National Search and Rescue School
U.S. COAST GUARD TRAINING CENTER
YORKTOWN, VIRGINIA 23690-5000
(757) 856-2273, fax (757) 856-2242
E-mail: TCY-PF-InlandSAR@uscg.mil

Inland SAR Planning Course - Sponsor Requirements

The Inland SAR Planning Course is a traveling course offered at no charge to the sponsoring agency or attendees. To accomplish this, the Inland SAR School faculty requires some support from the sponsoring agency both prior and during the course.

The sponsoring agency must meet the following requirements:

1. **Advertise the course.** Fill class student quotas (minimum twelve (12) confirmed students). Ideally, students should be a mixture of all types of federal, state and local SAR authorities: law enforcement, emergency services, CAP, military, etc. (see attachment 1). Final attendance selections are made 40 days before the class start date.
2. **Reserve a classroom.** Single use rooms are preferred. Classroom should be available Sunday afternoon through Friday afternoon. Instructors will need access to the classroom the Sunday before class for set-up. Course sponsor should be available to assist with classroom set up. (see attachment 1)
3. **Provide audio-visual equipment** (see attachment 1).
4. **Provide local lodging recommendations for students and instructors**.
5. **Provide arrival instructions.** Arrival instructions should be provided to instructors NLT 40 days before class start and should include 1) maps (electronic preferred); 2) written directions to the facility/classroom; and 3) any special instructions such as parking restrictions, entry requirements, etc.
6. **Designate a single point of contact (POC).** The POC will coordinate all logistical matters before and during the course, including:
   a. Provide faculty with contact phone numbers (office/cell) and email address. A reliable weekend phone number is required in case instructors' arrival is delayed or the classroom set-up time needs to be changed.
   b. Provide shipping address for course materials.
   c. Meet the instructors at the classroom for set-up on the afternoon prior to class start date. Bring all shipped materials and required equipment to the classroom at the set-up time. Set-up usually lasts one hour and includes arranging the classroom, laying out course materials, and testing all audio/visual presentation systems.
   d. Provide the following for class use:
      1) White boards, chalk boards, or easels with chart paper (see attachment 1),
      2) Access to coffee or other refreshments for the class, and
      3) Access to a copy machine.

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Attachment 1 – Facility and Equipment Requirements

Facilities are required 0730 – 1730 daily, Monday thru Friday and for approximately 1 – 1.5 hours on the Sunday prior to class start date. Single-use rooms are preferred so faculty and students may leave equipment and course materials overnight without worrying about security.

Monday – Wednesday (Classroom Lectures):

Room Size – One room for academic lectures large enough for:

- 24 students to be comfortably seated with sufficient table space for course materials and note-taking (3 students to a standard 8' folding table is tight but adequate), and
- Two (2) instructors seated at an instructors table; and a table for reading materials/handouts.

Room Configuration:

- Sufficient space between student tables is needed for instructors to move around the room during class and to monitor student and small-group work.
- Sufficient depth (from front to back) so projected materials can be easily read by all without the projectors blocking students' view or drowning out instructor voices.

Projection/Presentation Requirements:

- Digital projector (instructors bring laptop to connect to), SVGA capable with high lumen capability so the graphics can be seen even while lights are on for note-taking.
- Projection screen large enough to be easily seen by all students.
- A combination (equivalent to 3) of white boards, chalk boards, or easels with chart paper.
- Extension cords, power strips, connecting cables for the above equipment, with at least two remaining outlets for instructor computers.

Thursday – Friday (Practical Exercise):

Two (2) rooms minimum are required.

- **Main Room.** 1 - 2 rooms large enough to accommodate 4 to 6 exercise groups with 4 to 6 students per group.
- **Breakout room.** A small room for 4 - 6 people with table for note taking. This room is required only on Thursday until 3 pm.

Room Configuration. Each exercise group needs:

- Table space for map plotting and materials (minimum of 2 large tables for each group);
- Floor space for each group: At least 12' x 12' and about 12' laterally between any groups in the same room so that they do not interfere with each other verbally or visually.
- One (for each group) white board, chalk board, or easel with chart paper.

Considerations:

- Each instructor "controls" 2 – 3 groups, so rooms should be sized accordingly.
- If groups are broken up into separate main rooms, all rooms must be close together so the instructors can move quickly between rooms to monitor and control the exercise.
- The original lecture classroom, reconfigured, often works well as the main exercise room.

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Attachment 2 – Selecting the "Right" Students

The Inland SAR Planning Course is aimed at the on-scene decision makers: the incident commander, planners, operations chief, and other personnel on and off scene who need to understand how search decisions are made in order to build confidence and support the incident commander. Broadcast advertising does not often generate the desired applicant; target specific federal, state and local SAR authorities, volunteer SAR units, etc., whom you know should attend.

The <u>maximum class size is 24 students</u>; the <u>minimum class size is 12 students</u>. From a class size of 24, select the following:

- 16 (plus alternates) from the sponsoring state, diversely selected from:
  - State and local emergency services;
  - State and local law enforcement (responsible agent for missing persons);
  - State aviation agencies (responsible agent for missing aircraft);
  - State and local park systems;
  - State guard (Air Force and Army)
  - Volunteer SAR team leaders with key SAR plan decision making roles;
- Four (4) reserved for federal agencies (USCG, DoD, NPS) – quota returned to the sponsor if not used.
- Four (4) reserved for Civil Air Patrol – quota returned to the sponsor if not used.

Some factors to consider in targeting/selecting students:

- Identify persons who have the most potential for planning/managing searches that last beyond the initial response/hasty search phase.
- Select <u>experienced</u> SAR leaders; the course requires an existing knowledge of SAR and is not an introduction or orientation.
- Select people <u>responsible</u> for on-scene decisions and daily search plans.
- Select people with <u>diverse</u> backgrounds and experiences.
- The course addresses <u>search planning</u>; it does not address the concerns of the average SAR team member (searching, but not responsible for planning) or FEMA response team (the technical aspects of rescue/recovery, disaster response, or urban SAR).
- Select people who can commit to attending the entire class.

In the weeks leading up to the class, the faculty can assist in balancing the mix of students and suggest student sources.

Not later than 40 days prior to the class start date, the school needs a commitment on student names so the acceptance and read-ahead packages can be delivered in time. One-for-one substitutions can be made up to the day class starts; but, these should be held to a minimum since read ahead materials and reporting instructions might not arrive in time.

All Civil Air Patrol student applicants are screened for participation by HQ CAP.

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Attachment 3 – Course Description

INLAND SEARCH AND RESCUE PLANNING COURSE
(AFCAT 36-2223 course number E5AZG1C371-AAA)

The 5-day Inland SAR Planning Course is a comprehensive look at inland search theory and its application to land and air searches for missing persons and aircraft with a focus on wilderness, not urban, searches. The course is directed toward SAR leaders in federal, military, state, and local emergency services and law enforcement, as well as Civil Air Patrol, international, and volunteer SAR agencies – those few people who are **responsible for the planning and overall conduct** of inland search missions. The target audience includes on-scene incident commanders and their planners, operations leaders, and up-channel reporting chain.

The course consists of classroom lessons and practical, tabletop exercises; the course does not incorporate field training. Course emphasis is on the **planning** tools necessary for effective area-type searching during an extended search, using Probability of Success (POS) rather than POC or POD to predicatively allocate limited resources to their best effect – in essence, what to do after the hasty search and specialty resources have not found the missing person or search object. Additional topics include search area development, effort allocation, an overview of the federal role in SAR and related subjects. The course is not a comprehensive search management course and does not teach search tactics or technical procedures.

Aiming to "find the search object fast," the course centers on tools to help SAR decision makers determine where to search, how to divide an area between limited search resources, and how to craft the overall search effort to gain the best increases in likelihood of success at each step. The tools are mathematically based and help quantify the uncertainties of the search problem.

Classes begin promptly at 0800 on the convening date and will graduate by 1530 on the fifth day.

Prior to class, students should review and be conversant on the following from their own agencies in order to make class discussions more useful and help integrate class materials with their own search environments back home:

- Search pre-plans,
- Decision making guidelines for where/when/how to search,
- Agreements and relationships with other SAR agencies,
- How their agency organizes on scene,
- Recent search missions.

The National Search & Rescue School was established in 1966 as a facility devoted exclusively to training professionals to conduct search and rescue. The school is currently located at USCG Training Center Yorktown, Virginia, and teaches a variety of maritime and inland search planning courses. Graduates number over 14,000 men and women, civilian and military, including over 1,400 from 103 foreign nations.