking and collecting clues when pertinent.
- 12) All responders will report to incident command debriefing upon task completion.
- 13) All responders still on incident, not on task, waiting in staging will conduct themselves in a professional and respectful manner, always conscious and aware that subject family members could be present.
- 14) When leaving an incident, all responders must sign out with incident command designated coordinator.
- 15) All responders must contact the SR BSAR officer present at the incident to report they are leaving the scene and are an inactive resource.

D. Canine team responders

- 1) Canine teams responding to any incident shall follow all the rules set forth in the General responder section of this document
- 2) Canine handlers should bring food, water, shelter etc. adequate to cover a 72 hour period for themselves and their canines and items additional to the 24 hour pack as defined under NASAR canine standards.
- 3) Canine handlers shall be designated team leaders when deployed on any task with their canine.
- 4) All dog handlers shall be responsible for the behavior of their dogs at base or in any situation where there is interaction with outside personnel or the general public.
- 5) Dogs shall remain crated, or in the care of a trusted team member while the handler is receiving briefing, providing debriefing or any other function or in any other location a dog is not appropriate to.
- 6) All handlers are responsible for cleaning up after their dogs in base area.
- 7) When in the base area with their handler, all dogs should be on leash and under control.
- 8) No dog that has not received a certification with its handler through NASAR or PA DCNR should be included in any actual search task, unless designated acceptable by the BSAR K9 unit coordinator.
- 9) Dogs should be taken to an area respectfully away from base and staging for exercise and elimination.

E. Crime Scene or Scene of a Questionable Death

- 1) The first duty of the SAR Responder is to save the victims life. However, if the victim in a questionable death is obviously deceased, do not move the body or surroundings for any reason.
- 2) Once determined that the victim is deceased and that the death may be suspicious, the searcher and team should exit the scene the same way as entered.
- 3) Protect the crime scene. No one should be allowed to enter the scene until the police have arrived.
- 4) Make no comments to the press as to mode, manner, cause, agency or your theory as to how the death occurred. Refer media or press to the police.
- 5) If in the process of determining whether the victim is deceased you must move anything, the original position of these items should be marked mentally and should be called to the attention of the police.
- 6) At an outdoor crime scene, the first person to arrive should be careful not to disturb shoe prints, tire marks, shell casings and other items possibly used in the death.
- 7) Under no circumstances should a firearm involved in the death be moved, unloaded or touched in any way unless it poses an **Immediate** threat or there is a strong possibility that it may be tampered with or removed by an unauthorized person at the scene.
- 8) When a firearm is involved in a questionable death, the hands of the victim become important. Do not clean or disturb in any manner.
- 9) Keep in mind that while the body has been found at one spot, the actual crime may have occurred at a different location. For this reason, no one should be permitted to wander around the crime scene. SAR RESPONDERS SHOULD NOT SEARCH FOR EVIDENCE.
- 10) Witnesses should be detained and separated by the police, not SAR Responders. They should be alert to conversations overheard while at the scene. Be alert for statements made by a suspect at the scene.
- 11) When the victim of a crime is being conveyed to the hospital and it appears that the person may die; it is advisable to try to ascertain the name and/or description of the assailant. Under certain conditions this may be admissible as evidence.
- 12) If for any reason while at the scene of a questionable death you cannot comply with these suggestions, you should note whatever contrary actions you have taken and inform the police upon arrival.
- 13) Write down details of your actions and those of bystanders. Note the surroundings and actions which disturb the scene.
- 14) Keep all clothing. Never cut through any holes in the clothing left by bullets or knives.

Section III – Urban Search and Rescue

I. SITUATION AND ASSUMPTIONS

- A. Following an earthquake, or other destructive disaster in an urban area, there will be a need to conduct search and rescue operations in collapsed buildings.
- B. Specialized rescue teams will be needed in devastated urban areas. These teams can include:
 - 1. Search dogs
 - 2. Cranes, excavation equipment, and equipment operators
 - a. Mutual aid agreements need to be in place between the rescue team and owners of necessary equipment.
 - b. Equipment operators need to be trained in the procedures used by the rescue teams.
 - 3. Personnel trained in Basic or Urban Search and Rescue and Heavy Rescue.
- C. It is necessary to cross train other organizations for rescue work, such as:
 - 1. Fire Departments
 - 2. Police Departments
 - 3. Public Works
 - 4. National Guard or other military
 - 5. EMS
- D. Federal support will be provided under ESF #9 “Urban Search and Rescue” of the National Response Plan.

II. MISSION

The mission of rescue services following an urban disaster is to provide immediate rescue and extrication.

III. CONCEPT OF OPERATIONS

- A. All operations will be carried out using the National Incident Management System (NIMS).

- B. Development of urban rescue capabilities should be undertaken by the governmental department assigned rescue functions.
- C. There are four stages to an urban SAR operation:
1. First Stage
 - a. Size up/reconnaissance
 - b. Rescue and remove surface victims
 - c. Scene organization and management
 2. Second Stage
 - a. Search likely survival places
 - b. Search void spaces
 - c. Search collapsed areas
 3. Third Stage
 - a. Selected debris removal initiated
 4. Fourth Stage
 - a. General debris removal
- D. In urban areas, special urban search and rescue teams will deal with four types of rescue situations.
1. Injured, not trapped (50% of total rescues) Injury caused by falling objects with movement required for treatment. Rescue only takes minutes.
 2. Non-structural Entrapment (30%) Victims are trapped by contents of the building even though the building remains intact. Common hand tools are required for extrication. Rescue takes less than one hour.
 3. Void Space Non-structural Entrapment (15%) Building no longer looks like original building. Victims are trapped by building contents located in small void spaces. Rescue takes about four hours.
 4. Entombed (5%) Building no longer looks like original building. Victims are trapped by structural components of building. Securing structure is required for rescue. Rescue takes four to eight hours.

E. Urban search and rescue teams should be organized as follows:

1. Five to seven members
2. A vehicle with necessary rescue equipment
3. A team leader who must be prepared to:
 - a. organize the team,
 - b. supervise training,
 - c. develop and enforce regulations for team operation,
 - d. supervise the procurement and maintenance of equipment,
 - e. conduct reconnaissance and inspection, locating and identifying special hazards in the area,
 - f. direct the team during exercises.
4. During an emergency the team leader should be prepared to:
 - a. report the event as directed,
 - b. conduct reconnaissance,
 - c. assign responsibilities/duties to team members at the site of operations,
 - d. arrange for on-the-spot training of expanded rescue forces (neighbors or volunteers willing to help), as appropriate,
 - e. ensure that correct rescue methods and techniques are used,
 - f. request additional personnel from the EOC, tools and assistance, if necessary,
 - g. arrange for the rotation of teams,
 - h. coordinate efforts with the EOC as required.

F. An urban search and rescue coordination plan should outline the operations plan for rescue. This would insure that all other agencies that may be involved in a rescue would be operating under uniform guidance.

G. Stages and Procedures in Urban Rescue Operations

1. In order to speed the flow of necessary rescue supplies and personnel, law enforcement should control access roads to the perimeter of the affected area.
2. Control points should be established along the access roads to control traffic congestion.
3. Prior to the incident, available rescue machinery should be identified as well as travel routes.

H. The care of the injured after being freed of debris is as important as locating and freeing them from entrapment.

1. Rescue personnel need to be thoroughly trained in this aspect of rescue.
2. Rescue personnel should initiate basic first aid:
 - a. Insure patient's airway is open. This can be accomplished by jaw thrust or head tilt maneuvers or by use of an artificial airway.
 - b. Check for proper breathing
 - c. Control bleeding
3. Speed in removal is important but it should be consistent with safety and proper handling to prevent further injury.

I. When all survivors have been released, the recovery of bodies must be undertaken. This is an unpleasant task for which rescuers must be prepared. Persons not directly involved in the removal should be kept away.

J. Rescuers are responsible for filling out an emergency medical tag and attaching it to each of the survivors and deceased that they initially examine or treat. If emergency medical tags are not available, rescuers should use a piece of paper containing as much of the following information as possible:

1. Name
2. Home address
3. Sex and approximate age
4. Location when injured, location where found, date and hour
5. Type of injury and treatment by rescuers
6. Name of first aid worker
7. An empty space for other information, if necessary

USAR MARKING SYSTEMS

Structural Marking

Begin by using orange spray paint or lumber crayon to draw a 2-foot box. Then use the box to alert subsequent rescuers to building conditions or earlier finds.

Damage is minor with little danger of further collapse. Structure is safe for search and rescue operations.

Damage is significant. Shoring, bracing, or removal of hazards is necessary.

Structure is not safe for search and rescue operations. Remote search operations may proceed at significant risk. Safe havens and evacuation routes should be established.

 Direction to safely enter building.

HM Hazardous Materials are present. Types of hazards may also be noted.

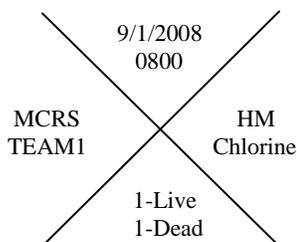
9/1/2008 0800
HM-Chlorine
MCRS-Team1

Write date, time, hazardous materials present and team identification on the right-hand side of the box. For example, this building was searched Sept. 1, 2008 at 8 am, chlorine was found, and the search was conducted by the Morgan Co Rescue Squad Team1.

Search Assessment Marking

 Search operations are currently in progress.

 Personnel have exited the structure.


A square box divided into four quadrants by two diagonal lines. The top-left quadrant contains the text '9/1/2008 0800'. The top-right quadrant contains 'HM Chlorine'. The bottom-left quadrant contains 'MCRS TEAM1'. The bottom-right quadrant contains '1-Live' and '1-Dead'.

Left quadrant – Team identifier.

Top Quadrant – Time and date team left the structure

Right quadrant – Hazards found.

Bottom Quadrant – Number of live and dead victims still inside the structure.

Section IV

Underwater Search and Rescue/Recovery Team

I. Purpose

The purpose of this procedure is to establish clear and specific operational guidelines and safety precautions for the Morgan County Rescue Squad Underwater Search and Rescue/Recovery Team (MCRS USRT), which are needed when responding to water emergencies requiring underwater intervention. It is also the purpose of this directive to establish specific guidelines for the selection and retention of personnel, dive operations, training, and maintenance of equipment.

II. Definitions

- A. Assistant Coordinator - A team member designated by the Dive Team Coordinator to assist the Dive Team Coordinator and assume the Dive Team Coordinator's responsibilities when the Dive Team Coordinator is not available.
- B. Assistant Shore Master - Temporary position designated by the Shore Master to assist the Shore Master with his/her assigned duties at a dive operation.
- C. Assistant Team Leader - Team members designated by the Dive Team Coordinator to assist the Team Leader and to provide supervision for members assigned to his/her team when the Team Leader is not available.
- D. Contamination Zone - The immediate area surrounding a dive recovery that is directly effected by contaminates from the objective or part of the diving environment.
- E. Decontamination Zone - The area surrounding the entry and/or exit points for divers and equipment that may be indirectly effected by contaminates transferred from divers and/or equipment.
- F. Deep Dive - Any dive deeper than sixty feet.
- G. Dive Tender - A temporary position designated by a Team Leader to assist other divers during a dive operation.
- H. Dive Team Commander – Has the overall responsibility for the management of the USRT.

- I. Dive Team Coordinator - The team member designated by the Team Commander to be responsible for coordinating training and dive operations and for assuming the responsibilities of the Team Commander when the Team Commander is not available.
- J. Long Term Dive - Any dive operation over three hours.
- K. Probationary Status - A period of time during which the team member adjusts to the MCRS USRT and trains to the level of a full member.
- L. Rule of Thirds – When diving in Dry Suits, every diver will begin a dive operation with a tank at a minimum of 2700psi. First 900psi is for suiting up and entry. The second 900psi is for bottom time. The last 900psi is for exit and decontamination.
- M. Shore Master - Temporary position designated by the Dive Team Coordinator or designee at dive operations to coordinate specific assignments. The Shore Master must be an Assistant Team Leader or above.
- N. Support Zone - The area outside the decontamination zone that is utilized by command and support personnel during a dive operation.
- O. Team Leader - Team members designated by the Dive Team Coordinator to provide supervision for dive team members assigned to his/her team during dive operations and training.
- P. Team Medic - Team member having specialized medical training and designated by the Dive Team Coordinator to provide medical assistance for team members during dive operations and training.
- R. Underwater Search and Rescue/Recovery Team (USRT) - Agency members having scuba training, specialized dive training or other specialized training, assigned the responsibility of completing missions involving the rescue/recovery of underwater victims and/or other objectives from beneath the surface of waters within the jurisdictional boundaries of Morgan County or when mutual aid is requested.

III. Procedures

- A. Selection and Retention of Personnel
 - 1. Selection

- a. Agency members seeking a position on the Underwater Search and Recovery Team shall follow all agency guidelines and meet all criteria of the MCRS USRT.
 - b. Agency members seeking a position on the USRT must have an open water certification from a nationally recognized agency and pass the skills test as set forth by the Dive Team Coordinator.
2. Retention

- a. All new members are on a one year probationary status in order to adjust to the MCRS USRT and train to the level of a full member.
- b. Agency members selected as divers for the USRT are encouraged to be certified in the use of a Dry Suit and Full Face mask at the earliest opportunity.
- c. Team members shall participate in an annual skills test as set forth by the Dive Team Coordinator.
- d. Training sessions are held monthly and as needed. Team members are encouraged to attend all training sessions as proper training is paramount in the safety of the diver.
- e. Team members are on-call and shall respond, if at all possible, when requested to do so by West Liberty Dispatch, by the Dive Team Commander, or Dive Team Coordinator or designee.
- f. Any time the Dive Team Coordinator believes a team member is not meeting his/her obligations and/or responsibilities as a team member, a conference will be scheduled in order to determine if there is problem and to find solutions if possible.

B. Dive Scene Management

1. Pre-Dive Procedures

- a. Activations and Response -- Requests for the USRT will be made by West Liberty Dispatch, by the Dive Team Commander, or Dive Team Coordinator or designee.

- b. West Liberty Dispatch will automatically dispatch a Dive Team assignment if a call is received for any of the following:
 - 1. Report of drowning
 - 2. Injured party in the water
 - 3. Boating accident
 - 4. Vehicle in the water
 - 5. Persons reported missing in the vicinity of a body of water
 - 6. Person(s) trapped on or fallen through ice

- c. Calls to additional/other agencies will not be made without the approval of the IC. All arriving mutual aid agencies will report to the Incident Commander; who will notify the Dive Team Coordinator of the arrival. The Dive Team Coordinator will notify the Incident Commander of their assignment.

- d. The exact time of the initial call for divers will be recorded by dispatch. Once the dive team is ready to commence operations, **ALL** boat traffic will cease in the area of the incident. This includes all fire department and rescue boats. The Dive Team Coordinator will discuss the task(s) of the boat operation with the boat's operator. Boats will serve as security and secure the scene from all non-authorized and civilian personnel or be assigned a specific task by the Dive Team Coordinator. The area will be sealed off and the approximate area of the body where it was last seen will be marked. An appropriate shore area for diver equipment and briefing will be marked off and secured from non-authorized personnel.

- e. Upon arrival at the scene the Dive Team Coordinator or designee shall designate a Shore Master who shall be responsible for:
 - 1. Evaluating all dive conditions. When evaluating dive conditions the following shall be considered in determining the risk/benefit factor:
 - a. Biological hazards
 - 1. Bacteria, such as fecal coli form due to raw sewage or inadequately treated sewage in the water.

2. Protozoan: Single-celled animals, many of which are parasites and can be found in fresh water.
 3. Viruses. Tiny organisms made of RNA or DNA, the basic building blocks of life, which enter the human body and penetrate cells where they assume control and have the cell make new viruses. Hepatitis is an example. This virus can live in fresh water.
- b. Chemical hazards. A vehicular accident involving a toxic cargo will be the most likely scenario. The toxins must be identified before a diver enters the water. Also all vehicle/vessel/aircraft recoveries will involve oils and gasoline.
 - c. Confined space
 - d. Depth and/or current
 - e. Weather
2. Organizing divers and dive tenders
 3. Designating search patterns
 4. Coordinating with Marine Patrol Personnel
 5. Designating entry and exit points for decontamination
 6. Determining the level of decontamination
 7. Ensuring the Master Dive Log is completed
 8. Ensuring that a pre-dive checklist is completed on each diver.
 9. Ensuring a dive briefing is conducted.
 10. Designating the Assistant Shore Master if needed.
- f. The Team Medic, or Team Leader, in the absence of the Team Medic, shall ensure that each diver is able to dive. Once a diver is approved to dive he/she retains the right to decline to dive.

2. Dive Operations

- a. The MCRS USRT will operate in one of two modes: **RESCUE or RECOVERY**. During the **RESCUE** mode, response will be considered an emergency response. During the **RESCUE** operation, drags, hooks, or other recovery methods are not to be used.
- b. During the months of November, December, January, February, March, and April the mission will be a **RESCUE** mission for the first 90 minutes of the operation. The clock will start at the time the initial call was received by dispatch. After the 90 minutes have expired the mission will become a **RECOVERY** operation.
- c. During the months of May, June, July, August, September, and October the mission will be a **RESCUE** mission for the first 60 minutes of the operation. The clock will start at the time the initial call was received by dispatch. After the 60 minutes has expired the mission will become a **RECOVERY** operation.
- d. Once the operation goes into a Recovery Mode, all divers will exit the water and regroup on land for a briefing. The Dive Team Coordinator will report to the IC and the MCRS USRT will now support in the recovery operation.
- e. General Procedures
 1. The following zones will be established at an active dive site:
 - a. Cold Zone: Area where all non-essential personnel shall gather
 - b. Warm Zone: Area where divers and tenders shall setup their gear
 - c. Hot Zone: Area where dive operations shall be performed
 2. The Dive Team Coordinator will go over all witness' statements to determine an accurate mark.
 3. Standard Line Signals or Hand Squeeze
 - a. 1 Pull (Hand Squeeze) -- Stop or Turn Around

- b. 2 Pulls (Hand Squeeze) -- OK
- c. 3 Pulls (Hand Squeeze) – Special
- d. 4 Pulls (Hand Squeeze) – I found it
- e. 5 Pulls (Hand Squeeze) – Surface or Something is Wrong

4. Divers Checklist

- a. Air on!
- b. Hood in place
- c. Mask ready, gloves on
- d. Primary Regulator: exhale 1, breath 3X
- e. Drysuit Hose functional
- f. BC inflator button 3X
- g. Pressure gauges secure; all hoses trim to body
- h. Diver's weight belt; right hand release
- i. Fins ready

5. Hand Signals - Will be standard PADI signals. The Dive Team Coordinator shall ensure each member is familiar with these signals.

6. Emergency Signal - The diver in need of assistance or his/her dive buddy, shall release the designated emergency marking device and use at least 5 successive rapid line pulls to alert the submerged divers of an emergency. Line signals shall continue until assistance arrives.

7. Surface Signals/Communications - Wireless communication should be utilized whenever conditions allow. If this communication fails divers shall surface. Three raps on the hull of a surface vessel shall be a signal for divers to surface.

8. Divers will be assigned in pairs unless authorized to deviate by a Team Leader or above.

9. No planned decompression dive shall be done.

10. Divers shall utilize all safety equipment available and follow all safe diving procedures.

11. A safety diver who is suited up and ready to dive shall be on the surface whenever a diver is in the water.
12. A dive shall terminate when any diver reaches 500psi. If gauges cannot be read due to visibility the Team Leader or designee shall be responsible for signaling divers to surface based on time/air consumption.
13. Divers shall not enter the water until appropriate precautions have been put in place such as dive flags, perimeter boats and rescue personnel. A watercraft with stokes basket should be in the water at the time of all dives.

f. Night Diving Operations

1. Night Recoveries are prohibited unless authorized by the Dive Team Coordinator or designee. The divers will enter the water after sunset only if there is a chance of life and the operation is in the **RESCUE** mode.
2. All divers shall activate their underwater dive light before entering the water.
3. All divers shall dive with a primary and back-up light.

g. Deep dives are prohibited unless authorized by the Team Coordinator or designee.

h. Diving in Biological Hazard

1. Most dives shall be considered to have biological hazards.
2. The water shall be tested for long term dives and the results recorded in the Master Dive Log.

- i. Diving in Chemical Hazards
 - 1. When a known or suspected chemical has contaminated the dive site, the Dive Team Coordinator or designee shall determine if the local Haz-mat Team should respond. The Dive Team Coordinator shall consult with the Haz-mat Supervisor to develop a course of action.
 - 2. The Dive Team Coordinator and the Haz-mat Supervisor shall determine the risk/benefit factor.
 - 3. Decontamination procedures shall be determined and an operational plan shall be developed prior to all water entries.
 - 4. Accidental finding of a chemical hazard shall result in the suspension of the dive. Divers should note the product name, placards and type of container.

- j. Normal Diving Operations
 - 1. Types of Search Patterns
 - a. Arc/Sweep - This pattern is done by sweeping back and forth, usually approximately a 180 degree pattern in a progressive manner expanding the arc after each sweep.
 - b. Jack Stay - Used to search a large area when the bottom is flat and other patterns are too difficult. This is accomplished with one diver on each side of the line, which is moved across the area by one or more line tenders. This may also be accomplished by utilization of the sled towed behind a boat.
 - c. Anchor Point - This is the most common pattern used. This is accomplished using a line to conduct circular, 360 degree, patterns expanding the circle after completing each 360 degree arc.
 - d. Grid - Least common pattern. This is accomplished by placing a grid on the bottom of the area to be searched. Divers meticulously search each square of the grid. Used when the object to locate is small and the search area is relatively small.

2. Types of Recoveries – The MCRS USRT mission is to rescue or recover person(s) who are deemed missing underwater. It is unlawful to participate in evidence collection of a designated crime scene.

a. Body.

1. Once the body is recovered, the divers will decide how the body is to be removed from the water. If operating in a **RESCUE** mode, the body will immediately be turned over to the EMS personnel on scene. If in the **RECOVERY** mode, the following procedures are to be followed.
2. In **RECOVERY** mode record the following information before moving the body:
 - a. Depth at which body is found
 - b. Water temperature at depth where body is found.
 - c. Visibility
 - d. Body position.
 - e. Body condition.
 - f. For scuba diving fatalities also note:
 1. Air pressure
 2. Mouth piece in or out
 3. Air on or off
 4. Face mask on or off
 5. Is there air in the B.C.
 6. Weight belt on or off.
 7. Equipment in general.
3. Notify appropriate surface personnel that a recovery has been made. The Dive Team Coordinator or designee shall notify the IC who shall in turn call for the Coroner.
4. The body should be bagged after authorization to remove the body has been given by the Coroner. Before bagging the body, the area surrounding the body should be searched for anything belonging to the victim.

5. Operations involving decomposing bodies transmit viruses and/or bacterial infections are considered a contaminated dive.

b. Vehicle/Vessel/Aircraft

1. Coordination with the Tow Truck Driver will take place prior to a diver entering the water to conduct a vehicle recovery.
2. If the objective is more than a few feet below the surface sufficient air bags shall be immediately available to raise the objective in case a diver becomes trapped beneath it.
3. These objectives present special hazards such as, gas, oil, broken glass and jagged metal.
4. Search the area surrounding the objective for victims that may have been ejected.
5. If needed, tie off marking device floats to each end. This will allow surface photographs to be taken for orientation and location of the objective.
6. Divers shall not enter a submerged vehicle, vessel or aircraft without authorization from the Dive Team Coordinator or designee.
7. Do not remove victims from the objective while the objective is submerged unless operating in a **RESCUE** mode. If victims are present homicide should be on scene before recovery is made.
8. Note open windows on all vehicles.
9. Attach tow straps to the vehicle axle closest to the exit point. Divers and shore personnel shall be clear of the area before tension is placed on the tow cable. Exercise caution, if the tow cable snaps, serious injury may result.

10. During removal watch water coming out of the objective for any interior contents. If appropriate, retrieve anything washed out of the objective.

c. Gun Recovery

1. Firearm recovery in a designated crime scene is prohibited. If a firearm is found during a rescue/recovery, the following steps are to be taken.
 2. Approach any firearm as if it were loaded.
 3. Tie a marking device to recovered firearms. Note the depth at the recovery point.
 4. Search the immediate area surrounding the firearm for ammunition and anything else related to the firearm.
 5. The firearm shall not be removed until Forensics is on the scene. Forensics will need to photograph the recovery location and shall be responsible for transporting the firearm.
 6. The firearm should be placed in a container filled with water from the dive location. The firearm should be placed in the container below the surface. Submerged firearms will rust once exposed to the air inhibiting ballistic and/or fingerprint testing.
- d. Recover all other evidence in accordance with safe diving practices.

3. Diver's Duties

- a. Divers shall conduct themselves in a manner in which safety is a priority.
- b. Divers shall follow directives given by their chain of command including the use of all safety equipment.
- c. Divers are responsible for their personal conditioning before each dive operation.

- d. Divers shall thoroughly cover the search area he/she is responsible for.
- e. Divers shall keep a log of each dive made and the log shall include the type and length of exposure to contaminants and a list of all labeled equipment utilized.

4. Dive Tender Duties

- a. Whenever possible, dive tenders will be dive team members. If no dive team members are available then it is preferred that a support team diver or a MCRS member function as a tender.
- b. All tenders will wear PFDs (personal floatation devices) while functioning as tenders both on land and/or in any vessel. At no time will anyone wear turnout gear in any boat or on shore. All personnel working in the hot zone will have personal floatation devices (PFDs).
- c. There will be direct communication between the boat and shore personnel at all times when divers are in the water. The radios must be tested prior to divers entering the water.
- d. Assist the diver suit-up.
- e. Complete the diver checklist.
- f. May tend the line if this is to be done on the surface.
- g. Assist the diver to remove his/her gear.
- h. Decontaminate the diver.

5. Civilians

- a. Civilian personnel are restricted from entering the dive area. All civilians and civilian watercraft will be prohibited from the dive site. Civilians are restricted from entering the Warm or Hot zones established by the Dive Team Coordinator.

6. Decontamination Procedures

The following procedures are to be followed and a log maintained on the type and length of time each piece of equipment is exposed to contaminants.

- a. Normal
 - 1. Gross Decontamination
 - a. Begins at waters edge or as close to the water's edge as practical.

- b. Wash down the diver and his/her gear with fresh water as provided.
- c. The diver remains in full gear.

2. Definitive Decontamination Level 1

- a. Wash down the diver and his/her gear with the appropriate decontamination solution using scrub brushes.
- b. Begin removing the gear scrubbing the gear and diver with decontamination solution until all gear has been removed.

3. Definitive Decontamination Level 2

- a. If necessary the diver will take a fresh water shower scrubbing himself/herself with soap and water or appropriate solution.

b. Abnormal

If chemical toxins are encountered, decontamination procedures shall be considered abnormal. The Dive Team Coordinator or designee will request the local Haz-mat Team to respond and an action plan formulated and implemented.

7. Emergency Dive Operation

The following procedures shall be followed if a dive operation must enter the emergency mode because a team diver has declared an emergency. During an emergency the diver with the emergency should stop, breath and think. Not panicking in most cases will solve the emergency or prevent it from getting worse.

- a. Entrapment is the most likely emergency a team member will encounter. This may be the result of a heavy submerged object shifting while a recovery is being attempted.
 - 1. Divers shall deploy the emergency marking device.
 - 2. A safety diver shall be deployed. The safety diver shall be on wireless communication, whenever possible, and follow the emergency marking device float line to the entrapped diver. Assuming verbal communication is not available, and if possible, the

entrapped diver shall communicate the point of entrapment by placing the hand of the safety diver as close to the source of entrapment as possible. The diver may use the same procedure to indicate a point of injury. If the diver is unresponsive the safety diver shall engage the entrapped diver's alternate air source and monitor the psi for this source continuously.

3. If communication gear is being utilized the Team Leader shall solicit the nature of the emergency from the down divers.
4. All divers not essential to the immediate survival of the entrapped diver shall proceed to the surface.
5. The entrapped diver's dive partner is considered essential to the immediate survival of the entrapped diver.
6. The safety diver shall assess the situation and report to the Team Leader. The Team Leader shall determine the resources needed and request the same from the Shore Master.
7. The Shore Master shall have a back up safety diver fully suited and available. The Shore Master is responsible for ensuring an additional rescue team is organized in case the rescue operation becomes lengthy.
8. A spare tank of air with regulator attached shall be on standby as close to the down divers as possible in case it is needed. This is essential and shall be in place before any diver enters the water on any operation.
9. The Dive Team Coordinator shall be responsible for formulating a plan to recover an entrapped diver.
10. The Team Medic shall prepare to assess the recovered diver's medical condition and ensure an appropriate medical response. The Team Medic shall liaison with responding medical personnel.

- b. Diver stress related emergency shall be treated similarly to diver entrapment and shall have the same emergency procedures.

8. Post Dive Procedures

- a. A Dive Operation Debriefing shall be conducted.

- b. Cleaning and storing of equipment shall be done in accordance with manufacturer's recommendations and recorded after each dive.
- c. For Dry Suits:
 - 1. After decontamination the suit will be washed inside and out with the recommended soap solution and then rinsed.
 - 2. The outlet valve will be rinsed and inspected to ensure a clean sealing surface.
 - 3. The inflator hose will be hooked up to the inlet valve and the valve will be rinsed. Inspect the valve and hose to make sure no dirt is stuck between the housing and push button.
 - 4. Dry the suit before storage. Hang inside out if needed.
 - 5. Coat the latex parts with unscented talcum powder.
 - 6. Lubricate the zipper with paraffin wax. Close and open the zipper several times to ensure lubrication is complete. Roll up the suit starting with the feet. The zipper is to be left open during storage. Fold the sleeves around the suit.

IV. Training

- A. Dive operations conducted by the USRT create a greater risk to the health and life of the diver than recreational diving, which entails its own risks. Recreational divers choose where and when to dive. For members of the USRT when and where to dive is dictated by the circumstances. Team members will encounter biological, chemical and/or other health risks. Risk minimization can only be accomplished by training and education. Training is mandatory.
- B. Training will follow pre-determined written lesson plans with specific objectives to be accomplished. It shall be the Dive Team Coordinator's responsibility to ensure each member of his/her team completes the objectives.
- C. It shall be the team member's responsibility to complete each objective and log each training session.
- D. Training sessions are held monthly and as needed. Team members are encouraged to attend all training sessions as proper training is paramount in the safety of the diver.
- E. A minimum of 10 dives are required during each year.

V. Maintenance of Equipment

A. Scuba Tanks

1. Visual Inspection: Each scuba tank must undergo a visual inspection yearly by authorized personnel. When the tank passes this inspection a sticker shall be placed on the tank. No tank may be used for diving which is a year beyond the date of the last visual inspection. A new tank requires visual inspection prior to initial use. The valve to tank "O" ring will be replaced whenever the valve is removed from the tank.
2. Hydrostatic Test: Each tank must undergo a hydrostatic test every five years. When a tank passes the hydrostatic test the test date shall be stamped on the tank. No tank may be used for diving which is more than five years beyond the date of the last hydrostatic test. Tank valves will be rebuilt as needed when the tank is hydrostatic tested.
3. Team members shall not allow their tanks to be filled beyond the maximum allowable pressure stamped on the cylinder. Team members should not completely drain their tanks, because moisture can enter the tank causing contamination, unless necessary for maintenance.

B. Regulators and Mask

1. Regulators are to be inspected yearly and rebuilt as needed.
2. Full Face masks shall be rebuilt yearly, including spider bands.
3. Mask microphones are to be replaced every 24 months or as needed.
4. Mask earphones are to be replaced every 48 months or as needed.
5. Batteries are to be replaced every fourth dive or as needed.

C. Buoyancy Compensators

1. Power Inflator and dump valves are to be rebuilt every 24 months or as needed.

D. Dry Suits will be maintained in accordance with manufactures recommendations. Dry Suits will be replaced every 5 years if possible or sooner if needed.

E. Equipment Malfunction

1. If any equipment malfunctions during a dive, the dive shall be suspended and the malfunction reported to the Dive Team

Coordinator or designee. The Dive Team Coordinator shall ensure that an equipment repair log is maintained.

- F. Equipment shall be marked for tracking purposes.
- G. Agency equipment shall only be repaired or serviced by team personnel who are certified by the manufacturer or by another certified professional authorized by the Dive Team Coordinator.

Morgan County Rescue Squad
Underwater Search and Rescue/Recovery Team
Master Dive Log

Diver: Dive #:
Buddy: Response #:
Site Name: Location:
Date: Time:
Bottom Time: Depth:

Conditions

Outdoor Condition: Visibility:
Dive Operation:
Contaminant(s): Length of time exposed:
Narrative:

Diver: Dive #:
Buddy: Response #:
Site Name: Location:
Date: Time:
Bottom Time: Depth:

Conditions

Outdoor Condition: Visibility:
Dive Operation:
Contaminant(s): Length of time exposed:
Narrative:

Morgan County Rescue Squad
Underwater Search and Rescue/Recovery Team
Training Lesson Plan

Course Time:

Lesson Plan Title:

Date:

1) Learner Outcome:

a) Task:

b) Condition task will occur:

c) Standard of acceptable performance:

Time:
min

2) Introduction:

Time:
min

3) Objective:

Time:
min

4) Course Requirements:

Time:
min

5) Course Description:

Instructional Outline

Time:
min

6) First learning Point

Time:
min

7) Second Learning Point:

Time:
min

8) Third Learning Point:

Time: 9) Elicit performance (practice) and provide feedback:
min

Time: 10) Review:
min

Time: 11) Evaluation:
min