

NATIONAL LAND SEARCH AND RESCUE PLAN

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NATIONAL LAND SEARCH AND RESCUE PLAN FOR TRINIDAD AND TOBAGO

PART 1:

1.0 INTRODUCTION

The development of the National Land Search and Rescue Plan (SAR) is in recognition of the need to develop national capacity in critical situations such as collapse structures and buildings as a result of earthquakes, swift water search and rescue such as in flash flooding amongst others.

The LSAR Plan is structured in three parts:

Part 1 generally covers the purpose, objectives, authority and administrative structures necessary for administering the plan;

Part 2 details the concept of operations;

Part 3 details the operational guidelines and procedures for responding to a Land-based Search & Rescue incident in ten (10) Functional Annexes.

1.1 DEFINITION

For the purposes of this plan, SAR is defined as:

An Emergency Response Function involving the location, rescue and initial medical stabilization of victims affected by local, national or regional disaster or event that may result in the entrapment, injury or displacement of victims.

It is a multi-hazard discipline that requires a multi-skilled team response to a range of emergencies or disasters including earthquakes, hurricanes, landslides, floods, fires, tornadoes and man made disasters including technological accidents, hazardous materials release and terrorism.

1.2 PURPOSE

This SAR plan establishes a process and structure for the systematic, coordinated, effective delivery of response to terrestrial SAR events at the National level. It outlines the planning assumptions, the operational concepts and response and recovery actions required in the event of an

incident requiring SAR response by describing the processes and methodology for implementing and managing national response efforts to terrestrial SAR events.

1.3 OBJECTIVES

The Objectives of the SAR Plan are to:

- I. Mobilize and coordinate timely national response to terrestrial events requiring SAR operations;
- II. Eliminate or ameliorate, as far as practicable, the immediate consequences of terrestrial events requiring SAR response.

1.4 AUTHORITY

The SAR Plan is an Annex to the “Disaster Emergency and Standard Operating Procedures for Trinidad and Tobago, 2001” and will be executed in accordance and in keeping with the operational concepts and principles outlined. The plan is also designed in accordance to the draft National Policy for the on-scene management and coordination of an emergency, i.e. the Incident Command System (ICS).

The designated focal point at the Trinidad and Tobago Fire Services will invoke the SAR Plan.

1.5 SCOPE

Activities under this Plan will commence when the SAR Team is mobilised and deployed and may extend to the post emergency response phase when the situation is stabilised.

1.6 OPERATIONAL CONTEXT

- 1.6.1 This Plan will be operated in an environment in which a range of Governmental and Non-Governmental organizations will work to achieve the agreed objectives.
- 1.6.2 Actions under the Plan will be initiated by threats or impacts brought on by events as outlined in Part 2 (Concept of Operations).

1.6.3 The operational intentions of this Plan are to:

- I. Assess affected areas;
- II. Search affected areas;
- III. Provide initial medical assistance to victims found in the affected areas;
- IV. Rescue the living to places of safety;
- V. Recover the dead;
- VI. Recover critical items of equipment.

1.7 PLAN ASSUMPTIONS

1.7.1 National Disaster Plans, Systems and Procedures are in place, these include (but not limited to)

- The Fire Service Emergency Response Plans and Standard Operating Procedures
- The Ministry of Health Disaster Preparedness Plan
- Regional Health Authorities Disaster Preparedness Plans
- The Police Service Emergency Response Plans and Standard Operating Procedures
- The Regional Corporations Emergency Preparedness Plans
- The Social Services Emergency Preparedness Plans
- The Ministry of Works and Transport Emergency Preparedness Plans

1.7.2 Persons involve in SAR Operations are familiar specifically with the concept and operation of the ICS and Mass Casualty Management (MCM) System, and generally with the concept of operations of the Emergency Operations Centre (EOC) and overall the National Disaster Management System.

1.7.3 Personnel will be available to the SAR team to implement the plan as proposed

1.7.4 The SAR team/s will be able to respond on short notice to provide timely and effective assistance

PART 2:

CONCEPT OF OPERATIONS

2.1 INTRODUCTION

These procedures have been developed to address the response activities to be undertaken given the different scenarios that may be posed by the impact of a hazard resulting in an Land SAR event.

2.2 OBJECTIVE

The main objective of this section of the LSAR Plan is to establish the operational context within which response actions will be taken in the event of an incident requiring the mobilization of land based search and rescue resources.

This section should be read in conjunction with the detailed operational procedures contained in the Functional Annexes (Part 3) to this Plan.

The Incident Management System (IMS) will be applied to any event or incident occurring within Trinidad and Tobago. An Incident Management Post will be established in a safe zone subsequent to an initial scene assessment. The Incident Manager on the scene will determine the necessary emergency support functions required (this includes SAR, MCM, Transport, Security, Fire Suppression, Traffic Control, etc) and make the necessary call out (see section 3.3 Standard Operating Procedures for call out and communication) to Fire Control – Central Command.

Fire Control will contact the SAR team and other support personnel and agencies.

The IM begins field organization (IMP, AMP, Collection Point, Impact Zone, Transportation). Command will be transferred to the most senior officer on his/her arrival on the scene.

Depending on the size of the incident it may be necessary to expand operations. He shall forward all request for additional SAR resources to Fire Control. Fire Control must determine the availability of resources and personnel and source these resources to facilitate the needs of the Incident Manager/Incident.

2.3 LEVELS OF OPERATION

2.3.1 Level 1

The Trinidad and Tobago Fire Service is divided into 3 Divisions. Each Division will be comprised of the following SAR teams:

- North Division 8 teams
- South Division 6 teams
- Tobago Division 2 teams

A situation is considered a level 1 when a search and rescue emergency function is required and 1 or more teams from the Division is dispatched to the scene, but the event is well within the capacity of the division to manage.

Therefore, a level one incident for SAR will entail the resources of one team (6 persons) to the full capacity of the Division.

The full operational capacity of one team is as follows;

Assistance to two (2) critically injured¹ persons, or

Assistance to four (4) moderately injured² persons, or

Assistance to eight (8) persons with minor injuries³

NB: Based on the situation (resources, trained personnel, conditions and situation) these standards may be adjusted.

2.3.2 Level 2

When an incident or event requires the SAR teams from a neighbouring division to assist the operations, then the event becomes a level two. Therefore, when the SAR resources and capacity of one division has been exhausted and additional assistance is required from the neighbouring division then the incident becomes a level 2.

¹ Described as persons with life threatening

² Described as persons with not life threatening but serious

³ Described as persons with not serious

2.3.3 Level 3

A level three occurs when all national resources for SAR have been exhausted and regional or international assistance is required.

This Level requires full enlistment of all national resources and response capabilities and is supplemented by regional and/or international resources.

2.4 NOTIFICATION

Notification of an incident requiring a LSAR response may be received from a wide variety of sources including: Police, Radio Station, Media, and Individuals.

Notification of an incident will generally follow the standard operating procedure as outlined in the LSAR Plan.

Immediately upon notification of a LSAR incident the Fire Control will notify SAR Team Leader/s. The team leader notifies members in his group (via pagers). All appropriate agencies and individuals will be contacted as is necessary. These may include

Call Out List (contact information included in Annex B)

- Senior Fire Officers
- Police
- Emergency Health Services
- Regional Health Authorities,
- Public Utilities – TTEC, WASA, NGC, POWERGEN
- Regional Corporations
- National Emergency Management Agency

Fire Control will contact the Regional Corporation or Director NEMA (if necessary- in level 2 emergencies to activate either the Regional or National EOC.

Notification of Incidents requiring international assistance will follow established procedures contained within the National Disaster Plan and Standard Operating Procedures.

2.5 RESPONSE ACTIONS

SAR Team mobilized and deploys assets as normal for a routine incident.

SAR teams opens an incident log on initiation of response operations.

Once operations commence SAR Team Leader will provide SITREPS to Incident Manager for decision making and briefing purposes. SITREP should ideally establish incident level and advise if potential exists for it to be elevated to higher levels.

On arrival at the incident site, an Incident Manager assumes control and establishes agreed command structure to coordinate and manage the response (Refer to Annex A). The Incident Manager reports to the EOC (if activated) and advises on scope of incident and need for additional resources.

The EOC will provide requested support to LSAR operations. Where resources are not under the immediate control of the Incident Management Post (IMP), the EOC is required to coordinate and provide the resources from other support agencies (Refer to Annex A).

During a Level II Response, the NEOC once activated maintains command and control over the event at the national level supported by the Regional EOC and the Incident Management Post. Incident Managers maintain command and control on the scene and report directly to the EOC. [The on-scene Point of Contact to the EOC is the Incident Manager].

Communications for the event will be in accordance with the existing communications structure in the Ministry of National Security Communications System. For communications with agencies outside of that Ministry's the arrangements under the National Emergency Telecommunications Plan will be effected.

2.6 STAND DOWN

2.6.1 Authority to Stand Down

Once an incident has been contained the Incident Manager will issue Stand Down notice to all response agencies. A debrief and After Action Report (AAR) must be completed within one (1) week after the incident has been concluded.

In a level two incident, on consultation with and on the advice from the Incident/s Manager(/s), the EOC issues the formal Stand Down for the event. Each incident site must be systematically returned to normal state following approved procedures. The Head of the EOC (Operations Officer) will also formally stand down the facility following the approved procedures contained in the EOC SOPs.

The SAR Team Leader will convene a debriefing session involving all key players in SAR Operations to discuss the operations and identify opportunities for enhancing plans, procedures based on the lessons learnt. The debriefing should take place within three days of the incident. Additionally, the SAR team is responsible for preparing a comprehensive After Action Report following the event. The AAR should also identify where resources were utilized and needs replacement or replenishment in preparation for the next event.

2.6.2 Regional LSAR Activation Procedures

The Regional LSAR Team will be activated by CDERA as an inter-island coordination and response team when an actual or potential incident:

Exceeds the response capability available to the affected Country;
May pose a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property;
Otherwise meets the definition of a major incident as defined in the National Disaster Plan; or
When requested by the National Emergency Management Agency.

2.6.3 Response Actions

On arrival in the affected Country, the Regional LSAR Team(s) will work under the direction of the Trinidad and Tobago Fire Service. The Regional LSAR Team Leader is required to provide Situation Reports (SITREPs) at the agreed intervals to the National Emergency Management Agency and to CDERA.

The Chief Fire Officer in consultation with the Regional LSAR Team Leader(s) will determine work plan for the team.

The Regional LSAR Team(s) will stand down operations when the prescribed notice is issued by the National Authorities. The Team leader(s) will convene a debriefing session of his team and prepare the AAR. Lessons learnt which impact on the operations of the National Authorities should be shared.

In accordance with the Regional LSAR Team(s) Operational Orders, team members will return to their respective station of origin.

PART 3:**FUNCTIONAL ANNEXES**

These functional annexes are designed to operationalize the intentions of this plan.

ANNEX A:**SAR Team Organisation and Management****A.1 TEAM ORGANISATION**

The National SAR Team(s) are comprised of personnel encompassing specialized skills in Search and Rescue Operations which includes ICS, technical search and canine search, rope rescue, confine space rescue, structural collapse rescue, swift water rescue, confine areas and vehicle extrication and MCM – First Responders.

SAR Units comprised of personnel from the Trinidad and Tobago Fire Service (TTFS) -trained in the above mentioned specialized courses- would be stationed at Division Headquarters and Stations within the TTFS. Personnel from the Trinidad and Tobago Defence Force (TTDF) and Trinidad and Tobago Cadet Force (TTCF) will be trained in support of the Trinidad and Tobago Fire Service. In Tobago, the SAR Team will comprised of TTFS and TTCF personnel.

SAR Units will have a pre-designated leader who will direct and manage all SAR Operations.

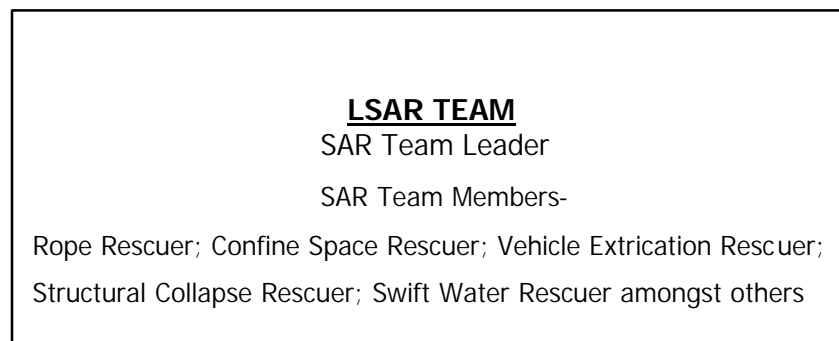
COMMAND AND CONTROL:

The Incident Management System (IMS) will be utilized as the on site command and control mechanism. Utilizing the principles of the Incident Command System, an Incident Manager, will head the Incident Management Post (ICP). The Incident Manager manages the event in keeping with the principles of the ICS and conveys information on the event status and response needs to the EOC (See Policy on Incident Command System/Incident Management System).

The most senior Fire Officer on duty after receiving information on a SAR Incident will invoke the LSAR Plan (call out procedures initiated at this point). Upon Activation of SAR Operations the SAR Team Leader retains responsibility for oversight and coordination of on site SAR Operations.

The designated SAR Team Leader oversees the operation of the SAR team in the field and reports to the Incident Manager. The LSAR response team is divided into the SAR Team Leader and comprised of SAR Team Members (Figure 1 SAR Team Structure). The SAR team will also conduct 1st Triage.

Figure 1: National LSAR Team Organizational Chart



A.2 TEAM MANAGEMENT & FUNCTIONS:

1. Incident Manager

Functions:

Oversees and directs all emergency functions (SAR, Medical Management, Fire Suppression etc) and operations in the field;

Focal point for collection and dissemination of field information;

Prepares status of operations reports and relays the same to the Head of EOC;

Relays requests for operational support to the Head of EOC;

Coordinates briefing and debriefing of all Team Leaders;

Makes recommendation to Head of EOC to stand down

2. SAR Team Leader –

The individual filling this post should be pre-designated.

Functions:

- i. Directs the overall operations the SAR Team in the field.
- ii. Manages deployment of SAR Team in the Field

- iii. Coordinates and conducts briefs and debriefing of the SAR Team
- iv. Makes recommendations to IMP to standdown SAR

3. LSAR Team

I Composition

The SAR Team will contain 8 persons. Personnel will be sourced from Trinidad and Tobago Fire Service, Trinidad and Tobago Defence Force and the Trinidad and Tobago Cadet Force and trained in the critical search, rescue, technical and medical aspects of SAR. These should include (but not limited to):

Search Techniques : physical search techniques, electronic search, structural collapse, K – 9.

Rescue Techniques: high angle rescue (rope rescue), confined space rescue, collapse structure, confined space rescue and vehicular rescue/extrication, trench collapse, flood/swift water, rough terrain.

Technical Skills: Hazardous materials, heavy rigging and equipment operation, structural specialist.

NB: All SAR Team members should be trained as a specialist in at least two aspects of search and rescue.

II. Overall Function:

Conducts the overall search and rescue mission to include: mobilization, search and technical rescue and/extrication, 1st triage and demobilization. This will be done in general phases of SAR i.e. the alert/search phase, the rescue/recovery phase and the termination phase.

Assists the SAR Team Leader with short and long range planning for the SAR Team operations.

A. Communications Officer

Function: Maintains, configures, distributes and trains personnel on all communications equipment in the SAR Team cache. Equipment includes local hand held and repeater systems, high frequency short wave and satellite systems, for voice and data transmission.

B. Safety Officer.

Function: Oversees all operations in relation to search and rescue safety requirements. Implements safety measures within operational situations.

Evaluate compromised areas to ensure safety

Provide support to the overall search and rescue mission to include: hazardous materials evaluation, structural integrity assessments, and technical documentation.

5. Mass Casualty Management (MCM) Team

MCM TEAM LEADER– *The individual filling this post should be a qualified medical doctor, part of the medical response system specially trained in Advance Trauma and life support, is pre-designated and reports directly to the Incident Manager.*

Functions:

Functions in accordance with the Mass Casualty Management Plan⁴

- i. Directs the operations of the medical response team.
- ii. Responsible for managing and supervising the medical function of the MRT during incident operations.

Stress Management in Disasters To be included in this programme

⁴ See Mass Casualty Management Plans for Trinidad and Tobago Revised 2001

ANNEX B: Team Mobilization

B.1 CALL OUT

Following the decision to invoke the SAR response mechanism, the designated focal point of the TTFS is responsible for issuing activation orders to the SAR Team Leader.

In rapid onset events, the designated focal point at the TTFS may advise the Incident Manager that the team will be mobilized and proceed issuing activation orders to the SAR Team.

The SAR Team Leader is the single designated point of contact to receive all official notifications from the designated focal point of the Lead Agency. SAR Team Leaders must be available via an agreed communications medium (suggested pagers). The SAR team will be contacted by the Team leader.

Figure 2: LSAR Team Call Out Sequence

To be finalized suggested use of pagers

B.2 ACTION ON CALL OUT:

Upon call out, LSAR Team members should collect their full personal kit/equipment cache and proceed to the point of assembly. Each member of the SAR Team is required to have the capability to be at the designated assembly point within a prescribed time of receiving an Activation Order.

Point of Assembly:

The point of assembly is where all personnel report for check-in and briefing on activation. This point should be large enough to accommodate all aspects of the mobilization process and be equipped with wireless communications (radios). At this point, check-in stations will be set up to process personnel sign-in and personal equipment inspection. Points of assembly will be at the Divisional Headquarters. The kits will be kept at the Divisional Headquarters.

Each SAR Team Member information sheet should be checked at sign-in for accuracy and an emergency contact name and telephone number.

Those pre-designated members of the team should proceed to retrieve team equipment from designated storage areas prior to proceeding to the point of assembly.

B.3 TEAM PLANNING:

The Incident Manager, in conjunction with the SAR Team, MRT Leaders Logistics, Transport, Communications, Safety, and Staging Officers, will develop information on the incident and prepare an Incident Action Plan (IAP). This may include researching the incident area and obtaining topographical maps of the area as required.

Reconnaissance of the affected area(s) will be carried out by officers arriving first on the scene - initial assessment- and subsequently the SAR team before planning SAR operations.

The IAP will be communicated to the EOC by periodic briefings or SITREPs.

B.4 Team Briefing:

Once all personnel are checked in, the SAR Team Leader will brief the entire team (Incident Manager briefs the Team Leaders). The objectives of the briefing are to:

- Outline the Mission Objectives;
- Provide up-to date information to team members;
- Inform team members of the agreed SAR operations and deployment plan.

B.5 TEAM TRANSPORT:

Transportation for the SAR team will be provided by the TTFS or any other assisting agency or specific vehicles assigned to the SAR Units.

ANNEX C:

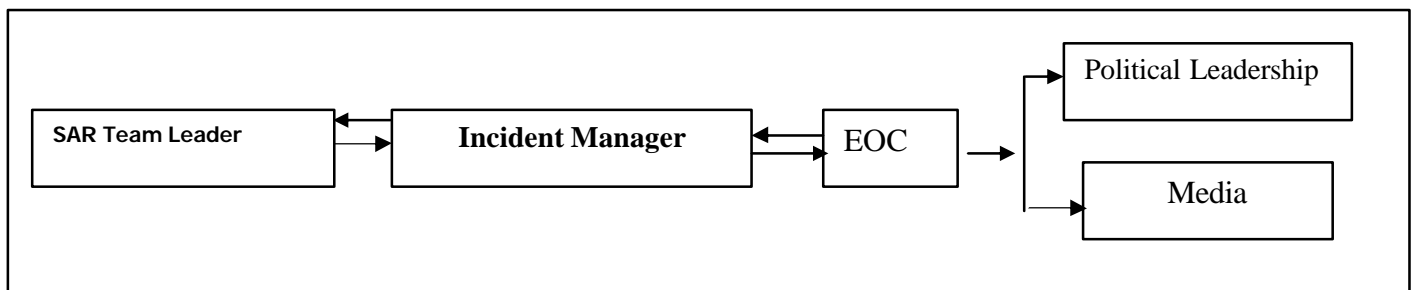
Communications & Information Flow Procedures

- 1 The deployed LSAR Team(s) will usually communicate with the Incident Manager at the IMP using all possible means of telecommunications services available.
 - UHF - Ministry of National Security Communications Systems (inter and intra agency communications amongst TTFS, TTPS, TTDF)
 - VHF – NEMA Emergency Frequencies – TX 148.800 – RX 148.200 MHz N.B. Existing Radio Procedures and Protocol to be followed at all times
 - Tobago NEMA repeaters – TX 152.180 RX 158.280 N.B. Existing Radio Procedures and Protocol to be followed at all times
 - HF – Amateur Radio Networks via HAM Operators (if available)
 - CB - REACT – NEMA no. 2 repeater – 147.800 MHz 147.200 Mhz N.B Existing Radio Procedures and Protocol to be followed at all times
 - Cellular Phones

SAR Team Leaders convey information directly to the Incident Management Post.

Incident Management collates and analyzes information and passes on to EOC for dissemination to political leadership and media (See Figure 3).

Figure 3: Information Flows



ANNEX D:
LSAR TEAM SEARCH AND RESCUE STRATEGY
(Structural Collapse)

Background:

This Annex has been developed to provide guidance only for response to events resulting in structural collapse.

STEP 1: Initial reconnaissance may need to be performed prior to beginning search and rescue operations:

Required Actions:

Identify structures affected

General area assessment, that is, to identify separate buildings which have high potential for viable rescue opportunities. This may include buildings of high occupancy such as hospitals, schools, nursing homes and multi storey buildings.

- Obtain information on
- Numbers trapped
- Location of casualties
- System of marking victim location (paint, chalk; flags)
- Type and extent of damage – assess damage to structures
- What rescue is already being done (the efforts of volunteers should be coordinated with the operations of the SAR Team- volunteers must work with SAR Team member, not alone)

1.3 Identification and location of additional hazards

Incident Command Actions:
Initial estimation of assistance needed;
Targeting and prioritising of areas for initial and subsequent searches.

STEP 2: Surface AssessmentRequired Action

Sweep search of the affected areas;
Send walking wounded to triage areas;
Remove all casualties found in non- difficult situations;
Locate and map casualties requiring extrication

This facilitates:

- **The development of rough maps and sketches essential to organize equipment and personnel in an efficient manner;**
- **Refining of estimation of resources required;**
- **Identification of specialist equipment needed;**
- **Establishment of the Incident Management Post;**
- **Securing of the affected area.**

STEP 3: Surface Search and RescueRequired Action

Search areas blocked by light debris – likely to be areas of high survivability;
Look for voids (these are possible survival points);
Rescue survivors found.

Incident Command Actions:

Debriefing of personnel to improve information;
Questioning of witnesses and survivors;
Revision of plan and assistance requirements;
Assembly of any additional personnel.

STEP 4: SYSTEMATIC SEARCH AND RESCUERequired Action

Remove selected debris and continue searching voids;
Rescue survivors found;
Removal of debris by human chains;

Emergency shoring of high risk structural elements;
Obtain all available structural information.

Incident Management Actions:

1. Consideration of personnel rotation

STEP 5: Systematic Debris removal

Required Action:

Systematic debris removal and searching;
Use of heavy equipment for debris removal (supervised by safety officer);
Assess building stability and consider structural shoring;
Concentrate on specific areas to reduce numbers of personnel at risk;
Mark all areas searched to avoid wasting time re-searching and to avoid handling debris twice.

Incident Command Actions:

- 1. Organization of regular relief and rotation of personnel**
- 2. Liaising with security forces to identify if persons are still missing**

NB: Search and rescue operations will cease once all missing persons are accounted for.

ANNEX F:
PLANNING RESPONSIBILITIES OF THE
NATIONAL LEAD AGENCY FOR SAR
Trinidad and Tobago Fire Service

- 1.1 Responsible for the establishment, maintenance and management of national SAR response system. This includes the specification, maintenance and availability of SAR vehicles and equipment, maintenance and evaluation of operational readiness;
- 1.2 Responsible for recruiting members to the SAR Team;
- 1.3 Maintains the national SAR personnel list and updates this list on a quarterly basis. List should contain:
 - I. Name;
 - II. Contact points – members are required to notify if leaving country;
 - III. Indicate areas of training and currency of training;
 - IV. Name of a point of contact in case of emergency;
 - V. Medical information as indicated at Annex E (3.2).
- 1.4 Enter into discussions and agreements with Private and Public Sector regarding the availability of necessary equipment.

ANNEX G**MODEL CONTENTS FOR SEARCH AND RESCUE EQUIPMENT CACHE**

NB: This list is a possible model for a 6-person Search and Rescue Team (Box 29).

I. TEAM EQUIPMENT

NUMBER	ITEM	QUANTITY
1	Ladders 6 ft.	3
2	Shovels	6
3	Bowsaws	3
4	Chain Saws	6
5	Bolt cutters	6
6	Crowbars 15 in.	3
7	Hammers	6
8	Cold Chisels 5 in.	3
9	Screw Drivers	18
10	Nails	30 packs
11	Buckets	10
12	Spray Paint	20
13	Water Containers	2
14	Tarpaulin 12 ft. x20 ft.	10
15	Pick-Axe	2
16	Cutlass	3
17	Wheel Barrows	3
18	Hacksaw	3
19	Hydraulic Jacks 4 tonne	3
20	Tirfor Winchers	2
21	Anchor Pins	20
22	Shear Pins	20
23	Anchor straps	20
24	Generators 7.5 kw	1
25	Lighting	20
26	Shackles 2 in.	20
27	Shackles 3 in.	10
28	Slings - 30 ft.	1
29	Slings - 15 ft.	2
30	Loud Hailers	2
31	Stretchers	2
32	Lifting Bridle	1
33	Fire Blankets 6 ft. X 4 ft.	6
34	First Aid Kits for 100 persons	3

NUMBER	ITEM	QUANTITY
35	Lines 50m	6
36	Lines 100m	6
37	Karabinas	20
38	Haul Track Pulleys (Small)	10
39	Haul Track Pulleys (Large)	10
40	Rope Protector	10
41	Figure 8	30
42	Self Contained Breathing Apparatus	5
43	Spare Cylinders –2250l	10
44	Fully Encapsulated Suits	6
45	HAZMAT Repair Kit Contents to be itemized	
46	Vehicles	5

II. PERSONAL EQUIPMENT INDIVIDUAL PACKS

NUMBER	ITEM	QUANTITY
1	Knapsack	6
2	Torch Light (Multi function)	6
3	Helmet with torchlight	6
4	Rescue Coverall – Heat Resistant	6
5	Boots – Heat Resistant	6
6	Water Bottle	6
7	Files	12
8	Side Pouch	6
9	Paracord	6
10	Pen-knife	6
11	Whistle	6
12	Gloves	6
13	Socks	6

ANNEX H
NATIONAL LSAR TEAM CONTACT LIST

TO BE COMPLETED WHEN TEAMS ARE ESTABLISHED

ANNEX I

SAMPLE INCIDENT LOG

AGENCY REPORTING: _____

PERSON REPORTING: _____

DATE: _____ TIME: _____

INCIDENT NUMBER	PROBLEM/LOCATION	ASSIGNED TO	RESPONSE

ANNEX J

LSAR TEAM STAND DOWN AND DEMOBILIZATION

1.0 INTRODUCTION

Based on the information gathered from the Team Leaders (SAR, MCM, Fire Suppression etc.) and the level of the emergency, the Incident Manager will make the decision to Stand down and demobilize all operations.

2.0 DEBRIEFING

A thorough debriefing of all the teams should take place at the soonest possible opportunity following the decision to stand down. Debriefing should aim to identify operational issues arising during response; identify lessons learnt and initiate a corrective action plan.

The debriefing process should address at minimum:

1. Safety issues arising during the response;
2. Management and coordination issues;
3. Information flows;
4. Communication issues;
5. Effectiveness of planning;
6. Logistics – including equipment, use and replenishment of resources and supplies;
7. Medical issues – including victim treatment and supplies;
8. Overall performance of all teams.