



MSAR

Callout Procedures

1. Person goes missing
2. Someone notices that they are missing and becomes alarmed about it.
 - A) That someone calls a local authority – Police, Fire Department, etc.
3. Local authority (LA) decides what to do about it.
 - A) At some point (hopefully quickly) the LA decides that they need help with the search.
 - B) LA may call either:
 - i. A local search team directly (start reading again at the ASRC Paging starts spot)
 - ii. The state SAR agency (VDEM in VA, MEMA in Maryland)
 - iii. If they call the state SAR organizing agency (not likely yet in MD) that agency may call the ASRC through our paging system
4. ASRC becomes involved
 - A) First they page for an Alert Officer (AO). Alert officers respond and decide if the requested help and mission are appropriate for the ASRC. The Alert officer may also act as the first conference dispatcher until someone else is ready to do it. The pages to the Alert officer looks like this:
 - i. 100 Alert Officer call #
 - ii. 101 Previous page handled by
 - B) If the AO decides that it is an appropriate mission for the ASRC to support, they page for an IC to respond to the mission. Paging an IC looks like this:
 - i. 102 Any Incident commander call #
 - ii. 101 Previous page handled by
 - C) Once the IC is involved they decide what types of resources to call out depending on what the RA has requested. They could send out these pages:
 - i. 111 Incident Notification: Means ASRC teams should be aware that something is going on no response needed
 - ii. 222 Alert to Respond: Means ARSC teams should be aware that something is going on, no current response is needed. A future response may be needed, you can start checking availabilities within your team
 - iii. 331 Overhead Team Response: Any IC or Incident-Staff-rated searchers are requested to assist with running the search. No field team resources are requested.
 - iv. 332 Quick Response Team/Limited Callout: Any IC or Incident-Staff-rated searchers are requested to assist with running the search. A small number of FTL and FTM are also needed to run hasty tasks. DO NOT respond unless specifically invited. A limited callout might be limited to resources within a determined response distance, FTLs only, FTLs and FTMs only, limited number of responders, or adults-only.
 - v. 333 Full Callout: All available resources are requested to respond.

5. MSAR becomes involved

- A) The VP Ops should contact the Dispatcher if there is any question about starting a callout. If the Dispatcher pages the Ops team for avails or there has been a 333 alert, and there are no questions, the VP Ops, Ops Officer or other responding callout assistant should page a 101 (previous page handled by) to indicate that they have received the page/text message and are ready to start a callout.
- B) The youth holding officer positions responsible for call outs (VP Ops, Ops Officer, Executive Officer) will then start calling every CQ and above on the call-out list. On that 1st phone call you will:
 - i. Identify yourself and that you are calling on behalf of MSAR
 - ii. Ask to speak to the SAR-trained person, and only the SAR person.
 - 1. Please explain to your family that the callout person is making many phone calls quickly and should only explain things once to you and you can repeat it to them later.
 - 2. You and your family should discuss when and why you can and can not be available to respond to a search... so you are ready to answer on-the-fly when the question comes. The person calling you can not wait for 5 minutes while you discuss your grades, work or home schedules. You need to be able to answer them quickly so they can finish the callouts.
 - iii. They will not have a lot of detail to offer. Typically the caller may only know:
 - 1. The age and sex of the missing person
 - 2. The town or county where the search is happening
 - 3. A rough guess of how long it may take to drive to the search
 - 4. An approximate target time to leave
 - 5. They will NOT know a lot of details on why the person is missing, how long the search has been going on, who else is going, how long you will be gone.
 - iv. What they will want to know from you is:
 - 1. Can you go and be gone for 24 hours?
 - 2. Can you go and be gone for 48 hours?
 - 3. Can you drive? (adults) How many passengers with packs can you carry?
 - 4. When can you be ready to leave?

6. MSAR Teams call dispatcher when:

- A) Leaving for the search
- B) Arriving at base
- C) Leaving for home
- D) Arriving at home

7. The Dispatcher keeps ASRC Dispatch aware of the status of all responders.