

SEARCH AND RESCUE GUIDELINE



May, 1999

29

North Carolina Parks & Recreation

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF PARKS AND RECREATION**

SEARCH AND RESCUE (SAR) GUIDELINES

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1.0 PROGRAM DIRECTION

1.1 Introduction

- 1.1.1 Since the establishment of the first state park at Mount Mitchell in 1916, the North Carolina State Park System has grown to thirty-three operating areas encompassing 143,000 acres of land and water. Presently hosting approximately 12,000,000 visits per year, the Division can expect public visitation to increase each year into the foreseeable future. Among the many and varied administrative responsibilities of the Division is a management duty to provide adequate search and rescue (SAR) capability for park visitors who become lost and/or injured. Such incidents have occurred on many occasions in the past and will likely continue to happen in the future.
- 1.1.2 The inherent risks contained in outdoor settings coupled with the unknowing, uncaring or unlucky acts or omissions of some park visitors can result in a variety of incidents ranging from minor visitor inconvenience to major life-threatening injuries. Field operations staff must be prepared to detect and respond to visitor emergencies in a professional and efficient manner. When needed, the division must be able to employ the cooperative efforts of other emergency service providers in an effective, unified response.
- 1.1.3 The purpose of this guideline is to set forth the Division of Parks and Recreation's legal authority, policy and procedures for planning and conducting search and rescue operations. The guideline further specifies the conditions for mutual aid assistance received from and given to other emergency service agencies.

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2.2.8 (14a) to serve as a central office for the collection and dissemination of information relative to fire service and rescue service activities and programs in State government. All State government agencies conducting fire service and rescue service related programs and activities shall report the status of these programs and activities to the Commission on a quarterly basis and they shall also report to the Commission any new programs or changes to existing programs as they are implemented; /

2.2.9 (14b) to establish voluntary minimum professional qualifications for all levels of fire service and rescue service personnel.

2.2.10 "The SFRC's powers do not include actual control and management over specific rescue operations. Rather, the SFRC's powers include primarily advisory and supervisory functions established to ensure that the various State and local rescue operations are conducted by qualified persons in an approved, professional manner."² *

2.3 Department of Crime Control and Public Safety, Division of Emergency Management - N.C. General Statute (G.S.) §166A-1 et seq. ("N.C. Emergency Management Act") only applies during natural or man-made disasters such as recently encountered during Hurricane Fran. Search and rescue operations within state parks during declared states of emergency will be conducted as directed by the Division of Emergency Management.³ /

2.3.1 The North Carolina Emergency Operations Plan (EOP) establishes a comprehensive framework of policy and guidance for state and local disaster mitigation, preparedness, response, and recovery operations. The EOP provides for a system of effective utilization of government (federal, state, and local) and private sector resources necessary to preserve the health, safety and welfare of those persons affected. ⁴

² Internal memo, "Responsibility for Directing and Conducting Search and Rescue Operations Within State Parks", by David W. Berry, Assistant Attorney General, May 6, 1997.

³ *Ibid.*

⁴ North Carolina Emergency Operations Plan, Department of Crime Control and Public Safety, Division of Emergency Management, Raleigh, 1993

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3.0 POLICY

It is the policy of the Division of Parks and Recreation that the saving of human life will take priority over all other park operations. Normal park operations may be curtailed or suspended when necessary to protect visitor safety or to preserve the integrity of ongoing search operations within a park. *

In order to provide for the protection and safety of park visitors, the Division of Parks and Recreation (DPR) will make every reasonable effort to search for lost persons and to rescue sick, injured, or stranded persons in areas under its control and management. This responsibility will be fulfilled by DPR staff and other qualified search and rescue (SAR) organizations or agencies that are capable of responding effectively to life-threatening emergencies.

Whenever it is safe and feasible, SAR operations will continue 24 hours a day until a 95% cumulative probability of detection (PODcum) is attained. Search managers and superintendents will jointly determine when to suspend or terminate a search. Deceased persons will be evacuated unless the level of risk to the recovery team is determined to be unwarranted. In such cases, recovery will resume as soon as it is safe and feasible.

The Division of Parks and Recreation will provide trained incident managers and SAR teams in response to gubernatorial declared disasters as specified in the State Emergency Operations Plan. In other emergencies, DPR may provide (to the extent possible without compromising essential park operations or visitor safety) trained incident managers and SAR teams upon request by the Division of Emergency Management through the State Emergency Operations Command Center.

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- 4.1.2.3 Ex-officio representation from the following SAR agencies and organizations is desirable:
- 4.1.2.3.1 Division of Emergency Management (DEM), Department of Crime Control and Public Safety.
- 4.1.2.3.2 State Fire and Rescue Commission (SFRC), Division of Fire and Rescue Services, Department of Insurance.
- 4.1.2.3.3 North Carolina Search and Rescue Advisory Council (NCSARAC).
- 4.1.3 SAR Incident Planning and Operations
- 4.1.3.1 The park superintendent is responsible for the management of the search and rescue program in the park. Frequently, outside resources may be used but the responsibility for all search and rescue incidents within a park remains with the park superintendent, their supervisors and non-supervisory staff program managers. A properly managed SAR program within a park will insure the following:
- 4.1.3.1.1 A written SAR preplan is developed and followed during actual search incidents.
- 4.1.3.1.2 The right resources are used in the right order. This is insured largely by a thorough training program. The division trains its employees according to standards of the National Association for Search and Rescue (NASAR). The selection of outside resources should emphasize those agencies and organizations that train to NASAR or equivalent standards. Whenever possible, mutual aid agreements should be instituted with qualifying outside resources to document respective roles and responsibilities (see Appendix B, Sample SAR Mutual Aid Agreement).
- 4.1.3.1.3 Visible leadership is provided by an effective organizational structure based upon the nationally recognized Incident Command System (ICS).
- 4.1.3.1.4 Provisions are made for an adequate depth of overhead staff in order to relieve fatigued leaders on long search missions.

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- 5.2.1 Define the hazards and potential problems related to search and rescue in the park including all historical occurrences.
- 5.2.2 Establish who is going to respond, and with what.
- 5.2.3 Obtain Chief Law Enforcement Officer support, usually the Sheriff and the support of any county emergency management authority that may exist.
- 5.2.4 Talk to your resources on a first visit, (meet and greet).
- 5.2.5 Draft the basic plan and standard operating procedures (SOPs).
- 5.2.6 Make a second visit to obtain comments on draft plan, clarify responsibilities, and eliminate duplication or conflicts.
- 5.2.7 Conduct a training mission.
- 5.2.8 Critique the training mission, with the goal to improve the plan.
- 5.2.9 Finalize the basic plan, based on critique comments.
- 5.2.10 Maintain the plan and planning process.
- 5.3 Elements of a SAR Preplan [REFER ALSO TO APPENDIX D]
 - 5.3.1 **Knowledge of the Environment**
 - 5.3.1.1 - Documents to include maps.
 - 5.3.1.2 - Identify high danger areas, hazards.
 - 5.3.1.3 - Identify points of attraction.
 - 5.3.1.4 - Show roads and trails.
 - 5.3.2 **Inventory of Resources**
 - 5.3.2.1 - Human Resources
 - 5.3.2.1.1 What people are available?
 - 5.3.2.1.2 Qualifications?
 - 5.3.2.1.3 Response time?
 - 5.3.2.1.4 Where and to whom do they report?

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5.3.6 **Post mission activities.**

- 5.3.6.1 - critique of the operation.
- 5.3.6.2 - after-action paperwork.
- 5.3.6.3 - change, update plan, procedures.

5.3.7 **Method for prevention of future incidents.**

- 5.3.7.1 - Preventive SAR (PSAR) education.

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6.1.6 Ready Response Teams (RRTs)

6.1.6.1 The Search and Rescue Management Advisory Council (SARMAC) will work with District Superintendents and Park Superintendents to organize and train teams of division employees to perform various tactical and command functions during SAR incidents occurring in any state parks.

6.1.6.2 Established RRT's will be called out for lost person incidents from a master list of qualified employees. Individual RRT members may respond if critical park operations can be maintained in their absence. Proper equipment for immediate response is required of RRT's. Team composition and member availability are subject to approval by respective park and district superintendents.

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- 7.1.4.4 The division NCSARAC representatives and Parks Chief Ranger will maintain a list of staff who are supervisor approved, minimally trained, and willing to assist outside agencies with searches in North Carolina. The list will be organized geographically into ready response teams (RRTs) from which call-outs may be made with consideration for travel time.
- 7.1.5 State Personnel policy applies to search incidents, as follows:
- 7.1.5.1 State park staff participating in authorized SAR missions are considered to be working during travel time and actual search operations (active duty operational periods).
- 7.1.5.2 All overtime and holiday benefits apply.
- 7.1.5.3 Park staff involved with authorized search operations are covered by workman's compensation and state liability insurance.
- 7.1.5.4 State Park employees may volunteer for non-DPR SAR teams under the provisions of Chapter 8 of the State Personnel Manual - Special Leave With Pay for Employee Volunteer Participation - Emergency Services.
- 7.1.6 State vehicles, vessels and equipment may be used for authorized search missions.
- 7.1.6.1 Only State Park employees are authorized to operate state park motor vehicles or state park motorized vessels. Authorized searchers may be transported in state vehicles and vessels.
- 7.1.6.2 Other state equipment (excluding motorized vessels or vehicles) may be operated by search personnel from cooperating agencies as necessary upon authorization of the park superintendent, (such as a park radio operated by a search crew).
- 7.1.6.3 Any loss of or damage to state park vehicles, vessels or equipment caused by the negligent acts of searchers from cooperating agencies may be billed to the responsible agency or unit.

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8.1.3 Supplemental training can significantly improve the Division's effectiveness during SAR incidents and aid in staff development. As work schedules and funds permit, the Division will support staff having basic SAR qualifications who wish to voluntarily complete the optional training listed below.

8.1.3.1 Park Rangers -

Man Tracking
Wilderness Survival
Managing the Lost Person Incident, (MLPI, 32 hours)
Intermediate Incident Command System (I-300, 24 hours)

8.1.3.2 Superintendents, District Superintendents and Parks Chief Ranger -

Man Tracking
Wilderness Survival
Fundamentals of Search and Rescue (FUNSAR, 45 hours)

8.1.4 Other permanent park personnel may be trained and used in SAR operations as needed and within the limits of state personnel policy and regulations.

COMMON FUNCTION # 9

SEARCH

PRIMARY AGENCY: DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
Division of Emergency Management

SUPPORT AGENCIES: DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
Division of Highway Patrol
National Guard (NCNG)
Civil Air Patrol (CAP)

**DEPARTMENT OF ENVIRONMENT, HEALTH & NATURAL
RESOURCES**

Division of Forest Resources
Division of Marine Fisheries
Division of Parks and Recreation
Division of Wildlife Resources

DEPARTMENT OF LABOR
Division of Mine and Quarry

DEPARTMENT OF INSURANCE
Division of Fire and Rescue

DEPARTMENT OF JUSTICE
State Bureau of Investigation (SBI)

DEPARTMENT OF CORRECTION

I. INTRODUCTION

A. PURPOSE

The purpose of the Search common function, CF 9, is to provide State support to local governments by utilizing State resources in both urban and non-urban Search and Rescue (SAR) activities in response to actual or potential disaster situations.

B. SCOPE

The non-urban SAR activities include, but are not limited to; emergency incidents that involve locating missing persons, locating boats which are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue. The urban SAR activities include, but are not limited to, locating, extricating, and coordinating the provision of immediate medical assistance to victims trapped in collapsed structures.

to a full-scale SAR operation involving local, State, federal agencies, private sector and volunteer groups looking for many individuals or missing water or air craft.

B. PLANNING ASSUMPTIONS

1. All available local SAR resources will be committed and additional help may be needed from the State.
2. Coordination and direction of local efforts, including volunteers, will be required.
3. Damaged areas will have access restrictions and not readily accessible except, in some cases, by air or sea.
4. Secondary events or disasters will threaten survivors, as well as, SAR personnel.
5. The Division of Emergency Management, will serve as the primary agency for coordination of CF 9.
6. Search operations will be conducted at the lowest level of government compatible with the type of operation.
7. The State of North Carolina has no designated, trained or equipped urban search teams. In the event of a catastrophic disaster with wide spread building collapse, the State will ask for federal assistance early on.
8. In the event of disaster involving building collapse there will be convergent volunteers but these organizations and their capabilities will be limited.
9. Workmen's Compensation will not be available for convergent volunteers assisting in Urban Search from the State.

IV. CONCEPT OF OPERATIONS

A. GENERAL

CF 9 will provide support in SAR to local operations. The Division of Emergency Management as the lead agency will coordinate the provision of other State personnel and equipment. CF 9 will also plan, coordinate and mobilize resources of the statewide fire service. Also, CF 9 will coordinate those resources volunteered from unidentified sources.

2. All support agency contact persons for SAR common function will be instructed to alert their contacts throughout the State to ensure all resources are available.

D. RESPONSE ACTIONS

1. Initial

- a. State and local resources from outside the disaster area are committed through coordination with other agencies with SAR resources.
- b. Transportation will be provided, if available, or may be the responsibility of the resource agency. Coordination with CF 1 may be required. Resources may be pre-positioned if necessary.

2. Continuous

- a. Coordination between State, local, and if requested, federal SAR resources is controlled by the NC Division of Emergency Management as the primary agency for CF 9.
- b. SAR resources are reassigned, as needed and as requested.
- c. SAR resources are withdrawn when no longer needed.

E. RECOVERY ACTIONS

1. Initial

- a. Upon request provide SAR resources to assist recovery efforts.
- b. Maintain normal day-to-day operations.
- c. Return all activities expeditiously to pre-emergency status.

2. Continuing

- a. Maintain and update all plans and programs.
- b. Modify all aspects of this plan which prove impractical or operationally ineffective.

3. CIVIL AIR PATROL (CAP)

- a. Provide Search Mission Coordinator (SMC) for air search operations as tasked by the AFRCC or EM.
- b. After receiving mission number from AFRCC or EM, provide personnel for ground, lake or river SAR operations.
- c. After receiving mission number from AFRCC or EM, provide air transport for specialized SAR teams.

4. DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES (DEHNR)

a. Division of Forest Services (DFR)

- (1) Provide air and ground search and rescue as directed.
- (2) Act as guides within the State forest areas.
- (3) Provide as required two small mobile headquarters to function in a search management role.

b. Division of Marine Fisheries

- (1) Act as guides in coastal areas.
- (2) Provide air, sea, and land transportation suitable for SAR missions.
- (3) Provide communications.
- (4) Provide SAR teams.

c. Division of Parks and Recreation.

- (1) Act as guides in search areas in State parks.
- (2) Provide transportation and communications in State park areas to support search and rescue.
- (3) Provide SAR teams.

APPENDIX B

Sample SAR Mutual Aid Agreement

LETTER OF AGREEMENT

This Letter of Agreement is to confirm that the Burke County Emergency Services (SAR TEAM) will assist in the management of a missing person or Search and Rescue situation on South Mountains State Park property. This response and assistance will be in accordance with the County SAR Plan and in accordance with State Park guidelines, regulations or laws and must be attached to the County SAR Plan.

It is understood that South Mountains State Park staff will provide notification of any emergency situation or missing person to the Burke County Communication Center as soon as Park Staff.

- 1- Identify the situation,
- 2- Conduct initial search operations, leading to
- 3- Requesting assistance from Emergency Services (SAR TEAM).

It is also agreed that the emergency situation will be managed by the Incident Command System utilizing the unified command scenario.

ACCEPTED:

BY: _____
South Mountains State Park
Walter Gravley, Superintendent

BY: _____
Burke Emergency Services Director
Clint Patton

APPENDIX C

PARK SEARCH AND RESCUE MAPS

The following specifications incorporate standard operating procedures issued February 28, 1989 as Staff Directive 89-4, titled "Park Search and Rescue Maps".

All park units open to the public shall maintain a Search and Rescue Tracking Center as follows:

1. Each unit shall post the largest scale topographic map available to it which clearly delineates the current park boundaries. In no case should the map be less than a 7 ½ minute USGS topographic map (scale = 1:24,000 or 1 inch = 2,000 feet).
2. Using available data for the last 10 years, at a minimum, park staff shall indicate the location on the map where lost or injured individuals have been found or rescued by authorities.
3. Small, round head map tacks representing the results of the search and rescue (SAR) efforts will be placed on the map using the following color code:

GREEN successfully located, no injury

YELLOW successfully located, injured

RED fatality, body recovered

PURPLE fatality, body parts, bones/skeleton located at a later date

Where more than one occurrence is at the same location, an appropriately colored map flag with the actual number of cases will be attached to the map tack on the map.

4. Adjacent to the bulletin board on which the map is posted shall be a clipboard containing relevant information concerning past SAR incidents that are marked on the map.
5. The map shall be posted in a conspicuous location in the park office on a bulletin board clearly marked above it, "Search and Rescue Tracking Center".
6. Once completed, the map and its possible use in determining the area of probable search (POA) shall be documented as the topic for a park safety meeting for all employees at least annually.

APPENDIX D

OPERATIONAL PREPLAN DETAILS

The following list of components to be included in the operational preplan is a checklist to serve as a reminder so that nothing is omitted. The order and specific elaboration each of each topic is left to the park staff and will vary depending upon the conditions and circumstances of a given park. The list pertains primarily to search missions.

Purpose and Objectives of the Preplan - As appropriate.

Priority of Mission - How does this type of emergency, (e.g. Search and Rescue [SAR]) rate against others, in terms of priority of effort.

First Notice - Notification procedures. Use of forms to assure as much accurate, detailed information as possible is obtained quickly.

Relative Urgency Guidelines - Considering the totality of the circumstances of terrain, subject, weather, and other relevant factors.

Investigation Procedures - Specific park guidelines and other considerations.

Strategy - Consideration for defining the scope of the problem and determining a course of action.

Tactics - Specific considerations regarding the methods and actions to be carried out to find a lost person, rescue someone who is injured, or respond to a law enforcement related search.

Priorities for Resource Allocation - Determines the order in which available resources will be allocated to the mission.

Emergent Authorities and Responsibilities - Specific conditions that dictate changes such as scope of mission crossing jurisdiction boundaries, increasing complexity, etc.

Callout Procedures - Procedures for calling out resources and specific information that is to be provided to them.

Functional Organization - Management structure for the mission using the Incident Command System functions to be fulfilled. It is best to list functions only in the body of the plan and personnel assignments to the functions in an appendix.

Incident Base Considerations - Preplan locations for and actual layouts for basecamps.

Clues - Record keeping procedures, reporting and summarizing clues for incident command.

Technical Communications - Procedures internally and externally, frequencies, methods, etc.

Briefing and Debriefing Procedures - Specific forms could be included in an appendix.

APPENDIX D (cont.)

Medical Considerations - Procedures for dealing with injuries, searchers and subjects.

Fatalities - Procedures should provide for the possibility of criminal involvement; coroner responsibilities.

Rescue/Evacuation Considerations - Special rescue problems should be considered. Location and availability of specialized tactical resources should be noted if possible.

Mission Suspension/De-escalation - How will the determination be made to suspend? List possible criteria to consider in the decision process.

Demobilization Procedures - Procedures to recall personnel from the field and send them home.

Documentation/Reporting Requirements - Appropriate forms should be attached as appendices.

Critique Procedures - Procedures for constructively reviewing the mission and making positive recommendations for any necessary enhancements to the operational preplan.

Special Problems - Depending on the circumstances of a particular park or search mission, many other considerations may necessarily be included, such as:

- ▶ Restricting airspace.
- ▶ Aircraft crash considerations: private, commercial and military.
- ▶ Safeguarding victim valuables.
- ▶ Resource protection.
- ▶ Cost accounting procedures.
- ▶ Timekeeping.
- ▶ Prevention actions.
- ▶ Dealing with the subject's relatives.
- ▶ Physical fitness considerations for SAR team members.
- ▶ Press briefing and media spokesperson identification.

Appendices - The following should be included in the operational preplan as appendices; they can be referred to individually and are easily revised:

- ▶ Resource lists.
- ▶ Phone lists.
- ▶ Equipment lists.
- ▶ Organizational chart (with names)
- ▶ Cooperative agreements.
- ▶ Forms.

Adapted from, Search is an Emergency. A Text for Managing Search Operations, edited by R. La Valla and S. Stoffel, Emergency Response Institute, Inc., Olympia, WA, 1987

APPENDIX E

LOST PERSON QUESTIONNAIRE (LPQ)

**DIVISION OF PARKS AND RECREATION
LOST PERSON QUESTIONNAIRE**

Revised September 1997

Note : Use pencil/black ink, print clearly, avoid confusing phrases, words, and unfamiliar abbreviations. Complete and detail answers for future use.

Answer ALL questions, if possible.

INCIDENT TITLE: _____ **TODAY'S DATE** _____ **TIME** _____
OFFICER TAKING INFO: _____ **INCIDENT #** _____ **SAR #:** _____

A. SOURCE(S) OF INFORMATION FOR QUESTIONNAIRE

Name: _____ How Info taken(phone, etc.) _____
 Home Address: _____ Zip: _____
 Phone #:() _____ 2nd phone#: () _____ Relationship _____
 Where/How to contact now: _____
 Where/How to contact later: _____
 What does informant believe happened: _____

B. LOST PERSON

Name: _____ Sex: _____ Nicknames: _____
 Home Address: _____ Zip: _____
 Local Address: _____ Zip: _____
 Home Phone #: _____ Local Phone #: _____
 Pager#: _____ Cellular Phone#: _____
 Is there someone at phones now to talk with? _____

C. PHYSICAL DESCRIPTION

Height: _____ Weight: _____ Age: _____ Race: _____ Build: _____
 Hair: Color: _____ Length: _____ Style: _____
 Beard: _____ Mustache: _____ Sideburns: _____
 Facial features/shape: _____ Complexion: _____
 Overall appearance: _____
 Photo available: Y N? Where: _____ To be returned: _____
 Comments: _____

D. TRIP PLANS OF SUBJECT

Started at: _____ When: _____ Time: _____
 Going to: _____ Way of travel(VIA): _____
 Purpose: _____
 For How Long: _____ Exit Date: _____ Group size: _____
 Have they made trip before?: _____
 Transported by whom/means: _____
 Vehicle now located at: _____ Type: _____ Color: _____
 License #: _____ State: _____ Verified: Y N? Who: _____
 Return time: _____ From Where: _____
 By whom/what: _____
 Additional names, cars licenses, etc. for party: _____
 Alternative plans/routes/objectives discussed: _____
 Alternative plans discussed with whom: _____
 Associates or friends phone #'s: _____
 Who would they call if they could?: _____
 Their Phone #'s: (____) _____ (____) _____

E. CLOTHING

	Style	Color	Size	Other
Shirt/sweater	_____	_____	_____	_____
Pants	_____	_____	_____	_____
Outer Wear	_____	_____	_____	_____
Inner Wear	_____	_____	_____	_____
Head Wear	_____	_____	_____	_____
Rain Wear	_____	_____	_____	_____
Glasses	_____	_____	_____	_____
Gloves	_____	_____	_____	_____
Extra clothing	_____	_____	_____	_____
Comments:	_____			
Footwear	_____	_____	_____	Sole
type:	_____	Sample available:	_____	Where: _____

Scent articles available: Y N ? What: _____ Secured? _____

Where Now: _____

Overall coloration as seen from air: _____

F. LAST SEEN

Time: _____ Where: _____ Why/How: _____

Seen by Whom: _____ Location now: _____

Phone # of person: _____

Who last talked at length with missing person: _____

Where: _____ Subject matter: _____

Seen going which way: _____ Whether since: _____

Reason for leaving: _____

Attitude (confident, confused, etc.): _____

Subject complaining of anything: _____

Subject seem tired: _____ Cold/hot: _____ Other: _____

Comments: _____

G. OUTDOOR EXPERIENCE

Familiar with area: Y N? How recent: _____ Other: _____

Other areas of travel: _____

Formal outdoor training: _____ Degree: _____

Where: _____ When: _____

Medical training: _____ When: _____

Scouting Experience: _____ When: _____

How much: _____ Scout leader: _____

Military experience: Y N? What: _____ When: _____ Where: _____

Rank: _____ Other: _____

Generalized previous experience: _____

How much overnight experience: _____

Ever been lost before: Y N? Where: _____ When: _____

Ever go out alone: _____ Where: _____

Stay on trails or X-C: _____

How fast does subject hike: _____

Athletic/other interests: _____

Climbing experience: _____

Comments: _____

H. HABITS/ PERSONALITY

Smoke: Y N? How often: _____ What: _____ Brand: _____
 Alcohol: Y N? How often: _____ What: _____ Brand: _____
 Recreational drug user: _____ How often: _____
 Gum: _____ Candy: _____ Other: _____
 Hobbies/ interests: _____
 Outgoing/quiet: _____ Gregarious/loner: _____
 Evidence of leadership: _____
 Legal trouble (past/present): _____
 Give up easily/keep going: _____
 Hitchhike: Y N? Accepts ride easily: _____
 Personal problems: _____
 Religious: Y N? Faith: _____ Degree: _____
 Personal values: _____
 Philosophy: _____
 Person closest to: _____ In family: _____
 Emotional history: _____
 Education: Grade: _____ Current status: _____ Teacher(s): _____
 School name: _____ College education: _____
 Subject/degree: _____ Year: _____
 Local/fictional hero: _____
 Comments: _____

I. HEALTH/GENERAL CONDITION

Overall health: _____
 Overall physical condition: _____
 Known medical problems: _____
 Knowledgeable doctor: _____ Phone #: _____
 Handicaps: _____
 Known psychological problems: _____
 Knowledgeable doctor: _____ Phone #: _____
 Medication: _____ Amounts: _____
 Knowledgeable person: _____ Phone #: _____
 Consequence of loss: _____
 Eyesight without glasses: _____ Spare glasses: Y N?
 Comments: _____

Notes: _____

J. EQUIPMENT

	Style	Color	Brand	Other
Pack:				
Tent:				
Sleeping bag:				
Ground cloth:				
Fishing equipment:				
Climbing equipment:				
Liquid container:				
How much fluid:		What kind:		
Fire starter: Y N?	What:			
Light:		Stove:		Fuel:
Compass:		Map:		Of What area:
How competent with map/compass:				
Knife:		Camera:		Lens:
Food:		Brands:		
Skis: Type:		Brand:		Color:
Size:		How competent:		Bindings:
Pole length:				
Snowshoes: Type:		Brand:		Color:
Bindings:		Size:		How competent:
Firearms: Y N?		Brand:		Model: holster:
Money: Amount:		Credit cards:		
Other documents:				
Comments:				

K. CONTACTS PERSON WOULD MAKE UPON REACHING CIVILIZATION

Name: _____ Relationship: _____
 Home Address: _____ Zip: _____
 Phone #: _____ Anyone home now?: _____

Notes: _____

L. CHILDREN

Afraid of dark: Y N? Animals: Y N? Afraid of: _____
Feeling towards adults: _____ Strangers: _____
Reactions when hurt: _____ Cry: _____
Training when lost: _____
Active/lethargic/antisocial: _____
Comments: _____

M. GROUPS OVERDUE

Name/kind of group: _____ Leader: _____
Experience of group/leader: _____
Address/phone of knowledgeable person: _____
Personality clashes within group: _____
Leader types other than leader: _____
Actions if separated: _____
Competitive spirit of group: _____
Intragroup dynamics: _____
Comments: _____

N. ACTIONS TAKEN SO FAR

By: Family/friends: _____ Results: _____
Others: _____ Results: _____
Comments: _____

O. MEDIA/ FAMILY RELATIONS

Next of kin: _____ Relationship: _____
Address: _____ Zip: _____
Phone #: _____ Occupation: _____
Person to notify when subject found: _____ Relationship: _____
Address: _____ Zip: _____
Phone #: _____ Occupation: _____
Significant family problems: _____
Family's desire to employ special assistance: _____
Comments: _____

Notes:

P. JOB RELATIONS

Does person have a job? Y N? Company Name: _____
Position held: _____
Address: _____ Zip: _____
Phone #: _____ Extension: _____
Supervisors Name: _____
Attitude on the job: _____
Work well with other employees: _____

Additional notes and comments:

Additional items needing further investigation:

Please keep all comments and notes with this information together at all times.

APPENDIX F

Missing Person / Runaway Juvenile Report
North Carolina Internal Records
(Form DCI IR-209)

MISSING PERSON / RUNAWAY JUVENILE REPORT

INCIDENT DATA	Agency Name		Agency ORI NC		OCA	
	Missing Person Case Type: <input type="checkbox"/> Disabled <input type="checkbox"/> Involuntary (include Undetermined)		Runaway Juvenile (indicate juvenile's Date of Emancipation) <input type="checkbox"/>			
	<input type="checkbox"/> Caution Indicator? <input type="checkbox"/> Other <input type="checkbox"/> Voluntary (No NCIC entry)		<input type="checkbox"/> Endangered <input type="checkbox"/> Catastrophe Victim			
VICTIM DATA	Date / Time Reported		S / M / T / W / T / F / S		Date / Time Last Seen	
	/ /		TIME (24 HRS)		/ /	
	Name (last)		(first)		(middle)	
	Alias / Nickname					
	Address		Phone			
	Does victim have a pager or wireless phone? (indicate phone number)				Mobile provider (include account name/number if available)	
	Race	Sex	Place of birth		Date of birth	Skin complexion
	Height	Weight	Eye color	Hair color	FBI number	SOC
	Misc ID no. & type				OLN & state of issuance	
	Cap/hat		Coat/jacket		Shirt/blouse	Pants/dress/skirt
	Socks/hosiery		Shoes/boots		Jewelry (include Medical Alert jewelry, if any)	
	Money in victim's possession				Purse/wallet/handbag/backpack	
	Occupation		Employer/school name		Address	Phone
	Scars, marks, tattoos (glasses, contact lenses, braces, pacemaker, tattoo location and description, body piercings, etc.)					
	OTHER	Is a photograph of the person available?		Date of photo		Is permission granted to disseminate picture to other qualified agencies?
Location last seen		Destination/direction of travel			Mode of travel	
Vehicle info. - Year		Make	Model	Style	Color	
Lic/State		VIN				
Vehicle owner Name		Address		Phone	Relationship of owner to victim	
Possibly in company of		Address		Phone		
COMPL.	Complainant's name		Race	Sex	Date of birth	
	Complainant's address		Home phone		Work phone	
	Complainant's signature		Relationship to victim			
DEPT USE ONLY	Reporting officer		Contact officer name		Work phone	
	Supervisor signature		Date / time submitted		Operator making NCIC entry	
	Date / Time entered NCIC		NIC		NCIC entry verified by	
	/ /		hrs			
	Date / Time NC Center for Missing Persons (CMP) notified		Is NCIC Missing Person Packet being completed? If so, by whom?			
NARRATIVE	/ /		hrs			
	Case status: <input type="checkbox"/> Further Investigation <input type="checkbox"/> Cleared by locating <input type="checkbox"/> Unfounded					Page ___ of ___