



Basic Training Orientation Packet

For additional information, please visit our website at <http://www.kcesar.org>
or email ESAR training at training.admin@kcesar.org

Updated 07/08/2018

Basic Training at a Glance

Overview

ESAR Basic Training is a comprehensive program designed to prepare new members for the challenges that they will face in the field. As a trainee, you will receive instruction and demonstrate proficiency in Wilderness Navigation & Survival skills, Search Method Theory, and First Aid & CPR. You will also receive instruction on Helicopter Safety, Legal Issues, and Crime Scene Awareness. After basic training, many of these certifications must be maintained through ongoing training. Some can be renewed by going on missions, whereas others will need to be maintained through continuing education every two to five years. That said, the most important skill learned in ESAR Basic Training is teamwork.

Advanced Courses

Basic Training prepares you to serve on missions that do not require technical skills or snow/avalanche hazards. Advanced training is available for selected individuals who wish to gain skills for missions involving technical rescue and snow. Courses such as Basic Snow, AIARE 1, Emergency Medical Technician, and Rope Rescue are offered periodically following Basic Training.

Schedule

Basic Training begins in August and runs through April; it is purposefully scheduled during the winter months to give trainees experience working in the worst conditions they could encounter on a mission. Training may involve snow, ice, wind, rain and other unpleasant situations. Trainees are expected to understand how to prevent hypothermia, to be aware of the conditions around them, and to take care of themselves and their team.

Inclement Weather

Training is rarely cancelled due to weather. However, in extraordinary cases, training may be cancelled at the discretion of the Course Director. To ensure that trainees are made aware of a training cancellation, we will communicate this information via e-mail provided at registration. While we will make every attempt to personally contact potential attendees in this rare circumstance; we encourage all attendees to double-check email prior to heading to training. A cancelled training weekend may or may not be made up, depending on scheduling and staffing availability. While safety is always the top priority, there is inherent risk in Search and Rescue. There is a good chance that you will be cold, wet, and miserable.

Courses

Basic Training typically requires a minimum of four full weekends (overnight camping), and up to 40 hours of classroom and practical training. At least half of our successful trainees repeat one or more training weekends to successfully complete the series. Make sure to check the online schedule for dates and times.

The courses must be completed and passed in the following sequence to graduate: A, B, C, I, II, III

The Searcher First Aid series is completed in parallel; see the training schedule for more details.

Courses A, B, and Searcher First Aid are in-town, classroom trainings. Courses C, I, and II are camping weekends that take place at Camp Edwards, located north of Monroe. Course III is a search simulation exercise in a location that changes every session.

Basic First Aid/CPR Certification

Trainees must obtain an external First Aid/CPR/AED certification (for example AHA, ARC, or ASHI) that involves a classroom portion before taking Course C.

FEMA National Incident Management System

Prior to registering for Course III, trainees are required to complete the FEMA National Incident Management System (NIMS) 100 & 700 online classes. More details on these classes will be provided during training.

IS-100.b:

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

IS-700.a:

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

If you are unable to complete the basic training courses in one season, you may continue the next year. Note that in such a case, some courses may need to be repeated. Email training.admin@kcesar.org for details.

Membership Requirements

King County ESAR is proud to admit both youth and adult members. The minimum age requirement for this program (upon starting Course B) is either age fourteen and an eighth grade graduate, or age fifteen. There is no maximum age limit. All new members are subject to a background check (repeated every three years) by the King County Sheriff.

A training fee covers the cost of a sighting compass, training manual, and navigation kit (including protractor, Rite-in-the-Rain notebook, calculator, and ruler). The fee also covers your registration dues for the current calendar year and the next year, which allows you to complete the basic training course. This non-refundable fee should be paid by check as you arrive at Course B (please, no cash). Subsequent dues are \$15 per year (subject to change).

There will be times during training and on missions where photographs or videos will be taken of ESAR members performing search and rescue activities. These photos or videos may be taken by other SAR volunteers, the news media, or the general public. By joining ESAR, it is implied that permission is given for these images to be distributed and used by whoever took them. This may include use in promotional materials, news reports and web pages on the Internet.

Training Policies

Co-ed and Adult/Youth Teams in ESAR

Explorer Search and Rescue believes that the adult and youth members of both genders are vital to the organization, and as such are treated as equals both during training and on subsequent missions and social outings. ESAR also recognizes the need to protect its members and to provide a safe, professional environment at all times.

During training at Camp Edward, teams will consist of same gender, similarly aged members, or will be large enough to provide accountability. ESAR is affiliated with the Learning for Life division of the Boy Scouts, and ESAR's Basic Training takes place on Scout property (Camp Edward). Boy Scout policy prohibits mixed gender and adult/youth sleeping arrangements. Also, in mixed aged teams one partner often over-assists the other during Courses I and II. When this is observed, the team is sent home; when cases of over-assisting are missed, it results in ESAR having a team member who cannot perform needed skills during actual missions. While ESAR encourages families to go through training together, during Course I and II they will not be allowed to be teamed together.

In some instances, a small mixed gender team may be created in order to facilitate training. In these cases, appropriate supervision will be provided, and sleeping arrangements will be chaperoned. ESAR personnel will never be asked to participate in an environment that makes them uncomfortable.

Class Size Limits

Over the last few years, we have had a surge in basic trainee attendance. While this has greatly increased the size of our graduating classes, it has not significantly increased the number of active SAR members showing up to missions. At the same time, it has overwhelmed the staff at our basic trainings, the areas in which we train, and the patience of our trainees as they are forced to endure large class sizes.

In light of this, the ESAR Training Director has instituted class-size limits. Courses B and C will have a limit of 30 attendees. Courses I, II, and III will have a limit of 35 attendees. The class size limit helps ensure that all trainees receive a high-quality training experience. This asks of you, our basic trainee, that you RSVP in advance for each training course, and that you plan ahead in choosing your training weekends.

The planning, organization, and execution of our training program requires a significant time investment by our volunteers, and a donation-funded financial investment that is only partially offset by our training fee. Its purpose is to prepare future Search & Rescue volunteers to be active participants in our organization. If you are merely looking for navigation or wilderness survival training there are more-appropriate places to take such courses. Please be respectful and reserve the space available on our course for those who are seeking to become active SAR volunteers.

Course Outline

Course A: Introduction to Explorer Search and Rescue

Time Commitment: 2 hours, generally on a weeknight.

Class Size Limit: 25

This informational meeting is used to present ESAR objectives, organization and procedures. Discussions center on basic training course content, requirements for team member field qualification, and personal equipment needs. Please register at <https://www.kcesar.org>. **Bring your government issued ID and proof of auto insurance if applicable.**

Course B: Navigation Basics (Map and Compass), First Aid/CPR/AED Certification, Gear Review

Time Commitment: 16 hours, 1-2 weekend days, 2-3 weeknights (no overnight camping).

Class Size Limit: 30 trainees maximum

Course B Navigation

Day 1 of Navigation, an in-town weekend day will cover necessary survival skills to prepare trainees for Course C, a full weekend of outdoor search training. The first half of the day will include instruction and practical application of wilderness navigation skills. Topics include the basic features of maps, the coordinate systems used in search and rescue, how to plot locations on a map, and how to navigate using a map and compass together. Class exercises are interactive; trainees will be given a Navigation Kit (compass, ruler, protractor, pencil) when they check in and pay their registration fee. The second half of the day wraps up with a required meeting to discuss and answer any questions about what to expect at Course C.

Badge Photo

On the first day of Course B we will be taking photographs when you sign in. This photo will help us put faces to names during training and it will be your badge photo once you have completed training.

Gear Check

Plan on bringing your 48-hour pack to Course B Navigation, including any clothing/gear that you intend to bring into the field. It's okay if you don't have all of your gear at this point, however your pack must be complete prior to Course C. Staff will be available to evaluate your personal gear and answer questions so that you are prepared to maximize your experience at Course C. For additional info email gearlist@kcesar.org.

Course B Medical Classes

Prior to attending Course C, you will need to complete the Introduction to Medical course. This course covers preventing hypothermia, and arriving on scene as a wilderness rescuer. Prior to attending Course 3 you will need to take two additional classes which focus on splinting. You may not submit qualifications to avoid these classes, as you need to have consistent training to work as a cohesive team with the rest of SAR. You will need to be able to splint a forearm and an ankle before attending Course 3.

Course C: Search Method Theory and Field Practice

Time Commitment: weekend overnight camping - two days, one night

Class Size Limit: 30 Trainees Maximum

Trainees are organized into teams for the weekend. Under the direction of Team-Leaders-in-Training, trainees receive instruction and practical experience in litter packing, subject evacuation and basic navigation skills (e.g., maps, compass, pacing). In addition, basic search theory and search types are introduced, familiarizing trainees with the three basic types of search and rescue missions (detailed evidence searches, lost person searches and injured person evacuations). The course is also designed to develop (a) search skills and teamwork among potential team members, (b) leadership skills of potential Team and Field Leaders and (c) support skills for Communication members.

Except for a couple of indoor class sessions, team members will spend the weekend outdoors. Participants will need to bring their full training pack, as detailed later in this packet. They will not return to their cars once the course has started and must complete the entire weekend to pass.

Course I: Basics of Wilderness Navigation

Time Commitment: weekend overnight camping - two days, one night

Class Size Limit: 35 Trainees Maximum

Participants, in teams of two, are given a series of cross-country and descriptive navigation problems to solve. The training staff provides participants with close supervision and individualized instruction to maximize the opportunity to develop wilderness navigation skills. It may be necessary to repeat this course in order to be fully prepared for Course II.

Course II: Test of Wilderness Navigation Skills

Time Commitment: weekend overnight camping - two days, one night

Class Size Limit: 35 Trainees Maximum

Two person teams are given a series of cross-country and descriptive navigation problems that must be solved with a specified level of accuracy and within a given period of time. The course tests people's teamwork and navigation skills under physical and mental conditions comparable to the search environment. To be able to meet course requirements, participants may have to take this course multiple times.

Searcher First Aid

Time Commitment: One 8 Hour Weekend Day and Two 3 hour Weeknights

Class Size Limit: varies by session, see registration.

Searcher First Aid(SFA) is a series of 3 medical training sessions designed to build on skills that you learned in your basic CPR/First Aid certification. These classroom sessions will introduce you to more advanced topics like splinting, patient

assessment, and other concerns related to delayed care. The final session culminates in scenario-based practice of the full range of first aid skills and rescue equipment use. SFA Basic must be completed prior to Course C; Intermediate and Advanced must be completed before Course III. See the training schedule for more information and prerequisites.

Course III: Simulated Search Operation

Time Commitment: weekend overnight camping - two days, one night

Class Size Limit: 35 Trainees Maximum

Small teams under the direction of Team, Field, and Operations Leaders, participate in simulated rescue missions, with realistic search problems to resolve. Staff members play the roles of subjects, Sheriff's personnel, and other rescue organizations. The course is designed to develop and evaluate (a) search skills and teamwork among potential team members, (b) leadership skills of potential Team, Field and Operations Leaders, (c) experimental field techniques, and (d) cooperation with other Search and Rescue organizations.

*** REMINDER ***

Prior to registering for Course III, trainees are required to complete the FEMA National Incident Management System (NIMS) 100 & 700 online classes. More details on these classes will be provided during training.

New Member Orientation

This meeting teaches newly graduated members how to respond to missions for ESAR. It covers paging codes, guidelines for driving to missions, common locations for Command Post, what to do when you arrive at Command Post, search mentality, what to do about media, debriefing after missions, what to do if you get an injury, lost or broken gear policies, and heading home. Members will receive information about the orientation meeting during training.

Additional Training Requirements

All volunteer search and rescue personnel are required by Washington State and King County Search and Rescue to have training in several additional areas to be field qualified. The curriculum is currently undergoing revision, and information on this additional training will be given out later.

Registration

General information about training can be found at <http://www.kcesar.org/training.aspx>.

Core competency <http://kcsara.org/training/exams>

Prior to all Course B through Course III training weekends, trainees will be expected to register online to indicate which session they plan on attending. Specific information on registering for each of the above courses will be e-mailed to you prior to the courses by the Course Directors. You may not register for more than one session of a course at a time or register for a course before you have completed the prerequisite(s).

Registering for training weekends is very important. Do not show up at a training weekend without registering first. Registration allows ESAR's training staff to prepare adequately for the amount of trainees each weekend. And as with real missions, we want to make sure you make it to training safely. If you have registered and do not show up at training that weekend, we will make every effort to locate you, and we are incredible at finding people. If you register and decide to cancel, make sure to cancel your registration. Make sure you list your cell phone and/or an emergency contact who knows that you will be attending the training in case we need to locate you.

Equipment

Obtaining Equipment

You will almost certainly need to acquire some equipment to complete Basic Training. If you have previous hiking and/or camping experience, you may already have some or all of the required gear. Throughout the various courses, training staff will try to assist you in judging what equipment you will need to purchase/borrow, and when you will need each item.

We recommend you do not rush out and buy a brand new set of gear for basic training. Not only does it take a lot of experimentation to determine which gear is right for you, but ESAR training is notorious for ruining new Gore-Tex rain gear and other expensive equipment. While you will receive more guidance at Course A, it is generally a good idea to start collecting necessary items before Course B.

It is possible to obtain gear on the cheap from sources such as garage sales, thrift stores (such as Goodwill, Value Village, St. Vincent de Paul), and Craigslist. Army/Navy Surplus and thrift stores are great sources of warm, heavy-duty clothing and accessories. Ascent Outdoors in Ballard has a wide selection of new and used hiking and mountaineering gear. You may also try the sporting-goods section of stores such as Sears, Target, and Fred Meyer. Specialty recreation stores, such as REI, Feathered Friends and Marmot rent gear at reasonable rates, and they may also have bulletin boards with ads for used gear for sale by fellow customers. You may also borrow gear from friends or family.

Zone Method of Packing

A well-organized pack can make the difference between drudgery and enjoyment during the time spent on the trail. A few simple principles that are often overlooked can make a difference. Technically speaking, the body has a center of gravity located directly over the ankles. When standing normally there is very little forward lean of the body. However, when a pack is placed on the back the body leans forward to bring the pack's center of gravity directly over the ankles. Consequently it is good to keep the pack's center of gravity as close to your back as to prevent unnecessary forward lean. As a result, Camp Trails recommends the follow methods to load a pack:

ZONE A

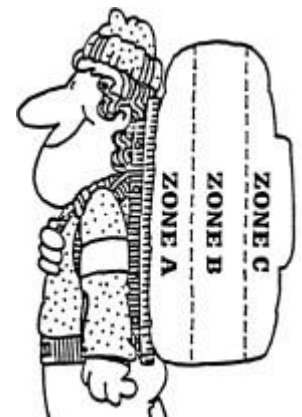
This area is closest to the back and should carry heavier items, like a stove, tent hardware, water bottles, etc. There is also benefit in placing the densest weight high in the pack, as it will be more directly over the center of gravity.

ZONE B

This middle area should be packed with medium density objects.

ZONE C

The area farthest away from the body's center of gravity should be filled with the lightest equipment.



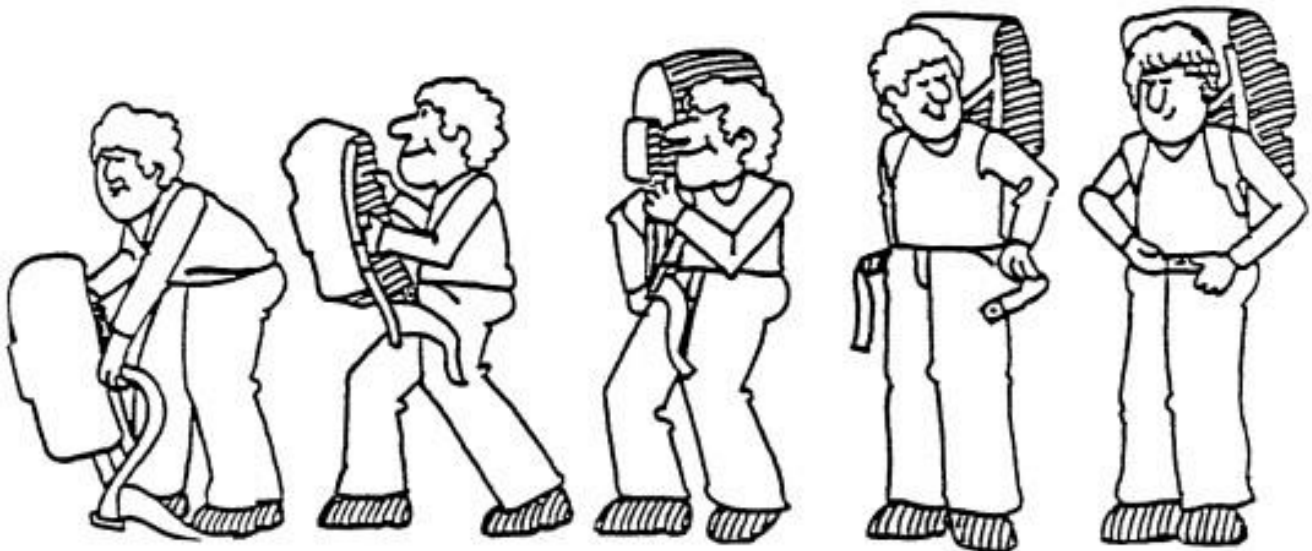
Getting Into a Heavy Load

Most backpackers have developed a method of putting on a pack. However Camp Trails has a few recommendations, which have proven to be easy and safe for both pack and packer. Before following the suggestions outlined, start with a realistic weight by loading the pack as if you were going on a hike.

1. Stand by the pack with the load side turned away. If you are right-handed, point your right foot toward the pack.

2. Stepping backward with your left foot and crouching slightly to slant your right thigh, drag or lift the pack to rest on your thigh.
3. Steadying the pack with the left shoulder strap, and holding the upper part of the right shoulder strap, put your right arm under the shoulder strap. Reach downward with your right hand to grasp the lower right corner of the pack. Twist your upper body to the right and pull the right shoulder strap into place.
4. Lifting the pack with your right hand, swing your right elbow back to slide the pack around on your back. While the pack is held high and far to the left, put your left arm through the shoulder strap and pull the strap into place.
5. Buckle the hip belt in place and adjust the shoulder straps to hold the pack high on your back. Tighten the hip belt to relieve the pressure on the shoulder straps.
6. To remove the pack, reverse the procedure shown. Just remember; never let the loaded pack drop on one leg as damage may occur. With practice a loaded pack can be put on or taken off with ease and without injury or damage to packer or the pack.

Content from Camp Trails [<http://camptrails.com/>]



The 48 Hour Pack

Email gearlist@kcesar.org with any questions you have about gear you currently own, or gear you want to purchase. We are very happy to help you!

Backpack

- ☐ You may need up to 75 liters of space
- ☐ Make sure pack is fitted to you before coming to the trail.
- ☐ Bag needs to be sturdy enough to strap a litter to, and go through thorns.
- ☐ Line with trash bags, and put everything in waterproof bags

Navigation Kit – You may want to purchase a chest pack or fanny pack to make sure you can easily access:

- ☐ Ruler
- ☐ Rite in the Rain (provided)
- ☐ Pencils (a place to safely store pencils and extra pencils)
- ☐ Calculator (provided)
- ☐ Compass (provided)

Clothing – Cotton clothes are an automatic failure. All packed clothing needs to be in waterproof bags such as gallon sized Ziplocs or dry bags. Normal Gore-Tex will shred if not protected. Your outer layer needs to be strong: neoprene, hunting shell, Carhartt, Military Gore-Tex.

This list includes the clothes you arrive in:

- ☐ Shirt (2)
- ☐ Waterproof Pants (be wary of pants that absorb water, the Swamp of Surrender awaits you)
- ☐ Socks (2 or more, consider waterproof up to the knee)
- ☐ Long Underwear (2)
- ☐ Midlayer Shirt, such as a sweater.
- ☐ Hooded Waterproof Jacket
- ☐ Insulated Hat/Balaclava (2)
- ☐ Gloves (additional warm gloves than just the work gloves)
- ☐ Boots (waterproof)

Additional Required Gear:

- ☐ Eye Protection (No snow goggles, think safety glasses)
- ☐ Sleeping bag (triple wrap in plastic trash bags and tape shut or use dry bag)
- ☐ Insulated Sleeping Pad (preferably foam cell)
- ☐ Polyethelene Tarp one 8X10 **and** one 10X12 (Plain blue yard tarp, no tents allowed)
- ☐ 50' to 100' Paracord
- ☐ Tent Stakes (lightweight and skinny) Recommend 6.
- ☐ Headlamp, Extra Batteries, and a Backup Light
- ☐ Extra Ziploc Baggies, Multiple Sizes

- ☐ Flagging Tape (at least 20')
- ☐ Toilet Paper (double wrapped)
- ☐ Folding Pocket Knife (small and lightweight)
- ☐ Leather Work Gloves
- ☐ Whistle
- ☐ Watch (with alarm)
- ☐ Water Purification Tablets or Filter
- ☐ Water (two quarts minimum)
- ☐ Mess Kit (whatever you may need to successfully eat)
- ☐ Stove with Fuel
- ☐ 36 Hours of Food (at least one hot dinner)

First Aid Kit – Needs to be in Waterproof Container

- | | |
|------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Band-Aids | 12 |
| <input type="checkbox"/> Sterile Gauze Pads, 4"x4" | 4 |
| <input type="checkbox"/> Roller/Kling Gauze, 4" wide | 2 rolls |
| <input type="checkbox"/> Triangular Bandages | 2 |
| <input type="checkbox"/> Moleskin/Adhesive padding | 1 package |
| <input type="checkbox"/> Athletic Tape, 1.5" wide | 1 roll |
| <input type="checkbox"/> Safety Pins | 4 large |
| <input type="checkbox"/> Elastic Bandage | 1 large |
| <input type="checkbox"/> Aspirin/Tylenol/Advil | 12 caplets in sealed container |
| <input type="checkbox"/> Antacid (Tums/Roloids) | 1 roll or blister pack |
| <input type="checkbox"/> Plastic Bag, 1 gallon | 1 |
| <input type="checkbox"/> Nitrile Gloves | 6 pairs |
| <input type="checkbox"/> Hand Sanitizer | 1 oz. bottle |
| <input type="checkbox"/> Alcohol wipes | 6 packets |

Emergency Kit

- | | |
|---------------------------------------------|--------------------------|
| <input type="checkbox"/> Waterproof Matches | 10, waterproof container |
| <input type="checkbox"/> Lighter | 1 |
| <input type="checkbox"/> Spare Trash Bag | 2 |
| <input type="checkbox"/> Sunglasses | 1 pair |

Recommended Gear:

- ☐ Gaiters
- ☐ Waterproof Map Cases

First Aid Kit

This is a suggested minimum number of supplies you should carry. Depending on the time of year, terrain to be covered, length of trip/search, group size, known or suspected patient injuries and level of your training, you may carry additional equipment and/or supplies.

First Aid Kits should be carried in waterproof containers. Some people place individual items in Zip-Loc bags.

Helpful Hints

Gear

- Break in new gear, especially boots, prior to training weekends.
- Try on your pack and walk around with it prior to Course C. You will wear it ALL weekend during Courses C, I, II, and III, so it should fit correctly and not be more than 1/3 of your body weight.
- Consider attaching paracord to anything that you will need to access frequently (e.g. compass, pencil, Rite-in-the-Rain). Tie it to your equipment instead of just putting it in your pocket.
- Water bladders (e.g. Camelbaks) are great for easy access to water (drink on the go!) but can freeze in the winter or leak. Nalgene bottles are great for filtering water, and make great containers for hot water, which can then be put into your sleeping bag at night.

Packing

- Items that should be easily accessible: Map, compass, Rite-in-the-Rain, pencil, headlamp, safety glasses, safety gloves, warm gloves, hat, rain gear, gaiters (wear these), food & water. You will need these starting at the beginning of each outdoor course.

General

- Metal items (hand warmers, metal watches, pencils, clicker, buildings, carabiners, etc.) may influence your compass.

Training Notes

For outdoor courses (C, I, II & III) you will be sent home and not allowed to complete training if you:

- Are wearing cotton or linen.
- Are wearing something other than hiking boots (e.g. flip flops, trail shoes, or tennis shoes).
- Do not have all the necessary gear to safely do training (e.g. safety glasses, safety gloves).
- Show up late.

For all courses

- You must show up on time. Be prepared with all your gear and ready to go at start time. For outdoor weekends, plan to show up at least 30 minutes ahead of time to get ready (e.g. put on boots, gaiters, rain gear, etc.).
- It takes about an hour to get to Camp Edward from Bellevue. Plan for extra travel time if this will be your first time at Camp Edward.
- Plan for extra time for both packing and travel in case of inclement weather (or if you generally need it).
- You cannot camp out at Camp Edward the night before the trainings.

Youth

- The ESAR Teen Advisory Board welcomes all teens! We will be reaching out to you during the training season to connect you to another teen member who will be a resource for you as you complete training and join the team. If you run into problems registering for a course, tracking down gear or have other questions about SAR that you are unable to find the answer to, please reach out to our teen advisory leader David Dunphy who can be emailed at ddunphy@seattlemca.org

Resources

- Questions about training? Contact training.admin@kcesar.org or visit <http://www.kcesar.org/>
- Questions about gear? Contact gearlist@kcesar.org
- Questions about KCSO/DEM? Learn more at www.emd.wa.gov

- Questions about Course B? Contact courseb@kcesar.org

Application

If you are mailing in your COMPLETE application packet, mail to:

KCESAR • PO Box 1266 • North Bend, WA 98045

King County Emergency Worker Application

- Date and initial bottom of every page
- Select “Initial Application” on page 3/4
- Complete and sign page 3/4
- Complete and sign page 4/4 (primary driver’s auto insurance info)

Photocopy of Valid State issued ID or passport (or if youth, copy of school ID or passport)

Photocopy of primary driver’s auto insurance

If under 21 years old, complete a Learning for Life application