

# Search and Rescue Regina Inc. (SARR)



## Standard Operating Guidelines and Preplanning Handbook

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## Glossary and Acronyms

**Absorption** - Refers to the entry of a CBRNE agent into the body through direct skin contact.

**Accident** - An unplanned and uncontrolled event in which the action or reaction of an object, wildlife or person has the potential to cause personal injury or property loss.

**Active Search Tactics** - Includes all types of searching other than passive. Open grid, closed grid, initial response, canine search, and so on...

**Air SAR** - The employment of aircraft for the conduct of any type of SAR operation. In the context of federal SAR operations, the term defines a SAR incident that involves an aircraft. See CASARA also.

**Air Scent Dog** - A search dog that attempts to find a lost subject by locating the cone of airborne scent that is emitted by the person.

**Agency** - An agency is a division of government with a specific function, or a non-governmental organization (e.g. private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and / or cooperation (providing resources and / or assistance).

**Agency Representative** - An individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting the agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

**Aging sign and track** - The ability to determine how long ago a particular piece of sign or track was produced.

**AGM** – annual general meeting.

**Alert Data** - Generic term for COSPAS-SARSAT 406 MHz and 121.5 MHz alert data derived from 406 MHz and 121.5 MHz distress beacon information. Alert data may contain beacon position and other beacon information such as beacon identification data and coded information.

**Alpha Radiation** - This is the least penetrating type of ionizing radiation. Alpha radiation cannot penetrate the outer layer of skin, so is not considered dangerous unless radioactive material enters the body. Something as thin as a single sheet of paper can completely stop alpha radiation.



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**Altimeter** - An instrument that measures elevation by using barometric (air) pressure.

**Ambulatory** - Refers to being able to walk.

**Antibiotic** – This is a substance that inhibits the growth of, or kills, micro-organisms.

**Archival Data** - Information from past search incidents which is collected and collated for future search planning.

**Assignment** - The task assigned to a member of the search team that falls within their scope of training.

**Assisting Agency** - An agency directly contributing tactical or service resources to another agency.

**Asymptomatic** - Refers to not exhibiting any symptoms of contamination, injury, or illness.

**Atropine** – This is a compound used as an antidote for nerve agents.

**Attraction** - A search tactic involving attempts to signal the subject and get him or her to travel toward searchers. Techniques include the use of sound as well as visual signals.

**Avalanche** - Defined in dictionaries as a mass of snow, rock, and ice falling down a mountain. In practice the term avalanche refers to the snow avalanche unless the words rock, ice, mud, etc. are specifically used.

**Azimuth** - Same as bearing. Refers to the degree of bearing from your current position to a landmark or destination. Reversing the bearing would be known as a back azimuth or back bearing.

**Back Bearing** - The 180-degree opposite of the azimuth or bearing. Also known as a back azimuth.

**Back Country** - The area beyond mid-country access. More than four hours walking distance of a vehicle-navigable road/track or trail head.

**Bacteria** – These are single-celled organisms that multiply through cell division and can cause disease in humans, plants, or animals. Examples include anthrax, plague, and tularemia.

**Base** - The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. The incident name or other designator will be added to term Base to uniquely identify it. The incident Command Post may be co-located or shared with the Base.





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**Basic Life Support** - A combination of emergency responses which maintains the ABC priorities: AIRWAY, BREATHING, and CIRCULATION.

**Bastard Search** - A search for a subject that is not in the area. Same as Bogus search.

**Bearing** - The direction of travel from your current position to a landmark of destination expressed in degrees from 1 to 360. Same as azimuth.

**Belay** - To belay is to use a rope or ropes attached to a secure position and used to steady the movement of stretchers or to facilitate the secure movement of searchers up or down a slope.

**Bench Mark** - A permanent object that is either natural or man-made and is a known elevation that can be used as a reference point when navigating.

**Beta Radiation** - This is a type of ionizing radiation that is more penetrating than alpha radiation and can damage skin tissue or the unprotected lens of the eye. However, beta radiation rarely penetrates far enough to pose a hazard to internal organs unless radioactive material enters the body. A thin protective layer such as a sheet of plywood can completely stop beta radiation.

**Binary Search Method** - A search strategy that involves sending sign cutters in a direction that is perpendicular to the subject's assumed direction of travel, in an effort to narrow down the size of the search area.

**Biological agents** - These are living organisms, or materials derived from them, that cause disease in, or harm, humans, animals, or plants, or cause deterioration of material. Biological agents may be bacteria, viruses, or toxins, and may be used as liquid droplets, aerosols, or dry powders.

**Blister agents (also known as vesicants)** - These are chemical agents, which cause severe blistering and burns to eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapour contact. Examples include mustard and lewisite.

**Blood agents** - These are chemical agents that interfere with the ability of blood to transport oxygen thus causing asphyxiation. These substances injure a person by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues). Common examples are hydrogen cyanide and cyanogen chloride.

**Body Recovery** - The retrieval of human remains following a fatal incident.

**Body Substances Isolation (BSI)** – This is action taken (primarily the use of gloves) to isolate all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all patients, regardless of their presumed infection status.



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**Bogus Search** - A search for a subject who is not in the area. Same as a bastard search.

**Briefing** - The process of providing searchers with the information they need to adequately perform their task.

**Branch** - That organization having functional or geographical responsibility for major parts of incident operations. In ICS the branch level is organizationally between Section and Division/Group in the operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional names (e.g. medical, security, etc.).

**Bullhorn technique** - The first line of defense for casualty control is Bullhorn Marshalling, a technique used to communicate with potential casualties using a portable amplification device or vehicle public address system.

**Cache** - A pre-established complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Call-out** - The executive command to mount an operation whereby all personnel are required to deploy.

**Camp** - A geographical site, within the general incident area separate from the incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**Carabiner** - An oval or pear shaped snap-link usually made of aluminum or steel that connects different elements of a rescue chain, such as a rope to an anchor, or two ropes. All carabiners used in SAR must have a locking gate.

**Cardiac Arrest** - Heart action has ceased and the blood no longer circulates.

**Cardinal Points** - The four main points of direction on a compass are North, 360 degrees; East, 90 degrees; South, 180 degrees; and West, 270 degrees.

**CASARA** - The Civil Air Search and Rescue Association is an organization made up of private individuals who volunteer the use of their pilot skills and aircraft to assist with ground search and rescue operations.

**Casie III** - A popular computer program used for search planning.

**Casualty (victim)** – This is a person who has been injured (physically, psychologically, or by illness), contaminated, or killed as a result of the incident.



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**Casualty Staging Area** - An intermediate forward location where survivors can be treated prior to evacuation to appropriate medical facilities.

**CBRNE material** – This is a general term, to be used when referring to all CBRNE agents. It encompasses Chemical, Biological, Radiological, Nuclear, and Explosive hazards.

**CBRNE weapon** – This is a weapon that depends on a CBRNE material for its effect.

**CERT** – Community Emergency Response Team. Made up of volunteers who live in the community, this group is trained to respond to emergencies until municipal support can arrive.

**Chemical attack** - Deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.

**CISM** – (Critical Incident Stress Management) – see Critical Incident Stress, Defusing, and Debriefing.

**Class I Tactic** - Rapid response to areas of high probability by immediately available search resources. See also Hasty Search. A.k.a. “Type 1” search.

**Class II Tactic** - A fast but systematic search of high probability areas using techniques that produce relatively high POD’s (probability of detection). A.k.a. “Type 2” search.

**Class III Tactic** - A slow, systematic search, using highly thorough techniques such as grid searching. A.k.a. “Type 3” search.

**Closed Grid Search** - A closed grid search will normally be carried out with searcher spacing of less than 10 metres. This method of is considered extremely thorough and is often taken as evidence that the victim or clue is not in the area searched. Ropes or other grid lines may be laid out to form a Cartesian coordinate system suitable for evidence documentation.

**Clue** - A message or signal that serves to reduce uncertainty with respect to the subject’s location, as well as identification purposes for Police authorities.

**Clue Awareness** - The ability to perceive clues left by the subject (e.g. tracks and other sign), rather than just the subject himself.

**Combustible** - Combustible liquids have a flashpoint at or above 100 degrees F. They are less hazardous than flammable liquids but still pose a risk.



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**Command Post (CP)** - That location at which the primary command and control functions are executed. It is usually located with the search base.

**Command Staff** - In ICS those officers who contribute to the command function and report directly to the Incident Commander (or Search Manager) and may include any Safety Officers, Liaison Officers, Information Officers, and Technical Specialists.

**Confinement** - Confinement procedures ensure that the subject of a search cannot leave the area without the searchers being aware of the departure. Some of the techniques used are: road blocks, trail blocks, lookouts, camp-ins, track traps and string lines.

**Contagious** – This is defined as an infection that is capable of being transmitted from one person to another.

**Containment** - Taking steps to ensure that the subject does not travel out of the search area, aka confinement.

**Contour Lines** - Each contour line on a map comprises an often irregular closed loop that connects points of equal elevation. Elevations are printed on some of the lines on a regular basis and elevations refer to elevation above sea level.

**Contusion** - An injury resulting from the impact of a blunt object is called a bruise or a contusion. Although the skin is not broken, tissue damage and swelling often occur.

**Coordinated SAR System** - The combined facilities, equipment, and procedures established interacting, to provide the response to search and rescue incidents.

**COSPAS-SARSAT** - A satellite-aided search and rescue system based on low-altitude near-polar-orbiting satellites designed to locate distress beacons transmitting on frequencies 121.5 MHz, 243 MHz, and 406 MHz.

**Craft** - Any air or water-surface vehicle, or submersible of any kind or size.

**Crew Leader** - In ICS, the person who is in charge of a single search resource in the field (aka) team leader or sector leader.



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**Cribbing** - The act of constructing a crib. A crib is a strong wooden framework that is built underneath a heavy object in order to support its weight. Box cribbing is an arrangement of alternating pairs of wood to form a stable rectangle. Cribbing also refers to the materials used to construct a crib, commonly blocks of wood or other sturdy materials.

**Critical Incident Stress** - A stress reaction experienced by emergency responders during the incident that may have long term, debilitating psychological and physiological effects upon them.

**Critical Separation** - Critical separation is determined by two searchers walking away from a simulated subject in opposite directions, until each searcher can just see the simulated subject. The distance between them is the critical separation. **Crust** - A hard, fairly thin layer formed of well-bonded snow. Bonding may be due to refreezing or melted grains (sun crust) or wind packing (wind crust). Could be dangerously hollow underneath, presenting an “unusual danger”.

**CSAT** - Pertaining to the large family of satellite assisted communication networks and the devices used for satellite communication.

**Culture** – This is a population of micro-organisms grown in a medium.

**Cumulative Probability of Detection** - The overall probability of detection that results when a segment has been searched more than once.

**Cutaneous** – This means pertaining to the skin.

**Cyanosis** - A condition which is characterized by a noticeable blue or gray colour in the tongue, lips, nail beds, and skin. Cyanosis indicates that the blood is not carrying an adequate supply of oxygen, or blood flow is curtailed.

**Datum** - The most probable position of a search object, corrected for drift, at any specific time.

**Datum Line** - A line that runs perpendicular to the base line of a search area and are usually marked at either end of the search area to define the area adequately.

**Datum Marker Buoy** - Droppable floating beacon used to determine actual sea/wind vectors, or to serve as location reference.



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**Debriefing** - The exchange of information, usually at the close of a situation, which conveys important knowledge and experience. In critical incident stress management, a meeting between peers and a trained counselor after a stressful encounter at which techniques of review are used to defuse the cumulative effects of psychological stress.

**Declination** - The difference in degrees between magnetic north (the direction the magnetic needle on a compass points) and true or geographic north (the direction maps are printed towards).

**Decontamination** - This is the physical or chemical process of preventing the spread of contaminants by making any person, object, or area safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**Defusing** – In relation to critical incident stress management, a defusing is done the day of the incident before the person(s) has a chance to sleep. The defusing is designed to assure the person/people involved that their feelings are normal, tells them what symptoms to watch for over the short term and to offer them a lifeline in the form of a telephone number where they can reach someone who they can talk to. Defusings are limited only to individuals directly involved in the incident and are often done informally, sometimes at the scene. They are designed to assist individuals in coping in the short term and address immediate needs.

**Delegation of Authority** - In ICS, a statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Demobilization** - Occurs at the end of a search successful or otherwise and includes all of the sign out procedures and the return of equipment and the debriefing as well as the reorganization of personal gear for the next response

**Department of National Defence (DND)** - The Department of National Defence is responsible for conducting searches for lost or downed aircraft over internationally agreed areas of Canadian responsibility, and for the management of three Rescue Coordination Centres across Canada.

**Department of Transportation (DOT) placards** - Placard system developed to identify hazardous materials in transit. Uses a combination of colors, symbols, and numbers. Also known as TDG placards (Transportation of Dangerous Goods).

**Despondent** - A type of missing person who is severely depressed or suicidal.



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**Director** - The ICS title for individuals responsible for supervision of a Branch.

**Dissemination device (also known as dispersal device)** – This is a means, mechanism, or tool contrived to spread or disperse a liquid, solid, or gaseous hazardous material.

**Distress** - A search and rescue incident where there is a reasonable certainty that one or more individuals are threatened by grave and imminent danger and require immediate assistance.

**Distress Alerting** - The reporting of a distress incident to a unit which can provide or coordinate assistance.

**Distress Beacon** - A generic term used to describe any emergency locator transmitter (ELT), emergency position-indicating radio beacon (EPIRB), or a personal locator beacon (PLB).

**Ditching** - The forced landing of an aircraft on water.

**Doff** – This is a term used to describe the action associated with taking off Personal Protective Equipment.

**Don** – This is a term used to describe the action associated with putting on Personal Protective Equipment.

**Dust mask** - The best type of dust mask is an N95, which will filter particles as small as 3 microns. Dust masks won't filter chemical or biological agents. If chemical or biological agents are suspected to be present, evacuate to an upwind location and notify first responders.

**Egress** - This is the designated exit route.

**Elopement** - A walk away,

**Emergency Alert System (EAS)** – In the United States, this is a national public warning system that requires all TV and radio broadcasters to offer to the President the communications capability to address the American public during a national emergency. The system may also be used by state and local authorities to deliver important emergency information such as AMBER (missing children) alerts and emergency weather information targeted to a specific area.

**Emergency Locator Transmitter (ELT)** - Aeronautical radio distress beacon for alerting and enabling rescue units to locate the scene of the distress.



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**Emergency Measures Organization (EMO)** - Provincially mandated organization responsible for plans and operations of major emergency events in the province. Also usually the representative of the provincial authority for SAR.

**Emergency operations plan (EOP)** - A plan developed by local professional response agencies that describes how a community will prepare for, respond to, and recover from an emergency or disaster.

**Emergency Position-Indicating Radio Beacon (EPIRB)** - A marine radio distress beacon carried aboard maritime craft, that transmits a signal that alerts search and rescue authorities and enables rescue units to locate the scene of the distress.

**Emergency Washdown** - This is a procedure for reducing effects of contaminants on victims by first arriving responders having to use limited resources on hand. This usually involves fire trucks applying large volume, low pressure water.

**Evidence** - Something legally acceptable before a court, such as an object or a witness, which bears on or establishes an issue. In tracking, evidence is divided into physical and incorporeal.

**Evidence Search** - The facts, circumstances and proof that a certain chain of events have taken place in regards to the subject of a search.

**Exothermic reaction** - A reaction in which heat is given off.

**Exposure** - This is the concentration or intensity of a CBRNE agent multiplied by time.

**Extrication** - The act of releasing people trapped in or under vehicles, industrial machines, or natural or man-made enclosures or crevices as a result of an accident. These people may or may not be injured.

**Field Craft** - The overall body of knowledge and experience related to the safe and successful conduct of activities in a wilderness area.

**Field Evacuation** - The removal of a person, usually injured or adversely affected, from an isolated wilderness environment to a secure staging area, command post, or control centre.

**Fire classification rating** - A rating applied to a fire extinguisher to indicate which classification of fire it is capable of extinguishing. A fire is classified according to the type of fuel that it burns.





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**First Responder** - A person trained in the medical and mechanical skills and knowledge necessary to successfully manage the care of an individual on the first discovery until the person can either be evacuated or placed under more intense care. The term “First Responder” is usually associated with police, fire, and ambulance response in the non-SAR environments.

**Flammable** - Flammable liquids have a flash point below 100 degrees F. They are capable of being easily ignited and of burning quickly.

**FLIR** - Stands for Forward Looking Infrared and can be mounted on a helicopter or fixed wing aircraft. FLIR provides images of the ground based on temperature differences, humans and animals are easily identified on the screen.

**Fracture** - a) open: a situation in which a broken bone has punctured the skin surface. b) closed: a situation in which there is no broken skin over the site. This is also known as a simple fracture.

**Front Country** - The area within one hour walking distance of a vehicle-navigable road/track or trail head.

**Game Trail** - A common route of travel for animals, large and small, that usually follows the path of least resistance in terms of terrain and vegetation.

**Gamma Radiation** – This is a type of ionizing radiation capable of penetrating all parts of the body. It can travel several metres in air, potentially affecting persons far from its source. It may be partially shielded by using large amounts of heavy materials such as lead, steel or concrete.

**Gas shutoff valve(s)** - A valve used to shut off the flow of natural gas to a home. There may be multiple gas shutoff valves for appliances inside a house in addition to the main shutoff valve, which is typically located at the gas meter outside the house.

**General Staff** - In ICS, the Incident Commander and the Section Chiefs (Planning, Operations, Logistics, and Finance/Administration).

**GIS Mapping** - Geographic Information System, is a system of computer software, hardware and data that will analyze and present information that is tied to a spatial search area.

**Global Positioning System (GPS)** - A specific satellite-based system used in conjunction with mobile equipment to determine the precise position of the mobile equipment.



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**Grid Location** - Most maps used in search and rescue have a grid superimposed to aid in describing the location of particular points. The rectangular grid runs approximately north-south and east-west. A point on the map can be described by its position relative to the grid.

**Grid Search** - An attempt to find the subject (or clues) by lining up three or more searchers and having them proceed in a parallel fashion through their assigned search area (aka “sweep,” “line,” or “creeping line” search).

**Ground (or Ground SAR Incident)** - A “ground” search or rescue activity is one that occurs on land. For the purposes of these procedures, this includes the ground portion of all activities associated with missing aircraft, and the air portion of all activities involving searches for or rescues of people on land.

**Ground SAR** - The conduct of a search and rescue operation to assist persons lost, stranded, trapped, or injured in an area on land. In northern areas, ground SAR also includes operations on frozen waters where “ground” approach is the most appropriate means of pursuing the incident.

**Ground Search Party** - A group formed to conduct all or part of an organized GSAR operation.

**Hasty Search** - An Initial response aimed at searching high probability areas, trails, and likely spots, usually by the Hasty Team.

**Hasty Team** - A group of trained individuals, usually part of a police organization, which can be convened quickly for the purpose of responding to an emergency situation.

#### **Hazard (control) Zones**

- Hot Zone is the area where the contaminant concentration is deemed to be sufficient to cause death or injury to unprotected personnel or responders employing inappropriate PPE.
- Warm Zone is the area where decontamination of personnel and equipment occurs. The Warm Zone is critical as it contains control points that prevent the movement of contaminated casualties and equipment into the Cold Zone. The Warm Zone is also a staging area for equipment required in support of Hot Zone activities. The main decontamination facility is located at the egress point of the Warm Zone.
- Cold Zone is a designated clean area with controlled access where the scene command centre and other key administrative support areas are located.

**Hazard mitigation** - Process of identifying potential hazards in the home or workplace and taking the appropriate steps to remove or reduce them.



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**Hazardous materials** - Materials that corrode other materials, explode or are easily ignited, react strongly with water, are unstable when exposed to heat or shock, or are toxic to humans, animals, or the environment.

**Head-to-toe assessment** - Method of determining the extent of a victim’s injuries.

**Heavy Urban SAR (HUSAR)** - The act of searching for and/or rescuing persons from collapsed buildings normally caused by earthquakes or explosions. These situations are characterized by extensive rubble, movement of heavy debris and the extrication of trapped persons, employing tunnelling techniques and requiring engineering knowledge and advanced medical skills.

**Hip Chain** - Used to measure distance. It is a belt case containing thin string that runs through a measuring device that registers as the string is paid out. Biodegradable string is recommended for a hip chain.

**Host** – This is an animal or plant that harbors or nourishes another organism.

**HRVA** – Hazard, risk, and vulnerability assessment. This acronym is used to summarize the pre-planning process a SAR group can conduct to estimate what hazards exist in their jurisdiction, what the risks would be for a hypothetical response in that area, and what vulnerabilities need to be considered during that response. SAR Regina uses HRVA analysis to pre-plan response to likely scenarios.

**Humanitarian Incident** - A search and rescue incident which requires a response by the SAR system to preserve human life or relieve suffering.

**Human Trackers** - Searchers who attempt to follow the visible signs left by the lost person; a.k.a. “mantrackers” or “visual trackers”.

**Hypoxia** - Low oxygen levels.

**Incident Action Plans** - In ICS, the plan for an incident, including the incident objectives and other planning documents.

**Incident Base** - The area where all primary incident services and support activities are located.

**Incident Commander** - An individual charged with functional responsibility for an entire incident. Not necessarily the highest-ranking official, just the one in charge.



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**Incident Command System (ICS)** - A widely applied management system for handling any type of emergency incident or public event. Used by professional responders to manage and respond to emergencies and disasters. CERT and SAR use ICS for the same reason.

**Incident Critique** - Procedure for constructive review of an incident.

**Incident Objectives** - Part of the Incident Action Plan, a document outlining search objectives for the current operational period.

**Infectious agents** - These are biological agents capable of causing disease in a susceptible host.

**Information Officer** - The officer in the Command Staff who serves as the initial contact person for the media and other persons seeking information about the incident.

**Ingestion** – This refers to the entry of a CBRNE agent into the body by eating, drinking, or putting contaminated material into the mouth.

**Inhalation** – This refers to the entry of a CBRNE agent into the body by breathing in vapours, gases, or particulate material.

**Initial Response** - The first response to a search event usually by a small team of 3 searchers that are fit, fast and skilled that can quickly search high probability areas. Initial response teams are usually trained beyond the level of the basic searcher.

**Injection** - This refers to the entry of a CBRNE agent into the body by means of a needle or other break in the skin (bite, sting, etc.).

**Inner (safety) Perimeter** - This is an initial control zone designated by first-arriving responders (having Basic Level CBRNE training) to protect those with limited Personal Protective Equipment from hazards. Subsequent responders with the Intermediate level of training will establish Cold, Warm and Hot Zones as required.

**Intervention Stage Tasks** – These are secondary, methodical and measured, positive or deliberate actions performed during the intervention stage of a CBRNE incident by first responders with the Intermediate and Advanced levels of CBRNE training. This is work unique to specialist/technicians and is carried out when wearing elevated levels of Personal Protective Equipment, while backed-up by systematic decontamination support, and with appropriate medications and antidotes at hand. Intervention actions include working in a contaminated environment to resolve the incident even when lives are not at imminent risk. Some examples are extended rescue operations in the Hot Zone, processing evidence in the Hot Zone, agent detection, neutralizing a dissemination device, and the decontamination of real property.



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**Latitude** - The distance in degrees north of south from the equator. These lines run laterally (horizontally) around the globe and parallel to the equator. One minute of latitude equals one nautical mile.

**Leveraging** - Using a lever and fulcrum to move a heavy object.

**Likely Spot** - Features or areas that may offer attraction to the lost person.

**Light Urban SAR (LUSAR)** - The act of searching for and/or rescuing persons from buildings, industrial sites, or confined spaces using tools and equipment normally found in fire departments and in many volunteer SAR units.

**Listening Post** - Can be established anywhere in and around the search area where there is a chance that a searcher may overhear the subject of a search trying to get someone's attention.

**LKP**- "Last known point" – the location at which the missing person can be positively identified as having been at. This can be, but does not have to be the same, as the PLS – point last seen.

**Local User Terminal (LUT)** - A ground receiving station which receives alert data from COSPAS-SARSAT satellites, derives the position of the beacon, retrieves and checks coded information and forwards the resultant information.

**Longitude** - The distance in degrees east and west from the prime meridian established in Greenwich, England. These lines run vertically (lengthwise) around the globe and connect each pole.

**Lookout** – This is a searcher who takes a position on a hill or ridge affording a view of several potential travel routes. A look out will often have a radio and a set of binoculars and will often work with a partner at a lower elevation to inspect suspicious objects found by the look out.

**Lost Person** - A known individual in an unknown location, whose safety may be threatened by conditions related to the environment or other factors. Also the person being tracked or looked for in a SAR incident.

**Lost Person Behaviour** - The travel and self-help behaviour generally exhibited by persons in various age groups, mental conditions, or demographic type when lost.

**Lost Person Incident** - An organized search for a person who has been reported missing to a jurisdictional police authority.



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**Lost Person Profile** - A vivid biographical and character sketch of a lost person, derived from information gleaned through investigation, interviewing and the Lost Person Questionnaire.

**Lost Person Questionnaire** - A written document that describes all available physical and mental characteristics of a lost person.

**Magnetic North** - The geographical region towards which all magnetic needles point. This point is approximately thirteen hundred miles south of the true north and moves slightly each year due to the earth's rotation and the friction between its solid crust and liquid centre.

**Marine SAR** - The employment of vessels and/or aircraft for the conduct of a SAR operation that occurs on or under water.

**Mechanism of injury** - The method by which a person has been injured. May indicate probable injuries.

**Medical Officer of Health (MOH) (also known as Medical Health Officer)** - This is the director or head of a community health unit or department whose mandate includes: public health education/promotion, disease prevention and environmental health protection. The Chief Medical Officer of Health is a provincial position within the Ministry of Health.

**Medical Plan** - The plan for treating and evacuating injured searchers.

**Medical treatment area** - Location to place victims while they wait for treatment.

**Memorandum of Understanding** - An agreement drawn up to clarify roles, responsibilities, functions, and procedures between two or more organizations. Not binding as a contract, but important to establish understandings and arrangements prior to the occurrence of an emergency situation.

**Mid-Country** - The area within one to four hours walking distance of a vehicle-navigable road/track or trail head.

**Mission Control Centre (MCC)** - A COSPAS-SARSAT ground system element which receives alert data from its local user terminal (s) and distributes that information to affiliated SAR points of contact or forwards it to other MCC's. The MCC may also receive alert data from another MCC and receive and distribute COSPAS-SARSAT system information.

**Mitigation** - This is action taken to reduce the overall effect of a hazard.

**Modular Organization** - Sections within the ICS structure are designed to grow in a systematic and orderly fashion as the incident becomes larger.



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**National Search and Rescue Program (NSP)** - The National Search and Rescue Program is a unique undertaking involving all of Canada's search and rescue activities. It is designed to integrate and coordinate federal, participating provincial, territorial, and municipal governments, volunteer and private programs.

**National Search and Rescue Secretariat (NSS)** - Reports to the Lead Minister for SAR ( currently the Minister of National Defence ), coordinates the National Search and Rescue Program which aims to facilitate SAR prevention and response services of involved agencies, and to maintain a coordinated national perspective on SAR.

**Near Urban** - The area within one hour walking distance of an urban area.

**National Fire Protection Association (NFPA)** - Authority on fire, electrical, and building safety. Advocate of fire prevention and an authoritative source on public safety. Issues more than 300 consensus codes and standards intended to minimize fire and other risks.

**Neutron Radiation** - This is a type of ionizing radiation capable of penetrating all parts of the body. It is normally associated with the operation of nuclear power plants and nuclear weapons. Neutrons can travel long distances, potentially affecting persons far from its source. It may be partially shielded by using materials such as wax, water or concrete.

**NFPA 704 Diamond** - Developed by the NFPA to provide information about materials stored inside a given facility. Diamond is divided into quadrants with colors to provide information.

**NIOSH** - National Institute of Occupational Safety and Health (USA).

**Non-SAR Incident** - An incident, other than a search and rescue (SAR) incident, which requires the provision of assistance of search and rescue units, including assistance to police for specific operations such as apparent suicides, drug interdiction, vessel arrest, body recoveries.

**Nuclear blast** - Explosion that features intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate air, water, and ground surfaces.

**Nuclear material (same as radiological material)** – This is a substance that emits ionizing radiation.

**Organizational Chart** - The component of the Incident Action Plan that graphically depicts the management structure for a particular operational period.

**Organism** – This is any individual living thing, whether animal or plant.



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**Operational Period** - The period of time for which there is a separate overhead team and Incident Action Plan; normally 12 hours.

**Orienteering** - Using map and compass in the field to determine your route of travel. Has commonly come to mean a type of competition at which competitors try to navigate across challenging terrain from point to point arriving at the finish first.

**Outer (security) Perimeter** – This is the outer border surrounding a scene in which controlled access points are established to allow entry to accredited responders only and to monitor the exit of persons and equipment. This task is usually assigned to police.

**Pace** - The distance between two successive stationary positions of the same foot in walking. (For example: 122 steps would equal 61 paces).

**Parasite** - This is any organism that lives in or on another organism without providing benefit in return.

**Passive Search Techniques** - Passive techniques can include such procedures as looking out or listening or attraction using light or sound to draw the subject of a search to you as opposed to going out and looking for the subject.

**Patient** - This is a casualty for whom medical intervention is viable.

**Performance Objective** - A level of skill of performance that must be attained as part of a training program.

**Perimeter Cut** - Experienced trackers may be able to check the last known position for tracks, clue, direction of travel, etc. and then sign cut the perimeter of the area to determine if the subject has left the search area. Therefore eliminating the need to search it.

**Personal Locator Beacon (PLB)** - Personal radio distress beacon for alerting and transmitting homing signals. PLBs now cost under \$200, and are very accessible to the general public.

**Personal protective equipment (PPE)** - Basic safety equipment that can include work gloves, goggles, filter mask, safety helmet, and sturdy shoes or boots

**Pilot-in-Command** - The pilot responsible for the operation and safety of the aircraft during flight time.





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**Point Last Seen (PLS)** - An essential bit of information when initiating a search, PLS comes from a reliable source that may describe the direction of travel, the time that the lost or missing person was seen, and the state of the person (distracted, tired, frisky, etc.). Also described as the location where a confirmed visual sighting occurred. Note: the PLS and LKP (last known point) are not necessarily the same location.

**Police Force of Jurisdiction** - The police force within whose jurisdiction a GSAR response is initiated. As the search progresses, the police force of jurisdiction may change at the agreement of the police authorities involved. The Search Commander will normally be appointed by the police force of local jurisdiction.

**Preplan** - A document which provides incident managers with information, instructions, resource lists, checklists, standard operating procedures, and technical data that will be used during a search incident.

**Primary Search and Rescue Resources** - Federal search and rescue (SAR) aircraft and vessels, including those multi-tasked to SAR, established and equipped specifically for SAR with SAR trained crews aboard. Primary SAR resources are under the direct operational control of the Search and Rescue Region Commander for SAR tasking.

**Probability Density** - The POA of a specific area or segment, divided by the size of the area. High Pden segments will normally receive higher priority.

**Probability of Area (POA)** - The likelihood or probability that the subject is located in a specific area; expressed as a percentage (e.g. 50%) or decimal number (e.g. .50).

**Probability of Detection (POD)** - The likelihood of probability of finding clues (assuming that clues are available to be found) given the nature of the search and the type of resources employed; expressed as a percentage (e.g. 50%) or decimal number (e.g. .50).

**Probability of Success** - The probability of finding the subject in a specific place or area, given the type of search tactic employed. Derived from the formula  $POS=POA \times POD$ .

**Professional** - A person to whom SAR is a principal calling, vocation, or employment requiring specialized knowledge and often long and intensive academic preparation, and characterized by or conforming to technical or ethical standards.



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**Provincial/Territorial Authority** - Has overall responsibility for the organization and management of ground search and rescue policies within the boundaries of the province/territory, and has the authority to put in place regulatory measures to govern the conduct of GSAR activities with in the province.

**Radiological threat** - Use of common explosives to spread radioactive materials over a targeted area.

**Radiological dispersal device (RDD)** - Also known as a “dirty bomb.” Contains radioactive material combined with a conventional explosive. A RDD is designed to affect a large area when released.

**Radiation** – In the Canadian CBRNE training program this refers to *ionizing* radiation. There are four main types of ionizing radiation: alpha, beta, gamma, and neutron. Radiation is invisible and cannot be detected without specialized equipment.

**RCMP National Operations Centre (NOC)** – This is located at RCMP Headquarters, Ottawa, Ontario. The National Operations Centre is staffed continuously to support the Commissioner and senior executive of the RCMP. For the purposes of the NCTP, the NOC is the location of the Interdepartmental Policy Advisory Group, which provides the integration and co-ordination of the policy and operational response to a terrorist incident.

**Reactivity** - The rate at which a chemical substance tends to undergo a chemical reaction.

**Recognition Stage Tasks** – These comprise the assessment of the likelihood of a CBRNE incident by recognizing and communicating signs and indicators. This can be accomplished by a member of the public or an emergency call centre operator before the initial arrival of first responders on-scene. This assessment can also be made by first responders attending a call that has not been identified already as a probable CBRNE incident.

**Record** - Includes all of the expense forms, all of the sign in/out sheets, as well as the communications log and the equipment sign in/out log and any records or documents related to the search that may pertain to evidence and clues found and the outcome of the search. All of this information is kept as part of the teams or associations records for a reasonable amount of time.

**Recovery** - The restoration to normal or useful condition. See Body Recovery.

**Recovery position** - Airway management technique for assisting people who are unconscious.

**Relief** - The elevations or inequalities of a land surface.

**Rescue** - An operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety.



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**Rescue Breathing** - Mouth-to-mouth or mouth-to-nose artificial respiration.

**Rescue Coordination** - The function of integrating the efforts of search and rescue (SAR) facilities and resources to achieve concerted and harmonized resolution of SAR incidents in an effective and efficient manner.

**Rescue Coordination Centre** - (Now called Joint Rescue Coordination Centre) Operations centres that operate under the overall authority of the Department of National Defence (DND), but co-function with Canadian Coast Guard officers. There are three RCC's in Canada, and their function in relation to ground SAR incidents is to coordinate, control, and conduct air and marine SAR operations that involve federal resources, or that operate under the authority of the RCC. This includes providing air or marine SAR units to assist in ground SAR incidents in response to requests from provincial SAR authorities, depending upon the availability of resources and other priorities.

**Resource List** - A list of search or logistical resources that can be employed during an incident; part of the preplan.

**Response Stage Tasks** – These are the initial and expedient actions performed by first responders, (having Basic level CBRN training) during the response stage and after arrival at a CBRN incident scene. These tasks include skills that are developed during regular training given by their emergency service orientation. Response tasks are those which can be undertaken with rudimentary protective equipment and are only supported by an Emergency Washdown capability. Calculated and limited risks are taken only for the purpose of saving lives. Some examples are rescue of ambulatory casualties, setting up perimeters, establishing Emergency Washdown, and establishing multi-agency communications.

**Risk Control** - The process of decision making for managing risk and the implementation, enforcement, and re-evaluation of its effectiveness from time to time, with input from the results of risk assessment.

**Risk Management** - The complete process of risk management and risk control. A structured, common-sense approach to reducing the frequency and severity of loss events.

**Rough Terrain Responders** - SAR people with skills and equipment to work in mountains; aka “steep terrain” or “high angle” responders.

**Routes of entry** – These are the pathways by which an agent or organism may enter the body through inhalation, ingestion, absorption, or injection.



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**Routine Precautions** – These are actions taken by EMS and other health care providers to prevent the transmission of disease or contaminant from patient to care provider. The focus is on the prevention of skin puncture injuries and the use of traditional barriers such as gloves and gowns to prevent contact with body fluids of all patients, regardless of their presumed infection status. Routine precautions also include the use of masks and eye coverings to prevent mucous membrane exposures during certain procedures, and the use of individual ventilation devices when the need for resuscitation is predictable.

**Runner** - a loop of nylon webbing commonly used in rope rescue to connect items, anchor or tie off rescuers, and a variety of other purposes.

**SAR Volunteers** - Members of an organized group of volunteers who assist in the conduct of ground SAR incidents. “Organized” means working cooperatively and systematically to apply recognized skills toward the successful resolution of a GSAR incident. There are various configurations of Canadian GSAR volunteers, and many groups have appointed officers to be responsible for different branches of the organization, such as operations, safety, and logistics.

**Scale** - The distance between two points on a map as they relate to the distance between those two points on the earth.

**Scenario Analysis** - An attempt to prioritize the segments in the search area when more than one scenario is present, or when there is conflicting information about the lost person’s PLS or direction of travel.

**Scent Article** - An article of clothing or other material with which a trailing dog can determine the subject’s unique scent.

**SCORPA** – An acronym describing the six-step process used to manage a SAR incident. Size-up the situation, Identify contingencies, determine goals and objectives, identify needed resources, build a plan and structure, and take action.

**Search** - A search involves assembling, coordinating and using the necessary resources to find lost, stranded, trapped, or injured people, to save lives or avoid further injury to them.

**Searching Data** - That information that searchers require in order to search for the lost subject, such as the subject’s name, description, clothing, footwear, and items carried.



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**Search and Rescue (SAR)** - The combined activities and tasks involved in both searching for and rescuing persons who are feared to be in distress. Many searches do not involve rescue, and many rescues do not require searches.

**Search and Rescue Facility** - Any mobile resource, including designated search and rescue units, used to conduct search and rescue operations.

**Search and Rescue Plan** - A general term used to describe documents which exist at all levels of the international, national, provincial, and municipal search and rescue structure to describe goals, arrangements, and procedures which support the provision of search and rescue services.

**Search and Rescue Region (SRR)** - An area of defined dimensions associated with a rescue coordination centre within which search and rescue services are provided.

**Search and Rescue Unit** - A unit composed of trained personnel and provided with equipment suitable for the expeditious conduct of search and rescue operations.

**Search Commander** - Has the overall responsibility for the execution of the SAR operation, and who represents the authority responsible for the area in which an incident has occurred. This is usually a police officer assigned to the search operation by the police force of jurisdiction. In Canadian National Parks, the Search Commander may be a park warden.

**Search Dogs** - Dogs who, with their handlers, have successfully completed a course of training resulting in the ability to track lost persons, and behave under handler control during the search operation.

**Search Manager** - Under the general direction of the Search Commander, will manage the search and lead and direct individual SAR resources. This is usually an experienced member of a volunteer ground SAR organization or park warden, forest ranger, or police officer. Under special circumstances the Search Commander may act as the Search Manager.

**Search Tactics** - Methods of searching; implementation of strategy.

**Search Techniques** - A body of techniques used in the orderly conduct of a search. These include patterns of coordinated movement, employment of sound or visual signals, self-orientation during movement, and awareness of others and their positions.

**Secondary Search and Rescue Resources** - All resources of the Federal Government that are not Primary SAR Resources but which may be tasked to aid in the resolution of a SAR incident.



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**Segmenting the Area** - Parceling the search map up into manageable sections or segments with clearly defined boundaries.

**Self-locating Datum Marker Buoy** - A datum marker buoy that determines its own position and includes the position information in the transmission of the beacon signal. These beacons usually transmit through satellite services.

**Sharps** – This is a term used to describe all penetrating bio-hazards such as needles and syringes.

**Shelter-in-place** - Temporary situation to help survive contamination by taking immediate shelter in a location that can be sealed off.

**Shielding** - This is material (lead, concrete, etc.) used to block or attenuate radiation for protection of equipment, materials, or people.

**Shifting POA** - Changing the probabilities of area after segments have been searched, usually by applying the Bayesian formula (see Bayesian statistics on the Internet for more information).

**Shock** - An inadequacy of the circulation system which supplies the cells. Shock is marked by pallor and clamminess of the skin, decreased blood pressure, feeble rapid pulse, decreased respiration, restlessness, anxiety, and sometimes unconsciousness.

**Sight Line** - Sometimes called line of sight, this refers to the imaginary line that you sight along to take your bearing.

**Sign** - Is regarded as evidence of a person's passage through a search area.

**Sign Cutting** - The process of looking for sign along natural barriers such as creeks, banks or roads.

**SITREP** - The short form for situation report, it usually used to give updates to the command center and involved personnel and is often done on a scheduled basis throughout a search.

**Size-up** - Specific actions CERT members should take to determine if it is safe to act in a disaster situation. Can include assessing damage to buildings or injuries to victims. Goal is to determine how to do the greatest good for the greatest number of people.

**Sound Sweep** - Sound sweeps utilize sound attraction in combination with wide searcher spacing to cover large search areas. A sound sweep is 3 to 4 times more effective than a visual sweep and is a practical night searching technique.



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**Specialized SAR Groups** - Groups with special skills needed on ground SAR operations may include police, provincial or federal officials, volunteers, or military personnel. These could cover such special areas as avalanche rescue, cave rescue, cliff rescue, crevasse rescue, flat ice rescue, and underwater photography and rescue.

**Spontaneous Volunteer** - A person not belonging to a participating agency of SAR team who appears at an incident and volunteers assistance.

**Spores** – These are the reproductive elements of an organism (such as *Bacillus anthracis*) that can survive adverse conditions and live in a dormant state for several years.

**Staging Area** - That location where personnel and equipment are assigned to an operational status. Is usually in such a location that resources can be immediately committed to the field.

**Standby** - Is the period normally following alert when the Search Commander believes that deployment for the search is imminent. Personnel are placed on standby being ready to respond immediately

**Stand-Down** - That period when the Search Commander declares that the search is terminated, personnel are recalled, debriefed and released.

**Stress Defusing** - A short meeting (30 to 60 minutes) held shortly after an incident, conducted by qualified peer counsellors, directed at those people who are assumed to be experiencing stress from the incident.

**String Line** - Or hip chain consisting of a spool of thin string and a measuring device that registers as the string is paid out. Can be used to mark search areas and to guide a lost person out of the wilderness. Biodegradable string is recommended.

**Subject** - The object of a search.

**Subjective Search Area** - the reduced area within a theoretical maximum search area which is bounded by physical barriers which would prevent or discourage the search subject from passing them.

**Sweep Search** - Can be open grid or closed grid and are conducted in high probability areas as an efficient way to search for clues and subjects. Searchers are spaced in a line according to the urgency assessment and other factors.



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**Symptoms** - These are signs or indications that bodily functions have been altered. Symptoms can aid in diagnosis.

**Tally System** - Can be used to estimate distance and/or time traveled quite accurately. One Tally is equal to 100 metres and the number of steps taken to cover this distance varies from person to person but once entrenched it is a very useful skill.

**Task Force** - In ICS, a combination of single resources of various types (e.g. hasty teams, dog teams, human trackers ) which can be assembled for a specific task.

**Tasking** - A role delegated to a searcher or to a search team to carry out as part of a search and rescue operation

**TDG Placards** – Transportation of Dangerous Goods – see DOT placard.

**Team Leader** - The person responsible for the conduct of a Ground Search Party. The Team Leader reports to the Search Manager.

**Terrain Analysis** - An attempt by a search planner to determine how the terrain may have affected the lost person's behaviour, such as mazes, confusion factors, boundaries, and travel aides.

**Theoretical Search Area** - The area that is defined by the distance that the subject could theoretically have traveled in the time elapsed since they became missing.

**Toxicity** – This is a measure of the harmful effects produced by a given amount of toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams (mg) of toxin per kilogram (kg) of body weight.

**Toxins** - These are potentially harmful substances of natural origin produced by an animal, plant, or microbe. They differ from chemical substances in that they are not manufactured. Toxins may include botulinum toxin, ricin, and mycotoxins.

**Track** - An impression left from the passage of a person or an animal.

**Tracking** - Following someone or something by stringing together a continuous chain of their sign. Following a chronology of sign.

**Track Trap** - A track trap is an area that is especially good for finding sign.





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**Trained SAR Volunteer** - A person who voluntarily agrees to participate in search and rescue related activities and has attained at least the “Basic SAR” performance objectives suggested by the training requirements for his/her level of involvement.

**Training Standard** - A set of requirements that define the amount and degree of training necessary to qualify a person as “trained” in the subject in question.

**Trauma** - Serious or critical bodily injury or shock.

**Traumatic stress** - The emotional, cognitive, behavioral, physiological, and spiritual experience people have when they are exposed to or witness events that overwhelm their coping or problem-solving abilities.

**Triage (sorting)** - This is the process of identifying which patients require the most urgent rescue, decontamination, treatment, and transportation. Its intent is to treat the greatest number of patients for the greatest good.

**Unified Command** - In ICS, agencies involved in a multi-jurisdictional incident participate in the command and control of the incident.

**Universal Transverse Mercator** - (UTM) On most maps a grid is superimposed to aid in describing a particular point. This grid is called a UTM grid and it is rectangular with the grid running north-south and east-west with north being the top of the map.

**Unfounded** - Refers to a search subject that was never lost.

**Unknown Incident** - An incident which commences as a search and rescue incident of unknown type and the source is untraced.

**Urban (Ground) SAR** - The act of searching for and/or rescuing persons who have become lost or injured in an urban setting; in many cases, the victims are children and the elderly who have wandered away from their residences.

**Urgency Analysis** - The use of data collected with values assigned affecting survivability, totalled to give a reasonable estimate of urgency of response.

**Vaccine** – This is a preparation of killed or weakened micro-organism products used to artificially induce immunity against a disease.



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**Ventilation** - The exchange of air between the lungs and the atmosphere.

**Vicarious trauma** - The emotional shift that can occur when responders interact closely with disaster victims.

**Virus** - This is a microscopic organism that requires a living host to sustain its existence. Viruses cannot be controlled with antibiotics.

**Volunteer** - An individual of group donating time and talents to a specific task or project without salary or compensation other than for allowable out-of-pocket expenses associated with the volunteer activity.

**Vulnerability Assessment** - Also known as urgency assessment. The SAR manager will use information collected to develop a relative urgency rating. Values are assigned to different factors affecting survivability and by totaling these values, a reasonable estimate of urgency of response can be determined.

**Walk away** - A type of missing person with some mental or cognitive deficiency, who has wandered away from a constant care environment.

**Waypoint** - A checkpoint used as a point of reference for GPS.

**Weapons of mass destruction (WMD)** - Hazardous materials that might include chemical and biological agents, radiological and nuclear materials, and explosives.

**XXXXXX agent** – This is a narrow term, to be used when referring to a particular family of materials (i.e., blood agent), or a specific material (i.e., sarin).

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Search and Rescue Regina, Inc. (SARR) Standard Operating Guidelines		
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## SOG Review Procedure

### Overview

Search and Rescue Regina Inc. shall regularly meet to review and discuss updates and changes to this Standard Operating Guideline document. This includes refreshing stale information regarding resources, review of personnel skills assessments, and other maintenance activities for the document.

Once reviewed, the updated information should be distributed electronically and via printed updates to the recipients as defined below.

The SARR President is ultimately responsible for ensuring the SOG REVIEW PROCEDURE is followed. The President may delegate this responsibility as required.

### Tasks for Review Process

- 1) Review all entries in the "Resources" section (Section #3). Ensure all resources continue to be available, contracts or agreements remains valid, and contact and pricing information is current.
- 2) Update the membership callout list (Section 1.3), external agencies contact list (Section 1.4), and Directors and Executive member listing (Section 1.2). Distribute the external agencies contact list to the agencies listed in that document. Distribute all 3 documents to all SARR members to update their SOG books.
- 3) Update any new entries in the SARR Mission Synopsis section (Section #2). Include information on any new deployments or missions not yet recorded in this section.
- 4) Review and update all current Hazard Risk and Vulnerability Assessments (HRVA's) in Section #4. Provide extra attention to any HRVA's related to recent missions or deployments by SARR, to ensure the HRVA addressed all safety and pre-planning requirements of the actual mission.
- 5) Add any new HRVA's as required.
- 6) Review the Command and Control section (Section #5) for required updates and make changes as required.
- 7) Review the Personnel Skills Assessment section (Section #6) and update/refresh the skills matrix as required. Review ability of SARR to provide minimal staffing levels for critical tasks in each HRVA.
- 8) Conduct training needs analysis based upon missions and training conducted since the last review. Develop recommendations on remediating training shortfalls.
- 9) Conduct review of personnel availability during missions and training conducted since the last review, and evaluate any required changes to recruiting efforts. Also address any changes to volunteer retention at this time.
- 10) Conduct equipment needs analysis based upon missions and training conducted since the last review. Make recommendations on any required changes to SARR owned equipment, or for recommendations for individual members.



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- 11) After all sections have been updated, ensure the SARR Secretary receives the latest copy of the changed documents for filing. Ensure all updated documents are formatted to be an “even” number of pages, so that printed copies do not span sheets of paper.
- 12) Update all printed copies of this document to ensure offline copies are as up-to-date as possible. Record the location of all printed copies in the table below, and ensure that every one of these copies receives all updates as soon as possible.
- 13) Generate a new PDF binder file containing all documents, and distribute to SARR members. Members are then responsible for ensuring any printed copies they have are updated. The callout lists generated in step #2 can be sent as separate PDF files to make it easier for members to update just that portion of their SOG books.
- 14) Generate a 2<sup>nd</sup> PDF binder file, **but only include the following documents:**
  - a. Section 0 – Table of Contents
  - b. Section 0.1 – Glossary
  - c. Section 1.1 SOG Review Procedure
  - d. All Section #2 files (all “Corporate Documentation”, including sections 2.1, 2.2, 2.3, 2.4, 2.5, and all of the policies in section 2.6).

This file should be posted to the SARR website and be made publicly available. Be careful not to include any other documents other than those specified, as these are not appropriate for public distribution.

#### SOG Copy Updating

Copy Location	Last Audit Date of Copy (D/M/YYYY)	Updated/Audited by whom?
Command Vehicle	/ /	
Website (abridged version of SOG)	/ /	

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Search and Rescue Regina, Inc. (SARR) Standard Operating Guidelines		
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Mission Statement	Corporate Documentation	<b>2.1</b>
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### Mission Statement

Search and Rescue Regina Incorporated's mission is to support the Royal Canadian Mounted Police, Regina Police Service, or designated authority in their efforts to locate lost persons or assist in other related emergencies.

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Vision Statement	Corporate Documentation	<b>2.2</b>
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### Vision Statement

Search and Rescue Regina Inc. (SARR) will achieve its objectives by maintaining highly trained and professional search volunteers available at any time. SARR will strive to educate the public and private sectors to its mission and communicate an understanding of the role of Search and Rescue both in the City of Regina and in the Province of Saskatchewan.

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Search and Rescue Regina, Inc. (SARR) Standard Operating Guidelines		
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Code of Ethics	Corporate Documentation	<b>2.3</b>
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## CODE OF ETHICS

As member of Search and Rescue Regina Inc., a member is committed to honour, to the best of his or her ability, the following values:

- I have a moral obligation to the missing or injured and the agencies, volunteer organizations and the other Search and Rescue Saskatchewan Association of Volunteers (SARSAV) and emergency organization members with whom I work. I shall endeavor to guard their interests honestly and deal with them fairly, wisely and in an efficient, proper manner. I shall behave honestly in all matters, respect privileged communication, avoid any real or perceived conflicts of interest and deal with others courteously and politely.
  
- I shall continuously work to raise the standards of performance of search and rescue to the highest attainable levels without regard to race, sex, religion, cultural background, sexual preference, economic, or social condition in service to humanity.
  
- I have an obligation to advance the knowledge and skills of search and rescue so that I can serve the needs of the mission or injured. I shall strive to improve my own knowledge and skills; support others by sharing my experiences; and strive to keep myself fully informed of new developments in the profession.
  
- I shall support the mission of Search and Rescue Regina (SARR) and shall at all times conduct myself in an ethical and prudent manner worthy of my volunteer profession as a searcher.

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Search and Rescue Regina, Inc. (SARR) Standard Operating Guidelines		
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Constitution	Corporate Documentation	<b>2.4</b>
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## Constitution

### Article I - Name

The name of the corporation shall be Search and Rescue Regina Inc.

### Article II – Type of Corporation

The Corporation shall be a Non-Profit Membership Corporation as defined by The Non-Profit Corporations Act of the Province of Saskatchewan.

### Article III - Corporation Objectives

The objectives of Search and Rescue Regina Inc. (SARR) shall be as follows:

- a) To support the search and rescue efforts of the Royal Canadian Mounted Police (RCMP), Regina Police Service (RPS) or other agencies by providing personnel who are trained and capable of properly performing SAR or other requested duties.
- b) To respond to any incident or accident which involves one or more people deemed to be lost, not arrived at destination or not seen during a period of time as to be deemed an emergency with local authorities.
- c) To be organized and developed as necessary to provide a service during or after an emergency.
- d) To cooperate with other SAR agencies to provide improved levels of SAR service when it is within the capability of the rescue team to undertake the mission safely.
- e) To support law enforcement and/or other emergency services agencies in activities sanctioned by the Board of Directors.

### Article IV - Membership

Acceptance of an application to become a member of Search and Rescue Regina Inc. is dependent upon:

- a. Provision of a Criminal Records Check (including Vulnerable Sector Check) meeting the requirements in Criminal Records Check policy 2.6.2.
- b. Other requirements as defined by Bylaw I – Membership Requirements.

Every member in good standing has the right to vote at all meetings. Membership fees can only be changed by a resolution at the annual general meeting.

### Article V - Meetings

Search and Rescue Regina Inc. shall meet at such times and at such locations as may be determined by the call of the President or designate.

### Article VI – “blank”



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## Article VII – Board of Directors and Executive

The Board of Directors for Search and Rescue Regina Inc. shall be limited to the five Executive members, plus one additional Director for each ten members on the roster, to a maximum of twelve Board of Directors members. Directors who do not complete their elected term of office may be replaced, until the end of the original term, by a nominated member who receives a simple majority vote from the remaining Directors and Executive. The five Officer positions (including the Past-President), shall be known as Executive of the Corporation, and with exception of the Past-President, shall be elected by the membership. The Executive positions count towards the total number of members of the Board of Directors, and be considered as Directors for voting purposes.

## Article VIII - Business

All financial and legal business of Search and Rescue Regina Inc. shall be conducted by a majority agreement of the Board of Directors.

## Article IX – Voting Procedure

Each member of the Board of Directors shall have one vote in all proceedings.

## Article X - Funds

The Board of Directors of Search and Rescue Regina Inc. shall prescribe the form and procedure for receiving and disbursing all funds.

- a) All of the monies belonging to Search and Rescue Regina Inc. shall be deposited in a bank or credit union to be designated by the Executive. Money may only be drawn out by a cheque bearing the signatures of two members of the Executive, from amongst the President, the Treasurer and/or one other designated signatory. Neither of the signatories may be payee of the cheque.
- b) The funds and property of Search and Rescue Regina Inc. shall be used and applied to and for such purposes as may best promote the particular objectives of the organization.
- c) All expenditures beyond the amount prescribed in Search and Rescue Regina Inc. Financial policy 2.6.4 must be presented to the general membership for approval in accordance with Bylaw II.
- d) A complete audit of the books and accounts of the Corporation shall be made once a year, by a properly qualified person or persons duly appointed by the Executive of the Association.
- e) At the annual meeting of the Corporation a statement of the Corporation's finances shall be submitted.
- f) In the event Search and Rescue Regina Inc. should cease operations, after one year from last documented Board of Directors meeting, the remaining assets of the Corporation shall become the property of the City of Regina – Emergency Planning.



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**Article XI – Amendments**

This Constitution may only be amended at the Annual General Meeting by a resolution passed by not less than two-thirds of the votes cast by the members in attendance.

**Article XII – Enactment**

This Constitution shall be effective immediately upon the adoption by the active membership of the Corporation.

Made by the Board of Directors this fourteenth day of May, 2002

President – Bill Baynes

Confirmed by the members this fourteenth day of May 2002

President – Bill Baynes

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## BYLAWS

### Bylaw I – Membership Requirements

- a) An application for membership can be made by any person of the age of majority in the Province of Saskatchewan.
- b) All applications shall be made by submitting a completed Membership Application form to any member of the Board of Directors, for review at a Board of Directors meeting. Upon approval from the Board of Directors, an applicant becomes a probationary member of Search and Rescue Regina Inc. for a period of 1 year. During the probationary period, the applicant, upon agreement of a majority of the Board of Directors, may be expelled from Search and Rescue Regina Inc. without recourse.
- c) All applications shall be made by filling out a SARR application form and agreeing to a criminal record check conducted by the Regina Police Service, RCMP, or other law enforcement agency of jurisdiction.
- d) Any member may be expelled, by simple majority vote of the Executive, from the organization for conduct detrimental to the interests of the Corporation and/or conduct unbecoming to a member of the organization. If the member launches an unsuccessful challenge to the expulsion, they agree to reimburse Search and Rescue Regina Inc. for any incurred costs.
- e) All members shall agree to attend meetings, training sessions and participate in search and rescue activities and maintain a minimum level of knowledge and participation.
- f) All members shall adhere to all policies and operating procedures of the Corporation. Each member shall be supplied with a copy of these documents.
- g) All members will be required to read the 'Search and Rescue Regina Inc. Standard Operating Guidelines and Preplanning Handbook' which includes, but is not limited to the organization Mission Statement and 'Code of Ethics'. Members have the responsibility to seek clarification from a Board of Directors member if needed. A statement will be signed by the member within 60 days of joining confirming that this information has been read and understood.
- h) Members are responsible for paying their annual dues in accordance with Search and Rescue Regina Inc. Financial Policy 2.6.4.
- i) Members must meet requirements as stipulated in Search and Rescue Regina Inc. New Member Policy 2.6.7.
- j) Members agree to not represent themselves as a member of Search and Rescue Regina Inc. at any activity, unless such activity is sanctioned under Bylaw XV. Members who fail to comply may be subject to review and/or discipline under Bylaw I-(D). Examples of activities that are not permitted include, but are not limited to:
  - a. Registering Search and Rescue Regina Inc. as a link on any website, forum, or other Internet or non-Internet entity.
  - b. Submitting an organizational profile to any website or other entity.
  - c. Violation, knowing or unknowing, of Search and Rescue Regina Inc. policies.
- k) Members must comply with any additional requirements as mandated by law enforcement and/or other emergency services agencies with which Search and Rescue Regina Inc. has an operational relationship.



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## Bylaw II – The Right to Vote On Regular Business

Each member, in good standing, attending a Search and Rescue Regina Inc. meeting shall have the right to vote on all matters dealt with at the meeting. Voting shall be conducted on the basis of one vote per member. The vote may be expressed by raised hands or by ballot, subject to decision by the chairperson and upon consideration of the requests of the members in attendance.

All members shall abide by Search and Rescue Regina Inc. Conflict of Interest Policy 2.6.5.

## Bylaw III – Executive and Board of Directors

The Executive of the organization shall consist of the following:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Past President

## Bylaw IV – Committees

Committees will be organized for the purpose of assisting Search and Rescue Regina Inc. in the conducting of its business. Committees will be formed by the Board of Directors as deemed necessary. Each committee must select a Chairperson. The Chairperson of each committee shall see to obtaining all necessary information in their area of responsibility and shall report to the Board of Directors for their proposed action.

## Bylaw V – Election of Executive and Board of Directors

- a) Members in good standing are eligible to be candidates for all elected positions, provided:
  - a. They adhere to the requirements of Bylaw VII – Term of Office
  - b. They do not hold elected positions in any organization or entity with which Search and Rescue Regina Inc. has business, legal, or functional relationships with.
- b) Candidates for open positions on the Executive and Board of Directors may be nominated through a request from the floor at the Annual General Meeting.
- c) The Chairperson presiding over the meeting shall conduct a vote for all Executive positions, even if only one person has accepted the nomination. Failure of the nominee to obtain one-half-plus-one of the votes cast from the members present will result in the position being declared unfilled.
- d) The Chairperson presiding over the meeting shall further conduct a vote for each nominee for a Director position. Each nominee must receive at least one-half-plus-one of the votes cast from the members present at the meeting to be a Director. In the event there are more nominees than there are available Director positions, the Director candidates with the most votes will fill the available positions.





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- e) The Chairperson of the Annual General Meeting is granted dispute resolution authority to resolve any issues not addressed by this Bylaw.
- f) All voting shall be conducted in accordance with Bylaw II.

**Bylaw VI – Required Attendance**

If any member of the Board of Directors is absent from three consecutive Board of Director meetings, without providing reasonable cause as determined by the Executive, their elected status may be revoked and the position be declared vacant. Vacant positions may be filled by an election conducted by the Board of Directors, or the position may remain vacant until the next Annual General Meeting.

If any member is absent for six consecutive months from:

- attending a meeting,
- training session,
- or sanctioned SARR callout,

and does not provide reasonable cause for their absence, then the Executive may review the membership status of this member. This may result in:

- the member being withdrawn from the callout sheet, and/OR
- the member being asked to attend refresher training courses, and/OR
- membership dues not being accepted from this individual during annual renewal, until satisfactory assurances are made to the Executive that future attendance will improve to meet the stated standard.

As volunteers, members are not expected to be available 100% of the time. However, prearrangements for time-off with employers improve the likelihood of callout participation. Members are encouraged to work with their employer to get these types of arrangements in place. Members are also encouraged to have their employers contact the Executive if this is deemed beneficial to gaining a satisfactory time-off agreement.

Members are required to make reasonable attempts to notify the Executive when they will not be available for search activity due to absences of four days or greater.

**Bylaw VII – Term of Office**

Each member of the Executive shall serve for a term of two years in any Executive position and may be re-elected for a consecutive term in the same Executive position. Members are eligible to be elected to other positions on the Executive if they have reached their term limit in a particular position. Members elected as Directors are not subject to term limits.

- a) The general membership may suspend the term limit restriction for a particular individual by a resolution passed by a vote of one-half-plus-one at the Annual General Meeting.
- b) Up to half of the Board of Directors can be elected at each Annual General Meeting, unless the position was vacant or vacated in the period after the last Annual General Meeting.



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## Bylaw VIII – Duties, Responsibilities, and Rights of the Executive and Directors

### President

- Shall be chairperson for all meetings, including Board of Directors meetings, Chapter Meetings, Annual General Meetings, or any other meetings. This duty may be delegated by the President to another member of the Board of Directors or general member. In the event of absence by the President, the Vice-President shall assume this duty.
- Has the authority to convene committees without prior Board of Director approval, including those for the purpose of investigating the conduct of members. The Board of Directors must be notified of any such committees at the next Board of Directors meeting.
  - o The President shall automatically be an ex officio member of all committees.
- The President shall provide oversight on all matters of investigations into member conduct or disciplinary action, subject to Search and Rescue Regina Inc. Internal Investigation and Disciplinary policy 2.6.6.
  - o The President shall have the right to convene committee members to conduct the investigation.
  - o The President shall have the right to place individuals under investigation on administrative leave for the term of the investigation. The term of administrative leave shall be for a maximum of one year.
  - o The President shall provide regular updates to the Executive as to the status of the investigation. If a member of the Executive is the subject of an investigation, the updates will only be provided to the Executive members not under investigation.
  - o In the event a member of the Executive is the subject of the investigation, the responsibility of investigation shall be assigned to the Executive of another Search and Rescue Organization in the Province of Saskatchewan.
- The President shall be the media spokesperson for Search and Rescue Regina Inc. The President may delegate this duty.
- The President shall be the primary contact person for Search and Rescue Regina Inc. The President may delegate this responsibility, including the assignment of agency liaisons.
- The President shall be responsible for ensuring Search and Rescue Regina Inc. New Member policy 2.6.7 regarding new members applications is administered properly.
- The President shall be eligible to vote upon all business conducted at all meetings.

### Vice-President

- Shall assume the duties of President in the event the President vacates the office prior to the end of the elected term.
- Shall assume the duties of the President at meetings in the event the President is unable to attend the meeting.
- Shall carry out such duties as may be assigned to him or her by the President.
- The Vice-President shall be eligible to vote upon all business conducted at all meetings.

### Past-President

- Shall serve in an advisory role to the current Board of Directors and Executive.
- Shall carry out such duties as may be assigned to him or her by the Board of Directors.
- The Past-President shall be eligible to vote only in the event of a tie upon all business conducted at Executive and/or Board of Directors meetings.



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#### Treasurer

- The Treasurer shall have charge of all funds of the organization. The Treasurer shall follow Search and Rescue Regina Inc. Financial policy 2.6.4.
- He/she shall pay all accounts after receiving approval by the Board of Directors.
- He/she shall keep a regular account of the income and expenditures of the organization.
- He/she shall compile, sign, and present an accurate written financial summary statement at the Annual General Meeting.
- He/she shall maintain the requirements to renew Search and Rescue Regina Inc.'s annual incorporation status. This includes payment of the annual fee, submission of meeting minutes as required, and any other requirements as specified from the Saskatchewan Department of Justice, Corporations Branch.
- Shall carry out such duties as may be assigned to him or her by the Board of Directors.
- The Treasurer shall be eligible to vote upon all business conducted at Board of Directors and/or Executive meetings.

#### Secretary

- Shall maintain documentation of the attendance and content of all official meetings and hearings.
- Shall make this documentation available to the Board of Directors.
- Shall provide statistical reporting data on Search and Rescue Regina Inc. activities to agencies to which such reporting is mandatory.
- With approval of the Board of Directors, may make Search and Rescue Regina Inc. documentation available to members and/or third parties.
- Shall organize an effective and secure means to reliably store Search and Rescue Regina Inc. files and make them accessible to the Board of Directors in a timely manner.
- Shall coordinate communications with the membership, including notifications, membership renewals, notices, and any other communication as required in service of operating the business of Search and Rescue Regina Inc.
- Shall only release information regarding Search and Rescue Regina Inc. upon receiving authorization from the Board of Directors.
- The Secretary shall provide members, upon written request, with all information being held by Search and Rescue Regina Inc. about that member. Requests for information shall be fulfilled within 30 days.
- Shall carry out such duties as may be assigned to him or her by the Board of Directors.
- The Secretary shall be eligible to vote upon all business conducted at Board of Directors and/or Executive meetings.

#### Directors

- Directors must act with honesty and in good faith in what they reasonably believe to be the best interests of Search and Rescue Regina Inc.
- He/she must disclose to the Board of Directors any financial or other interest he/she has in any entity that Search and Rescue Regina Inc. has financial dealings with.
- Shall interact with Search and Rescue Regina Inc.'s best interests with any agencies that the President has designated the Director to be a liaison to. No agreements to changes in financial arrangements or substantial operating procedures may be entered into by the Director without explicit Board of Director approval.
- Directors shall be eligible to vote upon all business conducted at Board of Directors meetings.



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**Bylaw IX – Meetings**

- a) The Annual General Meeting of the members shall be held not later than 90 days after the end of the fiscal year. Members shall receive notice of the meeting not less than fifteen days or more than 50 days before a meeting.
- b) General meetings of the organization and special meetings of the organization may be set by the President or Executive. Meetings may be conducted with some or all of the attendees participating by teleconference or other electronic communications methods, provided this is necessary due to inclement weather, physical illness, or requirement of one’s employer.
- c) Quorum is one half plus one of the members present.
- d) A quorum for the conduct of business at a Board of Directors meeting of Search and Rescue Regina Inc. shall be no less than half plus one of the complete Board of Directors. The Executive position of Past-President shall not be counted when considering quorum. A quorum for decisions requiring a vote within only the Executive shall consist of a minimum of three Executive positions, and may include the Past-President.
- e) Only members in good standing, as defined in Bylaw I, shall be entitled to attend the Annual General Meeting. The Executive, Board of Directors, or meeting chairperson shall be able to, at their discretion, invite other persons to attend some or all of this meeting.
- f) Only members of the Board of Directors shall normally be entitled to attend Board of Directors meetings. The Board of Directors shall be able to, at their discretion, invite other persons to attend some or all of these meetings.
- g) The chairperson of the meeting has authority over all proceedings in meetings. Attendees failing to recognize the authority of the chairperson may be removed from the meeting subject to the chairperson’s discretion.

**Bylaw X – Fiscal Year**

A fiscal year of Search and Rescue Regina Inc. shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

**Bylaw XI – Bylaws Made, Repealed, and Amended**

The bylaws of Search and Rescue Regina Inc. may only be made, amended, or repealed at the Annual General Meeting by a resolution passed by not less than one-half of the votes cast by the members in attendance.

The policies of Search and Rescue Regina Inc. shall be administered by the Board of Directors. Policies to be made, amended, or repealed must be distributed to all Directors and Executive for review at least 7 days prior to any voting related to the policy. Policies may be made, amended, or repealed at any Board of Directors meeting by a resolution passed by simple majority vote of the members in attendance.



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### **Bylaw XII - Confidentiality**

Only the President or designate shall communicate with the media on any topic relating to Search and Rescue Regina Inc.

During a deployment, the President, or the President's designate, must obtain approval from the agency or organization in command of the operation before any information related to the deployment is communicated to anyone other than the Search and Rescue Regina Inc. members in attendance.

During a deployment, attending members are permitted to only communicate information outside of the deployment group as specifically authorized by the incident commander.

Members shall not communicate any information regarding the business of Search and Rescue Regina Inc. without the specific approval of the President.

### **Bylaw XIII – Audit**

An auditor shall be appointed for the succeeding year at the Annual General Meeting members and the books and accounts of the organization shall be audited once in each year or as required. A financial statement shall be presented by the Treasurer at the Annual General Meeting and at such other times as may be required.

### **Bylaw XIV - Enactment**

The Bylaw(s) shall become effective immediately following their adoption by the majority of the voting of the members of Search and Rescue Regina, and present at a meeting called for this purpose.

### **Bylaw XV – Search Activation**

The first contacted Executive or SARR search manager has the authority to initiate a callout when a request is received from a police service of jurisdiction in a situation where:

- life is at risk, and
- volunteers are not unduly endangered.

The decision on requests for activation that do not meet both of the above criteria will be made by a quorum of three members of the Executive. This includes, but is not limited to:

- requests for evidence recovery
- requests to assist with EMO (civil response) incidents
- incidents where volunteers may be endangered



Search and Rescue Regina, Inc. (SARR) Standard Operating Guidelines		
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Made by the Board of Directors this fourteenth day of May, 2002

<Signed>

Bill Baynes – President

Confirmed by the members this fourteenth day of May, 2002

<Signed>

Bill Baynes, President

REVISION CONTROL		
Date of Change (D/M/YYYY)	Description of Change	Change authorized by
1/2/2012	Initial document creation. Includes updates adopted at AGM on 31 <sup>st</sup> January, 2012.	Jody Herperger
17/3/2013	Bylaw IV, Item B, changed at SARR 2013 AGM.	Jody Herperger