Designation: F 1767 – 98 (Reapproved 2005)

Standard Guide for
Forms Used for Search and Rescue[1]

This standard is issued under the fixed designation F 1767; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

INTRODUCTION

Many organizations have been working in the Search and Rescue (SAR) community using the Incident Command System (ICS) framework. In doing so, these organizations have adapted the existing ICS forms to fit their needs. They have also found that some new forms needed to be developed in order to address problems or areas not considered in the fire-oriented forms. Some of these organizations have developed their own standard packet of forms that will address the typical needs of that organization. By addressing the appropriate actions called for by the average mission, these forms can focus the team members' activities into a standard operating procedure. This guide will show examples of form packets used by some SAR organizations.

1. Scope

1.1 This guide gives examples of forms used in the SAR community.

1.2 It is not the intent of this guide to recommend one form over another, but to make the user aware of the many different types of forms used. This guide does not purport to contain every form used in SAR, only a few examples of forms in each category.

1.3 These forms cover a great variety of the many aspects involved in SAR. This guide will attempt to give a few versions of forms used for each aspect identified. The user may choose which form best fits his particular need.

1.4 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 The forms in this guide have been submitted by members of various organizations who are presently using them. In some cases the organization logo will identify the source of the submitted form. Use of logos on forms in this guide does not constitute an endorsement by either ASTM or the contributing SAR organization. Use of these displays are for the convenience and information of the user.

2.2 ICS National Training Curriculum—*ICS Forms Catalog*[2]

3. Significance and Use

3.1 This guide will give SAR personnel options in choosing a form that will fit their specific need. These forms will assist in the organization, management, and documentation of a search or rescue incident.

3.2 Additional forms will be categorized by topics such as management, investigation, training documentation, equipment maintenance, and reports. This guide will compare the original ICS forms with samples of those developed to parallel them for SAR.

3.3 Once categorized, an explanation will be given for each type of form. Some examples of these forms will be shown. Some contributors have included detailed instruction for the use of their forms.

3.4 This guide may serve as the basis for new forms to be created using some information found here.

4. Summary of Guide

4.1 This guide has been arranged so that the user can locate an example of a form by identifying the way that it is used, or where it fits within the Incident Command System.

Section	Category
Section 5	Existing ICS Forms
Section 6	ICS forms Modified for SAR
Section 7	Additional Forms for SAR Management (these are listed by the four general staff functions)

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5. Existing ICS Forms

5.1 In adopting the incident command system as the preferred method for managing a search or rescue incident, we have also adopted the forms that go with that system. All the forms included in the ICS are shown for the reference of the user. It is up to the user to choose which form will fit the specific need of a given incident.

5.1.1 Appendix X1 is arranged as follows: (forms not included at this time):

201 Incident Briefing
202 Incident Objectives
203 Organization Assignment List
204 Division Assignment List
205 Incident Radio Communications Plan
206 Medical Plan
207 Chain of Command Flow Chart
209 Incident Status Summary
210 Status Change Card
211 Check In List
213 General Message
214 Unit Log
215 Operational Planning Work Sheet
216 Radio Requirements Worksheet
217 Radio Frequency Assignment Worksheet
218 Support Vehicle Inventory
219 Miscellaneous Equipment/Task Force (T-Card)
220 Air Operations Summary
221 Demobilization Checkout

6. ICS Forms Modified for SAR

6.1 These are forms that are based directly on the ICS but have been altered in some manner to fit specific needs of a particular organization. In many cases the forms show a parallel to ICS by using the number or the name that corresponds to the ICS system.

6.2 Forms included in SAR/ICS sections:

6.2.1 *201 Incident Briefing Forms*—This is a form to gather basic information, including but not limited to the situation, the subject, the overhead team, and initial response actions. It is used to brief incoming SAR personnel, and as a record of the initial response.

6.2.1.1 Examples found in Appendix X2:

(*1*) Incident Briefing (Fig. X2.1).

(*2*) General Briefing (Fig. X2.2).

(*3*) General Briefing—Missing Person with Instruction Sheets (Fig. X2.3).

(*4*) Daily Briefing (Fig. X2.4).

(*5*) Shift Briefing Format (Fig. X2.5).

6.2.2 *202 Incident Objectives Forms*—This form is the first sheet of the incident action plan. The objectives are developed by the incident commander at the planning meeting and then documented on this form.

6.2.2.1 Examples found in Appendix X2:

(*1*) Incident Objectives (Fig. X2.6).

6.2.3 *203 Organization Assignment List*—This form provides incident personnel with information as to which units have been established and the names of the individuals in each position. This form becomes part of the incident action plan and may be posted separately on information boards.

6.2.3.1 Examples found in Appendix X2:

(*1*) Organizational Assignment List (Fig. X2.7).

6.2.4 *204 Division Assignment List*—This form is used to detail the field assignment that is given to any particular resource. In many cases a segmented incident map will be given with this assignment sheet. (The maps may be copied on the back side).

6.2.4.1 The examples shown give a variety of additional information to the crew/team such as: debriefing, communications, subject profile, and equipment/transportation information.

6.2.4.2 Form instructions are included where available.

6.2.4.3 Examples found in Appendix X2:

(*1*) Task Assignment (Fig. X2.8).

(*2*) Field Team Assignments (Fig. X2.9).

(*3*) Crew Assignment (Fig. X2.10).

(*4*) Crew Assignment with Instructions (Fig. X2.11).

(*5*) Team Assignment with Instructions (Fig. X2.12).

6.2.5 *205 Incident Radio Communications Plan*—This plan provides information on all radio frequencies being used on the incident. It becomes part of the Incident Action Plan.

6.2.5.1 Examples found in Appendix X2:

(*1*) Incident Communications Plan (Fig. X2.13)

6.2.6 *206 Medical Plan*—This form provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. It becomes part of the Incident Action Plan.

6.2.6.1 Examples found in Appendix X2:

(*1*) Incident Medical/Evacuation Plan (Fig. X2.14).

6.2.7 *211 Check-In List*—This form is used to record the arrival of all incident personnel.

6.2.7.1 Examples found in Appendix X2:

(*1*) Daily Local Volunteer Personnel Register (Fig. X2.15).

(*2*) Daily SAR Unit/Government Personnel Register (Fig. X2.16).

(*3*) Personnel Check In/Out (Fig. X2.17).

(*4*) Registration of Search and Rescue Participants (Fig. X2.18).

6.2.8 *214 Unit Log*—This form is used to document any activity or events occurring in a particular unit.

6.2.8.1 Examples found in Appendix X2:

(*1*) Daily Unit Log (Fig. X2.19).

6.2.9 *215 Operational Planning Worksheet*—This form is used in planning which resources will be used for assignments. It is also used by logistics for ordering resources.

6.2.9.1 Examples found in Appendix X2:

(*1*) Daily SAR Resources Worksheet (Fig. X2.20).

6.2.10 *218 Support Vehicle Inventory*—This form provides an inventory of vehicles assigned or available at the incident.

6.2.10.1 Example found in Appendix X2:

(*1*) Daily Vehicle Register (Fig. X2.21).

7. Additional Forms for SAR Management

7.1 These are forms that are not based on ICS forms but have been developed for use within the system because of the particular needs of the developing organization in managing an incident. These forms have been broken down into the four general staff functions.

7.2 *Forms Used Within the Plans Sections*:

7.2.1 *Debriefing Forms*—These forms are used to detail information coming from the field. This information is vital in planning strategy for future operational periods. This form also serves as a record of field activities.

7.2.1.1 Examples found in Appendix X2:

(*1*) Debriefing Form (Fig. X2.22).

(*2*) Team Debriefing with Supplement and Instructions (Fig. X2.23).

7.2.2 *Resource Forms*—These forms are used for ordering resources and can also be useful when planning assignments.

7.2.2.1 Examples found in Appendix X2:

(*1*) Search Capabilities Roster (Fig. X2.24).

(*2*) Resource Order Form (Fig. X2.25).

7.2.3 *Planning Worksheets/Checklist* —These are general forms used within the planning section.

7.2.3.1 Examples found in Appendix X2:

(*1*) Survival Time-frame Worksheet (Fig. X2.26).

(*2*) Planning Process Checklist (Fig. X2.27).

(*3*) Planning Cycle (Fig. X2.28).

7.2.4 *Aircraft Search Forms*—These forms are used when searching for downed aircraft.

7.2.4.1 Examples found in Appendix X2:

(*1*) Missing Aircraft Worksheet (Fig. X2.29).

(*2*) ELT Worksheet (Fig. X2.30).

7.2.5 *Situation Unit Forms*:

7.2.5.1 Examples found in Appendix X2.

(*1*) Situation Report (Fig. X2.31).

7.3 *Forms Used Within the Operations Section*:

7.3.1 *Assignment Record*—These forms are used for documenting tasks that have been assigned to particular resources.

7.3.1.1 Examples found in Appendix X2:

(*1*) Daily Task Log (Fig. X2.32).

(*2*) Crew Card with Instructions (Fig. X2.33).

7.3.2 *Field Forms*—These are forms used by resources in the field to document various activities.

7.3.2.1 Examples found in Appendix X2:

(*1*) ELT-DF Field Team Log (Fig. X2.34).

(*2*) Tracking Worksheet (Fig. X2.35).

(*3*) Track ID Form (Fig. X2.36).

7.4 *Forms Used Within the Logistics Section*:

7.4.1 *Supply Unit Form*—These forms are used in the supply unit for ordering, locating, and tracking supplies and equipment.

7.4.1.1 Examples found in Appendix X2:

(*1*) Equipment Roster (Fig. X2.37).

(*2*) Equipment Check (Fig. X2.38).

7.4.2 *Communications Unit Forms*—These forms are used within the communications unit.

7.4.2.1 Examples found in Appendix X2:

(*1*) Daily Communications Log (Fig. X2.39).

(*2*) Communications Log (Fig. X2.40).

7.4.3 *Medical Unit Forms*—These forms are used within the medical unit.

7.4.3.1 Examples found in Appendix X2:

(*1*) Medical Report (Fig. X2.41).

(*2*) Report of Injury (Fig. X2.42).

(*3*) Patient Referral (Fig. X2.43).

(*4*) Notice of Death Form (Fig. X2.44).

7.4.4 *Facilities Unit Forms*:

7.4.4.1 Examples found in Appendix X2.

(*1*) Operating Facilities (Fig. X2.45).

7.5 *Forms Used Within the Finance Section*:

7.5.1 *Time Unit Forms*—These are forms used within the time unit.

7.5.1.1 Examples found in Appendix X2:

(*1*) Monthly Time Report (Fig. X2.46).

(*2*) Time Record (Fig. X2.47).

7.5.2 *Cost Unit Forms*—These are forms used within the cost unit.

7.5.2.1 Examples found in Appendix X2:

(*1*) Search and Rescue Expenditure Report (Fig. X2.48).

(*2*) Cost Sheet (Fig. X2.49).

8. Additional Forms for SAR Investigation

8.1 Search investigation very often plays an important role in the planning and the operations of an incident. This is quite different than a fire. The investigation may deal with the subjects' history or with current events such as possible sightings. Some organizations have developed forms to assist them that have no connection to the ICS.

8.2 *Forms Used to Aid in the Investigation*:

8.2.1 *Subject Profile Forms*—These are forms that are used to gather information about the person or persons that is (are) the subject of the search. Some groups use short forms that only compile basic information used in the initial phases of the search, and get more detail later. Other groups have very detailed forms that serve as the foundation of their investigation.

8.2.1.1 Examples found in Appendix X3:

(*1*) Lost Person Questionnaire (Fig. X3.1).

(*2*) Search and Rescue Circumstance (Fig. X3.2).

(*3*) Incident Missing Person Questionnaire (Fig. X3.3).

(*4*) Lost Person Worksheet (Fig. X3.4).

(*5*) ML Quick Sheet (Fig. X3.5).

(*6*) Notification of Search and/or Rescue (Fig. X3.6).

8.2.2 *Information Compiling Forms*—These forms will assist the investigators in gathering and compiling information. They cover everything from the documentation of the initial source of the clue (whether it is physical or verbal) to the sorting and logging of the clue.

8.2.2.1 Examples found in Appendix X3:

(*1*) Urban Interview Log (Fig. X3.7).

(*2*) Daily Clue Log (Fig. X3.8).

(*3*) ELT-DF Reports (Fig. X3.9).

(*4*) Clue Card (Fig. X3.10).