



## Santa Fe Search and Rescue Group



Dear Prospective Member:

Thank you for your interest in the Santa Fe Search and Rescue (SFSAR) Group.

In 1978, the State of New Mexico passed a law creating the Search & Rescue Plan. It was one of the first in the country and organized all SAR functions under a single entity, the New Mexico State Police. Until then, and still today in many states of the U.S., SAR was handled at the local sheriff's level. Within this statewide Plan, provisions were made for the use of volunteer SAR individuals and teams.

Eldorado resident Dave Burdett founded the Santa Fe Search and Rescue Group in 1994 and served also as its first president. Soon afterwards, Santa Fe SAR Group became a non-profit corporation within New Mexico and gained its Federal tax-exempt status under IRS section 501(c)(3). SFSAR continues today with over 40 unpaid volunteer members under the direction of a four-member Board of Directors. Funding is limited and the organization operates on annual dues from its members, plus grants and public donations.

Our primary mission is to provide trained teams to participate in wilderness searches for persons who are missing, lost, or injured. We also train in technical rope rescue and winter search and rescue using ski and snowshoes.

SFSAR holds its monthly meetings on the second Thursday each month at 7:00 pm at the Eldorado Community Center, 1 Hacienda Loop. You are welcome to attend our sessions. And, to provide more detailed information, please read the materials in this Packet -- especially the FAQ Sheet.

The steps for becoming an Associate Member of our Group include:

- Attending two monthly meetings (when you attend your first meeting, please tell the Group about yourself, what your interests are, your outdoor experience, and what brought you us)
- Completing the Application for Membership and the Prospective New Member Self Assessment Meeting with someone from the Membership Committee to discuss your interest in the SFSAR Group and for us to learn more about you
- Attending one of our monthly Group hikes

We are a fun group with a serious mission!

For additional information, please contact a Board member by using the "Contacts" link on our website.

Sincerely,

The Santa Fe Search and Rescue Board



# Santa Fe Search and Rescue Group



## FAQ Sheet

The following Frequently Asked Questions address basic questions you may have about the Santa Fe Search and Rescue Group (SFSAR) and search operations in general.

We recognize this is a lot of information coming at you at one time. So, if you have questions, there are several ways to get help:

- Telephone your SFSAR Membership Committee “sponsor,”
- Contact any of the Group’s officers listed at the end of this FAQ Sheet,
- Check out our web site: [www.santafesar.org](http://www.santafesar.org).

### 1. What does SFSAR do?

We provide trained teams of unpaid volunteers for wilderness searches for and rescues of persons who are missing, injured or lost. Such searches may be conducted on foot, in 4-wheel drive vehicles, and on skis and snowshoes. All missions are officially called for and supported by the New Mexico State Police and are under the supervision of a trained volunteer incident command staff.

### 2. What skills are valuable to SFSAR?

Members enjoy outdoors activities such as hiking, mountain biking, backpacking, skiing and mountaineering. Also, the Group can put to use valuable experience in amateur radio, off-road driving, and medical or nursing fields.

### 3. How will my skills be used? How can I contribute to SFSAR?

There are a variety of ways you may contribute to the Group and to the community. For example, you may:

- Participate in a “groundpounder” team searching on foot, snowshoes or skis,
- Be part of a technical team to rescue people who are injured,
- Drive a four-wheel vehicle in support of the search,
- Perhaps participate in operations at the command center, also called Incident Base. In this capacity, you may be involved in radio communications, mapping and tracking of search teams, or finding and coordinating various types of search resources.

### 4. What does a typical New Mexico search entail?

(Also see other material supplied in your packet)

- Incident Command staff will decide what teams will be needed and in what areas they will search.
- Search teams will be given assignments based on the strength and fitness of the team’s members.
- Team assignments may involve hiking between five and ten miles and can be up twelve hours long.
- Many searches involve hiking at altitudes of over 9,000 feet.
- The majority of our missions are in the Sangre de Cristo and Jemez Mountains (to the east and west of Santa Fe, respectively). Occasionally we are asked to participate in missions in other areas of New Mexico. Many searches are initiated in the evening and require searchers to be active in the middle of the night, both in the summer and winter and occasionally in stormy weather.

**5. Do I have to be a chiseled athlete to participate?**

No, that is not required. But, since there could be some strenuous hiking involved -- often in the mountains -- it's important that members be fit and capable of reasonable endurance. And, remember, if hiking is not your thing, there are other ways you may contribute.

**6. How often does SFSAR meet?**

The Group meets in Eldorado monthly on the second Thursday. The meetings typically include addressing business issues, reviewing recent missions, discussing details of upcoming and past trainings, and conducting a brief classroom training. These meetings are normally two hours.

**7. What training is available?**

In addition to the monthly classroom training, SFSAR has a field training once a month usually on the third Saturday. These weekend field trainings focus on the various skills that are important in search and rescue including:

- Navigation (map, compass, GPS)
- Radio communications
- Search techniques
- Technical rescue skills
- Medical assessment.

Also, when you become a new member of the SFSAR Group, you will be assigned a Mentor who will help answer your questions, assist you in determining clothing and equipment you may need, help with some of the technical details, and provide general assistance during your first year.

**8. When can I go on my first real mission?**

We know how excited you will be about getting out on that first real mission; after all, that's why we exist. But, we want to ensure our team members are properly trained, prepared, equipped, and dressed for the elements. Therefore, we ask that you complete the requirements listed in Section 11 under "Being Included on the Calling Tree for Missions."

Once these requirements are met, your name will be added to the "calling tree" -- a telephone list used to contact members to inform them of a mission and solicit their participation.

**9. But, what if I can't make a mission or a training session?**

We understand our members have family and work obligations. As a result, we don't expect them to attend every meeting, training session or mission. But, remember our objective is to field *trained* teams, which requires a time commitment of our members.

**10. What other things must I do to prepare?**

Generally in your first year, we require you to become certified by the New Mexico Department of Public Safety. This

Certification involves taking a short written test on a variety of search-related topics, demonstrating basic use of the compass, and having your equipment checked for completeness (see equipment listed at FAQ 16). Much of your preparation will come from SFSAR training sessions and the Certification study materials the Group provides.

**11. Could you provide more insight into the requirements for membership and moving up through the SFSAR organization?**

First, there are two primary membership levels: Associate and Active Member. As an Associate Member, you become eligible to participate in official missions by your inclusion on the "Calling Tree" (see FAQ 8). Later, as you become more skilled, you may wish to become a "Team Leader" of a mission search team.

The requirements for reaching these four levels are summarized below:

<b>Becoming an “Associate Member”</b>	<b>Being Included on the “Calling Tree” for missions</b>
Being at least 18 years old Submitting an Application and completing the Self Assessment Form (in this packet) Meeting with a Membership Committee Sponsor Attending two SFSAR monthly meetings Attending a group/social hike Recommendation by the Membership Committee and approval by the Active Membership Paying the annual dues	Must attend 3 SFSAR monthly field trainings Take and pass the on-line ICS test Become Field Certified Complete the Basic Competency Check List If the Member wants to be considered for winter searches, at least one of the trainings must be a winter training All of the above must be complete within a six month period starting when the prospect becomes an associate member Complete a pack check with mentor
<b>Becoming an “Active Member”</b>	<b>Becoming a Team Leader</b>
Completion of one year as Associate Member Becoming Certified (see FAQ 10 ) Within a year: Attending 6 monthly Group meetings Attending 4 Group training sessions Participation in 3 designated missions Board approval	Minimum of one year as Active Member Being Certified (see FAQ 10) Demonstrating: Knowledge of safety requirements Map, compass and GPS skills Standard search procedures Radio communications Setting an example for other team members of proper search preparation Completing First Aid training Board approval

Your first step is to become an Associate Member by completing the limited steps shown above.

**12. What equipment do I need for search and rescue and does SFSAR provide it to me?** You will be expected to have and use a basic safety gear, summer and winter clothing, and emergency equipment useful in the wilderness. A core list is provided in FAQ 16.

As a supplement to your gear, the Group has team equipment you may use on training sessions and/or official searches: snowshoes and poles, communications radios and their wearable harnesses, avalanche transceivers (radios), first-aid kits, rope, and evacuation equipment for injured victims.

**13. What will it cost to participate with SFSAR?**

Your costs are in three areas:

1. Annual dues for all members are \$48 per year. Santa Fe Search and Rescue is a non-profit organization funded only by member dues, public gifts and donations and grants.
2. You are asked to furnish your own basic clothing and equipment. However, SFSAR will make every effort to assist new members with finding modestly-priced equipment and clothing to minimize these expenses.
3. You will furnish your own transportation to the meetings and missions. The New Mexico State Police will reimburse the cost of fuel when significant distances are involved in reaching a mission site.

Since the Group is incorporated in New Mexico and designated by the IRS as a Non-Profit 501(C)(3) organization, you may be eligible to take selected tax deductions.

**14. What about insurance coverage?**

The Santa Fe Search and Rescue Group *does not provide* health, accident, or life insurance for its members.

The Department of Public Safety does provide an accident and disability policy for Search and Rescue Team members participating in a designated search mission or a sanctioned training -- when either has been issued a mission number by the State Police Search and Rescue Resource Officer. Other than this coverage, a Team member must rely on his/her own insurance and resources for medical coverage.

**15. Where can I find equipment and clothing if I don't have everything?**

A list of local and national equipment and clothing companies providing reasonably-priced or discounted goods is in this packet.

Once you become an Associate Member, you may purchase goods from selected Santa Fe outdoor retailers at a modest Search and Rescue discount. You may also purchase goods at deep discounts from well known national gear and clothing manufacturers; these "pro-purchases" can only be made through a Group member who handles such buys for SFSAR.

**16. What's on that list of required basic equipment?**

A searcher is expected to carry a pack with enough food for 24 hours, even though search periods are usually limited to 8 to 12 hours. Remember, we operate year round, so temperatures in New Mexico -- even in the mountains -- can vary greatly from winter to summer, and thus require different clothing.

The list below covers only the basic equipment needed to respond to a typical search; you will probably supplement the list with your own ideas. If you spend much time in the outdoors, you probably have much of this gear already.

<b>Clothing:</b>	<b>Safety/Emergency Equipment:</b>	<b>Other Items:</b>
Hiking boots and two pairs of wool socks Head cover Gloves or mittens for the season Work gloves Poncho or rain jacket with hood (outer layer) Wool, synthetic or silk middle clothing layer Inner layer of non-cotton material Backpack of sufficient size	Plastic whistle First-aid kit Space blanket Compass Flashlight or headlamp with spare batteries Knife Fire starter Signal mirror Twenty feet of one-inch wide tubular webbing helmet	Food for 24 hours Two quarts or more of water Pencil/pen and paper

**17. Wow, sounds like a lot! Where can I get some help?**

We recognize all this could be a bit much. So, as soon as you join, we will assign you a personal Mentor. Your Mentor will help you throughout your first year by answering your questions, ensuring you are receiving the proper training and preparation, eliminating any obstacles, and making sure you have fun.

We do serious work for our community, but we enjoy ourselves while we are doing it!

**18. Where can I go for more information?**

You can learn more by:

Visiting our website at [www.santafesar.org](http://www.santafesar.org)

Using **Resources** and **Gear and Equipment Sources** lists provided by the Group

Calling or emailing one of our Board Members (see the "Contacts" link on our website)



# Santa Fe Search and Rescue Group



## Prospective New Member Self-Assessment

We need your help: Santa Fe Search and Rescue (SFSAR) asks that each prospective new member complete this form. It will help you – and our Group – to assess your interests and experience. After you complete this assessment, please call the Membership Committee representative whose name was given to you to arrange a face-to-face meeting. During the meeting we can review this assessment, answer your questions, discuss our work and the SFSAR Group’s expectations of its members, and decide on the next steps.

Please don’t be concerned about this assessment. It’s not a test! ...and, we don’t expect new members to be highly skilled in all the areas mentioned here. Rather, our goal is to get you thinking about some of the challenges involved in our search work and about your ability and desire to participate.

Our members contribute to SFSAR, its search mission, and the search commander in two ways:

- A. Groundpounders: SFSAR primarily searches for lost or over-due subjects on foot (that is, hiking) or on snow shoes or skis during the winter, when necessary. Hence, we are fondly referred to in the search and rescue community as “groundpounders.” Groundpounders are also trained to assist in the rescue of injured subjects.
- B. Support Role: Team members who can’t or don’t wish to participate in the more strenuous activities, however, may provide other forms of support. For example, they might chose to provide four-wheel drive vehicle search capability, communications help, mapping and tracking of searching teams, or finding and coordinating various types of search resources.

The nature of the work and expectations of these roles are a little different. In all cases, we will assist new members with becoming properly trained and qualified to pursue their area(s) of interest. Depending on your interests, you may wish to complete one or both sections of this assessment.

A. For the Prospective “Groundpounder:” (Those who search on foot, snow shoes or skis, generally in teams of 2 to 4 persons)

Please check the box that most closely matches your ability / experience. Answer as best you can and later we’ll discuss any questions you might have. Be honest with yourself -- don’t short yourself nor overestimate your abilities, skills and experiences.

1. Ability to hike 6 to 8 miles at altitudes over 10,000 feet carrying a moderately heavy pack (20 to 30 pounds)

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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2. Ability to use USGS topographical maps, a compass and a GPS unit (global positioning system) for navigation

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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3. Hiking in a wide range of terrains – mountains, desert, off trail, etc.

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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4. Ability to use a basic radio / amateur (ham) radio for communications

	1	2	3	4	5
No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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5. Ability / experience in basic medical skills

	1	2	3	4	5
No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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6. Ability / experience in climbing / rope work

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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7. Have outdoor, non-cotton hiking gear (rain gear / pack / wicking layered clothing / boots, etc. -- for both summer and winter weather)

None	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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8. Ability to snow shoe and/or cross-country ski (please circle which apply) 4 to 5 miles with a moderately heavy pack (20 to 30 pounds)

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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9. Anything else not covered above that you'd like to tell us about?

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**B. For the Prospective Mission Support Role:** (Those who are involved in activities that assist the mission leadership but do not involve a "groundpounding" role)

Please check the box that most closely matches your ability / experience. Answer as best you can and later we'll discuss any questions you might have. Be candid -- don't short yourself nor overestimate your abilities, skills and experiences.

1. Experience / ability in driving (incl. 4-wheel drive) in snow, mud and other adverse conditions

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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2. Experience / ability to use USGS Topographical maps and compass

No experience	beginning		average		excellent
<input type="checkbox"/>					

Comments:

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# Application for Membership

Full name/nickname \_\_\_\_\_ / \_\_\_\_\_

Age \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephones Home \_\_\_\_\_ Work \_\_\_\_\_

Page \_\_\_\_\_ Cellular \_\_\_\_\_

Email address \_\_\_\_\_

Emergency contact \_\_\_\_\_

Name

Telephone

Areas of interest (check all that apply):

" Single-Day searches (possibly at night, but not requiring a planned camp)

" Technical rescues (involving ropes, rigging and low-angle, off-trail climbing)

" Multi-Day searches (possibly requiring a planned camp)

" 4 x 4 Vehicular searches (requiring a 4 x 4 vehicle)

" Cold weather searches (requiring skis or Group-supplied snowshoes)

" Incident Base support (communications, team tracking, food service, or other activities supporting SAR missions)

What SAR skills/previous experience do you have? \_\_\_\_\_

\_\_\_\_\_

Why do you want to join SFSAR? \_\_\_\_\_

\_\_\_\_\_

Please read the following statements carefully before signing this application:

1. I have read and agree to abide with the Standard Operating Procedures (SOP) of Santa Fe Search and Rescue Group.
2. I either have or agree to procure the necessary personal equipment (see FAQ Sheet) to participate in search and rescue missions appropriate to my level of participation.
3. I am willing to participate, without monetary compensation, in all activities of the Group, including monthly meetings, monthly training exercises and actual search and rescue missions.
4. In the case of actual search and rescue missions, I agree to willingly follow the appointed leader of a mission, but with the right of discussion and majority decision.
5. I agree to hold the Santa Fe Search and Rescue Group, and the members thereof, harmless in the case of personal injury or death.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring member

## **How a Search & Rescue Mission Begins in New Mexico.**

### **Report of a Missing Person**

New Mexico Search and Rescue (NMSAR) activities are shaped and regulated by the New Mexico's Search and Rescue Act of 1978. This New Mexico law states that the Department of Public Safety (DPS) is the "control agency", for search and rescue (SAR) activities in the State of New Mexico. The New Mexico State Police (NMSP) division of DPS has been tasked with the management and administration of SAR operations.

A SAR mission in New Mexico often begins when family or friends determine that someone is missing or overdue from an outing and have reason to believe that the person is in need of help. They contact the nearest law enforcement agency or call 9-1-1 and report the incident. In doing so, they become the "Reporting Party." (RP). This may be a family member or friend who reports that a person – known in SAR terminology as "the subject" – is missing. (NMSAR does not typically handle urban missing person incidents). The other source may be contact directly from the subject, through the use of a personal locator beacon (PLB), satellite messenger or by using a cell phone.

### **Assessment by a Mission Initiator**

Once the 9-1-1 operator determines this is a SAR issue they transfer the call to the New Mexico State Police (NMSP) Dispatch Center. A State Police Officer, trained in assessing potential SAR situations, is then assigned to assess the situation. This officer is known as the "Mission Initiator" (MI). Typically, the MI travels to the scene and interviews the RP. The MI then determines if the available information warrants a SAR mission, or if, instead, the matter is a police investigation instead of a SAR mission.

### **Initiating a Mission**

If the MI determines that the facts of the case call for a SAR mission, he or she will contact either the Field Coordinator (FC) who is on call at that time or the NMSP District Dispatcher, who will make the call to the FC. In either case, the NMSP must assign a mission number before a SAR mission may be undertaken. The mission number – 15-01-01, for example – is read from left to right: the first number is the year, the second is the NMSP district in which the situation has arisen, and the third number refers to the sequence of missions that have occurred in that year and in that district. Thus, our 15-01-01 example would be the first mission that has occurred in NMSP District 1 in 2015. By law, NMSAR teams must have a mission number before they can respond to a SAR incident in New Mexico.

### **Enter the Incident Command Staff**

After a Mission Number is assigned, the Dispatch Center or the MI will call an on-duty Field Coordinator (FC) listed on a duty roster to take charge and run the mission as an Incident Commander (IC). From that point on the IC is in charge of the mission until the subject is found or the IC is relieved by another IC who will be in charge.

### **Call-Out for Resources**

The IC calls individuals to make up the "Command Staff," which is composed of a Safety Officer, an Information Officer and a Liaison Officer. They report directly to the Incident Commander. A General Staff is assembled which is composed of a Logistics Section Chief (LOGS SC), an Operations Section Chief (OPS SC) and a Planning Section Chief (PLANS SC). The LOGS SC notifies SAR teams to supply the appropriate personnel who deploy to the field searching for the missing subject. An in-town base may be authorized and notifies SAR teams to supply the appropriate personnel who deploy to the field searching for the missing subject.

The IC has several options available to call out resources, including members of the Incident Management Team (IMT), searchers who will cover the search area on foot (known as ground pounders), dog teams, horse teams, etc. The first option is to call an Ordering Manager (ORDM) or a Logistics Section Chief (LOGS SC) and tell that person what type of resources or specific teams the IC wants called out. The IC can also have the ORDM or LOGS SC call the individuals who will make up the IMT as the Command and General Staff. The Command Staff is composed of the Safety Officer, Public Information Officer (PIO), and a Liaison Officer. The General Staff is composed of an Operations Section Chief (OPS SC), a Planning Section Chief (PLANS SC), and a Logistics Section Chief (LOGS SC). The individuals in each of these positions report directly to the IC.

The other option is for the IC to call the resources directly. No matter which option the IC selects, the IC will provide general information about the subject, weather for the next 12-24 hours, where Incident Base (IB) will be set up, and what radio frequencies will be used.

When team resources are requested, the ORDM or LOGS SC will call the individual team's duty officer. The team's duty officer will then initiate the team's call out procedures. (These vary from one team to another.)

From the time the FC/IC receives the mission number and until he or she is relieved by an incoming IC, this phase of a SAR Mission is called the first operational period. Generally during the first operational period, the IC will have a Safety Officer as well as a PLANS SC and an OPS SC. The PLANS SC is responsible for developing the strategy to be implemented by the teams. The PLANS SC studies a map of the area and all of the information about the subject obtained by the MI and the IC from interviewing the RP and anyone else that might have information about the subject. He or she will then determine the most likely search areas and create task assignments for the teams. The OPS SC takes the task assignments and determines the tactics to be used. The OPS SC briefs the teams being deployed into the field about the assigned tasks, and remains responsible for the teams from that point until they are debriefed upon their return to IB.

### **Setting up an Incident Base (IB)**

The Incident Commander travels to the scene, makes contact with the MI and is briefed. The IC then interviews the RP and sets up IB. As resources start to arrive on the scene they must sign in on a check-in sheet. When the OPS and PLANS SCs arrive, the IC will brief them on the information obtained. Among the specialized resources available are communications teams who assume responsibility for all radio traffic during the mission. The Communication Team (COMMS) will maintain a log of radio calls made to and from IB.

A Safety Officer is appointed to monitor safety issues. The Safety Officer will brief the teams being deployed into the field. If a Public Information Officer is available, he or she is responsible for keeping family and friends informed as well as for any communication with the media. The IC works with the PIO and determines what information is available to be released.

### **The Benefit of the Incident Command System**

The Incident Command System (ICS) is a managerial tool that was developed in the 1970s by the federal government in response to the need for an on-the-scene disaster management system, particularly when multiple agencies are involved, and has been applied in many different contexts. For example, response to the Oklahoma City bombing incident was run in accordance with the ICS. Under the authority of the 1978 law, various governors of New Mexico have mandated that all emergencies, such as Haz-Mat spills, prison riots, and SAR missions, are to be handled in accordance with the ICS.

If the incident goes on longer than eight hours, the people arriving to relieve the previous shift will most likely be from out of the area, and many may not have worked with one another before. One of the reasons ICS is effective is that it is designed just for this type of circumstance. As long as all of the responders have been trained in ICS operations, they can work together smoothly, with a common working vocabulary and common operating procedures.

## **The Ground Pounders**

The Santa Fe Search and Rescue Group include members with expertise in a wide variety of SAR-related skills, but is composed primarily of volunteers who search on foot.

The size of a SAR ground pounding team varies, according to the circumstances. Normally, a team consists of at least three people, but may be as large as six or seven. Sometimes a team may consist of only two, but this is rare. The team will have a team leader who will assign various roles, typically including navigation, communications, and medical. Incident Base (IB) will want at least the team leader to be briefed on the assignment. The team leader may want the navigation and communication person present. Many times the entire team will attend the briefing.

IB personnel, usually the OPS SC, will give the team leader a description of the subject so far as it is known, including, for example, age, height, weight, clothes and equipment being carried, medical condition, and so on. The OPS SC goes over the mission with the team leader, describing where to search, map coordinates (usually, UTM or Universal Transverse Mercator a map coordinate system), type of search, sound sweeps, Point Last Seen (PLS), and often other details. Further, the OPS SC will tell the team leader what map datum and radio frequency will be used.

Before a team leaves IB, the team leader will ensure that all Global Positioning System (GPS) devices are on the correct map datum. Also before leaving IB, the communication person (COMMS) will do a radio check to make sure that the team's radios are working properly.

When a subject is found the team's medical person is usually the first to approach. COMMS will notify IB and give UTM coordinates. After a suitable time for assessment by the team's medical member, the team leader reports the situation to IB, and the IC decides what to do next. If the subject is able to walk, the team simply walks him or her back to IB. If the subject cannot walk, the IC may call for a helicopter, if the circumstances allow it, to pick the subject up and fly him or her back to IB. In other cases, IB may send a horse team, ATVs or possibly additional ground pounders with a litter. Carrying the subject out on a litter is an arduous, difficult task, and requires somewhere around 25 to 30 people, depending on the terrain and other circumstances.

If after completing their assignment and the team has not found the subject, they return to IB for a debriefing. Depending on time, circumstances and exhaustion a team may be sent back into the field with another assignment.

The Santa Fe Search and Rescue volunteers are well-trained and highly-motivated to find their subject. They have an extremely good track record for successful finds. They go out as a team, work as a team, and come back as a team.

*This article was inspired by an article originally written by former Area Commander Beck Atkinson (NMSAR) and updated by Field Coordinator Richard Goldstein (SFSAR) and Team Leader Tom Merchat (SFSAR) in March 2015.*

*Additional information prepared by Gary Cascio.*

# SANTA FE SEARCH AND RESCUE GROUP

## Gear and Equipment Sources

### On the Web

There are almost an unlimited number of web-based locations to surf. To get you started, here are some suggestions:

- Do a Google search ([www.google.com](http://www.google.com)) using such search phrases as 'discount outdoors equipment' or 'search and rescue gear.' Also see their Froogle section.
- Similarly, search the Yahoo.com Directory under Business and Economy, then Shopping and Services, then Outdoors, and then Gear and Equipment
- Look at the list of suppliers on [www.equipped.com/sources2.htm](http://www.equipped.com/sources2.htm)
- Consider the list of vendors on [www.thebackpacker.com](http://www.thebackpacker.com)

We show here some sites you might want to visit for outdoor and SAR-related gear – shown in no particular order. But, word to the wise: most offer both full price and discounted goods.

Source:	What is it?	How reach them?
Sierra Trading Post	Close out bargains on equipment and clothing; mail catalog also	<a href="http://www.sierratradingpost.com">www.sierratradingpost.com</a> 1-800-713-4534
REI	Outdoors equipment; check out the REI-Outlet for discounted goods/closeouts	<a href="http://www.rei.com">www.rei.com</a> <a href="http://www.rei-outlet.com">www.rei-outlet.com</a>
Campmor	Large inventory of discounted name brand equipment and clothing; mail catalog too	<a href="http://www.campmor.com">www.campmor.com</a> 1-800-226-7667 (Orders only)
Outdoor Outlet	Closeouts like Sierra but less extensive	<a href="http://www.outdooroutlet.com">www.outdooroutlet.com</a>
Backcountry	Successful Park City e-tailer with wide range of gear/equipment. Also see their specialized site for closeouts of a single item at excellent prices; items change daily.	<a href="http://www.backcountry.com">www.backcountry.com</a> 1-800-409-4502 <a href="http://www.steepandcheap.com">www.steepandcheap.com</a> (Closeouts)
Cabelas	Vast array of hunting/outdoors equipment; check out the "Bargain Cave;" many specialized catalogs	<a href="http://www.cabelas.com">www.cabelas.com</a> 1-800-237-4444
Hiking & Backpacking	New and used gear and clothing; also lists other 'best shopping' sites	<a href="http://www.hikingandbackpacking.com">www.hikingandbackpacking.com</a>
Altrec	Outdoor and ski clothing, equipment and technical accessories	<a href="http://www.altrec.com">www.altrec.com</a> 1-800-369-3949
Mountain Gear	Outdoors, camping and ski equipment; watch for sale items	<a href="http://www.mountaingear.com">www.mountaingear.com</a> 1-800-829-2009
Moose Jaw	Mid to upper end mountain apparel and gear from many major manufacturers	<a href="http://www.mousejaw.com">www.mousejaw.com</a> 1-877-666-7352
Gorp	Mainly an adventure/travel site, also offers some gear and clothing	<a href="http://www.gorp.com">www.gorp.com</a>
Great Outdoors	Outdoors, camping and ski equipment; watch for sale items	<a href="http://www.greatoutdoorsdepot.com">www.greatoutdoorsdepot.com</a>

Search Gear	Site focused on wide variety of SAR-related equipment and clothing	<a href="http://www.searchgear.com">www.searchgear.com</a> 1-800-474-2612
SAR Outfitters	Similar to above, but targeted at the professional SAR team member	<a href="http://www.saroutfitter.com">www.saroutfitter.com</a> 1-805-581-3602 (not toll free)

Remember that many manufacturers of both clothing and equipment have their own web sites – which on occasion offer discounted or closeout goods. For example, consider: L.L. Bean, Patagonia, The North Face, Columbia, Marmot, Polartec, Outdoor Research, and Black Diamond. To access them on the web, just type the name, without spaces and capitals, and add the “dot com.” ...or just do a web search using their name.

### Local Retail Sources

Finally, don't forget the local retailers and the stores of national chains. They have competitive prices and deep-discount sales advertised in the local newspapers. Here are some ideas:

Store:	What's so interesting?	Hints!
REI/Recreational Equipment Inc. 500 Market Santa Fe	Vast array of quality equipment; retail store, mail order or on web	Visit store for quarterly 'scratch and dent' sale for exceptional bargains
Sportsman's Warehouse Renaissance Blvd. Albuquerque	Large multi-store retailer with large section in many gear categories	The merchandise depth is great. But, carefully check prices against other retailers.
Play it Again Sports Menaul & Coors Blvds, Albuquerque	Used equipment; two Albuquerque locations (none in Santa Fe)	Somebody else used it, so you benefit
Sportzoutdoors Montgomery Blvd, Albuquerque	Standard, but wide, array of outdoors equipment	Get on their email list; they send out periodic deep-discount coupons by email.

Also:

- Big 5 Sporting Goods, Cerrillos Road in Santa Fe and in Albuquerque
- Sports Authority (including Gart), Santa Fe Place and in Albuquerque
- Popular Outdoor Outfitters, San Mateo Blvd. in Albuquerque
- WalMart on Cerrillos Road and Target stores, both in Santa Fe

# SANTA FE SEARCH AND RESCUE GROUP

## Resources

### Internet Web Sites

[www.santafesar.org](http://www.santafesar.org) Our site!

[www.nmsarc.org](http://www.nmsarc.org) New Mexico Emergency Services Council. The packed website focuses on State-wide SAR training events, search and rescue resources (member teams), summaries of recent SAR missions in the state, and suggested gear, clothing and training for team members. A key benefit for member teams and their members is opportunity to purchase current USGS and BLM maps on coated or waterproof paper. Prices are well below retail.

<http://groups.google.com/forum/#!forum/nmsar-forum>

The New Mexico Search and Rescue Forum where SAR-related questions are posted and answered. To subscribe go to the site, and request membership. Remember to provide your team membership.

[www.dps.state.nm.us/index.php/search-rescue/](http://www.dps.state.nm.us/index.php/search-rescue/)

New Mexico Department of Public Safety site, includes list of all New Mexico and some Arizona SAR groups

[www.nmt.edu/sar](http://www.nmt.edu/sar) Technical information, but not necessarily current

<http://wemsi.org> Wilderness Emergency Medicine, where you can sign up for the forum

[www.hikingwithmike.com](http://www.hikingwithmike.com) General hiking information

[www.equipped.com](http://www.equipped.com) Hiking equipment reviews

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### Selected Readings\*

Outward Bound Map and Compass Handbook  
Glenn Randall, The Lyons Press, 1989

GPS Made Easy  
Lawrence Letham, The Mountaineers Books, Third Edition, 2001

Day Hikes in the Santa Fe Area  
Santa Fe Group of the Sierra Club, Sunstone Press, Fourth Edition, 1995

\* Book sources may include local bookstores, [www.amazon.com](http://www.amazon.com), or [www.bookfinder.com](http://www.bookfinder.com).

75 Hikes in New Mexico

Craig Martin, The Mountaineers Books, 1995

Guide to the New Mexico Mountains

Herbert Ungnade, UNM Press, 1995

Snow Sense, A guide to Evaluating Snow Avalanche Hazard

Jill A. Fredston and Doug Fesler, Alaska Mountain Safety Center, 1994

The Outward Bound Wilderness First Aid Handbook

Jeff Isaac and Peter Groth, Lyons and Buford, 1991

Wilderness Medicine, Beyond First Aid

W. Forgey, ICS Books, Inc. 1996

ISBN: 0-934802-93-9

Wilderness Medical Associates Field Guide

Jim Morrissey

Wilderness Medical Associates (888-wildmed, or [www.wildmed.com](http://www.wildmed.com))

Spiral bound, good for pack)

CMC Rope Rescue Manual, Field Guide

CMC Rescue, Inc. (805-562-9120, or [www.cmcrescueinc.com](http://www.cmcrescueinc.com))

ISBN: 0-961-8337-8-3

(Spiral bound, good for pack)

High Angle Rescue Techniques

Tom Vines and Steve Hudson, Mosby Inc., 1999

Now You're Talking, All you need to get Your Ham License

American Radio Relay League

(Study guide for amateur radio used in SAR work)

Search and Rescue Field Certification System (PACE)

New Mexico Department of Public Safety and the New Mexico Emergency Services Council. 1997

### Other Resources

Map, Santa Fe National Forest

USDA, Forest Service

Map, Pecos Wilderness

USDA, Forest Service

Map, Mountains of Santa Fe and Pecos Valley

Drakes Mountain Maps, 2001

**BYLAWS of the  
SANTA FE SEARCH AND RESCUE GROUP**

A Non-Profit Organization  
Version 6, Revised March 11, 2010

**1.0 DEFINITION.** The Santa Fe Search and Rescue Group ("the Group") is a volunteer, nonprofit search and rescue organization, recognized by the New Mexico Search and Rescue Resources Officer and the State of New Mexico. The Group is also incorporated in the State of New Mexico and has been exempted by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code.

**2.0 OBJECTIVE.** The objective of the Group is to provide trained teams to undertake wilderness searches and rescues for lost and/or injured individuals or groups. As required, the Group will also search for victims where there is reasonable likelihood that the victim is deceased. Such participation in these activities shall only be undertaken on searches requested and authorized by the New Mexico State Police, in accordance with the current New Mexico Search and Rescue Plan, and under the direction of a trained and current New Mexico Search and Rescue Field Coordinator.

**3.0 MAILING ADDRESS.** The mailing address for the Group be the mailing address of the current President. The Group has no physical office location.

**4.0 MEMBERSHIP.** There shall be 3 classifications of membership as follows:

**ASSOCIATE.** Any person who is eighteen years or older is eligible to join the Group as an Associate member after completing Prospective Membership. Associate members may participate in actual missions only under the direct supervision of an Active member. Each Associate member will have a mentor assigned.

**ACTIVE.** Any Associate member shall be eligible to become an Active member upon meeting all of the following minimum criteria:

1. Completion of one year of membership,
2. New Mexico Emergency Services Council (NMESC) Field Certification or acceptable equivalent skill or training as determined by the Executive Board,
3. Attendance at 6 Group meetings,
4. Participation in 4 Group training sessions, and
5. Participation in 3 New Mexico State Police Search Missions during the year.

To remain in good standing, Active members shall, annually,

1. Attend at least six Group monthly meetings.
2. Attend at least four Group Trainings.
3. Participate in at least three New Mexico State Police Search Missions.

The Executive board will have the discretion to have a member remain as active if they did not meet the above criteria.

Active Members with 5 or more years of service as an Active member and who have reached the age of 65 years will be exempt from the Group Training and Search Mission requirements.

**SUSTAINING.** Any individual, business, or organization that provides financial or other necessary support may become a Sustaining member upon approval by the Executive Board. Sustaining members may not participate in actual missions. Membership dues are waived for this category.

Individual members participating in actual SAR missions are responsible for being in good physical condition, participating in Group training exercises, and having the requisite personal equipment.

**4.1 VOTING.** Each Active member in good standing shall have one vote to cast for all actions requiring the vote of Group members.

**4.2 QUORUM.** A quorum is the minimum number of persons, when duly assembled at a meeting that is legally competent to transact business. For meetings of the Executive Board, at least three members of the Board shall constitute a quorum. At all meetings of the Group membership, greater than one-half of the Active Membership shall constitute a quorum.

**4.3 MEMBERSHIP APPLICATION.** Any person wishing to join the Group will attend a monthly Group meeting and be assigned a Sponsor. The Prospective Member will fill out an Application and Self Assessment form and meet with the Sponsor. Advancement to Associate Membership shall take place no earlier than after participation in a Group Hike and at the second Group meeting attended by the prospective member, and shall require a simple majority of the Active members present.

**4.4 MEMBERSHIP DUES.** Membership dues are based on the calendar year and are payable before 15 January of each year. The amount to be paid for Associate and Active annual dues shall be determined and voted upon by the membership at the January meeting. Approval for the amount of annual dues shall require a simple majority of the Active members present. A person joining the Group after 15 January shall have dues pro-rated at one-twelfth of the annual dues per month for that year. Any member whose dues fall in arrears by three or more months shall lose the right to run for office and the right to vote on issues presented to the Group. Any member whose dues fall in arrears by six months shall be dropped from the rolls of the group. Such rights shall be restored when that member's dues are brought current.

## **5.0 LIABILITIES.**

**5.1 LIMITED LIABILITY.** Each member's liability shall be limited as set forth in these by-laws and other applicable law.

**5.2 GROUP DEBT.** A member will not be personally liable for any debt or losses of the Group beyond the member's obligation to pay annual dues or any financial obligation committed to at a meeting of the Group.

**6.0 OFFICERS.** Officers of the Group shall consist of a President, Vice President, Secretary and Treasurer, all of whom shall be Active members. The immediate past President of the Group may also

participate in Executive Board activities as an ex officio member. These four officers and the immediate past President shall comprise the Executive Board of the Group.

**6.1 ELECTION OF OFFICERS.** No later than the regular October meeting of the Group, the current President shall appoint one Active member to act as Chairperson of a Nominating Committee. The voting membership shall elect at least two additional Active members to serve on the Nominating Committee. The Nominating Committee shall then prepare a slate of nominees for the offices listed in paragraph 6.0. The objective shall be to have at least two nominees for each office. All nominees shall have been personally contacted by a Nominating Committee member and shall have agreed to serve if elected.

- a. The list of nominees shall be presented by the Nominating Committee at the regular November meeting of the Group. At that time, nominations from the floor or by proxy may be presented; however, any person nominated must also agree to serve if elected.
- b. Following the presentation of the names of all nominees, an election by written ballot shall be held at the regular December meeting. The election of each officer shall be by simple majority of those Active members present and in good standing, in addition to any proxies that may be presented.

**6.2 TERM OF OFFICE.** Officers shall be elected for a period of one year. Newly elected officers shall take office on 1 January of the calendar year following their election. Any officer shall be permitted to continue in the same position, or to pass from one position to another position if so elected. If any office becomes vacant before the term has expired, the President shall appoint a member in good standing to serve out the unexpired term.

**6.3 REMOVAL.** A serving officer may be removed from office whenever the best interests of the Group would be served thereby. Such removal shall be accomplished at a Group meeting by a two-thirds majority of the Active members eligible to vote. The officer removed may continue as a member of the Group unless the Group will be harmed by such continued membership. Cancellation of the former officer's membership shall be accomplished at a Group meeting by a two-thirds majority vote of the Active members eligible to vote.

**6.4 DUTIES OF OFFICERS.** The general duties of the officers shall be as follows.

**6.4.1 DUTIES OF THE PRESIDENT.** The President shall control and direct all matters pertaining to the Group in accordance with the will of the Group's majority and within the scope of these bylaws. Specifically, the President shall preside over all regular meetings, special meetings and training exercises, insofar as possible. The President shall be responsible for maintaining good community relations and shall be the point of contact for all local news media. The President shall also be responsible to the Group's membership for the overall operation of the organization.

**6.4.2 DUTIES OF THE VICE PRESIDENT.** The Vice President shall serve in place of the President when the latter is not available due to illness, travel, or other reasons. In the event the office of President becomes vacant for any reason, the Vice President shall automatically succeed to the Presidency. Additionally, the Vice President shall be responsible for maintaining the schedule of

meetings and training exercises, as well as obtaining speakers for meetings and topics and leaders for training exercises.

**6.4.3 DUTIES OF THE SECRETARY.** The Secretary shall record the minutes of each regular and special meeting of the Group, and maintain a book of these minutes for reference and historical purposes. Further, the Secretary shall be responsible for control of incoming and outgoing correspondence of the Group and keep appropriate files thereof. Additionally, the Secretary shall maintain a file of applications received for Group membership. Finally, the Secretary shall be the official custodian of these bylaws and shall be responsible for the administration of any official modifications thereof.

**6.4.4 DUTIES OF THE TREASURER.** The Treasurer shall be responsible for maintaining an accurate account of the income, expenses, and balance sheets of the funds belonging to the Group. This includes cash, checking accounts, and other capital assets that are the property of the Group. The Treasurer shall also be responsible for the prompt and legal disbursement of funds as provided in paragraph 8.2 of these bylaws.

## **7.0 MEETINGS AND ACTIVITIES.**

**7.1 MONTHLY MEETINGS.** The Group shall have regular monthly meetings, normally on the second Thursday of each month, at such time and place as may be fixed by the members. The Group may invite a guest speaker to present a topic relevant to search and rescue operations, or the meeting may be devoted strictly to business matters of the Group.

**7.2 TRAINING EXERCISES.** The Group shall hold a monthly training exercise in the local wilderness areas to sharpen and enhance search and rescue techniques and procedures. Should an actual search and rescue operation be conducted by the Group during a given month, the President has the authority to cancel the training exercise for that month. The Group may also participate in regional exercises scheduled by the New Mexico Search and Rescue Resources Officer or other appropriate authorities. At the discretion of the Executive Board, regional exercises or training (e.g. ESCAPE conference) can substitute for or be in addition to the monthly group training.

**7.3 SPECIAL MEETINGS.** Special meetings of the Executive Board or the Group as a whole may be called by any officer, as required, to deal with matters of urgency or extraordinary importance. Members shall be alerted by telephone or e-mail as far in advance of a special meeting as practical under the circumstances. Business transacted at any special meeting shall be limited to the purposes stated in the notice of the meeting, either verbal or written.

**7.4 COMMITTEES.** The Group may establish Committees from time to time, as may be required, for the overall benefit of the Group.

## **8.0 FINANCES.**

**8.1 FINANCIAL ASSETS.** Monies shall be collected and held by the Treasurer in a checking account. The checking account will have at least two signatories, such as the Treasurer and President, with either authorized to sign checks separately on the account. Financial assets belonging to the Group shall be used for operating expenses or other matters as voted on by the members.

**8.2 SPENDING AUTHORITY.** The President and Treasurer shall each have the authority to spend funds up to one hundred dollars (\$100.00) per month for normal and reasonable expenditures associated with operations of the Group. The Executive Board shall have the authority to spend funds up to two hundred and fifty dollars (\$250.00) for normal and reasonable expenditures associated with operations of the Group. For expenditures of more than two hundred and fifty dollars (\$250.00), a simple majority vote of the Active members present must be obtained at a Monthly Meeting or Special Meeting to approve such expenditures.

**8.3 SPENDING PLAN.** During January of each year, the incoming Treasurer shall prepare a Spending Plan for the Group's operation and capital acquisitions to cover that calendar year, which shall also be coincident with the Group's fiscal year. This Spending Plan shall then be presented to the Group at the February meeting for review and approval. A simple majority vote of the Active members present will approve the Spending Plan for implementation. The Spending Plan will then be used as an approved guideline for acquisition and spending of funds during the year's remainder.

**8.4 FUND RAISING.** The Group may participate in Fund Raising activities throughout the year to increase monies held by the Group's treasury. The demeanor of these activities shall be in good taste and in harmony with the highest goals of the Group, i.e., minimizing personal injury in the wilderness and preservation of human life.

**8.5 DISSOLUTION.** Upon dissolution of the Group, the Executive Board shall, after paying or making provision of the payment of all liabilities of the Group, transfer or convey all of the remaining assets of the Group, if any, to one or more non-profit organizations, as shall then be exempt organizations within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

**9.0 GROUP EQUIPMENT.** Capital equipment acquired by the Group (e.g., radios) may be distributed to, and held by, individual members of the Group. Such members having equipment entrusted to their care shall safeguard such equipment and ensure that it is maintained in good working condition. The Treasurer shall maintain a list of all such equipment and the names of members receiving equipment. If a member must withdraw from the Group and has custody of any Group equipment, that member shall turn over this equipment to any officer of the Group within five days of that member's withdrawal.

**10.0 SEARCH AND RESCUE OPERATIONS.** The organization and operation of search and rescue teams fielded by the Group shall be in accordance with the current version of the Standard Operating Procedures (SOP) of the Santa Fe Search and Rescue Group. This document also covers required individual and team equipment, team rosters, communications, and team contingency plans.

**11.0 AMENDMENT OF THE BYLAWS.** Any Active member of the Group may propose an amendment to these bylaws. Such a proposal shall be in writing and submitted to the Secretary at a regular monthly meeting where it will be discussed by those attending. A full month will then be given for review of any proposal and the matter will be discussed again at the following monthly meeting. Before this second meeting occurs, the Secretary shall send out an advance notice, along with a copy of the proposed amendment, to alert all members that a change to the bylaws is being considered. At the second meeting, the proposal may then be voted on by the members attending. In order for a

proposed amendment to be adopted, the attending Active members shall agree by a two-thirds majority on its adoption before the bylaws are changed.

**12.0 APPROVAL OF THE BYLAWS.** These bylaws were approved by two thirds of the Group's members present at a meeting on August 13, 2009 and are hereby declared in effect for the organization and operation of the Group. These bylaws supersede all previous versions.

Attested to by:

Ken Robertson, President

March 11, 2010

Paul McClendon, Secretary

March 11, 2010

**SANTA FE SEARCH AND RESCUE GROUP**  
**STANDARD OPERATING PROCEDURES (SOP)**  
**Version 3.2, March 11, 2010**

**General:** The purpose of the SOP is to supplement the by-laws by providing guidelines on operational matters, and thereby ensuring that all missions undertaken by Santa Fe Search and Rescue Group are conducted in a safe and efficient manner.

**Mission:** The mission of the Santa Fe Search and Rescue Group ("the Group") is to provide trained teams to participate in wilderness searches for persons who are missing, injured or lost. As required, the Group may also search for subjects who are believed to be deceased. The Group will participate in only those missions requested and authorized by the New Mexico State Police, in accordance with the current New Mexico Search and Rescue Plan, and under the direction of a trained New Mexico Search and Rescue Field Coordinator.

## I. ORGANIZATION

A. Administration: The Group is a non-profit organization, managed by a president, vice president, secretary and treasurer, and governed by the by-laws of the organization.

B. Regular meetings/classroom training sessions are held at 7:00pm in the Eldorado Community Center on the second Thursday of each month. A date, time, place and topic for a field training exercise may be decided upon at the meeting by the attending members.

C. Field Organization: The president or vice-president may serve as the representative for the Group when coordinating with other agencies. In their absence, any other Group member may act in that role. Due to the uncertainty of response and varied arrival times of members at Incident Base, it should be a standard procedure for the Group to form search and rescue teams ad hoc/on site.

### D. Search and Rescue Teams (SARTs)

1. SARTs, ideally, should consist of at least four individuals to ensure that no member is ever left alone if it becomes necessary to split the team (ie. two remain with an injured subject. two leave to regain communications or set up landing zone for helicopter). One member should act as team leader.

2. The team leader's responsibilities are as follows:

- a. Receive instructions from the Field Coordinator or operations officer.
- b. Relay instructions and information to the team.
- c. Ensure the accomplishment of the mission, welfare and safety of team members and the efficient use of time, energy and other resources.

3. Each SART should have an EMT with medical kit and a member with a radio. If an EMT is unavailable, at least one member should have first aid training. Additionally, one member should be designated a Safety Officer; the Safety Officer is responsible for identifying and stopping unsafe acts.

4. Ideally, the SART should consist of members whose physical condition is similar to each other. Whenever possible, new or inexperienced members should be teamed with experienced members.

5. Occasionally, a Group member may be assigned to a team from another agency by the field coordinator. That individual should follow the designated leader of the team and give him/her due respect, but should adhere to the standards as set forth in the Group's bylaws and this SOP. Always remember that each of us represents the Santa Fe Search and Rescue Group whenever we operate in the public eye.

6. Standard operating procedures for specialty teams may be added to this SOP as annexes.

## II. EQUIPMENT

### A. Individual Equipment (per current PACE list)

- |   |  |
|---|--|
| 1. Hiking boots   | 11. Knife  |
| 2. Gear pack  | 12. Fire starter                                       |
| 3. Head cover   | 13. Compass with 5 degree accuracy                     |
| 4. Gloves or mittens  | 14. Whistle  |
| 5. Extra socks  | 15. Signal mirror                                      |
| 6. Poncho or rain jacket with hood<br>(outer layer)                               | 16. Flashlight or headlamp/extra<br>batteries          |
| 7. Extra layers for cold/wind (middle<br>layer)                                   | 17. First aid kit                                      |
| 8. Non-cotton inner layer (must have<br>at least 3 non-cotton clothing<br>layers) | 18. Space blanket                                      |
| 9. Food for 24 hours  | 19. Pencil or pen and paper                            |
| 10. Water (2 quarts)  | 20. 10' of 1" tubular webbing (15'-20'<br>recommended) |
|   | 21. Sturdy work gloves                                 |

### B. Team Equipment

- |                    |                                      |
|--------------------|--------------------------------------|
| 1. Medical kit     | 3. Climbing gear (rope and hardware) |
| 2. Radio equipment | 4. Stretcher                         |

### III. OPERATIONS

A. Mission alert: A search and rescue mission is initiated by the New Mexico State Police acting through the current New Mexico Search and Rescue Field Coordinator. The Field coordinator may then notify an officer or senior member of the Group by telephone and request that the Group participates in the mission.

B. The typical sequence of events may be (not necessarily in this order):

1. Receive information and instructions from field coordinator. The officer or senior member receiving the request should obtain current and near-term weather conditions, decide on an appropriate location to meet, initiate the Group's telephone tree and alert all available members.

2. When alerting available Group members, get estimated arrival times and give a brief synopsis of situation to team members. Information should include type of mission, weather, time and location of rendezvous and any special equipment needs.

3. The officer or senior member receiving the request should complete the Team Callout Worksheet (Annex C to this SOP) as completely as possible before initiating the telephone tree calling process. The next step in the process is for the four individuals at the top of their respective tree limbs to be called. These four should also fill out the Team Callout Worksheet during their call so those individual members in their respective limbs can be fully briefed on the mission before reporting to the designated assembly point or meeting location.

4. It is imperative that the person at the top of the telephone tree and those four at the top of their limbs inform other members, in advance, whenever they are going to be out of town or otherwise unavailable to participate in missions. If this person is at the top of the tree, he or she should designate an alternate person and inform the four members at the top of the limbs of this person's identity. Similarly, any member at the top of a limb who is going to be absent should first select an alternate from the persons within that limb. The person at the top of the limb who is going to be absent should then inform the person at the top of the tree who this alternate is. In all cases, the person absent should tell the others his or her expected return date and, when returning to Santa Fe, so inform these same people.

5. Meet at rendezvous location. Tentatively decide on team composition. Make transportation arrangements to limit the number of vehicles parked at Incident Base.

6. The Group moves to Incident Base as a unit whenever possible.

7. Team leaders receive mission briefing from Incident Commander or Operations OIC while team members prepare equipment. Radio operators conduct communication checks.

8. Execute mission. After the mission, it is crucial that the team leaders on site account for all Group members.

9. At the conclusion of a mission, one member from each team should write a brief critique of the operation. The critique may include the participants' names, results of the mission and comments about good and bad features of the operation from start to finish. The objective of these critiques is to provide a summary of "lessons learned" that may be useful to future operations. The critique may be presented to the Group at the following monthly meeting and a copy filed by the Secretary.

### IV. COMMUNICATIONS

A. Standard radio frequencies used by Santa Fe SAR participants:

1. New Mexico State Police/SAR: 155.160 Mhz (communications with Incident Base)
2. Santa Fe SAR: 155.220 Mhz (intra-team communications)

B. All team members should be familiar with the operation of the team radio and conversant in standard radio procedure.

C. During missions, the radio operator is responsible for contacting Incident Base periodically and for notifying the team leader of the quality of radio reception.

D. Due to electromagnetic interference, the radio operator should not be designated to navigate for the team by compass.

## VI. CONTINGENCY PLAN

A. The underlying philosophy of this SOP is to ensure that all of our team members, in the act of searching for victims, do not become victims themselves. Search and rescue operations are inherently dangerous and we should prepare for the possibility that a team member may become lost or injured during a mission.

B. Contingency plan for individual

1. If you become lost or are separated from your team, **STOP!** Do not go any further. Stay on or near a trail.
2. Perform a resection from the nearest prominent landmarks, and try to regain your bearings.
3. If you do not have a compass/map, or if weather conditions have deteriorated to the point where there is little or no visibility, prepare for survival operations.
4. Blow your whistle using three short blasts at regular intervals. Listen carefully for a response.
5. Seek or make a shelter.
6. Build a fire for warmth. After the fire is easily sustainable, add green leaves and branches to produce smoke. Always be sure that you can contain and extinguish the fire.
7. If the weather clears, use your signal mirror to flash hilltops, landmarks, man-made structures and any passing aircraft or vehicle.
8. Be honest and realistic about your situation and physical condition. Attempt to walk out only if you know exactly where you are and that you can make it physically. If you do happen to make it out, notify Incident Base immediately.

C. Contingency Plan for Team

1. When you realize that a team member is missing, stop.

2. The radio operator will report to incident base the team's location and the name of the missing team member.

3. Immediately begin blowing whistles and shouting the team member's name.

4. If you cannot locate team member in a short time, abort original mission. The team's primary objective now is to find the lost team member, since that team may be the only people in the area.

5. If a team member is injured, give first aid and abort mission. Return to incident base if injured person is ambulatory. If not, attempt to carry patient out, if feasible or request medical evacuation.

## VI. TRAINING, CERTIFICATION AND NEW MEMBERS

A. The Vice President may receive and keep records of all classroom instruction and field training exercises. It may be the responsibility of the individual(s) who provide the training to submit to the Vice President a written synopsis of the type of training and the list of attendees.

B. Standards, guidelines and other requirements for New Mexico State Search and Rescue Certification have been published. Classroom and field training exercises should teach and reinforce the skill that are required for certification and that assist the active Search and rescue volunteer to perform well in the field.

C. New members may go through a probationary period, the length of which may vary due to experience-level at the time of application. Minimum requirements may be the following: an appropriate level of physical fitness, first-aid, use of map, compass and signal mirror, and basic woodcraft (i.e. fire-starting, build a shelter, etc.) All members with less than one-year membership in SFSARG shall have a mentor assigned for purposes of training and supervision, particularly during missions. New members will be permitted to join search teams on official missions only after their mentor has advised the Executive Board that the new member has obtained the required gear and clothing, and has satisfied all the requirements as detailed elsewhere for Inclusion on the Calling Tree for Missions

## VII. REVISIONS TO STANDARD OPERATING PROCEDURES

A. This SOP was purposefully separated from, but referred to by the Santa Fe Search and Rescue Group by-laws to give the Group flexibility to make changes in operational and mission-oriented guidelines whenever the need arises.

B. Any Group member in good standing may propose a revision to the SOP. Such a proposal shall be submitted verbally or in writing to the Secretary at a regular monthly meeting where it may be discussed by those attending. The attending members may vote to adopt or reject the proposal at that same meeting, or may decide to review the matter and vote at a subsequent meeting. A simple majority (50% + 1) of attending members may decide whether or not to adopt a proposal to revise the SOP.

C. Once the proposal is adopted, the new revision should be issued to all members at the next regularly scheduled meeting.