

# **OLYMPIC MOUNTAIN RESCUE**



## **OPERATING PROCEDURES AND POLICY GUIDELINES**

**(Updated October 22, 2019)**

**\*subject to amendments as approved by the OMR Board**

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## **INTRODUCTION**

Olympic Mountain Rescue (OMR) is a volunteer organization dedicated to saving lives through rescue and mountain safety education. We specialize in search and rescue operations in rugged wilderness areas involving high angle rock, snow and ice. We also provide technical expertise for search and rescue on rivers, canyons, heavy timber, brush and aircraft searches. Our missions are spread out along the Olympic peninsula and throughout the Cascades, from the Canadian border to the Oregon border.

In addition to rescue work, we actively promote backcountry safety. In particular, we present to local groups in the region about backcountry safety, help local schools with mountaineering programs, and author the "Climber's Guide to the Olympic Mountains," published by The Mountaineers.

## **EQUIPMENT**

Each OMR member is required to obtain and maintain their own personal equipment necessary to participate in mountain rescue operations. Members may also be responsible for radios or other gear issued by the unit. Unit-issued gear will be returned to OMR upon the resignation of the member or at the request of a board member.

## **RESPONSE**

Although participation is not mandatory, each OMR member is considered to be "on call" to respond to search and rescue missions, 24 hours a day, 7 days a week. As a member, it is your responsibility to notify the In-Town Coordinator of your status as soon as practically possible for each mission. Further, when you anticipate being unavailable for an extended period of time, it is your responsibility to notify the In-Town Coordinator ahead of time.

## **COMPOSITION OF TEAM**

Eligibility is open to men and women, age 21 or older, who possess the physical attributes and stamina necessary to safely and effectively participate in strenuous and technical search and rescue operations and who satisfactorily complete a six-month probationary training period outlined in these guidelines.

OMR functions as a fully self-supported volunteer organization that assists a law enforcement organization (i.e. County Sheriff) or other requesting agency, or augments other Search and Rescue Teams. OMR falls under the operational control of the Kitsap County Sheriff's office and the administrative control of Kitsap County Department of Emergency Management, and therefore, Washington State's Emergency Management Division (EMD), which is under the state's Military Department.

For more information about the state's Military Department, visit <https://mil.wa.gov/other-links/search-and-rescue-sar-program>

OMR operates under the Washington State Administration Code 118.04 (<http://apps.leg.wa.gov/wac/default.aspx?cite=118-04>) and Mountain Rescue Association's policies ([http://mra.org/wp-content/uploads/2017/04/MRA\\_Policies\\_update\\_08April17.pdf](http://mra.org/wp-content/uploads/2017/04/MRA_Policies_update_08April17.pdf)).

## **NEW MEMBERS GUIDELINES**

**PURPOSE:** The purpose of this procedure is to establish guidelines for processing new members into Olympic Mountain Rescue.

**New members enter as trainees and are then voted into Rescue Support status after completing the training and by a vote of the membership**

**REFERENCES:** Mountain Rescue Association Policy 105

### **NEW MEMBER APPLICATION PROCESS:**

The prospective member must attend a meeting before their application will be considered.

Applications to OMR will be accepted throughout the year. These applications will be kept on file by the Membership Coordinator until time for processing in the fall.

September 30 of each year is the last day applications will be accepted for the next membership cycle, with exceptions made at the board's discretion when the applicant's experience permits them to enter the current membership cycle.

### **SELECTION PROCESS**

At the fall board meeting, the board of directors reviews all applications and selects the individuals to accept as trainees for the January – June training cycle. The following is expected from prospective members:

- Be comfortable operating in a high-angle, high-exposure environment.
- Capable of following grade 5.5 rock climbing
- Competent with glacier and crevasse rescue techniques.
- Graduate of the Mountaineers Basic Alpine Climbing course, the Olympic College Basic Mountaineering course, or possess equivalent mountaineering experience.
- Currently active in mountaineering and climbing.
- Possess a current First Aid and CPR training card or receive one during the probationary period.
- Be a minimum of 21 years of age and in good physical condition.

Following approval by the board, the prospective member will fill out the Kitsap County Department of Emergency Management (DEM) application, which includes a background check. This form will need to be signed by the applicant and the Chairman of OMR or an OMR representative.

Prospective members also will be directed to complete online the IS-100 (Introduction to Incident Command) and IC-700.a (National Incident Management Systems) with a passing grade and submit their certifications to the Membership Coordinator. These can be found at <https://training.fema.gov/nims/>.

The DEM application, and IS-100 and IC-700 documentation must all be submitted to Kitsap County at the same time. Following approval, the member will receive a DEM card. Members will not be able to participate in field trainings until this application is approved and a DEM card is issued.

## PROBATIONARY PERIOD

Skill-specific training will be conducted the first six months the year and attendance is mandatory. Any absences will need to be approved by the Chairman or Vice-Chairman of OMR. Members not meeting participation requirements will be denied membership and directed to reapply the following year.

Initial training typically consists of one weekend day a month, and include the following:

- Snow/Avalanche training
- SAR academy (two-day classroom training)
- Rigging
- Intermediate or Advanced helicopter training

Members in the training cycle will also need to complete either the "Helicopters in Search and Rescue" course from the MRA web site ([training.mra.org](http://training.mra.org)) or participate in an A-100 course online. (see OMR's Training Coordinator for specifics). Certificates must be provided to the Membership Coordinator for OMR records.

## ACCEPTANCE INTO OMR

Pending satisfying the above requirements, the board will review the trainees statuses and will make a recommendation to the membership to accept these prospective members in a vote at a general meeting in the spring, following completion of training requirements.

If accepted, members typically are placed in the Rescue Support category.

## AVALANCHE AWARENESS TRAINING

After being voted in as Rescue Support, the member has to take an AIARE Level I Avalanche Course, or equivalent, in order to be field eligible for winter missions.

### **ADMINISTRATIVE SUPPORT MEMBER:**

The Administrative Support member is not field qualified. This is a non-technical position that provides logistical support to the unit. (*See page 9 for more details.*)

### ADMINISTRATIVE SUPPORT MEMBER APPLICATION PROCESS:

- Attend at least one meeting
- Fill out OMR Administrative Support Member application
- Board reviews application (over email or in person)
- If approved, applicant goes through DEM application and background check
- If approved by DEM, applicant is voted in by general membership
- Enrollment is ongoing
- Member can come into unit as Level 1, and upgrade to Level 2 if requirements are met.

## **CURRENT MEMBERS GUIDELINES**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR Members.

**REFERENCES:** MRA POLICY 105.1, WAC 118-04

**GENERAL:** Members are generally grouped into three categories: Rescue Support, Rescue, Administrative Support.

The board of directors assigns the category to each member, depending on experience, involvement and technical knowledge. Status is reviewed annually.

### **MEMBERSHIP REQUIREMENTS**

All members (other than sustaining members) shall meet the following requirements:

- Maintain a current Department of Emergency Management (DEM) card (renewed every three years).
- Maintain a current First Aid/CPR card (renewed every two years)

### **RESCUE SUPPORT MEMBER**

#### *Position Description*

Usually operates under the supervision of a RESCUE MEMBER. Primary function is to assist and support in searches and rescues of those in trouble in:

- wilderness or mountainous environments
- environments usually greater than 25 degrees inclination
- wherever rope systems or three points of contact are commonly necessary, and
- includes snow or ice-covered terrain, crevasse, backcountry, and alpine SAR.

#### *Training Requirements*

- Maintain a basic helicopter certification, either done online or in person. *(See Page 15 for details)*
- Attend intermediate/advanced helicopter training every two years. *(See Page 15 for details)*
- AIARE Level 1 Avalanche training, or equivalent, is required for members to participate in missions between November 1 and May 1. The OMR chairman has the discretion to waive this requirement based on anticipated mission conditions. Similarly, the OMR Chairman can deny participation in missions outside this window if avalanche conditions are expected.
- Required to attend the annual SAR Academy at least every 3 years to meet membership requirements. (i.e. CPR/first aid/blood borne pathogens, etc).
- Maintain blood borne pathogen training (training frequency is at OMR's discretion)

Able to respond into the field and backcountry, and initially assess and possibly access easily reached subjects in non-technical terrain, in one or more of the categories of Search, Technical Rock, and Snow and Ice *(see Pages 7-9)*.

Usually does not perform any operation or rescue alone and usually would not lead a crew.

#### *Requirements*

Capable of supporting and assisting in all areas under "General Knowledge" under the Rescue Member section *(see Pages 7-9)*.

Capable of supporting and assisting in one or more areas under "Search", Technical Rock" and/or "Snow and Ice" under the Rescue Member section. (see Pages 7-9)

## **RESCUE MEMBER**

### *Position Description*

Member whose primary function is to perform searches for and rescues of those in trouble in:

- wilderness or mountainous environments
- environments usually greater than 25 degrees inclination
- wherever rope systems or three points of contact are commonly necessary, and
- includes snow or ice-covered terrain, crevasse, backcountry, and alpine SAR.

Rescue members designated as Strike Team Leaders may supervise teams.

### *Training Requirements*

- Maintain a basic helicopter certification, either done online or in person. (See Page 15 for details)
- Attend intermediate/advanced helicopter training every two years. (See Page 15 for details)
- AIARE Level 1 Avalanche training, or equivalent, is required for members to participate in missions between November 1 and May 1. The OMR chairman has the discretion to waive this requirement based on anticipated mission conditions. Similarly, the OMR Chairman can deny participation in missions outside this window if avalanche conditions are expected.
- Required to attend the annual SAR Academy at least every 3 years to meet membership requirements. (i.e. CPR/first aid/blood borne pathogens, etc).
- Maintain blood borne pathogen training (training frequency is at OMR's discretion)

### *Requirements*

- Minimum one year experience in mountain search and rescue.
- Physically capable of full participation in all search and rescue operations normally expected of the member.
- Adequately equipped to conduct search and rescue operations in the terrain and under the conditions found in the member team's search area, and to be self-sustaining in the field under such conditions a minimum of three days.
- Able to lead a search or rescue field team, and to organize and conduct a wilderness search or rescue using non-trained personnel.
- Has participated in training sufficient to acquire the following knowledge and skills, or has demonstrated such skills, to the satisfaction of the Training Coordinator and/or board:
- One Day (8 hours) of rigging training per year
- Assist with 1 or more trainings per year
- Participate in 5 missions every 2 years and report status for call outs
- Mission Credits = Going in the field, turnarounds, In Town coordination

### *General Knowledge Expected*

- SAR Overview: local, regional, state and national SAR systems and jurisdictions.
- Working with other agencies and jurisdictions.
- Legal aspects of SAR and SAR-EMS, including risk, liability, insurance, and injury and death compensation.
- SAR-related standards.
- SAR Ethics, including dealing with families, confidentiality and media.
- Differences between Urban and Wilderness/Mountain search and rescue.
- Awareness of basic hazards, risk assessment, safety and mitigation in wilderness and mountain environments, including proper lifting, animals, possible criminals and/or armed subjects.
- Team and crew safety issues.
- Driving safety.
- Operating equipment safely.

- Personal Protective Equipment (PPE), Survival and other.
- Equipment, including clothing for 4 seasons.
- Personal and team physical, medical and behavioral health, fitness, limitations, nutrition, hydration, rest, sleep, clothing, environment/thermoregulation, hygiene and sanitation.
- Wilderness and mountain weather.
- SAR Incident tactics, on-scene mission critique, demobilization, return travel, after-action reports, lessons-learned sharing and follow through.
- SAR member stress mitigation, including de-stressing and debriefing
- Investigative and legal aspects, and crime scene, scent article and evidence protection
- Handling human remains and the deceased
- Documentation and record keeping of SAR and SAR-EMS incidents
- Helicopter Operations.

#### *Search Operational Knowledge*

- Initial request for assistance, determining urgency of response, initiating call-out, and call-out procedures.
- Incident Command System and local search management procedures.
- Search planning and strategy, including probability analysis.
- Search tactics and operations, including confinement, trail blocks, attraction, hasty search, line search and grid search.
- Tracking.
- Wilderness navigation and travel.
- Night search.
- Radio communications.
- Use of GPS.
- Wilderness survival and survival techniques for the local area.
- Recognizing possible child abduction situations or incidents involving a crime.
- Lost persons behavior, including adults, children and elderly.
- Suspension of a search.

#### *Technical Rock Rescue Operations*

- Knowledge of rescue equipment.
- Rescue planning and preparations.
- Knots, ropes, webbing, rope and webbing characteristics and handling.
- Anchors.
- Belaying.
- Ascending and descending a rope.
- Rock climbing (able to lead fourth class climb).
- Patient packaging and litter rigging.
- Rigging and operating raising and lowering systems.
- Highline rigging and operating.
- Low-angle or scree evacuation.
- Improvised rescue techniques.
- Animal technical rescue awareness.

#### *Snow and Ice Rescue Operations*

- Knowledge of winter search and rescue equipment and its use.
- Travel over snow and ice, and in any winter conditions found in service area.
- Self-arrests.
- Roped team travel.
- Glissading.
- Snow and ice anchors and belays.
- Steep snow climbing with crampons and ice ax.



- Patient packaging under winter conditions.
- Litter rigging, raising and lowering on steep snow.
- Avalanche safety and rescue.
- Glacier travel and crevasse rescue.
- Winter survival.

### **Administrative Support Member**

The Administrative Support member is not field qualified. This is a non-technical position that provides logistical support to the unit. There are two levels.

#### **Administrative Support Member LEVEL 1**

- Supports OMR but does not respond to missions.
- Can support building maintenance, fundraising, legal issues, record management, etc.
- Basic understanding of OMR operations.

#### **Administrative Support Member LEVEL 2**

- Same as Admin Level 1, and can deploy to base on missions but cannot leave the general area of the vehicles or enter the field on a mission.
- Maintain basic first aid and blood borne pathogen training (training frequency is at OMR's discretion).
- Maintain a basic helicopter certification, either done online or in person.

**[Placeholder for membership matrix (to come in January 2020).]**

## **GUIDELINES FOR OPERATION CHIEFS**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR Operation Chiefs.

**REFERENCES:** MRA POLICY 105.1

**GENERAL:** A member whose primary function is to supervise and manage search and rescue operations and provide leadership for the rescue team.

The Operations Chief (OC) interfaces with local authorities and other search and rescue units as a representative of OMR. The OC is responsible for ensuring all members have signed into the 078 and, upon completion of the mission, provide copies of the 078 to the county DEM, and Membership and Training coordinators.

This position provides leadership and direction typically from the base of operations and is responsible for the overall health and safety of all team members. The OC meets the essential requirements of the Mountain Rescue Operations Chief as stated in MRA Policy 105.1. Typically this person has already served as a leader in Mountain Rescue in the past.

**ASSIGNMENT:** Operation Chiefs are assigned by the OMR board of directors. The callout roster has an active list of available OCs. In the event an OC is not available, the STL will need to perform the administrative duties of the OC.

*\*On some missions, multiple leadership positions will be filled by the same individual. For example, the OC may also be the Strike Team Leader, or the STL might also be the Field Team Leader. A roster of qualified leaders will be approved by the board. The roster includes OCs and STLs but not FTLs, who may be assigned by the OC/STL in the field.*

## **GUIDELINES FOR STRIKE TEAM LEADERS**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR Strike Team Leaders.

**REFERENCES:** MRA POLICY 105

**GENERAL:** Strike Team Leaders (STL) are responsible for performing tactical assignments assigned to the Field Team or a task force of multiple field teams. These teams could include members from more than one MRA unit.

The STL must have technical knowledge sufficient to accomplish the assigned task. The STL reports work progress, resources status, and other important information to the OC and Incident Commander and maintains records on assigned personnel. STLs will have preferably undergone formal rigging training (equivalent to Rigging from Rescue training.).

**ASSIGNMENT:** Strike Team Leaders are assigned by the OMR board of directors. The callout roster has an active list of available STLs. In the event no STLs are available for a particular mission, the callout coordinator can assign someone to perform the actions of the STL based on the complexity of the mission.

*\*On some missions, multiple leadership positions will be filled by the same individual. For example, the OC may also be the Strike Team Leader, or the STL might also be the Field Team Leader. A roster of qualified leaders will be approved by the board. The roster includes OCs and STLs but not FTLs, who may be assigned by the OC/STL in the field.*

## **GUIDELINES FOR FIELD TEAM LEADERS**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR Field Team Leaders.

**GENERAL:** The Field Team Leader (FTL) provides leadership for a field team to assure the group successfully accomplishes its assigned task. Field Team Leaders will be appointed by the OC or STL and will typically be a Rescue Member.

*\*On some missions, multiple leadership positions will be filled by the same individual. For example, the OC may also be the Strike Team Leader, or the STL might also be the Field Team Leader. A roster of qualified leaders will be approved by the board. The roster includes OCs and STLs but not FTLs, who may be assigned by the OC/STL in the field.*

## **FIELD MEMBER STATUS**

Member status will be reviewed annually by the board.

### **Advancement to Rescue Member**

Advancing Rescue Support Members to Rescue Members will occur only after they have met the qualifications listed for the Rescue Member. Rescue members generally participate in at least 50% of the yearly training exercises and regularly participate in missions. Advancement to Rescue status is made upon review and approval of the Board.

### **Roster Review**

The board will perform a periodic review of each member's qualifications and adjust the roster as necessary. Lack of attendance at meetings and training sessions, and non-participation in rescue operations shall be the major factor in this determination. Members may be placed in Inactive status, changed from Rescue to Support member, or dropped from the unit for cause.

## **NON-FIELD MEMBER STATUS**

### **Administrative Support Member**

The Administrative Support member is not field qualified. This is a non-technical position that provides logistical support to the unit. There are two levels.

#### **Administrative Support Member LEVEL 1**

- Supports OMR but does not respond to missions.
- Can support building maintenance, fundraising, legal issues, record management, etc.
- Basic understanding of OMR operations.

#### **Administrative Support Member LEVEL 2**

- Same as Admin Level 1, and can deploy to base on missions but cannot leave the general area of the vehicles or enter the field on a mission.
- Maintain basic first aid and blood borne pathogen training (training frequency is at OMR's discretion).
- Maintain a basic helicopter certification, either done online or in person.

### **Building Management Team Member**

A building management team member helps oversees the cleanliness, security and operations of OMR's headquarters at 1550 Rocky Point Road, Bremerton, WA 98312. They may or may not necessarily be field qualified.

### **Sustaining Member**

A social member who contributes monetarily to the organization.

## **MOUNT RAINIER NATIONAL PARK PROTOCOLS**

A number of special requirements must be followed to be able to participate in a mission at Mount Rainier, including the credentials of OMR Field Members reporting to the Park and to the Mountain Rescue Support (MSUP) person in the Incident Command Center. They are more fully defined in the MRA Annex in the Mount Rainier National Park SAR Plan.

## **GUIDELINES FOR HELICOPTER QUALIFICATIONS AND RECERTIFICATIONS**

**Purpose:** The purpose of this document is to outline the requirements for OMR members to be qualified to work around and on helicopters during missions.

**References:** WAC 118-04-120, National Park Service requirements, and Washington State Helicopter Operations Training Program objectives, under RCW 38.52

**General:** All OMR members are required to obtain basic, intermediate (or advanced) helicopter training in order to work around and on helicopters during missions, per the WAC and the national parks' requirements.

### **Requirements:**

#### **Basic helicopter training**

A-100 Basic Aviation Safety Course online ([iat.gov](http://iat.gov)) and/or the Mountain Rescue Association course online ([training.mra.org](http://training.mra.org))

#### **Intermediate/Advanced helicopter training**

Field training involving either a static helicopter (Intermediate) or operating helicopter (Advanced) per the Washington State Helicopter Training Program guidelines. This training is required for any field operations and will be arranged by the OMR training coordinator as needed.

### **Re-qualification Requirements:**

#### **Basic helicopter training**

Every three years. Can be done online via [iat.gov/](http://iat.gov/) or [training.mra.org](http://training.mra.org).

#### **Intermediate/Advanced helicopter training**

Every two calendar years.

### **National Park Service requirements:**

The National Park Service requires all personnel involved in aircraft operations to have completed the classroom version of A-100. This is not a requirement to become OMR field-eligible. If responding to a mission in Mt. Rainier, Olympic or North Cascades National Parks, however, a member without the classroom A-100 may not be authorized to embark on, or provide ground support to aircraft. The Training Coordinator will set up classroom A-100 training as needed.

*NOTE: OMR's SAR Academy annual classroom training session does not meet the state or national park requirements or requalifications.*

## **GUIDELINE FOR CALLOUT PROCEDURES**

**PURPOSE:** The purpose of this guideline is to outline the callout procedure for OMR members and establish expectations of member response.

**GENERAL:** Dispatching an OMR team in response to a SAR mission starts with the local Sheriff or National Park Service (NPS) Ranger making a resource request from Washington State's Emergency Management Division (EMD).

The request includes needed SAR skills and team size resources and a mission number. Then an official team request is sent to OMR via the Kitsap County Sheriff's Office SAR deputy.

There are a variety of mission types: Alert, Standby, Search, Rescue, Search & Rescue, Incident, Recovery.

### **CALLOUT PROCEDURE**

OMR's In-Town Coordinator receives the request via the Sheriff's Office or via our phone number, which is answered 24/7 by a live operator. The answering service has a list of backup coordinators in case the primary coordinators cannot be reached.

Occasionally In-Town Coordinators may get advance alert of pending mission activity from deputies or rangers or other WMRA teams via phone or email. Although this allows for better resource coordination, **NO OMR member can initiate travel to a SAR without being officially requested by DEM with a mission number.**

Following an official request, an In-Town Coordinator will contact the requesting jurisdiction to get more information regarding mission details and reporting location.

For prompt SAR response, the In-Town Coordinator must be prepared to initiate a callout from any location they may be located, including on the road or in another state. If more than one In-Town Coordinator is available, one will collect the SAR details collection while a second will start the team callout process.

The initial team callout process includes finding a qualified team member for the Operations Chief and Strike Team Leader (sometimes they are the same person) planning travel times, routes, arranging for ferry priority loading, checking weather forecasts, and rendezvous locations, besides Westgate, depending on the SAR location and timeframe.

One of several call out techniques will be used to develop a field team.

For most missions, the In-Town Coordinator will notify members using the Yahoo.com-based OMR alerts email/text message system. This will send a text to members' cell phones with minimal mission details. Sometimes emails will be sent to share more mission details if possible.

Members getting a text message with a mention of "rescue" and "OMR" and a phone number (e.g. 360-830-4055\*911) means a response is expected. The \*911 indicates that response status is requested. Be advised that "\*119" following a phone number indicates a turnaround or cancel alert and does not require a call-in.

Since the typical alert will come to a cell phone, DO NOT TEXT BACK to ask for more details or to provide a status update. In-Town Coordinators will likely not reviewing text responses because things are happening fast.

Call the actual phone number in the text message.



If you are unable to participate, wait about 30 minutes before calling in. This allows the In-Town Coordinators to continue coordinating expediently. If you are not available that day but may be available the following few days, that is important to know for future resource quests, should the mission extend past the initial SAR management period.

When calling in, be prepared for a quick handoff since the In-Town Coordinator will likely be getting call waiting while you are talking. Likewise, if you call in and the line is busy, call back so you can make positive contact with the In-Town Coordinator.

Typically, details about the mission will be sketchy or non-existent. Other details will be issued with follow up calls or texts. Members calling in should have a clear idea of how much time they can spend in the field; Some missions will have needs for overnight or multiple-day commitments, especially when long travel times are involved.

When a departure time for Westgate is given, this is the DEPARTURE time. Be there 10-15 minutes BEFORE departure time.

The time when a team member leaves home to volunteer for the mission will be the overall start time of their involvement and will end when they return home. These times will be recorded on the mission's 078 form as the overall mission times.

Mileages in the OMR truck and private vehicles should be accurately reported. Team members carpooling should indicate as such on the 078 by only entering the actual miles driven by them.

At base, there will typically be an Incident Commander (either a Sheriff's Deputy or Park Ranger) running the mission and giving directives.

Following mission, there will be a debrief at base with IC and with your OC/STL.

**Following completion of mission, when members get home, they MUST text or call their STL/OC to let them know they got home safely, regardless of time of day. That ends the mission.**

**Callout Response Summary:**

You will receive a text message or email with a phone number e.g. "360-830-4055\*911 OMR mission need team."

Call the number in the message and report your availability (can go or cannot go) to the In-Town Coordinator.

## **BOARD OF DIRECTORS POSITIONS, COORDINATORS, AND COMMITTEES**

Olympic Mountain Rescue's Board of Directors has four officers: Chairman, Vice-Chairman, Secretary and Treasurer. All other board members are Members-At-Large.

Listed below are the duties as assigned to the board. In addition to assigning officers, the Chairman makes assignments for coordinators and advisors from the board or general membership performing special functions as assigned.

### **Chairman**

- Responds to official requests for information via letters, meetings, et cetera.
- Makes committee/coordinator and advisor assignments.
- Chairs regular OMR meetings and Board meetings.
- Represents OMR with the State, County and external organizations.

### **Vice Chairman**

- Acts as Chairman when Chairman is absent from regular team or board meetings.
- Annually prepares written audit record of treasurer's records.

### **Secretary**

- Keeps records of important letters to and from Olympic Mountain Rescue.
- Prepares meeting minutes. Manages all member mail and e-mail.
- Maintains file of important documents, i.e., By-laws, Policy and Guidelines

### **Treasurer**

- Writes checks and maintains the checking, savings and investment accounts.
- Issues Mountain Rescue Association (MRA) membership cards.
- Maintains proper signature cards at banks, et cetera.
- Prepares and keeps track of annual United Way/Combined Federal Campaign/State Combined Campaign funding information.
- Submits required tax forms.
- Keeps track of insurance papers, tax status forms, all financial documents.

## **Coordinators and Advisors**

### **Rescue Coordinator/In-Town Coordinator**

- Assures that each mission response is administrated in the appropriate manner.
- Keeps mission records.
- Submits year-end report to Chairman.
- Prepares year-end status report on missions, man hours and training.

### **Training Coordinator**

- Develops yearly training plan meeting WMRA and local requirements; includes monthly and special field training.
- Arranges for OMR/Agency joint training as needed or requested.
- Submits year-end report to Chairman.
- Arranges for DEM training numbers.

### **Medical Advisor (typically has professional medical experience i.e. Doctor, EMT, etc.)**

- Provides training on advanced or specialized first-aid issues.
- Periodically inspects first aid kits for completeness.

- Periodically inspects AED and performs maintenance per manufacturer's instructions.

**Communications/Radio Coordinator**

- Makes recommendations on communication equipment.
- Arrange for necessary routine repairs and supplies for communication equipment.
- Maintains the FCC license for the unit.

**Truck Coordinator**

- Ensures license tabs are renewed each year.
- Ensures the oil and fluids are changed on schedule.
- Makes arrangements for repairs as needed.

**Membership Coordinator**

- Maintains records for field status of personnel
- Coordinates with DEM to ensure personnel records are up to date
- Acts as the point of contact for prospective members and trainees
- Manages Pro-Deal accounts

**Public Relations Coordinator**

- Maintains all PR-type materials and equipment
- Arranges for OMR members to make presentations when necessary.
- Supports fundraising efforts (i.e. Kitsap Great Give) with the Treasurer.
- Coordinates OMR presentations when requested by the public.
- Oversees social media accounts.

**Washington Mountain Rescue Delegate**

- Attends Washington Mountain Rescue Association Division meetings.

**Gear Coordinator**

- Inspects equipment in truck to insure necessary items are present (i.e. litter, rigging gear), that consumable supplies are kept stocked (i.e. spare batteries in console) and batteries in specialized radios, GPS units and avalanche transceivers are kept fresh.

**Mount Rainier National Park Liaison**

- Nurtures relationship with Mount Rainier National Park
- Keeps OMR updated on latest changes on management and processes at MORA.

**Building Maintenance Coordinator(s)**

- Manage short term and long term renters and their leases.
- Maintain the building in good working order, including addressing plumbing, roof, electricity, painting and cleaning issues as needed.
- Oversee working order of utilities such as gas, electric, heat, Internet/phone, water and sewer.
- Oversee security issues with the building, both interior and exterior, plus the parking lot.
- Organize cleaning/painting/landscaping parties as needed throughout the year.

## **GUIDELINES FOR VEHICLE USAGE**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR in the operation of motorized vehicles during Search and Rescue (SAR) missions and trainings.

**REFERENCES:** WAC 118-04-200

**GENERAL:** This procedure applies to all OMR members.

The use of Privately Owned Vehicles on SAR missions is on a voluntary basis by the individual owning the vehicle.

- Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance is prohibited.

Emergency workers shall adhere to all applicable traffic regulations during any mission, training event or other authorized activity.

Members shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission.

All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

Emergency workers are not authorized to utilize emergency lights or flashers when responding to SAR missions.

- This policy does not preclude the use of emergency lights or flashers to be utilized as an attraction technique while on SAR missions if the vehicle is equipped with the appropriate emergency lights and/or flashers.

While utilizing non-enclosed vehicles (i.e. ATV's, snowmobiles, motorbikes, etc.) the drivers and passengers shall utilize the proper personal protective equipment to include the following when appropriate:

- Helmets
- Gloves
- Reflective vests
- Eye protection
- Protective clothing
- Other items as deemed necessary by the Incident Commander or Safety Officer.

Vehicle operators shall operate the vehicles within the established manufacturer's recommendations and within the capabilities of the vehicle operator.

- OMR is not responsible or liable for any vehicle breakage or failure, even if the vehicle is operated within the established manufacturer's recommendations.

## **GUIDELINES FOR DAMAGE CLAIM REIMBURSEMENT**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR members to be reimbursed for items damaged during a mission.

**REFERENCES:** WAC 118-04-340

**GENERAL:** The Property Loss/Damage Claim Form EMD-086 can be obtained by visiting the Washington State Department of Emergency Management Division website at

<https://mil.wa.gov/uploads/pdf/emergency-management/emd-086propertyloss.pdf>.

The instructions for completing are included with the form. The form and documentation must be sent to the Kitsap County Director of Emergency Management located at 911 Carver Street, Bremerton, WA 98312. The DEM then mails the completed form to the state for final reimbursement.

## **GUIDELINES FOR FUEL AND TOLL REIMBURSEMENT**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR members to be reimbursed for fuel, highway/bridge tolls and ferries used during a mission. This includes both OMR vehicles and personal vehicles.

**REFERENCES:** WAC 118-04-360

**GENERAL:** This procedure applies to all OMR members. Fuel, toll and ferry expenses resulting from *training* events shall not be eligible for reimbursement.

OMR vehicles incurring expenses must be submitted using this procedure after every mission:

- WITHIN FIVE DAYS OF THE MISSION, on the receipt of the gas/toll/ferry fare requesting to be reimbursed, write your name and mission number and mail to the OMR treasurer, who will submit the reimbursement for you.
- After five days, the member is responsible for submitting it to the state for reimbursement.
- To be personally reimbursed by the state, you must register with the state as a "payee/vendor": <https://des.wa.gov/sites/default/files/public/documents/HRPayroll/SACS/SWV-Reg-W9.pdf>

**ELIGIBILITY:** Fuel, toll, and ferry expenses resulting from training events shall not be eligible for reimbursement. To be eligible, the following requirements must be met.

The member seeking reimbursement shall have reported to or been in the process of reporting to the authorized on-scene official.

Mission Requirements:

- Occur outside a participating emergency worker's/volunteer organization's county of residence; or
- In which an emergency worker/volunteer organization has participated for more than twenty-four hours; or
- Occur within an emergency worker's/volunteer organization's county of residence and lasting less than twenty-four hours, when:
- The mission required an emergency worker/volunteer organization to drive a vehicle more than fifty miles one-way; or
- Authorized officials required an emergency workers/volunteer organization to drive a vehicle more than one hundred miles during the course of the mission.

## **GUIDELINES FOR INJURY ON MISSION & REIMBURSEMENT**

**PURPOSE:** The purpose of this procedure is to establish guidelines for OMR members who are injured while on a mission or during a training.

**GENERAL:** This procedure applies to all OMR members. Each situation is a case-by-case basis, but below are general guidelines.

Following an injury in the field, whether it be during a mission or training, immediately report it to your STL/OC.

If you go to the doctor to address the injury, do not tell them you are a volunteer with OMR or Washington State. They will note in your medical record that this is a state's Department of Labor And Industries (LNI) claim, which can complicate reimbursement procedures.

OMR does NOT operate under, nor is insured through LNI – OMR is insured through the Washington State Military Department. <https://www.mil.wa.gov/emergency-management-division/>

When back in town, immediately call or visit the Kitsap County DEM SAR coordinator (Michelle Moen, 360-307-5871). She will start the procedure for filing a claim with the state for medical reimbursement.

Next, contact the WA State SAR Coordinator (Chris Long, 253-512-7024), to discuss insurance and reimbursement options.

You will have to fill out the Medical Claim Reimbursement form, which has instructions on how to fill it out and how to be reimbursed by the state. <https://mil.wa.gov/uploads/pdf/emergency-management/emd-084medical.pdf>

## **OMR'S SOCIAL MEDIA / TRADITIONAL MEDIA POLICY**

(For both the unit's social media accounts and member's personal accounts)

### **OMR'S SOCIAL MEDIA ACCOUNTS:**

Several members within the unit are administrators for OMR's social media accounts (Facebook and Twitter). The general rule for posting to OMR's accounts is to promote events, fundraisers, educational articles and minimal and non-sensitive information about missions to which OMR is responding.

### **TRADITIONAL MEDIA (TV, NEWSPAPER)**

Often on a high-profile mission, media (television, print, bloggers) will likely show up to get more information and photos of the action.

In general, no one from the unit should speak with any reporters/bloggers if approached by one. ***Refer all media inquiries to the Incident Command.*** Typically, especially in a high profile search, a sheriff/deputy/park ranger/public information officer will speak to the media at the end of the day with all final assessments.

### **RECOMMENDATIONS FOR PERSONAL USE OF SOCIAL MEDIA RE: SAR MISSIONS**

In today's fast paced media world, it is super easy and super tempting to post to social media about the cool mission you were just on.

Rule 1 of social media in a SAR world: Don't post anything to social media.

Rule 2 of social media in a SAR world: See Rule 1.

If there are any questions, ask OMR's PR coordinator.

Training information is cool though – it shows what we're doing and how we're doing it and people love seeing the rigging and cool technical stuff. Still, be mindful of what you post.

Also, if you're comfortable with doing so, share your photos with the PR Coordinator, so they can be used for publicity purposes.