

LAND SEARCH AND RESCUE RESPONSE GUIDELINES

These guidelines contain suggested actions for a typical land search operation. Ensure you tailor your response to meet the unique needs of the particular search operation so the order in which you undertake these actions may vary.

ACTION REQUIRED	DETAILS
<p>Receive initial notification</p>	<p>Obtain details from the informant who is reporting the subject missing - use the Initial Missing Person Report Form</p> <p><i>It is critical to obtain the informant's name, location (now and in foreseeable future), phone number and all other contact details are obtained so follow-up enquiries can be conducted.</i></p> <p>AVOID PLANNING ALONE</p>
<p>Gather information & start documenting the search effort</p>	<ul style="list-style-type: none"> • Gather information for search urgency assessment • Ascertain LPB category of missing person • Commence operational log • Document all information received and actions taken • Identify gaps in information - develop an Information Collection Plan
<p>Conduct Search Urgency Assessment</p> <p>Note - some SAROPS may require an urgent response regardless of the urgency criteria e.g. avalanche burial or person/s in water</p>	<p>Use Search Urgency Assessment Form</p> <p>Urgent Response (11-18)</p> <p><i>Requires an immediate response for a seriously 'at risk' subject</i></p> <p>Measured Response (19-27)</p> <p>A non urgent response which may involve some of the following actions:</p> <ul style="list-style-type: none"> • Gathering more information about the subject and search area (weather, terrain etc) • Placing containment • Leaving a note on the subject's vehicle and/or sign cutting for direction of travel (preserve evidence) • Checking high hazard areas and likely spots • Preparing for action - place resources on standby • Planning for an urgent response <p>Evaluate & Investigate (28-41)</p> <ul style="list-style-type: none"> • Continue to gather information about the subject and the potential search area (weather, terrain etc) <p><i>Prepare for action - place resources on standby</i></p>
<p>Consult</p>	<p>Relevant Standard Operating Procedures, District Mobilization Plans (Police) or other response plans</p>

ACTION REQUIRED	DETAILS
<p>Commence investigative function</p>	<ul style="list-style-type: none"> • Gather planning, searching and risk management data • For Suburban Search consider using media and other area canvas tactics such as flyers • Continue developing the subject profile • Commence the development of plausible scenarios – what’s happened and where (including criminality & ROW etc) and consider evidence required to prove or disprove • Start a timeline including the actions and factors affecting the subject • Assign investigative tasks to fill gaps in information • Consider the relevance and accuracy of all information received <p><i>Remember to initially go wide and don't rely on single source information – try to corroborate all information received.</i></p>
<p>Determine incident management and response needs</p>	<p>Establish Incident Control Point</p> <ul style="list-style-type: none"> • Identify key personnel and assign IMT roles • Consider necessary facilities such as staging areas • Notify and/or call out anticipated resources – refer to local call-out procedures • Consider media and family liaison
<p>Commence Incident Action Planning</p> <p>Develop the IAP in conjunction with the search plan</p> <p>Determine Initial Action tasks – set incident objectives and strategies then determine your resource needs</p> <p>Conduct a quick consensus to prioritise actions and areas to search</p> <p>Consider tasking to the scenario that has the most risk for the subject</p>	<p>Use the Incident Action Plan</p> <ul style="list-style-type: none"> • Assess the situation and what actions have already taken place • Consider what factors are likely to impact on the planning • Develop SMART objectives: <p>SPECIFIC/MEASURABLE/ACHIEVABLE/REALISTIC/TIMELY</p> <ul style="list-style-type: none"> • Gather information – use the Information Collection Plan Form • Create public awareness • Ensure safety of all personnel deployed (valid for every operational period) • Locate, preserve and process LKP • Place containment at (identify) • Conduct hasty or reconnaissance searches of intended route including all decision points • Conduct hasty or reconnaissance searches of other linear features including decision points • Conduct searches of hot spots and / or attractants or hazards • Interview witnesses • Develop Comms plan • Search area around LKP using 300m circle as a guide <p>Consider most appropriate strategies to achieve the objectives</p> <ul style="list-style-type: none"> • Determine resource requirements and create assignments – use SAR Team Tasking Forms • Establish an operational time frame for the Initial Response Period • Develop a Safety Plan • Document and display IAP • Consider a Rescue Plan

ACTION REQUIRED**Commence search planning for initial action****Key Points**

- **Establish a planning point**
- **Ascertain direction of travel (DOT)**
- **Validate information**
- **Confine the subject so as to limit size of search area**
- **Ascertain areas of high probability**

DETAILS**Establish initial search area**

1. Ascertain LKP/IPP- mark on map
2. Consider Close in Phenomena - identify and mark hazards and high probability areas close to the LKP/IPP on a map (a radius of 300m is a good guide)
3. Calculate theoretical travel distance - mark on map (if applicable)
4. Consult LPB data - mark on map statistical travel distances (25%, 50%, 75% and 95% or max)
5. Draw intended route on map and identify major decision points
6. Consider contingency routes
7. Analyse terrain to identify:
 - Likely linear features
 - Hot spots and attractants
 - Hazards for subject/s and searchers
 - Containment points /Decision Points
8. Analyse available information and consider scenarios - seek local knowledge and consult Subject Matter Experts
9. Consult LPB data such as: (ISRID, Local and Other)
 - Behavioral traits
 - Find locations
 - Scenarios
 - Mobility and survivability
 - Dispersion angles
 - Track offsets
 - Investigative questions
 - Reflex actions
10. Complete responsiveness - mobility matrix

	RESPONSIVE	UNRESPONSIVE
MOBILE		
IMMOBILE		

Allocate resources**Consider your tactical options****Implement sign-in and resource tracking procedures**

Consult Response Plan for Local Resources

Consider the following resources and or search techniques:

- **Search teams**
 - Sign cutting
 - Tracking
 - Combined Search Teams
 - Sound lines & sound light lines (for linear features)
 - Sound sweeps & sound light sweeps (for wide areas)
 - Purposeful wandering
 - Area Canvas (suburban)
 - Distribute flyers
- **Containment**
 - Camp ins
 - Road blocks
 - Roving patrols
 - String lines
 - Track traps
 - Observation points
 - Attraction
- **Early use of dogs**
- **Helicopter**
- **NVGs**
- **Thermal imaging**
- **Technical rescue**
- **UAVs**
- **Public Surveillance - CCTV**

ACTION REQUIRED	DETAILS
<p>Risk Management</p> <p>Responder safety is a priority</p>	<ul style="list-style-type: none"> • Appoint a Safety Advisor • Identify the risks (accidents, injuries or losses) • Determine the causal or contributing factors or hazards (people, equipment or environment) • Develop risk management strategies (eliminate, isolate or minimise) • Consider emergency procedures should things go wrong <p>Only task personnel who are operationally competent and suitably equipped to operate safely in the environment into which they are being deployed</p> <p>Ensure all relevant Safety Management System processes have been implemented and all appropriate forms are being used</p>
<p>Team Tasking and Briefing</p>	<ul style="list-style-type: none"> • Complete SAR Team Tasking Sheets - attach map <ul style="list-style-type: none"> - Achievable in 4 to 6 hours - Identify required search method(s) - Precise, concise, detailed taskings - Allow team discretion in the field as dictated by terrain and environment • Attach the Missing Person Summary • Use GSMEAC briefing format (or similar) to brief teams and or team leaders <p>GROUND/SITUATION/MISSION/EXECUTION - ADMIN & LOGISTICS/COMMAND & COMMS</p> <p>Ensure teams are briefed about identified hazards and risk management strategies</p> <ul style="list-style-type: none"> • Deploy resources • Implement status monitoring <ul style="list-style-type: none"> - Team location - Welfare of team
<p>Planning meetings</p>	<p>After teams are deployed, schedule planning meetings with all IMT managers to consider:</p> <ul style="list-style-type: none"> • Implementation of the plan • Effectiveness of the incident objectives • Planning for next operational period including resource needs • Extended search planning processes
<p>Debriefing</p>	<ul style="list-style-type: none"> • Establish procedures and facilities to debrief Teams • Appoint debriefing personnel • Use SAR Team Debrief Forms

ACTION REQUIRED	DETAILS
<p>Sudden demobilisation</p>	<p>In the event of a sudden demobilisation, such as when the subject is found, you need to have a plan in place for how you are going to get your resources home safely.</p> <p>Also see demobilisation page 8</p>
<p>If search remains unresolved review previous actions</p>	<ul style="list-style-type: none"> • Evaluate search effort <ul style="list-style-type: none"> - Identify gaps in coverage - Identify gaps in information • Do areas need re-searching? • Consider different search techniques • Review Safety Plan • Produce map showing areas searched and clues located
<p>Scenario analysis</p>	<ul style="list-style-type: none"> • Analyse scenarios against the known information/facts – consider: <ul style="list-style-type: none"> - Evidence required to prove or disprove - Subject profile - Terrain analysis - Technical advice e.g. medical - Statistical LPB data • Use SAR Scenario Weighting Worksheet to rank plausible scenarios using proportion based consensus • Display scenarios on a whiteboard in the ICP <p>This is a continuing process</p>
<p>Consider expanding IMT (Assign roles)</p>	<ul style="list-style-type: none"> • Suitable ICP location/facilities • Administration unit (management support) • PIM (Media Liaison) • Family Liaison • Subject matter experts • Display a visual Organisation Chart <p>(refer NZSAR Incident Management Guidelines)</p>

ACTION REQUIRED**DETAILS****Extended search planning****Establish the probable search area**

- Theoretical
- Statistical
- Subjective
- Deductive reasoning – Use the scenarios

Create planning regions:

- Divide search area into 6-10 planning regions on clearly defined boundaries
 - Some may be scenario based
 - Can be based on geographic features
 - May be large areas of low probability that cannot be excluded from the search area
- Label regions A, B, C etc
- Allocate POA to planning regions – according to scenario plausibility

Divide the high POA planning region or regions into searchable segments (6-10) based on clearly defined areas

- Label A1, A2, A3 etc
- Identify high risk features within segment for investigation
- Should be searchable in an operational period

Allocate POA to the segments

Also consider other points of interest in lower POA Planning Regions

Information management

- Establish information flow through IMT
- Establish systems and processes to ensure:
 - All information is documented, processed and analysed
 - All relevant information is disseminated
 - All documents are collated and stored
- Establish a filing system

Information gathering – an on going process

Further enquiries – consider:

- Public transport
- Bank records
- Medical / psychological records
- Phone records / triangulation
- Mobile locate / GPS tracking
- Social media
- Historical data
- Old maps showing old tracks
- Hunters tracks, huts
- Logging tracks
- Personal computers

ACTION REQUIRED	DETAILS
<p>Develop a full IAP</p>	<ul style="list-style-type: none"> • Situation report • Objectives • Strategies • Assignments (tasks) – consider effort allocation & probability density • Determine resource availability – consider wider area and outside agencies • Develop taskings • Prioritise taskings • Determine transport and other logistical requirements • Expand IMT • Plan for multiple operational periods including changeovers
<p>Conduct planning meetings</p>	<ul style="list-style-type: none"> • Establish meeting timeline • Regularly (1 to 2 hourly depending on circumstances) • Key managers attend • Review IAP
<p>Search effort evaluation and re-allocation of POA</p>	<ul style="list-style-type: none"> • Debrief field teams • Evaluate search effort by: <ul style="list-style-type: none"> - Downloaded GPS tracks (print map for debrief) - Downloaded photos taken - Gaps in search coverage identified - Likelihood of finding subject or clues - Factors affecting detectability - Debriefers' comments and recommendations • Analyse overall search effort evaluation information • Analyse clues found <ul style="list-style-type: none"> - Significance & relevance - Corroboration - Any further action required • Re-allocate POA • Re-assess search area
<p>Operational changeover</p>	<ul style="list-style-type: none"> • Set times for operational periods early in operation (8 to 12 hr) • Prepare for handover • Manage a phased IMT handover to ensure continuity • Bring fresh IMT in an hour earlier • Review resource needs / availability
<p>Documentation</p>	<ul style="list-style-type: none"> • Ensure all documentation is filed with Intel

ACTION REQUIRED

DETAILS

Search Suspension – as per Police suspension guidelines

- Consider limited continuous search, scaling down
- Conduct independent operational review
- Consider overall Possibility of Success (POS)
- Survivability
- Searcher safety
- Family wishes
- Coroner consultation

Final decision rests with coordinating authority

Demobilisation

Plan for demobilisation, consider the following:

- Release priorities – who or what goes first
- Release procedures
 - How to get them out of the field safely
- Debrief including download of GPS tracks
- Consider 'hot debrief' of actions taken and record lessons learnt
- Return all equipment including GPS, radios and spare batteries etc
- Conduct sign-out procedures
- Consider staff welfare issues including food, shower, dry clothes and sleep if necessary before driving
- Critical Incident Stress issues – identify and manage
- Paper work / file all in order and complete
- Media
- Debrief all parties

Maintain radio communications in the field until all personnel have been accounted for

Post Op Debriefs

- Undertake operational debriefs within 21 days
- Appoint independent chair with SAR knowledge
- Exclude Subject and / or NOK
- Document lessons and actions to be taken – responsibility assigned
- Circulate findings and lessons learnt